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Fujitsu

By email only

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Our ref:  
GRM1/AP6/364065.1369  
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Dear Sirs

**Alan Bates and 90 others v. Post Office Limited**  
**Claim number: HQ16X01238**

We act for Post Office Limited in relation to the above proceedings.

As part of the Court rules governing proceedings in England, parties have certain duties to preserve documents within their possession or control. The definition of documents extends to practically all recorded information in any format and on any medium. The concept of control can extend beyond the parties to the proceedings to other organisations who work for a party to the proceedings.

Fujitsu, as the supplier of the Horizon system to Post Office, may hold documents that are relevant to the above proceedings as the Claim Form (enclosed) specifically cites alleged problems with the Horizon system.

We therefore should be grateful if you would preserve any and all documents within your position or control in relation to Post Office and / or the Horizon system. In particular:

1. We understand that a litigation hold has been placed on Horizon transaction data for around the last two years. Please confirm that this preservation of the Horizon transaction data will continue until such time as Post Office authorises the data to be purged.
2. Please confirm that Fujitsu will be preserving all other Horizon data such as event logs.
3. Please ensure that all Horizon documentation such as specifications, work descriptions, change orders, manuals, internal operational guidance, etc is preserved.
4. Please also preserve the full email accounts of any key individuals at Fujitsu who work closely with Post Office and / or Horizon.

If any of the above matters causes you significant difficulty to implement, please do contact our Andy Parsons GRO or [andrew.parsons@bond-dickinson.com](mailto:andrew.parsons@bond-dickinson.com) GRO to discuss what action may be taken.

Yours faithfully

**Bond Dickinson LLP**

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Enclosures  
1. Claim Form

Draft