

Co-operative Assistance Network Limited

Recorded Delivery Policy

CAN will always use Recorded Delivery in cases where legal documents or other sensitive or valuable documents are posted.

This is to ensure that:

- Delivery can be tracked
- Disputes about non-receipt can be settled unequivocally.

Note that this is not about ensuring that documents do not get lost in the post (for which first class post is normally sufficient).

Responsible Department: Society Secretary

Implementation Date: 17 December 2015

Review period: 5 years

Next review due: 28 February 2023

Agreed at Directors Meeting of 16 September 2015

Passed at Members Meeting of 17 December 2015