



## Signature

This form should be signed by the defendant or, if a solicitor is on record, a partner in the solicitor's firm. If the defendant signs the form their signature must be witnessed.

<b>Signed</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Partner's name</b>	<input type="text"/>	<b>Name of firm</b>	<input type="text"/>

## Signature of witness

The witness should know the payee personally and be a professional person or a person of standing in the community. It must not be signed by a relative of the payee. See below for list of acceptable witnesses.

I certify that the person has signed the form in my presence.

<b>Signed</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Name</b>	<input type="text"/>	<b>Address</b>	<input type="text"/>
<b>Occupation</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>

## List of acceptable witnesses

- |   |  |   |
|---|--|---|
| Accountant  | Fire service official  | Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals) |
| Airline pilot   | Funeral director   | Person with honours (an OBE or MBE, for example)  |
| Articled Clerk of a limited company                                     | Insurance agent (full time) of a recognised company                        | Pharmacist  |
| Assurance agent of recognised company                                   | Journalist   | Photographer (professional)   |
| Bank/Building Society official  | Justice of the Peace   | Police Officer  |
| Barrister   | Legal secretary  | Post Office official  |
| Chairman/Director of limited company                                    | (fellow or associate member of the Institute of Legal Secretaries and PAs) | President/Secretary of a recognised organisation  |
| Chiropodist   | Licensee of public house   | Salvation Army officer  |
| Commissioner of Oaths   | Local Government Officer   | Social worker   |
| Councillor (local or county)  | Manager/Personnel Officer (of a limited company)                           | Solicitor   |
| Civil Servant (permanent)   | Member, associate or fellow of a professional body                         | Surveyor  |
| Dentist   | Member of Parliament   | Teacher, lecturer   |
| Director/Manager of a VAT-registered charity                            | Merchant Navy officer  | Trade union officer   |
| Director/Manager/Personnel Officer of a VAT-registered company          | Minister of a recognised religion (including Christian Science)            | Travel agent (qualified)  |
| Doctor  | Nurse (RGN and RMN)  | Valuer or auctioneer  |
| Engineer (with professional qualifications)                             | Officer of the armed services (active or retired)                          | (fellows and associate members of the incorporated society)   |
| Financial services intermediary (eg. a stockbroker or insurance broker) | Optician   | Warrant Officers and Chief Petty Officers   |