

Name of applicant firm:	Firm legal aid code:
Principal business address	
Name of Compliance Manager/sole practitioner: (see Code of Practice, paragraph 2.1 – 2.6)	

DECLARATION

- **I am the only solicitor connected to the firm** *(Tick box if this statement applies)*.
- **As Compliance Manager/sole practitioner in the above firm, I apply for the name of the firm to be entered in the Criminal Legal Assistance Register.**
- **I confirm that all the details contained in this application are correct.**
- **I DO
I DO NOT**
set targets for staff in the firm(s) with which I am connected. I attach to this application a copy of the written instructions to staff relating to targets.
- **I confirm that the firm complies with and will continue to comply with the Code of Practice for Criminal Legal Assistance. I confirm the firm's Compliance Manual has been prepared in accordance with paragraph 2.4 of the Code and is held and controlled by me, [or: will be produced within one month of the date of registration], and will be exhibited to SLAB upon request.**
- **I confirm I will undertake the responsibilities of Compliance Manager as described in paragraph 2.6 of the above Code.**

..... (Signature) (Date)
Compliance Manager/sole practitioner

After completion, please send the form and any document(s) to:

criminalregister@slab.org.uk

OR

Receipts & Payments, The Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE (DX 555250 General Mail, Edinburgh 30)

CRIMINAL LEGAL ASSISTANCE REGISTER

Name of applicant firm:

Firm legal aid code:

By submitting this CLAR/F form you are certifying that there is in existence a manual detailing how your firm and its solicitors will comply with the Code of Practice. Please tick the boxes to confirm which of the following elements of practice are covered by your manual the application form and, as applicable, indicate in the right hand column which section or page of your documentation refers to each point. Please also provide details of other provisions made by your manual which may not be listed.

The Compliance Manual of the firm contains the following:

Section or page

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1. Processes and records for personal work and time recording

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2. Processes and records for case recording

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3. Processes and records for financial recording.

☐

4. Process and records for instructing local or other agent

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5. Processes and records for corrective action