

**POST OFFICE LTD CONFIDENTIAL: INVESTIGATION, LEGAL  
POLTD/1112/XXXX**

**OFFENCE**  
**Theft/False Accounting/Fraud/Money Laundering/etc**

**Name:**

**Rank:**

**Identification  
Code:**

**Office:**

**Branch Code:**

**Age:**

**Date of Birth:**

**Service:**

**Date Service  
Commenced:**

**Personnel Printout:**

**At Appendix: C**

**Nat Ins No:**

**Home Address:**

**Suspended/Contract for  
Services Suspended:**

**Handed into custody:**

**At:**

**To be prosecuted by:**

**Designated Prosecution  
Authority:**

Dave Pardoe , Senior Security Manager

**Discipline Manager:**

**Post Office Ltd Legal & Compliance Team**

Investigation background

Enquiries conducted

Planning & Operation

Offender approach reported

Reference to notebook entry made

Details of suspect interview & searches

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Admissions / denials identified / reported and points to prove covered

Details to identify and recover loss and assets

Interview concluded and tape details or custody record

Period of offences identified

Assessment of evidence available to support charges

Details of domestic and financial details of offender

Reliability of witness

Outstanding enquiries reported

Loss to Post Office Ltd

Accounting aspects/status reported

Subsequent enquiries and actions to identify and recover loss and assets

NPA forms / antecedents

Copy reports / tape summaries

Details of failures in security, supervision, procedures and product integrity

Reason for file submission

*(Signature)*

Print Name  
Security Manager

Contact Number:

Date: