

Missing Passbook Declaration

Name(s)

Address

Postcode

Account number

I / We hereby declare that the passbook relating to my / our account has been:

- a) **Lost** and a thorough search has been carried out. I / We request that the Society issue a duplicate passbook once I / we have paid the applicable administration fee.
- b) **Stolen** and the police have been notified. The crime number is . I / We request that the Society issue a duplicate passbook.
- c) **Lost** and a thorough search has been carried out. I / We request that my / our account be closed by cash / cheque once I / we have paid the applicable administration fee.

Please note that two forms of identification must be provided for each account holder before this procedure can be carried out.

I / We undertake to return the missing passbook should it return to my / our possession.

I / We accept that the administration fee is non-refundable, even if the original passbook is found.

Signed Date

Signed Date

Time Branch

For office use only

Cashier name	<input type="text"/>	Tick box
1. Customer identification seen		<input type="checkbox"/>
Ref:	Ref:	
Ref:	Ref:	
2. Account transaction checked for fraudulent use		<input type="checkbox"/>
3. Nominal receipt credited to LPF		<input type="checkbox"/>
4. Customer informed that fee is non-refundable		<input type="checkbox"/>
5. Signature(s) checked to application form		<input type="checkbox"/>
6. Duplicate passbook issued		<input type="checkbox"/>
7. Passbook marked 'DUPLICATE'		<input type="checkbox"/>
8. Passbook serial number recorded		<input type="checkbox"/>
9. Account text added		<input type="checkbox"/>