

APPENDIX 1

OSCr

Office of the Scottish Charity Regulator

| Trustees' Annual Report for the period | | | | | | | |
|--|-----|-------|------|-----------------|-----|-------|------|
| Period start date | | | | Period end date | | | |
| | Day | Month | Year | | Day | Month | Year |
| From | 31 | May | 2024 | To | 31 | May | 2025 |

Reference and administration details

Charity name
Other names charity is known by
Registered charity number
Charity's principal address

| |
|-----------------|
| Bo'ness Car 4 U |
| |
| SC050152 |
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| |

Names of the charity trustees on date of approval of Trustees' Annual Report

| Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|--------------|-----------------|-----------------------------------|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 10 | | | |
| 11 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Structure, governance and management

Type of governing document

Constitution

Trustee recruitment and appointment

Trustees appointed/re-appointed at AGM

Objectives and activities

Charitable purposes

The organisation's charitable purpose is: to provide a free transport service to hospital appointments for those cancer patients who are referred to us by the General Medical practices of Bo'ness, and who by reason of ill health, age, disability, financial hardship or any other disadvantage are unable to go on their own.

Summary of the main activities
in relation to these objects

Provide free transport for hospital appointments

Achievements and performance

Summary of the main achievements of the charity during the financial period

We now have 100 patients on our register, a total of 33 volunteers to carry out our service and completed 18000 miles in patient transport to hospital. We have also been successful in making the local community more aware of our service.

Financial review

Brief statement of the charity's policy on reserves

Charity will be involved in fundraising activity.

Details of any deficit

N/A

Donated facilities and services (if any)

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (e.g. Chair) Chair

Treasurer

Date

5/8/25

5/8/25

Receipts and payments accounts

| For the period from | Period start date | | | to | Period end date | | |
|------------------------|-------------------|-------|------|----|-----------------|-------|------|
| | Day | Month | Year | | Day | Month | Year |
| | 31 | May | 2023 | | 31 | May | 2024 |

Section A Statement of receipts and payments

| | Unrestricted funds | Restricted funds | Expendable endowment funds | Permanent endowment funds | Total funds current period | Total funds last period |
|---|-----------------------|---------------------|----------------------------------|---------------------------------|-------------------------------|----------------------------|
| | to nearest £ | to nearest £ | to nearest £ | to nearest £ | to nearest £ | to nearest £ |
| A1 Receipts | | | | | | |
| Donations | 22,250 | - | | | 22,250 | |
| Legacies | | | | | - | |
| Grants | 18,967 | - | | | 18,967 | |
| Receipts from fundraising activities | - | | | | - | |
| Gross trading receipts | | | | | - | |
| Income from investments other than land and buildings | - | | | | - | |
| Rents from land & buildings | | | | | - | |
| Savings Account interest | 879 | - | | | 879 | |
| Savings Account | 71,839 | | | | 71,839 | |
| A1 Sub total | 113,935 | - | - | - | 113,935 | - |
| A2 Receipts from asset & investment sales | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| | - | - | | | - | |
| A2 Sub total | - | - | - | - | - | - |
| Total receipts | 113,935 | - | - | - | 113,935 | - |
| A3 Payments | | | | | | |
| Expenses for fundraising activities | - | | | | - | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | 15,045 | - | | | 15,045 | |
| Grants and donations | - | - | | | - | |
| Governance costs: | | | | | - | |
| Audit / independent examination | | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| Other | | | | | - | |
| | | | | | - | |
| A3 Sub total | 15,045 | - | - | - | 15,045 | - |
| A4 Payments relating to asset and investment movements | | | | | | |
| Purchases of fixed assets | - | | | | - | |
| Savings Account | 71,839 | - | | | 71,839 | |
| A4 Sub total | 71,839 | - | - | - | 71,839 | - |
| Total payments | 86,884 | - | - | - | 86,884 | - |
| Net receipts / (payments) | 27,051 | - | - | - | 27,051 | - |
| A5 Transfers to / (from) funds | | | | | | |
| | | | | | - | |
| Surplus / (deficit) for year | 27,051 | - | - | - | 27,051 | - |

Section B Statement of balances

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Expendable endowment funds to nearest £ | Permanent endowment funds to nearest £ | Total current period to nearest £ | Total last period to nearest £ |
|---------------|--|------------------------------------|----------------------------------|--|---|--------------------------------------|-----------------------------------|
| B1 Cash funds | Cash and bank balances at start of year | 66,012 | - | | | - | |
| | Surplus / (deficit) shown on receipts and payments account | 27,051 | - | | | 27,051 | |
| | | | | | | - | |
| | | | | | | - | |
| | Cash and bank balances at end of year | 93,063 | - | - | - | 93,063 | - |
| | (Agree balances with receipts and payments account(s)) | | | | | | |

| | Details | Fund to which asset belongs | Market valuation to nearest £ | Last year to nearest £ |
|----------------|---------|-----------------------------|----------------------------------|---------------------------|
| B2 Investments | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | Total | | |

| | Details | Fund to which asset belongs | Cost (if available) to nearest £ | Current value (if available) to nearest £ | Last year to nearest £ |
|-----------------|---------|-----------------------------|-------------------------------------|--|---------------------------|
| B3 Other assets | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | Total | | | |

| | Details | Fund to which liability relates | Amount due to nearest £ | Last year to nearest £ |
|----------------|---------|---------------------------------|----------------------------|---------------------------|
| B4 Liabilities | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | Total | | |

| | Details | Fund to which liability relates | Amount due (estimate) to nearest £ | Last year to nearest £ |
|---------------------------|---------|---------------------------------|---------------------------------------|---------------------------|
| B5 Contingent liabilities | | | | |
| | | | | |
| | | | | |
| | | Total | | |

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

| | | | |
|--|--|--|--------|
| | | | 4/8/25 |
| | | | 4/8/25 |

Section C Notes to the Accounts

Notes

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

| |
|--|
| |
|--|

C2 Grants

| Type of activity or project supported | Individual / institution | Number of grants made | £ |
|---------------------------------------|--------------------------|-----------------------|---|
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | |
| | | | |
| Total | | | - |

C3a Trustee remuneration

| | |
|--|---|
| If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b) | X |
|--|---|

C3b Trustee remuneration - details

| Authority under which paid | £ |
|----------------------------|---|
| | |
| | |
| | |
| | |

C4a Trustee expenses

| | |
|---|--|
| If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b) | |
|---|--|

C4b Trustee expenses - details

| | Number of trustees | £ |
|--|--------------------|---|
| | | 0 |
| | | 0 |
| | | |
| | | |
| | | |

C5 Transactions with trustees and connected persons

| Nature of relationship | Nature of transaction | Transaction amount (£) | Balance outstanding at period end (£) |
|------------------------|-----------------------|------------------------|---------------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

C6 Other information

| |
|--|
| |
|--|

Additional analysis (1)

Analysis of receipts and payments

1 Donations

| | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Expendable endowment funds to nearest £ | Permanent endowment funds to nearest £ | Total current period to nearest £ | Total last period to nearest £ |
|-------------------------|------------------------------------|----------------------------------|--|---|--------------------------------------|-----------------------------------|
| Individual | 8,822 | | | | 8,822 | |
| Organisations and clubs | 13,428 | | | | 13,428 | |
| | - | | | | - | |
| Total | 22,250 | - | - | - | 22,250 | - |
| | reference | - | - | - | reference | - |

2 Grants

| | Unrestricted funds to nearest £ | Restricted funds to nearest £ | | | Total current period to nearest £ | Total last period to nearest £ |
|-----------------|------------------------------------|----------------------------------|---|---|--------------------------------------|-----------------------------------|
| Miller Homes | 1000 | | | | 1000 | |
| Falkirk Council | 7,000 | - | | | 7,000 | |
| | - | - | | | - | |
| Impact Funding | 10,967 | - | | | 10,967 | |
| Total | 18,967 | - | | | 18,967 | - |
| | - | - | - | - | - | - |

3 Gross receipts from other charitable activities

| | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Expendable endowment funds to nearest £ | Permanent endowment funds to nearest £ | Total current period to nearest £ | Total last period to nearest £ |
|--------------|------------------------------------|----------------------------------|--|---|--------------------------------------|-----------------------------------|
| | - | | | | - | |
| Total | - | - | - | - | - | - |
| | reference | - | - | - | reference | - |

4 Payments relating directly to charitable activities

| | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Expendable endowment funds to nearest £ | Permanent endowment funds to nearest £ | Total current period to nearest £ | Total last period to nearest £ |
|----------------------------|------------------------------------|----------------------------------|--|---|--------------------------------------|-----------------------------------|
| PPE | 586 | | | | 586 | |
| PHONE | 342 | | | | 342 | |
| IT EQUIPMENT | 259 | | | | 259 | |
| OFFICE/STATIONARY | 924 | | | | 924 | |
| PUBLIC LIABILITY INSURANCE | 581 | | | | 581 | |
| PROMOTION MATERIAL | 314 | | | | 314 | |
| LEAFLETS | - | | | | - | |
| FUEL | 10,891 | | | | 10,891 | |
| FUNDRAISING EXPENSES | - | | | | - | |
| TEAM BUILDING / TRAINING | 817 | | | | 817 | |
| CO-ORDINATOR EXPENSES | 150 | | | | 150 | |
| PORTAKABIN | 50 | | | | 50 | |
| WEBSITE FEE | 43 | | | | 43 | |
| DOMAIN FEE | 89 | - | | | 89 | |
| | - | | | | - | |
| Total | 15,046 | - | - | - | 15,046 | - |
| | reference | - | - | - | reference | - |

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Additional analysis (2)

Notes

5 Breakdown of unrestricted funds

| | | | | | Total unrestricted funds | Total unrestricted funds last period |
|--|---------------|---|---|---|--------------------------------|---|
| Receipts | | | | | | |
| Donations/ Loan | 22,250 | | | | 22,250 | |
| Legacies | | | | | - | |
| Grants | 18,967 | | | | 18,967 | |
| Receipts from fundraising activities | - | | | | - | |
| Gross trading receipts | | | | | - | |
| Income from investments other than land and buildings | 879 | | | | 879 | |
| Rents from land & buildings | | | | | - | |
| Gross receipts from other charitable activities | | | | | - | |
| Sub total | 42,096 | - | - | - | 42,096 | - |
| | | | | | cross ref error | |
| Receipts from asset & investment sales | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| Proceeds from sale of investments | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Total receipts | 42,096 | - | - | - | 42,096 | - |
| | | | | | cross ref error | |
| Payments | | | | | | |
| Expenses for fundraising activities | 15,045 | | | | 15,045 | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | - | | | | - | |
| Grants and donations / Loan repayed | - | | | | - | |
| Governance costs: | | | | | - | |
| Audit / independent examination | - | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| | | | | | - | |
| Sub total | 15,045 | - | - | - | 15,045 | - |
| | | | | | cross ref error | |
| Payments relating to asset and investment movements | | | | | | |
| Purchases of fixed assets | - | | | | - | |
| Purchase of investments | | | | | - | |
| Sub total | - | - | - | - | - | - |
| | | | | | cross ref error | |
| Total payments | 15,045 | - | - | - | 15,045 | - |
| | | | | | cross ref error | |
| Net receipts / (payments) | 27,051 | - | - | - | 27,051 | - |
| Transfers to / (from) funds | | | | | | |
| | | | | | - | |
| Surplus / (deficit) for year | 27,051 | - | - | - | 27,051 | - |
| | | | | | cross ref error | |
| Nature and purpose of funds | | | | | | |
| | | | | | | |

Additional analysis (3)

Notes

6 Breakdown of restricted funds

| | 2015/16 Restricted funds | 2014/15 Restricted funds | 2013/14 Restricted funds | 2012/13 Restricted funds | Total restricted funds | Total restricted funds last period |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|---|
| Receipts | | | | | | |
| Donations | | | | | - | |
| Legacies | | | | | - | |
| Grants | - | | | | - | |
| Receipts from fundraising activities | | | | | - | |
| Gross trading receipts | | | | | - | |
| Income from investments other than land and buildings | | | | | - | |
| Rents from land & buildings | | | | | - | |
| Gross receipts from other charitable activities | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Receipts from asset & investment sales | | | | | | |
| Proceeds from sale of fixed assets | | | | | - | |
| Proceeds from sale of investments | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Total receipts | - | - | - | - | - | - |
| Payments | | | | | | |
| Expenses for fundraising activities | | | | | - | |
| Gross trading payments | | | | | - | |
| Investment management costs | | | | | - | |
| Payments relating directly to charitable activities | - | | | | - | |
| Grants and donations | - | | | | - | |
| Governance costs: | | | | | - | |
| Audit / independent examination | | | | | - | |
| Preparation of annual accounts | | | | | - | |
| Legal costs | | | | | - | |
| | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Payments relating to asset and investment movements | | | | | | |
| Purchases of fixed assets | | | | | - | |
| Purchase of investments | | | | | - | |
| Sub total | - | - | - | - | - | - |
| Total payments | - | - | - | - | - | - |
| Net receipts / (payments) | - | - | - | - | - | - |
| Transfers to / (from) funds | | | | | - | |
| Surplus / (deficit) for year | - | - | - | - | - | - |

Nature and purpose of funds

| |
|--|
| |
|--|

A3 Payments

Expenses for fundraising activities - 2024/2025

[illegible]

Payments relating directly to charitable activities - 2024/2025


| Description | Unrestricted Funds | Restricted Funds | Date | Checked | Comments |
|----------------------------------|--------------------|------------------|------|---------|--|
| PPE, Drivers equipment | 585.67 | | | | Timpsons 15.00, Recognit 7.02, Covid kits 31.92, Recognition 7.02, Covid kits 191.04, Drivers cards 28.80, Test kits 95.38, Test kits 85.80, Screwfix 13.98, Medisave 47.88, Recognit 7.02, Coordinator bags 29.97, B&Q 11.00, Recognit 7.02, |
| Phone | 341.61 | | | | June 17.38, July 17.38, 02.100.00, August 17.38, September 17.38, October 17.38, November 17.38, December 17.38, January 29.99, January 17.38, February 17.38, March 17.38, April 17.38, May 20.44, |
| IT Equipment/Software | 259.00 | | | | Currys 91.00, SumUp 7.00, Laptop plan 76.00, Laptop repair 85.00, |
| Website fee | 43.20 | | | | Wordpress 43.20, |
| Domain fee | 88.80 | | | | May 44.40, May 2025 44.40, |
| Office, Stationery | 924.13 | | | | Tesco 9.60, Coop 4.95, Tesco 12.00, Currys 9.99, Ryman 21.94, Waterstones 7.99, Post Office 3.25, Penz 1.50, Stationery 50.09, Folders 17.96, £ 89p 0.75, Ryman 8.99, Post office 15.30, Ink 8.99, stationery 28.44, Ink 7.99, B&M 5.00, Ink 3.99, Ryman 23.22, Stationary 8.49, Ink 3.99, Ink 3.99, Ryman 46.29, J M K 314.00, J M K 266.40, Recognit 7.02, Ink 3.99, Ryman 8.54, Ink 3.99, |
| Public Liability/ Insurance | 581.30 | | | | Keegan 42.76, Keegaon 538.54, |
| Promotion/Recruitment | 313.53 | | | | Fair Programme 100.00, Roller banner 168.00, Home 2 hospital 40.49, Posters 5.04, |
| Leaflets | 0.00 | | | | |
| Fuel | 10890.67 | | | | June 1115.25, July 704.1, August 529.5, September 453.70, October 1361.55, November 2075.05, December 1340.25, January 736.40, February 584.12, March 304.75, April 672.2, May 1013.80, |
| Fundraising expense | 0.00 | | | | Certificates 18.77, Hope café 40.00, Hope café 40.00, Driver training 196.15, IT trainer 50.00, Driver training 100.80, CVS 37.20, Driver Training 44.10, Hope Café training 100.00, Driver training 53.75, Hope Street 28.00, Library hire 40.00, Corbie Inn 48.50, Hope café 20.00, |
| Team building/Training | 817.27 | | | | IM McClardy 50.00, J Hullet 50.00, H Jeffrey 50.00, |
| Co-ordinators expenses | 150.00 | | | | Fire extinguisher 49.99 |
| Portababin | 49.99 | | | | |
| TOTAL | 15045.37 | 0 | | | |
| Grants and Donations - 2024/2025 | | | | | |
| Description | Unrestricted funds | restricted funds | Date | Checked | Comments |
| | 0.00 | 0 | | | |
| TOTAL | 0.00 | 0 | | | |

| | | | | |
|--|---------------------------|-------------------------|-------------|----------------|
| A4 Payments | | | | |
| | | | | |
| Payments relating to asset and investment movements | | | | |
| Description | Unrestricted Funds | Restricted Funds | Date | Checked |
| Portakabin | 0.00 | | | |
| Savings Account | 4739.00 | | | |
| Savings Bond | 45000.00 | | | |
| Savings Account | 5500.00 | 17/10/2024 | | |
| Savings Account | 7000.00 | 31/10/2024 | | |
| Savings Account | 2600.00 | 18/11/2024 | | |
| Savings Account | 2000.00 | 20/12/2024 | | |
| Savings Account | 5000.00 | 21/05/2025 | | |
| | | | | |
| | | | | |
| TOTAL | 71839.00 | | | |
| | | | | |
| | | | | |
| | | | | |

| A1 Receipts | | | | | | |
|---|--------------------|------------------|------|---------|--|---|
| Donations - 2024/2025 | | | | | | |
| Description | Unrestricted Funds | Restricted Funds | Date | Checked | | Comments |
| Individual donations | 882.39 | | | | | |
| | | | | | | |
| Linlithgow Primary | 941.40 | | | | | 7/10/24 941.40. |
| M.R.L. | 500.00 | | | | | 9/10/24 500.00. |
| Kinnell Bowling Club | 200.00 | | | | | 06/09/2024 |
| Albert Hunt | 5000.00 | | | | | |
| V.A. Returns | 157.62 | | | | | 05/07/2024 £1000.00, 12/12 1000.00. |
| Line Dancers | 2000.00 | | | | | |
| | | | | | | |
| Hendry Opticians | 84.25 | | | | | 20-Dec |
| | | | | | | |
| Tesco | 12.00 | | | | | June 12.00. |
| Hope cafe | 40.00 | | | | | June 40.00. |
| HMRC Gift aid | 4492.29 | | | | | 18/11/2024, 28/4/2025 642.31. |
| TOTAL | 22249.95 | 0 | | | | |
| | | | | | | |
| Grants - 2024/2025 | | | | | | |
| Description | Unrestricted Funds | Restricted Funds | Date | Checked | | Comments |
| Miller Homes | 1000.00 | | | | | 11/12/24 1000.00. |
| Falkirk Council | 7000.00 | | | | | June 2000.00, May 2025 5000.00. |
| Impact Funding | 10967.00 | | | | | 4/7/24 £5202.50, 23/10/24 5202.50, 12/12/24 562.00. |
| | | | | | | |
| TOTAL | 18967.00 | 0 | | | | |
| | | | | | | |
| Receipts from fund-raising activities - 2024/2025 | | | | | | |
| Description | Unrestricted Funds | Restricted Funds | Date | Checked | | Comments |
| Paypal | 0.00 | | | | | |
| | 0.00 | | | | | |
| | 0.00 | | | | | |
| TOTAL | 0.00 | 0 | | | | |
| | | | | | | |
| Income from investments other than land and buildings - 2024/2025 | | | | | | |
| Description | Unrestricted Funds | Restricted Funds | Date | Checked | | Comments |
| Savings Account Interest | 456.00 | 0 | | Y | | 456.00 4/10/24 |
| Saving Account Interest | 423.34 | 0 | | Y | | 423.34 4/4/25 |
| TOTAL | 879.34 | 0 | | | | |

OSCr

Office of the Scottish Charity Regulator

| | | Independent examiner's report on the accounts | | | | | | v2 | |
|--|---|---|--------------------------------|------|--|----|-----|-------|------|
| Report to the trustees/members of | Charity name | Bo'ness Car 4 U | | | | | | | |
| Registered charity number | | SC050152 | | | | | | | |
| On the accounts of the charity for the period | Period start date | Day | Month | Year | | to | Day | Month | Year |
| | | 31 | May | 2024 | | | 31 | May | 2025 |
| Set out on pages | (remember to include the page numbers of additional sheets) | | | | | | | | |
| Respective responsibilities of trustees and examiner | <p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.</p> | | | | | | | | |
| Basis of independent examiner's statement | <p>My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.</p> | | | | | | | | |
| Independent examiner's statement | <p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations <p>have not been met, or</p> <ol style="list-style-type: none"> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. | | | | | | | | |
| Signed: |  | | Date: 7 th Aug 2025 | | | | | | |
| Name: | | | | | | | | | |
| Relevant professional qualification(s) or body (if any): | | | | | | | | | |
| Address: | | | | | | | | | |

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose