

APPLICATION TO MODIFY THE TERMS OF CILEx AUTHORISATION

Name of CILEx Authorised Entity:

CILEx Authorised Entity Reference Number:

Please Note: This form must be completed and signed by the Compliance Manager (or if the Compliance Manager has left, an Approved Manager), and be used to notify CILEx Regulation of any change to authorisation. CILEx Regulation must be advised of such a change as soon as the date of any such change is known.

Changes to Reserved/Regulated Legal Activity

1. If you wish to apply for the Authorised Entity to carry out any additional reserved or regulated legal activities that the Authorised Entity is not currently authorised to carry out, please confirm the activity or activities in the space below:

Reserved Instrument Activities (Conveyancing): YES/NO

Probate: YES/NO

Litigation: YES/NO

Immigration Advice and Services: YES/NO

Please Note: You must ensure that you have at least one Manager who is qualified to carry out each of the above Reserved or Regulated legal activities.

2. If the Authorised Entity currently has a CILEx Approved Manager or CILEx Approved Managers qualified to conduct the new activity or activities mentioned above, please state the name of the Approved Manager or Approved Managers with the reserved or regulated legal activity in the space below:

- If the Authorised Entity does not currently have a CILEx Approved Manager qualified to conduct the new activity or activities mentioned above please state the name of the proposed new Manager or Managers in the space below seeking CILEx Approved Manager status and ensure that each new Manager attaches a completed Approved Manager Application form.

Approved Manager Changes

- If a CILEx Approved Manager is leaving or has left the employment of the Authorised Entity please state the name of the Approved Manager, the leaving date and reason for leaving below:

Name	Leaving Date	Reason for Leaving

- If the Authorised Entity is continuing to provide the reserved or regulated legal activity previously conducted by the leaving Approved Manager, please state the name of the proposed new Approved Manager below:

Please Note: If the Approved Manager is being replaced by a new Manager who is not currently a CILEx Approved Manager, the new Manager must complete an Approved Manager Application form.

Temporary Change of Approved Manager (of more than 28 days):

- If an existing CILEx Approved Manager of the Authorised Entity has been absent or is expected to be absent for more than 28 days, please state the name of the Manager and period of absence/expected period of absence in the space below together with details of how the period of absence will be covered:

Name	Dates/Anticipated Dates of Absence	Reason for Absence	Name of Individuals providing Cover

Please Note: You must ensure that absences are covered by another CILEx Approved Manager who has been approved by CILEx Regulation to conduct the reserved or regulated legal activity of the absent Manager. If the individual or individuals providing cover are not existing CILEx Approved Managers they must each complete the Approved Manager Application form.

Change in Client Money Handling Arrangements:

7. If the Authorised Entity wishes to amend its arrangements for dealing with client money it must use this form to do so.

We wish to start/stop handling client money from the.....(date)

Any Other Material Change That is Likely to Impact on the Terms of Authorisation

8. Please confirm whether there have been any other material changes to the Authorised Entity (other than those covered by the above questions) that have occurred which have not previously been notified to CILEx Regulation.

Please Note: Such material changes could include change of company name, change of company ownership/shareholding and/or company structure, merger or acquisition. If you have any doubt as to what may constitute a material change and whether it is necessary to notify CILEx Regulation of such changes by calling us on +44 (0)1234 845770.

The Compliance Manager and Approved Managers of an Authorised Entity have joint responsibility for notifying CILEx Regulation as soon as reasonably practicable of any material changes that could affect the terms of Authorisation. This form can be used to summarise any such changes. Please provide an explanation below the signature if the Compliance Manager is unable to sign this form.

CILEx Regulation will clarify to the entity whether the changes will have any impact on the terms of Authorisation.

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 calling CILEx Regulation on +44 (0)1234 845770 or email 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. Information about disciplinary matters is only made public in accordance with the CILEx Regulation Publication Policy, available at cilexregulation.org.uk.

Signed (Compliance Manager)

Dated.....