

**FILE REQUEST FORM**

**This form must be completed and returned to Russell-Cooke LLP as a matter of urgency**

**PLEASE SEND IT TO:** Russell-Cooke LLP of 2 Putney Hill, Putney, London SW15 6AB

Please note that this instruction only relates to the following:

Name of closed firm: .....

Closed firm's address (including postcode) .....

.....

If Russell-Cooke LLP do not hear from you within 4 weeks, your document(s) will be retained by the SRA.

**PLEASE COMPLETE THIS SECTION IN ALL CIRCUMSTANCES AND AS FULLY AS YOU CAN:**

Your Full Name(s): .....

Your Address (including Postcode) .....

.....

.....

Your Day time telephone number: ..... Your Mobile telephone number: .....

Your E-mail address: .....

Details of what your file(s) related to: .....

.....

**NOW PLEASE COMPLETE THIS SECTION TO TELL US WHERE YOU WANT YOUR DOCUMENT(S) TO BE SENT (this may be your new solicitor's details):**

Name: .....

Postal or DX Address: .....

.....

.....

Any reference to be quoted for your new solicitor (if known) .....

**I/We confirm that my/our instructions are as stated in this form**

**Signed:** ..... **Signed:** .....

**BEFORE YOU RETURN THIS FORM PLEASE ENSURE THAT ALL INTERESTED PARTIES HAVE SIGNED IT AND HAVE PROVIDED IDENTIFICATION AND ANY LENDERS AUTHORISED AND REGULATED BY THE FINANCIAL SERVICES AUTHORITY HAVE PROVIDED THE LETTER AS SET OUT BELOW.**

**MULTIPLE COPIES OF THIS FORM EACH SIGNED BY DIFFERENT PARTIES ARE ACCEPTABLE.**



Please note that in order to be able to release your document(s) you **must** provide a form of identification. The pieces of identification which we accept are photocopies of the following:

- (1) A copy of your valid photographic driving licence or passport
- (2) If you do not hold either of the above, please provide copies of 2 utility bills (eg gas, electricity, council tax, water statement, bank statement) which display your name, address and which are dated within the last 3 months.

Please tick the appropriate box to indicate which form of identification you have enclosed with this form. Please note that your document(s) will not be released unless identification is provided.

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|--|--|
| Photographic ID – a copy of your driving licence   |  |
| Photographic ID – a copy of your photographic passport   |  |
| Copies of 2 utility bills which display your name and address and which are dated within the last 3 months |  |

Please note that if the client is a company, one of the directors is required to complete this form and provide one of the identification above, together with proof of directorship. This may be in the form of a print off from Companies House or equivalent.

Lenders authorised and regulated by the Financial Services Authority are not required to provide identification or sign this form, but are required to provide a letter addressed to Russell-Cooke LLP of 2 Putney Hill, Putney, London SW15 6AB on their own letterheaded paper signed by an authorised signatory, or on the letterheaded paper of their solicitor, signed by the solicitor, confirming that the document (s) can be sent to the specific destination specified above.