**esbs**

as individual as you

**NOTIFICATION OF LOST PASSBOOK**

Account Number

Name of Account Holder(s)

Title

Full Names

Surname

Address

Date of Birth

National Insurance No.

Email Address

Home Tel No.

Mobile No

**The £20 charge is to be deducted from either the** *existing account / paid by cash / paid by debit card*

*An administration charge of £20 applies except under the following conditions:*
- *If Stolen and Crime Number is provided – Crime Number………………………………*
- *If the account is closed. Please note no new account can be opened for 12 months.*
- *If balance is being transferred to an existing account.*

In accordance with the Society's Rules I/we hereby notify you of the loss/theft of the passbook for the above numbered account.

**Please note that the society will not be responsible for any loss suffered as a direct result of the passbook having been lost/stolen. If the passbook is found please inform us as soon as possible.**

I/We agree to the balance of this account to be dealt with as detailed below: **(Please provide instructions in table below.)**

In case of notice accounts, do you wish to wait appropriate notice period. **\*Yes / No**
(If No, a penalty will apply)

| | Transfer balance to existing account | Account No:<br>Name: |
|---|---|---|
| | Issue duplicate passbook (£20 fee required) | |
| | Transfer balance to a new account -new application form required (£20 fee required) | New Account No: |
| | Issue a cheque for total balance payable to the account holder | |

Signature(s) _____

_____

Date _____

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

| OFFICE USE ONLY | |
|---|---|
| SIGNATURE CHECKED BY | |
| SIGNATURE VERIFIED BY | |

| ACCOUNT REVIEW<br>*(Y/N OR NOT APPLICABLE)* | OUTCOME |
|---|---|
| | |

| LOST CODE IN PASSBOOK MAINTENANCE INPUT | |
|---|---|
| £20 FEE RECEIVED (Please write reason if waived) | |

Paid by     Cash [ ]     Chq [ ]     Debit Card [ ]     From exisiting account [ ]

| DUPL WARNING MEMO CODE INPUT | |
|---|---|
| NOTES ADDED RE DUPLICATE P/B IN PROVISION | |
| NNAC MEMO ADDED  (if transferring to existing account or on closure) | |
| PROVISION ADDRESS UPDATED<br>*(Y/N OR NOT APPLICABLE)* | |
| ID REQUIRED FOR CHANGE OF ADDRESS<br>*(Y/N OR NOT APPLICABLE)* | |
| PASSBOOK NOTES ADDED RE: DUPLICATE PASSBOOK + DATE | |

CUSTOMER NUMBER _____

BACK OFFICE CHECKED BY: _____

DATE: _____