**Transfer of**

Name of Transferring Organisation

**Records and Databases to the**

Name of Receiving Organisation

**On Date**

All records and databases detailed in the attached documents are to be transferred from **Name of Transferring Organisation** to the **Name of the Receiving Organisation** to facilitate the transfer of **Name of Function** to the body.

**Name of Transferring Organisation Authorised Officer**:

I confirm that all records and databases as documented in this transfer advice have been transferred to the **Name of the Receiving Organisation**

**Name:**

**Position:**

**Signature: Date:**

**Name of Receiving Organisation Authorised Officer:**

I confirm that all records and databases as documented in this advice have been received and accounted for by **Name of the Receiving Organisation**.

**Name:**

**Position:**

**Signature: Date:**