

The Bona Vacantia Division's Publications

The Freedom of Information Act 2000 ('the Act') gives a general right of access to all types of recorded information held by public authorities; sets out exemptions from that right; and places a number of obligations on public authorities. A public authority is defined in the Act as including central government departments, such as the Treasury Solicitor's Department ('TSol'). Each public authority should have a publication scheme dealing with Freedom of Information Act ('FOIA') matters.

The Bona Vacantia Division ('the Division') is part of TSol. Its publications therefore form part of TSol's Publication Scheme. Details of TSol's scheme; help in using the scheme; the charging policy; and how FOIA requests are dealt with can be found on TSol's web site using the link below. However because of the sheer number of the Division's publications, they will be found here on the Division's website.

Within the Division's website you will find a wealth of published information. The Division is committed to proactively publishing as much information as reasonably practical. In considering reasonableness we take into account proportionality, in that we have limited public funds and must use them as effectively as possible to further our aims.

The Division wants to make finding our published information as easy as possible. To that end there are many ways to access such information, and all of the following descriptions start from the website **Homepage as illustrated below:**

The screenshot shows the homepage of the Bona Vacantia Division website, viewed in Internet Explorer. The browser address bar shows the URL <http://www.bonavacantia.gov.uk/output/>. The page features a navigation menu with links for Home, Publications, Contact Us, Accessibility, Sitemap, Links, and Search. Below the navigation menu, there are three main sections: 'About Bona Vacantia', 'Companies', and 'Estates'. The main content area is titled 'Welcome to BONA VACANTIA' and includes a brief description of the division's role. Below this, there is a section titled 'ARE YOU...' with three columns: 'An entitled relative?', 'Referring an estate?', and 'Referring a company?'. At the bottom of the page, there is a 'Notices' section with a link to 'Company administrative restoration' and a 'FRAUD WARNING' section.

Annotations on the screenshot include:

- First row of links:** Points to the navigation menu (Home, Publications, Contact Us, Accessibility, Sitemap, Links, Search).
- Second row of links:** Points to the main navigation links (About Bona Vacantia, Companies, Estates).
- Third row of links:** Points to the 'ARE YOU...' section, specifically the 'An entitled relative?' link.
- Fourth row of links:** Points to the 'Company administrative restoration' link in the 'Notices' section.

Using the FIRST ROW of links on the Homepage:

- [Home](#) (No publications)
- [Publications](#) (Contains publications)
- [Contact Us](#) (No publications)
- [Accessibility](#) (No publications)
- [Sitemap](#) (Overview of publications)
- [Links](#) (No publications)

Clicking on the '[Publications](#)' tab you will find:

'Financial Accounts and Features', under which you will find:

1. The Division's annual accounts (**Crown Nominee Accounts**) going back a number of years. These are laid before Parliament every year and will tell you exactly how we manage the money raised by the Division.
2. The new **BV1A Estate Referral Form**. This is the quickest and most efficient way to refer an Estate case to us effectively. This will be updated as and when required.

'Notices', under which you will find:

3. **Notices**. Many of these will provide links through to numerous individual guidance notes, practices and procedures relevant to the wide range of work we undertake. These will be added, updated and removed as and when required.

Clicking on the '[Sitemap](#)' tab you will find:

4. A handy overview of where to find a number of publications throughout the Division's website.

Using the SECOND ROW of links on the Homepage:

- [About Bona Vacantia](#) (No publications)
- [Companies](#) (Contains publications)
- [Estates](#) (Contains Publications)

5. Clicking on the '[Companies](#)' tab you will find a page where, on the left, you will find a further tab called '**Dissolved company guidelines**'. This will take you directly to all the relevant guidelines we produce in this area of our work. These will be updated as and when required.
6. Clicking on the '[Estates](#)' tab you will find a page where, on the left, you will find a number of further tabs.
 - a. The '**Estate Guidelines**' tab will take you directly to all the relevant guidelines we produce in this area of our work. These will be updated as and when required.

- b. The '[Estates FAQ](#)' tab will take you to a sample family tree. This will be updated in line with any changes to the relevant law.
- c. The '[Deceased relative claim form](#)' tab will also take you to the sample family tree document as well as to the 'Information for Entitled Relatives' document. This latter document provides answers to all the questions frequently asked in Estates work and should be the first port of call for anyone seeking to refer a case to the Division. This will be updated as and when required.

Using the THIRD ROW of links on the Homepage:

'Are You...

- [An entitled relative?](#) (Contains publications)
- [Referring an estate?](#) (Contains publications)
- [Referring a company?](#) (Contains publications)

7. Clicking on the '[An entitled relative?](#)' tab you will find a page containing the following:
- a. Under point 3 - '*Full alphabetical list*' / '*Show full list ordered alphabetically*'- you will find a list of cases we are **currently** advertising to find kin. Names are added on a weekly basis and will normally stay on the list for 7 weeks. There is a limited search function with this section.
 - b. You will find further tabs to the left of the page, including:
 - i. The '[Estate Guidelines](#)' tab, which will take you directly to all the relevant guidelines we produce in this area of our work. These will be updated as and when required.
 - ii. The '[Estates FAQ](#)' tab which will take you to a sample family tree. This will be updated in line with any changes to the relevant law.
 - iii. The '[Deceased relative claim form](#)' tab which will also take you to the sample family tree document as well as to the 'Information for Entitled Relatives' document. This latter document provides answers to all the questions frequently asked in Estates work and should be the first port of call for anyone seeking to refer a case to the Division. This will be updated as and when required.
 - iv. A list of all '[Unclaimed Estates From 1997 Onwards](#)' i.e. cases where we have not found kin. This is updated monthly. Names will stay on the list until they are no longer claimable. Values will not be published due to the risk of crime. Certificates will not be provided as they are reasonably available elsewhere. Cases will not be provided pre-1997 as the detail is not on our computer records.
 - v. '[Information for Entitled Relatives](#)'. This document provides answers to all the questions frequently asked in this area of work

and should be the first port of call for anyone seeking to refer a case to the Division. This will be updated as and when required.

- vi. A list of '[Cases of the Month – Disclosure Log](#)' where further information can be provided on a proportional basis. Cases are added as information becomes public, and will remain on the list for approximately one month. This period of further focus allows sufficient time for cases to be investigated.
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8. Clicking on the [Referring an estate?](#) tab will provide a limited sample of the information also found under the Are You [An entitled relative?](#) tab. These will be updated as and when required.
 9. Clicking on the [Referring a company?](#) tab will show a page with further tabs on the left, including:
 - i. [Dissolved company guidelines](#). This will take you directly to all the relevant guidelines we produce in this area of our work. These will be updated as and when required.

Using the FOURTH ROW of links on the Homepage:

At the foot of the Homepage you will find ad hoc publications the Division feels important to the running of its business at any particular time. These can, for example, publicise policy changes; detail public information notices; and provide warnings over such matters as criminal activity affecting the Division's area of operations. They will be left on the website as long as circumstances require.