

Go to My CILEx - <https://cilexportal.cilexgroup.org.uk>

Step 1: Click on the 'My Conduct' tile. If you can't see this tile, please let us know.

Step 2: Answer 'yes' or 'no' to **all** questions on the Prior Conduct page. To do this, click on the drop-down arrow in the box under each question.

Guidance Notes | **Prior Conduct** | Additional Questions

Prior Conduct

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?*

Please Choose

Yes (including findings or orders currently under appeal)

No

Please Choose

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

Please Choose

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?*

Please Choose

Step 3: Click 'Accept/Agree' to the Declaration box at the foot of the Prior Conduct page.

Step 4: Click on 'Next Page'

My CILEx | Apply for Membership | CILEx Directory

Declaration

I declare that the information given in this form is correct. I understand that once registered as a member of CILEx I shall be regulated by CILEx Regulation and be bound by the provisions of the **Charter Bye-Laws** and all other rules and regulations of CILEx and CILEx Regulation for the duration of my membership, including the **Code of Conduct**. If I provide information that is false I understand that disciplinary action may be pursued against me.

Please tick this box to accept and agree with the above Declaration statement*

Accept/Agree

< Prev Page | Next Page >

Save & Exit | Cancel

Step 5: Answer **all** the Additional Questions with a 'yes' or 'no'. To do this, click on the drop-down arrow in the box under each question.

Step 6: Click on '**Submit**'

If you've submitted the form correctly you will receive an email confirming this. The email will go to your registered email address.

The screenshot shows a web browser window with the URL <https://cilexportal.cilexgroup.org.uk/Online-Applications/Edit-Application/individualApplicationStageId/dee5e942-2f3c-aa11-a812-000d3a86d716/forceeditable/12...>. The page header includes the ILEX logo and navigation links: My CILEX, Apply for Membership, and CILEX Directory. The main content area has three tabs: Guidance Notes, Prior Conduct, and Additional Questions (which is selected). The 'Additional Questions' section contains two questions, each with a 'Please Choose' dropdown menu:

- Has a determination (i.e. a decision) been made by the Legal Ombudsman in the last 12 months against you or your employer in relation to a complaint about your work and/or service?*
- Have any clients made a complaint about your work and/or service to you or your employer in the last 12 months?*

At the bottom of the form, there are two orange buttons: '< Prev Page' on the left and 'Submit' on the right. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, with the system tray displaying the time as 09:25 on 21/01/2020.