



# Approved Manager Application Form

# APPLICATION TO BECOME AN APPROVED MANAGER OF A CILEx REGULATION AUTHORISED ENTITY

NAME OF CILEx REGULATION AUTHORISED ENTITY:

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CILEx REGULATION AUTHORISED ENTITY REFERENCE NUMBER *(if already authorised)*:

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This is an application for approval for:

Please tick (✓)

Probate Practice	
Reserved Instrument Activities (Conveyancing)	
Criminal Litigation and Advocacy	
Civil Litigation with Judge Room Advocacy	
Civil Litigation and Advocacy	
Family Litigation with Judge Room Advocacy	
Family Litigation and Advocacy	
Immigration Practice	

Or for approval for:

A manager of an Authorised Entity, without being authorised to conduct a reserved or regulated legal activity.	
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You should complete this application either using a word processor or in black ink using block capitals.

In completing this form you should refer to the guidance in the Entity Authorisation Handbook.

## PART ONE: GENERAL INFORMATION

Membership number (e.g. CILEx, SRA, BSB, CLC, etc.):

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Grade of CILEx Membership (if appropriate):

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Title: Mr  Mrs  Miss  Ms  Other

Family Name:

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Forename(s):

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Home Address:

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Town:

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County:

Postcode:

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Telephone Numbers:

Home:

Mobile:

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Work:

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Email Address:

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Date of Birth:

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Job Title:

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## PART TWO: EXPERIENCE

Please state Legal Qualification (e.g. Chartered Legal Executive and CILEx Litigator, CILEx Practitioner, FCILEx, Solicitor, Barrister, Licensed Conveyancer). If non-Fellow CILEx Member please state grade of Membership:

Please state the Reserved\* or Regulated\* Legal Activities you are authorised to conduct in the space below (\*i.e reserved instrument activities e.g. conveyancing, probate, litigation, and immigration advice and services):

**Employment or Work Details** (this section is not required if an Application for Practice Rights has been approved in the last 2 years).

Please give details of your employment or work history. This should cover at least 5 years. Please start with your most recent experience first.

Employer's Name and Address:	Job Title:	Dates From/To

For each role you undertook in the last 5 years, you should set out the following information:

- A description of the types of cases you have handled.
- A description of your typical caseload, including any details about the complexity of your caseload and a summary of any difficult cases you have handled.
- The number of chargeable hours you spent on activities related to the area(s) of practice in which you are seeking authorisation as an Approved Manager.
- The proportion of time spent on the law related to the area(s) of practice in which you are seeking authorisation as an Approved Manager.
- A description of the range and nature of matters which you have handled related to the area(s) of practice in which you seek authorisation as an Approved Manager.
- Any distinctive features of your work.

## PART THREE: MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND CONDUCT STATEMENT

### Membership of Professional Bodies, Accreditation Schemes, etc.

Please provide details of any memberships of professional organisations, accreditation schemes, etc. to which you belong (except CILEx):

Professional Body	Membership Number (if applicable)	Dates of Membership From/To

### Good Standing

For EACH professional membership, please confirm the following:

Membership Body		Y/N
	My subscriptions are up to date	
	My CPD is up to date	
	My subscriptions are up to date	
	My CPD is up to date	
	My subscriptions are up to date	
	My CPD is up to date	
	My subscriptions are up to date	
	My CPD is up to date	
	My subscriptions are up to date	
	My CPD is up to date	

Please confirm whether there are or have been any restrictions placed on your professional membership in the space below:

Please attach a copy of a Standard Disclosure & Barring Service (DBS) Check, (formerly known as a Criminal Records Bureau Check or CRB Check), which must have been obtained within three months prior to the date of this application and for the purpose of this application.

## PRIOR CONDUCT

You must provide an answer to each of the questions 1 to 9 below and sign and date the declaration below.

1) Have you been convicted or accepted a caution in the UK or elsewhere (other than a motoring offence, not resulting in disqualification)? This includes a fixed penalty notice.

YES NO

2) Have you ever been subject to any investigations or proceedings concerning your fitness to practise by any regulatory or professional body (including findings or orders currently under appeal)?

YES NO

3) Have you ever been adjudged bankrupt or made a composition with creditors?

YES NO

4) Have you ever been removed from being a trustee of a charity, or removed from being concerned with the management or control of a charity?

YES NO

5) Have you been removed from office as a member, director or manager of any public body?

YES NO

6) Have you been disqualified from acting as a director of a company?

YES NO

7) Have you been the subject of a civil judgment?

YES NO

8) Has a determination (i.e. a decision) been made against you by the Legal Ombudsman?

YES NO

9) Have any clients made a complaint about your work and/or conduct to you or your employer in the last 12 months?

YES NO

If you have answered '**Yes**' to any of the questions above you must provide details of the circumstances (use a separate sheet if needed); a copy of any memorandum of conviction or a subject access report; and confirmation whether you have paid any fine or complied with any other order imposed on you.

Please read the guidance notes below which explain the questions 1-9 above.

## DECLARATION

I declare that the information given in this form is correct. I understand that once registered as an Approved Manager of a CILEx Regulation Authorised Entity I shall be bound by the provisions of the Charter bye-laws and all other rules and regulations of CILEx for the time being in force, including the CILEx Code of Conduct, Practice Management Agreement and supporting guides to good practice.

**Data Protection Act:** Approved Managers' names, and those of their employers, will be published in the Directory of Entities on the CILEx Regulation website and in other directories which provide information about law firms and lawyers.

The personal data you provide to CILEx or CILEx Regulation will be used by them to consider this application and to enable them to meet their obligations as a professional body and Approved Regulator under the Legal Services Act 2007. We may also share relevant personal data with approved publishers of legal directories and suppliers of membership benefit products, but you or the manager concerned may ask us not to do so by contacting CILEx Regulation on 01234 845770 or emailing [info@cilexregulation.org.uk](mailto:info@cilexregulation.org.uk).

In addition to publishing basic information about Authorised Entities, Approved Managers and Compliance Managers on our own website and providing that information to other approved publishers of legal directories, we provide it in a publicly available database where third parties, including operators of comparison websites and other commercial organisations, may access it in reusable form and republish it, alone or in combination with other information. **If your manager(s) agree(s) to the inclusion of their details (which may include any publishable disciplinary information) in this database, please tick:**

More information about the use we may make of your data is given in our privacy statement at [cilexregulation.org.uk](http://cilexregulation.org.uk). Information about disciplinary matters is only made public in accordance with the CILEx Regulation Publication Policy, available at [cilexregulation.org.uk](http://cilexregulation.org.uk).

Signed:

Date:

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## GUIDANCE NOTES

- 1) A conviction is where you have been found guilty of a criminal offence. A caution is where the police have disposed of the matter against you rather than send your case to the court. A fixed penalty notice is where you have been given a financial penalty by the police. If you have then failed to pay it you must declare it. This declaration is subject to the provisions of the Rehabilitation of Offenders Act 1974. You do not need to declare protected cautions and protected convictions.
- 2) An order by a regulatory or professional body may have been made where you belonged to another organisation and they disciplined you.
- 3) A bankruptcy order is where a court has said you are unable to pay your debts. A composition with creditors is where you agree to repay people to whom you owe money.
- 4) A trustee is someone that has been given responsibility for another person's property.
- 5) A public body is an organisation whose work is part of the process of Government.
- 6) A company is any business firm in the private (non-public) sector of an economy, controlled and operated by private individuals (and not by civil servants or government employees).
- 7) A civil judgment is a court order which states that you owe a debt to someone else and must pay it back. If you have any other civil judgment made against you that involves any matter such as debt, fraud, misrepresentation or conduct related to the administration of justice please let us know.
- 8) Legal Ombudsman determinations relating to complaints that involve you will usually be directed at entities.
- 9) This question is to enable CILEx Regulation to collect information about the types and numbers of complaint made against CILEx members.

Please send the completed application form by post to:

Compliance Manager Team, CILEx Regulation, Kempston Manor, Kempston, Bedford MK42 7AB

## CILEx Regulation Limited

Kempston Manor, Kempston, Bedford MK42 7AB

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## The Chartered Institute of Legal Executives (CILEx)

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