

## Appendix: Template for Written Statements

Witness Name:

Statement No.: WITNXXXX0100

Dated: [DD] [MONTH] [YYYY]

### POST OFFICE HORIZON IT INQUIRY

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[DRAFT] FIRST WITNESS STATEMENT OF [*WITNESS NAME*]

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I, [*WITNESS NAME*], will say as follows...

#### INTRODUCTION

1. I am a former employee of ... and held the position of...
2. This witness statement is made to assist the Post Office Horizon IT Inquiry (the “**Inquiry**”) with the matters set out in the Rule 9 Request dated [x] 2022 (the “**Request**”).

#### BACKGROUND

3. I have been asked to set out x, y and z.
4. In respect of x, I can confirm...
5. In respect of y, I can confirm...
6. [etc.]

**Statement of Truth**

I believe the content of this statement to be true.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Index to First Witness Statement of [WITNESS NAME]**

<b><u>No.</u></b>	<b><u>URN</u></b>	<b><u>Document Description</u></b>	<b><u>Control Number</u></b>
<u>1</u>	(e.g. POL00000001)		
<u>2</u>	(e.g. WITNXXX0102)		
<u>3</u>	(e.g. POL00000021)		
<u>4</u>	(etc.)		
<u>5</u>			