This is the annual return to be completed by an Approved Manager of a CILEx Authorised Entity.

There should be one annual return completed by each Approved Manager of the CILEx Authorised Entity.

All Approved Managers Annual Returns should be submitted by the Compliance Manager of the CILEx Authorised Entity with the Authorised Entity Annual Return.

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 notes at end of the return and in the Annual Returns section of the CILEx Regulation website.
PART ONE: GENERAL INFORMATION

CILEx Membership number (if appropriate): .................................................................

Grade of CILEx Membership (if appropriate): ............................................................

Title:   Mr  Mrs  Miss  Ms  Other

Family Name ..............................................................................................................

Forename(s)...................................................................................................................

Home Address: ............................................................................................................

Town: ...........................................................................................................................

County: .......................................................................................................................Post Code..........................................................................................................................

Telephone Numbers:

Home: ................................................................ Mobile: ....................................................

Work: .........................................................................................................................

Email Address: .........................................................................................................

Date of Birth........../.........../.............

Job Title: .....................................................................................................................
PART TWO: EXPERIENCE

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

……………………………………………………………………………………………………………………………………………………

Please state, if as an authorised person, you have been approved by CILEx Regulation to be a manager in an Authorised Entity without being authorised to conduct a reserved or regulated legal activity.

……………………………………………………………………………………………………………………………………………………

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)

……………………………………………………………………………………………………………………………………………………

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).

<table>
<thead>
<tr>
<th>Professional Body</th>
<th>Membership number (if applicable)</th>
<th>Dates of membership From / To</th>
</tr>
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<tbody>
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Good Standing
For EACH professional membership, please confirm the following:

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<tr>
<th>Membership Body</th>
<th>Y/N</th>
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<tbody>
<tr>
<td>My subscriptions are up to date</td>
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<td>My CPD is up to date</td>
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<td>My subscriptions are up to date</td>
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Confirm whether there are or have been any restrictions placed on your practising certificate/professional membership in the space below:

PRIOR CONDUCT
You must answer 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 above

**DECLARATION**

I declare that the information given in this form is correct. I understand that as an Approved Manager of a CILEx Authorised Entity I am 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 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 web site 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 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; 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: []

Signed: ______________________ Date: ______________________

**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 forms by post to:

Entity Supervision Team, CILEx Regulation, Kempston Manor, Kempston, Bedford MK42 7AB