

Please read these notes before completing the form

Filling in the form

- You should fill out this form if you are self employed. You should also have filled out *Application for civil legal aid - Financial eligibility - Form 2*.
- Complete the form in **capital letters** using **black ink** and put an 'x' in the relevant boxes. If a question doesn't relate to you, please answer it by putting an 'x' in the 'No' or 'Not applicable' box.
- Read the notes everywhere you see the information symbol. These give helpful information on completing the form.
- We use the information you give to decide if you qualify financially for legal aid. Give us and your solicitor full and honest answers so we can deal with your application quickly.



Documents and evidence to send with your application

- When you see the documents symbol, it tells you about documents you need to attach as evidence. Read the notes for details of the evidence you need to provide.
- If you don't send the correct evidence we can't deal with your case.

Please send copies of your documents and not originals.

Please don't use a highlighter on any of the documents you send us.

It's important that you provide all the documents needed or your application will be incomplete.

If we need to write to you to ask for documents this will delay our decision.



Returning your form

- If you were given this form by your solicitor, please return it to them with all the evidence requested.
- If you were sent the form or were asked to complete it by the Scottish Legal Aid Board, please return it with all the evidence requested to:
Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE
- You can also email us your form. Send it to: general@slab.org.uk



Help with this form

- If you need any help with this form you should ask your solicitor.
- You can also get help from the Financial Assessment Unit of the Legal Aid Information Line.

Legal Aid
Information Line



0131 240 2082



Read these notes as you fill out the form.

You will only have this if you've already been granted legal aid.

Find this on your most recent P60 or other forms from her Majesty's Revenue and Customs.

If you have a middle name enter it here too.

We need a telephone number where you can usually be contacted between 9am and 5pm.

Section A - About you

If you are filling in this form for someone else, please give their details and not your own.



A1. Legal aid reference number

C	I										
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A2. National Insurance number

LETTERS		NUMBERS					LETTER

A3. Are you Male Female

A4. Forenames

A5. Surname

A6. Date of birth

D	D	M	M	Y	Y	Y	Y

A7. Address

Post code

A8. Email address

A9. Applicant's daytime telephone number(s)

Home

Mobile

Section B - About your work

Look at the following statements and 'x' the box that accurately describes your circumstances.



B1. How are you self employed?

1. As sole trader - Please answer B2 and B3.
2. As a company partner - Please answer B2, B3 and D1 - D5.
3. As a shareholding company director - Please answer B2, B3 and E1 - E5.
4. As a sub-contractor - Please answer B2 and B3.
5. As a farmer - Please answer B2, B3 and F1 - F3.

B2. What is the nature of your business?

B3. What date did you become self employed or did the company start trading?

D	D	M	M	Y	Y	Y	Y

If this is less than two years please go to Section C.

Please provide a copy of the latest accounts you have had prepared, including the balance sheet. If you don't produce accounts, provide a copy of the latest Self Assessment Tax Return you made to HM Revenues and Customs and a copy of the tax return's assessment.





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Household expenses could be things like gas, electricity, telephone, mortgage or Council Tax.



If there is more than one partner in your business, please give the names for all partners here.



Section C - Self employment less than two years

Answer these questions if you became self employed or your company started trading less than two years ago.



C1. How much money do you pay yourself from the business per week/month?

Amount

Weekly

Monthly

C2. Do you pay any of your household expenses through the business? Yes No

C3. If so, what are these expenses?

We will assess your case on this information, but will look at your case again at the next year end date. We will write to you for a copy of your year end accounts, including the balance sheet, or the Self Assessment Tax Return you made to HM Revenues and Customs, and a copy of the tax return's assessment.



C4. What is your year end date?

D D M M Y Y Y Y

Section D - Your business partner

Please tell us about your relationship with business partners here. They need to sign and date the declaration in Section J, unless they are the opponent in the case.



D1. Who is your partner in the business?

D2. Is your business partner the opponent in the case which you are making this legal aid application for? Yes No

D3. Are you still involved in business with the opponent in the case? Yes No

D4. Are you still receiving an income from the business? Yes No

D5. What is the last date you received an income from the business?

D D M M Y Y Y Y

Please provide a copy of the latest accounts you have had prepared, including the balance sheet. If you don't produce accounts, provide a copy of the latest Self Assessment Tax Return you made to HM Revenues and Customs and a copy of the tax return's assessment.



Section E - Shares, dividends and salary

Please tell us about what share you have of the company here.



E1. How many shares in the company do you own?

E2. How many shares in the company have been issued?

E3. Do you receive dividends from the company? Yes No

E4. Do you receive a salary from the company? Yes No

E5. Are you entitled to a share of any net profit made by the company? Yes No

Your Company Secretary should complete a [Statement of Earnings Form \(CIV Fin 3\)](#) which you can download from www.slub.org.uk. Please provide a copy of the latest accounts you have had prepared, including the balance sheet. If you don't produce accounts, provide a copy of the latest Self Assessment Tax Return you made to HM Revenues and Customs and a copy of the tax return's assessment.





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Section F - Farmers

If you are self employed as a farmer please tell us here.



F1. Do you live on a farm?

Yes No

F2. What is the value of the farm house you live in?

F3. Is the value of any farmhouse included in your accounts?

Yes No

Please provide a copy of the latest accounts you have had prepared, including the balance sheet. If you don't produce accounts, provide a copy of the latest Self Assessment Tax Return you made to HM Revenues and Customs and a copy of the tax return's assessment.



Important information about your personal data

The Scottish Legal Aid Board (SLAB) is a data controller. The personal information provided by you will be used in accordance with the General Data Protection Regulation 2016 and for our functions under the Legal Aid (Scotland) Act 1986.

SLAB may receive information about you from certain third parties (for example, some government departments and agencies), or give information to them. However we will not pass on information about you unless the law allows or requires us to do so. We will retain the personal information we hold about you in accordance with the requirements of our retention schedule then destroy or delete it in a secure manner.

Under the General Data Protection Regulation 2016 you have the right to make a formal request in writing to see the personal information we hold about you, to inspect it and to have it corrected if it is wrong. In addition you may also have rights to have your data erased or have your data moved. You may be able to object to processing if you believe it to be unlawful and subject to lawful restrictions. Where SLAB are responsible for unlawfully processing or disclosing your personal data and it is likely to cause a high risk to your rights and freedoms we will make you aware of this. To request your personal data you should write to SLAB's Data Protection Officer. If you are unhappy with the response you get from the Data Protection Officer and wish to complain you should write to the Director of Corporate Services and Accounts.

Section G - Declarations

You must sign this declaration to say the information you've provided is true and correct. If you're filling out the form on a computer type your name.



If you knowingly make a false statement you may be prosecuted.

We check the information you provide with third parties such as your employers and benefit paying offices.

For applicants:

I/we certify the information given in this application form is to the best of my/our belief and knowledge true and correct.

For representatives:

I declare that as far as I know the information I have given is true, based upon the reasonable enquiries which I have been able to make, exercising due care and diligence.

Your signature →

Date signed:
 D D M M Y Y Y Y

Your business partners' signatures →

Date signed:
 D D M M Y Y Y Y

signatures →

D D M M Y Y Y Y

If you have additional business partners, please copy this page for them to sign and date.

Section H - Other information

If you ran out of room elsewhere in the form you can continue your answer here. You can also tell us anything else you'd like us to know about you.



A large, empty rectangular box with a thin black border, intended for providing additional information or continuing an answer.