

Example Covering Correspondence

Material provided from a system compliant with *BS 10008:2008, Evidential weight and legal admissibility of electronic information.*

Dear Sirs

Re: Section 2 notice dated 28th February 2009.

Please find enclosed a DVD, labelled "SFO Section 2 response 13th March 2009 – JB".

The DVD contains all the material which you requested in your notice from our Companies document records system, FileShare, and has been transferred to you in line with our documented process. A full schedule of the material is included on the DVD (Schedule.xls)

The Serious Fraud Office confirms that the FileShare electronic transfer system is operated in compliance with BS 10008:2008.

Yours Faithfully

Material provided from an alternative system.

Dear Sirs

Re: Section 2 notice dated 28th February 2009.

Please find enclosed a DVD, labelled "SFO Section 2 response 13th March 2009 – JB".

The DVD contains all the material which you requested in your notice from our Companies document records system, FileShare. This material was saved into the PDF file format. We have renamed the material from its internal reference, to the file name format of FileShare001.pdf, 002.pdf etc. This material was then burned directly to DVD alongside a full schedule of the material being provided (Schedule.xls). This schedule includes the total available metadata which was extracted from FileShare as a text file.

I can confirm that a check has been conducted of the DVD, and I verify that the content is an exact copy of the source material on FileShare.

Yours Faithfully

Material provided that has been scanned specifically for the SFO.

Dear Sirs

Re: Section 2 notice dated 28th February 2009.

Please find enclosed a DVD, labelled "SFO Section 2 response 13th March 2009 – JB".

The DVD contains all the material which you requested in your notice. We have scanned this material as single page black and white TIFFs. Each item scanned has been given a unique filename, and is saved in a single folder called "tiffs".

After scanning this material was then burned directly to DVD alongside a full schedule of the material being provided (Schedule.xls). This schedule includes document descriptions and dates, and is saved as a text file.

I can confirm that a check has been conducted of the DVD, and I verify that the content is an exact copy of the source paper material.

Yours Faithfully