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| **Reporting officer: :** | **Report Start Date :** (Used for monitoring via action diary)  |
| **Disclosure officer:** **(if not reporting officer)** | **Supervising Officer :**  |

**Defendants**

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| Name | Address (indicate business, home or registered office) | Company number / date of birth & NI number | Position/ relation to offence |
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| **Legislation contravened**- Including Acts(s) & Section(s) & nature of offence(s) |   |

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| --- | --- | --- | --- |
| **Date of discovery** |   | **Last date for informations** |   |

|  |  |
| --- | --- |
| **Place of offence** |   |

|  |  |
| --- | --- |
| **Details of any Statutory Notices served or still required to be served (with date served)** |   |

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| --- | --- | --- |
| **POCA** (consideration; AFI view; prospects; progress) | Date /Officer |  |

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| --- | --- |
| **Draft informations for separate offences.** |   |

**Actions Diary**

**(On submission this document should be placed at the end of the report)**

Officers will record on this form **ALL** actions, decisions taken, any information and messages received / sent in relation to the above investigation.

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| **Date** | **Action taken** | **Associated documents / evidence** | **Time taken** | **Officer’s initials** |
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**PO / DIVISIONAL MANAGER REVIEW OF INVESTIGATION**

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| **Record of all reviews & subsequent actions** |
| **Date** | **Required actions** | **Action date** | **Action by** | **Confirm completed** |
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| **Statement of Facts:**(A concise and factual account of events, similar to your statement, but cross referencing to other witnesses` statements etc) |

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| **Investigating Officer comments:**(Cover due diligence considerations, does the legislation have a statutory defence. Is it likely to be used, Case law that might be relevant)**Witness assessment:****Officer Recommendation**Defendant(s)Prosecution/Simple Caution/ Letter of Warning/No further action\*Reason:Suitable for section 2 Company Directors Disqualification Act 1986 Yes/No\*Reason**PO Recommendation** |

 **INDEX TO STATEMENTS ( including exhibits)**

|  |  |  |
| --- | --- | --- |
| **Witnesses Names** | **Exhibit No.** |  **Exhibit Description**  |
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**WITNESS CONTACT DETAILS**

|  |  |  |
| --- | --- | --- |
| **Witness Names** | **Contact details** | **Date of Birth** |
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