

GRO

2 May 2003

Mr A Bates

GRO

Tel: No.

Fax No.

GRO

SWYDDFAIR
POST

POST
OFFICE

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Dear Mr Bates,

RE: LOSSES AND GAINS

Thank you for your letter of the 16 April 2003, the content of which has been noted.

Nevertheless, I must point out that you are Bound by the Terms and Conditions of your Contract for Services, which was acknowledged by you on the 31 March 2003, when accepting your appointment.

To this effect you are charged with ensuring that all accounts entrusted to you are kept in the form prescribed by Post Office Ltd, by using the approved accounting system i.e Horizon, and therefore, in the event of any losses occurring these should be made good without delay (Section 12, paragraph 4, Section 12, paragraph 12 refers).

Accordingly, failure to comply with these obligations can be construed as a Breach of Contract, which could ultimately put your Contract for Services 'at risk'.

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I would therefore, request that you acknowledge the content of this letter within 10 days of its date of posting, confirming that your accounts are being maintained in the correct fashion. Which would also include adhering to the proper procedure in respect of making good your losses, as per your Contractual Obligations.

Yours sincerely,

GRO

MIKE WAKLEY
Retail Line Manager

To: **MIKE WAKLEY**
Retail Line Manager

- I note the contents of this letter and confirm that my accounts are being maintained in the correct fashion

Signed:

Date: