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| **File Closing Form** |  |

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| **Client:** |  |
| **Fee earner:** |  |
| **File ref:** |  |
| **Date closed:** |  |

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| **Closure Checklist** | | | | | | | **Init** |
| **Client’s objectives met** |  | Yes |  | No |  | N/A |  |
| **Closing letter sent to client** |  | Yes |  | No |  | N/A |  |
| **Nil account balances** |  | Yes |  | No |  | N/A |  |
| **Unnecessary documentation removed from file** |  | Yes |  | No |  | N/A |  |
| **Original documentation returned to the client** |  | Yes |  | No |  | N/A |  |
| **All undertakings discharged** |  | Yes |  | No |  | N/A |  |
| **Fee earner’s concluding risk assessment** |  | Ordinary |  | High (Risk Notice to be raised) | | |  |

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| **File Retention** | |
| **Destroy date** |  |
| **Notes** |  |
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| **Signed:** |  |
| **Date:** |  |