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| **File Closing Form** |  |

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

|  |  |
| --- | --- |
| **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:** |  |