

ARS 110 v Apr 11 – Items of Property transferred
POST OFFICE LTD

Appendix A

- Copies of Branch Focus issued since _____20____
- Compliance file (OL66 financial services for all branches and OL67 travel insurance for on demand travel insurance branches)
- Data Protection Act Leaflet

Counters Operations Manuals: - Tick all those on hand

National Lottery
Post Office® Paystation
Security
Ordering Stores & Stock
Horizon Online Equipment & Administration
Post Office Outreach Services excluding
Home Service

Appendix B

**Items of property transferred to the incoming Agent by Post Office Ltd,
or otherwise required for operational reasons:**

Stamp Portfolios
.....

Tape for measuring parcels
.....

Parcel scales
.....

Letter scales
.....

Airmail balance and weights 1 x 10g, 2 x 20g, 1 x 50g, 1 x 100g

Test weights 1 x 50g, 2 x 100g, 1 x 200g, 2 x 500g, 1 x 1kg, 2 x 2kg, 1 x 5kg

Steel datestamps
3A_2357513_6 FINAL

ARS 110 v Apr 11 – Items of Property transferred
POST OFFICE LTD

Self Inking datestamps
....

PiP Template
.....

Items loaned to the incoming Agent by Post Office Ltd:

Horizon Equipment – How many:
Processing Units Monitors Pin Pads .
.....
Keyboards Printers.
Scanners

Post Office® Safes, how many? Safe Keys, how
many?
Serial number(s) from hinge of safe
.....
Have all the keys been handed over?
.....

Post Office® alarms – System type and number of fobs
.....
Official stamp vending machine – How many?
.....
Serial number(s)
.....
Have all keys been handed over?
.....

Zip Zap machine
.....
Safe tilt mechanism.
.....
UV Lamp.
.....
ATM and type.
.....

ARS 110 v Apr 11 – Items of Property transferred

POST OFFICE LTD

Paystation terminal/Camelot terminal.
.....

DDA Induction Loop Sticker DDA Portable Kit DDA
signature template Yellow Pin pad slots in place at all
positions.....

Any other equipment?
.....
.....
.....

Mailwork Offices Only

Post Office® cycles and accessories
.....

Outgoing Agent's Signature/Authorised Signatory's Signature

Print Name

Witness signature

Signature of Outgoing Agent witnessed by

Date

Incoming Agent's Signature/Authorised Signatory's Signature

Print Name

Witness signature

Signature of Incoming Agent witnessed by

ARS 110 v Apr 11 – Items of Property transferred

POST OFFICE LTD

Date
