

Lexcel application form

Last updated: September 2009

- All applicants must ensure any relevant supporting documents are attached with the completed application form
- It is the practice's responsibility to inform staff of any details that may affect them

If you have any questions, contact the Lexcel office on: 020 7320 5933, or e-mail: lexcel@lawsociety.org.uk

1. Main office details

Name of organisation	
Law Society registration number (Regis ID)	
Postal address	
DX number & town	
Telephone	
Facsimile	
E-mail *	
Website	

* The e-mail address given will be used as the primary communication channel.

2. Lexcel contact

Name	
Job title	
Telephone	
E-mail *	

* The e-mail address given will be used as the primary communication channel.

3. Type of assessment

Initial	<input type="checkbox"/>	Year 2 Annual Maintenance Visit	<input type="checkbox"/>
Year 1 Annual Maintenance Visit	<input type="checkbox"/>	Full re-assessment	<input type="checkbox"/>

4. Other offices

- Lexcel must be applied for by the entire legal department or private practice. All offices will be subject to Lexcel assessment in addition to the main/head office.
- If the table does not provide sufficient space, please continue on a separate sheet and attach this to your completed application form.

Name of office	Postal address	Law Society registration number (Regis ID)

5. Personnel

- In-house legal practices do not need to complete column 1.
- If the table does not provide sufficient space, please continue on a separate sheet and attach this to your completed application form.

Office	1. Number of partners	2. Number of solicitors	3. Number of other fee earners	4. Number of support staff
Totals				

6. Legal services offered

Non-contentious	Contentious
<input type="checkbox"/> Commercial conveyancing	<input type="checkbox"/> Child care
<input type="checkbox"/> Company/commercial	<input type="checkbox"/> Company/commercial
<input type="checkbox"/> Corporate	<input type="checkbox"/> Corporate
<input type="checkbox"/> Financial services	<input type="checkbox"/> Crime
<input type="checkbox"/> Non-commercial conveyancing	<input type="checkbox"/> Debt collection
<input type="checkbox"/> Probate	<input type="checkbox"/> Employment
<input type="checkbox"/> Trust	<input type="checkbox"/> Family/matrimonial
<input type="checkbox"/> Wills	<input type="checkbox"/> Medical negligence
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Personal injury
	<input type="checkbox"/> Welfare benefits
	<input type="checkbox"/> Other (please specify)

7. Lexcel certification & other quality standards

Please provide details of any Investors in People and/or ISO9001* assessments conducted in the last six months. As Lexcel may be able to give your practice credits in relation to the SQM, practices providing Legal Aid should include a copy of the last audit report. The Lexcel office can then verify the areas that the SQM audit covered.

Lexcel only	<input type="checkbox"/>
Joint Lexcel & liP	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of liP recognition	
Date of last liP assessment	
Joint Lexcel & ISO9001:2000	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of ISO9001:2000 recognition	
Date of last ISO9001:2000 assessment	

* Please note, only ISO 9001:2000 assessments completed by a registered UKAS certification body will be recognised by Lexcel.

Does the practice hold a SQM? If yes, please state the areas	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of last LSC audit	
Areas covered by LSC audit	

8. Assessment body

All the assessment bodies below are licensed to perform Lexcel assessments.

Recognised Lexcel assessment bodies	Selected body	Date of assessment
Assessment North East	<input type="checkbox"/>	
Capital Quality	<input type="checkbox"/>	
Centre for Assessment	<input type="checkbox"/>	
Lloyds Registered Quality Assurance	<input type="checkbox"/>	
Quality South East	<input type="checkbox"/>	
Recognising Excellence (QSW)	<input type="checkbox"/>	
SGS Midlands	<input type="checkbox"/>	
SGS North East	<input type="checkbox"/>	
SGS North West	<input type="checkbox"/>	
SGS South East	<input type="checkbox"/>	
SGS South West	<input type="checkbox"/>	
SGS Wales	<input type="checkbox"/>	
The Assessment Network	<input type="checkbox"/>	
EMQC Ltd	<input type="checkbox"/>	
The West Midlands Quality Centre	<input type="checkbox"/>	
Yorkshire & Humberside Assessment	<input type="checkbox"/>	

9. Lexcel consultant(s)

Please provide the contact details for any Lexcel consultant(s) used by your practice.

Name	
Job title	
Company	
Telephone	
E-mail	

10. Status enquiry checks

- Initial applications must include the details of the practice's history for the last 5 years.
- Annual Maintenance Visit (1 and 2) or Full Re-Assessment applications must only include details that have emerged or been decided upon since the last application.
- Legal departments of public bodies do not need to complete section (b).
- Checks will be conducted on a specific and sample basis at practice level to verify that the information relating to your disciplinary status and insurance claims are accurate. The Lexcel office will communicate with the main contact at each practice. It is the responsibility of each practice to ensure all staff are informed of the implications of the process.
- Answering 'YES' to any questions within the Status Enquiry Check section does not mean a practice will automatically have their application refused. Each application is reviewed on an individual basis.
- If you select YES to any of section 10(a), additional information must be provided with your completed application form.
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(a) Has your practice or any of the practice's fee-earners been the subject of:	
i.	An application, complaint, proceedings or order to the Solicitors' Disciplinary Tribunal YES <input type="checkbox"/> NO <input type="checkbox"/>
ii.	An adjudication by the Legal Complaints Service (LCS) (or any of its predecessors) YES <input type="checkbox"/> NO <input type="checkbox"/>
iii.	A finding of inadequate Professional Services by the LCS under the Courts and Legal Services Act 1990 or the Administration of Justice Act 1985 YES <input type="checkbox"/> NO <input type="checkbox"/>

(b) Have any claims been made under your indemnity insurance policy(ies) in the last 3 years or since your last Lexcel assessment?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Name of Indemnity Insurer	
Claims Handler	
Policy Number	

Supporting documentation

Legal practices in public bodies do not need to provide an indemnity insurance record

Staff list (details of each member of staff, including name, job title and office location)	<input type="checkbox"/>
Indemnity insurance record (details of all claims made against your legal department in the last three years, or since your last Lexcel application. A print out from your insurer is sufficient)	<input type="checkbox"/>
Status enquiry information (if you have selected YES to any of section 10(a))	<input type="checkbox"/>

11. Authorisation

The authorisation signatory must be one of the following:

- In-house practice - Head of the Legal Department
- Private practice - Senior or Managing Partner

I confirm that this legal practice wishes to be assessed against the Law Society's Lexcel practice management standard. I understand and agree that the practice will abide by the requirements of the Lexcel standard and the Lexcel scheme, as may be amended from time to time by the Law Society.

I certify that all the above information is correct to the best of my knowledge and belief and I understand that if any of the above information is found to be incorrect, or in the event of a fraud or serious misconduct being revealed, the Law Society reserves the right to defer, withhold, suspend or withdraw Lexcel certification, or to impose conditions as to assessment as may be reasonable.

I confirm that I will advise the Law Society's Lexcel office of any occurrences of the conditions specified in paragraphs (a) or (b), which arise after the submission of this application.

Specific and sample checks

The Law Society reserves the right to conduct specific and sample status checks on a practice applying or re-applying for Lexcel accreditation. It is the responsibility of the practice to distribute and collect all relevant forms in a timely manner.

I authorise the Law Society's Lexcel office to make status enquiries with the Legal Complaints Service (LCS), Solicitors Regulation Authority (SRA) and any other Law Society Department in respect of this practice and the fee-earners referred to in this application.

Solicitors Indemnity Fund

I authorise the Solicitors Indemnity Fund and this practice's current or any previous indemnity insurance provider to release to the Law Society the number of paid and reserved claims relating to this practice and any of its predecessor practices in the last 3 years, and any other relevant information as may be required in processing our Lexcel application.

In respect of any predecessor practice a former principal in that practice must countersign this authorisation.

I consent to a representative of the Law Society shadowing the assessor conducting our practice's next assessment in line with the Lexcel office's quality assurance checking.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Signature	Date		
Print name	Job title		

12. Registration fee

Please select the appropriate type and size of practice.

Private practice
<input type="checkbox"/> Sole practitioner £60 (£69.00 including VAT @ 15%)
<input type="checkbox"/> 2-4 partners £175 (£201.25 including VAT @ 15%)
<input type="checkbox"/> 5-7 partners £230 (£264.50 including VAT @ 15%)
<input type="checkbox"/> 8-10 partners £300 (£345.00 including VAT @ 15%)
<input type="checkbox"/> 11-15 partners £350 (£402.50 including VAT @ 15%)
<input type="checkbox"/> 16-25 partners £485 557.75 including VAT @ 15%)
<input type="checkbox"/> 26-50 partners £580 (£667.00 including VAT @ 15%)
<input type="checkbox"/> 51+ partners £865 (£994.75 including VAT @ 15%)

In-house practice
<input type="checkbox"/> 1-5 fee earners £60 (£69.00 including VAT @ 15%)
<input type="checkbox"/> 6-15 fee earners £175 (£201.25 including VAT @ 15%)
<input type="checkbox"/> 16-40 fee earners £300 (£345.00 including VAT @ 15%)
<input type="checkbox"/> 41-60 fee earners £405 (£465.75 including VAT @ 15%)
<input type="checkbox"/> 61+ fee earners £520 (£598.00 including VAT @ 15%)

13. Registration fee payment

Payment may be made using any of the following methods:

- Cheque
- Credit/debit Card
- Direct from your bank account

Please note that any payment received by the Law Society without an accompanying application form will be held for a maximum of 30 days before being returned to the sender.

PAYMENT BY CHEQUE

Please make your cheque payable to the **Law Society** and put your SRA number or customer account number (for invoice payments) on the back of the cheque.

If you are based overseas and are paying by personal cheque/banker's draft in a foreign currency please include an additional £20.00 to cover currency conversion fluctuations and bank charges.

All foreign cheques must be endorsed, i.e. signed and dated on the reverse by the drawer. Please note it can take up to 8 weeks for a foreign cheque to be negotiated and your application will not be processed until cleared funds have been received. The SRA does not accept postal orders drawn outside the United Kingdom (UK).

Please send your cheque and completed application to:

Post: The Finance Department, Solicitors Regulation Authority, Ipsley Court, Berrington Close, Redditch, Worcestershire, B98 0TD.
DX: DX19114 Redditch

PAYMENT BY CREDIT/DEBIT CARD

This form requires a formal signature. Please return it by post or fax with your application form. If you are returning the completed form by e-mail the scanned form must contain the signature of the card holder.

I/we hereby authorise the Law Society to take the sum of
 £ from my/our account, the details of which are listed below, in respect
 of application form (title) or invoice number:

Type of card: MasterCard VISA Maestro Delta Electron

Credit/Debit Card Number:

Expiry Date: Issue Number (if paying by Maestro):

Name of Card Holder (as stated on the card):

Please complete the CV2 code (3 digit number on card reverse) at the bottom of this page

I understand that there is a handling charge of 1.75%, which will be charged to my credit /debit card –
 (MasterCard/Visa/Maestro/Delta/Electron).

Signed: Date:

Name (please print): SRA number:

Contact number/e-mail address:

or
 Name of firm/company:

Firm's SRA number:

Remittance details for credit/debit card payments or payments directly from your bank

Post: The Finance Department, Solicitors Regulation Authority, Ipsley Court, Berrington Close, Redditch, Worcestershire, B98 0TD.

DX: DX 19114 Redditch

Fax: +44 (0) 1527 519150.

E-mail to: financeincome@lawsociety.org.uk

Please note we do not accept Diners or American Express.

CV2 CODE

PAYMENT DIRECTLY FROM YOUR BANK

You may pay directly into the Law Society's bank account. **All charges must be paid by the remitter** and the remitter's name and SRA number **must** be quoted as a reference. Please complete the confirmation form and return it **with** your completed application **once you have instructed your bank** to make payment direct. You must ensure you instruct your bank to make the payment, as our Finance Department is unable to request the payment for you.

Confirmation form

Please indicate what your payment is for.

Application (title) or number	form or invoice	LEXCEL APPLICATION FORM	
I/we	<input type="text"/>	have transferred the sum of	
£	<input type="text"/>	on (date)	<input type="text"/>

I have authorised payment to be made to: Barclays Bank Plc, 54 Lombard Street, London, EC3V 9EX

Account No. **80567493**
Sort Code: **20-32-29**
Account Name: **The Law Society**

If payment is made by International Bank transfer, please use the following:

Account No: IBAN: **GB90 BARC 2032 2980 5674 93** and/or
SWIFT: **BARCGB22**

Please ensure your SRA number/account number is quoted by your bank with the bank transfer.

Signed:	<input type="text"/>	Date:	<input type="text"/>
Name (please print):	<input type="text"/>		
SRA Number:	<input type="text"/>		
Contact number/e-mail address:	<input type="text"/>		
or Name of firm/company:	<input type="text"/>		
Firm's SRA number:	<input type="text"/>		

PLEASE SEE PREVIOUS PAGE FOR REMITTANCE DETAILS IF PAYING DIRECTLY FROM YOUR BANK

INVOICE REQUESTS

If you wish to be invoiced please complete details below:

Fee (including VAT)	£
Type of payment	<input type="checkbox"/> Invoice Purchase order reference: _____ (All invoices must be paid within 30 days of receipt)

INVOICE REQUESTS ONLY, IF YOU ARE PAYING BY CHEQUE/CREDIT/DEBIT CARD OR DIRECTLY FROM YOUR BANK PLEASE SEE PREVIOUS PAGES FOR WHERE TO SEND YOUR DOCUMENTS.

Please send your completed invoice request, application form and relevant supporting materials to the Lexcel office at the Law Society via

Post: Lexcel, 113 Chancery Lane, London WC2A 1PL

DX: DX 56 London/Chancery Lane

Fax: +44 (0) 207 320 5785

E-mail: lexcel@lawsociety.org.uk

Lexcel will keep hard copies of your application form for three years at which point it will be securely destroyed, in line with the duration of your practice's application and assessment three year cycle. This complies with our legal obligation under the Data Protection Act 1998 not to keep records containing personal data for any longer than is necessary to conduct our business.