



Ms Jane MacLeod
Post Office Ltd
148 Old Street
LONDON
EC1V 9QH

Your ref:
Our ref: 00363/2015

Wednesday 18 March
2015

Dear Ms MacLeod

Mrs Tracy Banks (nee FELSTEAD) GRO

Requirement to Produce Materials

The above person has made an application for a review of her case. Mrs Banks was convicted of theft and false accounting at Kingston-upon-Thames Crown Court on 09/04/2001 and sentenced on 20 June 2002. The Commission requires you to identify all documents and other materials in your possession relating to this case and to produce them.

I have enclosed a formal notice, issued under section 17 of the Criminal Appeal Act 1995, which requires you to do this. Please send all the documents and other materials relating to this case together with the attached receipt within 28 days.

We realise that this may cause you some inconvenience and are grateful for your co-operation, however you are under a legal obligation to comply with this notice. If for any reason you are unable to do so, please contact us immediately.

Yours sincerely

GRO

**M Pickering (Miss)
Casework Administrator**



CCRC Ref: 00363/2015

Name of Public Body: Post Office Ltd

Applicant's name: Tracy Banks

I confirm that:

- all documents and other materials are enclosed.

The appropriate contact person regarding this material is:

Contact Name:

Contact No.

Signed

Print Name

Date

Please return this form to:

Miss M Pickering, Casework Administrator

Criminal Cases Review Commission, 5 St Philip's Place, Birmingham, B3 2PW.



Legal requirement to produce material for the Criminal Cases Review Commission

To: Chief Executive
Post Office Ltd

The Commission believes that you are the "appropriate person" for the purposes of section 17 Criminal Appeal Act 1995 who has possession or control of documents or other materials which may assist the Commission in the exercise of its functions.

This notice now imposes a requirement upon you in respect of the following:

All material including but not limited to:

- audit files;
- investigation files;
- prosecution files;
- internal reviews;
- external reviews.

relating to the conviction of Mrs Tracy Banks (date of birth: **GRO**)
Mrs Banks (known as Miss Felstead at the time) was convicted of theft
and false accounting at Kingston-upon-Thames Crown Court on
09/04/2001.

The Commission makes a direction under section 17(2) Criminal Appeal Act 1995 that the documents and/or other materials must not be destroyed, damaged or altered. This direction takes priority over any weeding/destruction policies until this direction is withdrawn by the Commission.

You now have a statutory duty to send all documents and other materials specified above.

Your duty to comply with this requirement is not affected by any obligation of secrecy or other limitation on disclosure (including any such obligation or limitation imposed by or by virtue of an enactment) which would otherwise prevent the production of the document or other material to the Commission or the giving of access to it to the Commission. You may however notify us, in accordance with section 25 of the Criminal Appeal Act, that information

5 St Philip's Place, Birmingham B3 2PW, DX 715466 Birmingham 41
e:info@**GRO** t:**GRO** w: www.ccrcc.gov.uk

The independent public body which investigates possible miscarriages of justice in England, Wales and Northern Ireland

contained in the material is not to be disclosed by the Commission without your prior consent.

Signed:

GRO

on behalf of the Commission

Dated: Wednesday 18th March 2015