**Balances held by law firms**

**Application form**

**Name of client:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of person to whom the funds are due, if different to the above: (If unknown, please state):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Last known address of Person to whom the funds are due:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Transaction description:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of settlement or last contact with client or person to whom the funds are due:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of Balance: £ Reason balance held:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is there a file or records held? (If yes, include your file reference.) Please provide any other relevant information below:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 1 – where the client cannot be traced.**

[ ]  **We confirm that (1) we have undertaken reasonable efforts to trace the owner of the funds and (2) we consider the funds to be bona vacantia.**

**Please tick which of the following steps have been undertaken:**

[ ]  The client file has been checked and all available contact details have been used to try and contact the client or relevant third parties.

[ ]  An internet search has been undertaken.

[ ]  A Directory Enquiries search has undertaken.

[ ]  An Electoral Register search has been undertaken.

[ ]  An advert has been placed in a newspaper or other publication.

[ ]  A tracing agent has been instructed.

[ ]  Other (please specify in box below).

|  |
| --- |
| Space for comments if relevant (e.g. other steps taken and/or why it was not considered appropriate to carry out a particular step above): |

**Signed for and on behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Designated Cashroom Manager** **Date**

 **Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Please note:** we may share information provided on this form for monitoring and regulatory purposes with the Law Society of Scotland. Further details of any personal information we may share is set out in our privacy statement available online at [www.kltr.gov.uk](http://www.kltr.gov.uk) |

**Part 2 – where the client can be traced but the funds are considered to be abandoned.**

[ ]  **We confirm that (1) we have undertaken reasonable efforts to return the funds and (2) we consider the funds to be bona vacantia.**

**Please tick which of the following steps have been undertaken:**

[ ]  Cheque and letter sent by recorded delivery on (DATE/S)

[ ]  Further letters / correspondence sent regarding encashment of Cheque (DATE/S) (producing evidence of this)

[x]  Personal visit by solicitor / staff member to deliver letter and

 Cheque

[ ]  Sheriff Officers instructed to attend client’s location to formally

 deliver cheque and covering letter (producing evidence of this)

[ ]  Other (please specify in box below).

|  |
| --- |
| Explain why the funds are considered to be abandoned: |

**Signed for and on behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ Designated Cashroom Manager** **Date**

 **Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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