

**CEREMONIAL SECRETARIAT - PROCEDURES**

<b>TASK:</b>	<b>Forfeiture Action</b>
<b>1.0</b>	<b>Dealing with a request for an award to be removed.</b>

	<b>Action</b>	<b>Comments</b>
<b>1.1</b>	In cases where holders of honours are convicted of criminal or civil offences, or are found guilty of professional misconduct, it is usual to consider whether the honour should be removed. Each case is considered on its own merits, but the main criterion for removal is whether continuing to hold the honour (a mark of The Queen's and the country's esteem) after such action would bring the honours system into disrepute.	
<b>1.2</b>	Forfeiture action can begin for a variety of reasons. A matter may be reported in the media and attract public interest or letters/emails may be received from a MP, the general public or a department.	
<b>1.3</b>	If you receive a letter or a newspaper cutting which leads you to believe that forfeiture action should be considered, first trace and obtain all relevant background papers relating to the individual. There are no time constraints on taking forfeiture action so an individual may have been awarded an honour many years before the alleged offence.	Trace within 2 days.
<b>1.4</b>	We receive many complaints about removing awards from individuals and clearly many are not serious enough to consider for forfeiture. In such cases draft a reply and keep in a correspondence file not a forfeiture file – various draft letters are at <i>Annex A</i> .  Examples of letters of complaint:  company in liquidation or business failed; poor service; a	Reply within 5 working days.