

Titles, Logos and Regulatory Statement (Non- Authorised Entities)

Members in independent practice must make it clear they are individually regulated by CILEx Regulation, but must not say or imply that their firm is, unless they are a CILEx Regulation Authorised Entity.

This is to ensure that you comply with Principle 2 of the CILEx Code of Conduct and that your publicity is not misleading. CILEx Regulation may take disciplinary action should Principle 2 be breached.

Regulatory Statement

It is recommended that the correct regulatory statement should be displayed on all business communications, and as a minimum it is required to be displayed on the company's letterhead, client care letter and website. You should now also consider this requirement in respect of directories, social media, business communications and any online material.

We recommend that members use a wording similar to 'Bill Smith is a Member /Fellow of the Chartered Institute of Legal Executives, whose members are independently regulated by CILEx Regulation'. That clearly sets out to the public your status and the relationship to your regulator.

Logos

CILEx Regulation logos are only available for our Authorised Entities and Practitioners to use to demonstrate their specialist status.

Aside from those situations, individual members and firms are not allowed to use the CILEx or CILEx Regulation logo. CILEx is a professional body, awarding organisation, and an Approved Regulator. Therefore they have many duties and boundaries, one of which is a duty to protect the public interest. The display of our logos on letterhead or websites could suggest that CILEx/CILEx Regulation approves or endorses the services offered by a company or firm.

CILEx Regulation will take action if a member or firm is using the CILEx or CILEx Regulation logo without the appropriate permission.

Other regulations

Members in independent practice should also ensure they comply with any other regulations relating to use of titles and logos including the Company, Limited Liability Partnership and Business (Names and Trading Disclosures) Regulations 2015.