

Lost or Stolen Passbook Form

For Britannia use only

Tick if audit required Tick if item is to be actioned New account number

Scanning code CT/AF ISA/AF CT/WF SA/GENCOR

Scanning Code info: ISA/AF - If new ISA. CT/WF - If transferring or closing account. SA/GENCOR - If passbook has been found. CT/AF - New non-ISA.

Please complete this form in full using BLACK ink and BLOCK CAPITALS

My/Our (account type) account number
has been lost/stolen/lost in post

1st Applicant Details

Title Forename(s)
Surname
Date of Birth (in DD/MM/YYYY format)
Nationality
Address

Post Code
Work Telephone Number Including STD Code
Home Telephone Number
Mobile Telephone Number
Email Address
Occupation
Employer

2nd Applicant Details

Title Forename(s)
Surname
Date of Birth (in DD/MM/YYYY format)
Nationality
Address

Post Code
Work Telephone Number Including STD Code
Home Telephone Number
Mobile Telephone Number
Email Address
Occupation
Employer

Previous Address (if you have moved within the last 3 years)

I/We wish to:

- Transfer the balance from this account to a new account in the same name(s) as above. (Where the passbook has been lost a continuation passbook will be issued. Where the passbook has been stolen, the balance will be transferred to a new account number)
- or Transfer the balance to an existing account number
- or Close the account and repay the balance plus interest in cash/by cheque. This amounts to £ In the case of a cheque, this should be made payable to:
(Please note, the cheque can only be made payable to one or more of the account holders)

I promise:

- (a) to return the original passbook if it is recovered
- (b) to indemnify Britannia against all actions, claims, demands, costs and expenses, which may be taken or made against Britannia or incurred or become payable by Britannia, unless it is as a result of fraud or negligence on the part of Britannia or its employees.

Signature(s) (If joint, all parties must sign)

Date

Only sign this section if the passbook has been found

*I/We notify Britannia that the above numbered passbook has now been found and the account can be operated in accordance with the authority held by Britannia.

Signature(s)

Date

*Delete as appropriate

For Britannia's use only

For all former Bristol & West accounts (account numbers in the range of 870000000 - 889999999), please follow the continuation passbook process. If the passbook has been stolen, the account must be closed and the balance transferred to a new account number. If the passbook has been lost, please follow the continuation process.

Signature verified by (initials) Employee Ref No

To passbook no

Other signature ID (tick box and complete details below)

IDENTIFICATION DETAILS - if requested	APPLICANT 1	APPLICANT 2
Signature ID		
Type of ID		
Issuer (and country of issue if passport)		
Reference		
Date of issue / expiry		
Certified copy attached		

Actioned by

Staff member initials

New Account Number (if applicable)

Date account opened

Continuation passbook issued (Date)

Branch Number

Audit checked by (initials)

R85

3rd Party Credits Advised

975 Required

New A/C opened with full name details

Lost passbook marker set by:

Initials

Employee Ref No

If ISA account, please record current year's subs £

Scanning Code info:

ISA/AF - If new ISA.

CT/WF - If transferring or closing account.

SA/GENCOR - If passbook has been found.

CT/AF - New non-ISA.