

Lexcel application form

Last updated: January 2011

Contents

1. Main office details.....	1
2. Main Lexcel contact.....	2
3. Type of assessment	2
4. Other offices	2
5. Personnel	2
6. Legal services offered	3
7. Lexcel certification and other quality standards	3
8. Assessment body	4
9. Conduct and disciplinary details.....	4
10. Support documentation.....	5
11. Authorisation.....	5
12. Application fee	6
13. Application fee payment methods.....	7

- 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: + 44 (0)20 7320 5933, or email: lexcel@lawsociety.org.uk

1. Main office details

Name of organisation	
Regulator reference <i>(if applicable e.g. SRA ID)</i>	
Postal address	
DX number and town <i>(if applicable)</i>	
Telephone <i>(including international dial code)</i>	
Facsimile	

Email	
Website	

2. Main Lexcel contact

Name	
Job title	
Telephone	
Email *	

* The email address given will be used as the primary communication channel.

3. Type of assessment

Initial assessment	<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 within a jurisdiction. 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	Regulator reference (if applicable)

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 or directors	2. Number of admitted fee earners	2. Number of non-admitted fee earners	3. Number of support staff

Totals				

6. Legal services offered

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

7. Lexcel certification and other quality standards

Please provide details of any Investors in People and/or ISO9001* assessments conducted in the last six months. Practices providing legal aid should include a copy of the last audit report so the Lexcel office can verify areas covered.

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

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

8. Assessment body

All the assessment bodies below are licensed to perform Lexcel assessments. Practices should get confirmation from the body that an assessment can be conducted in their jurisdiction.

Recognised Lexcel assessment bodies	Selected body	Date of assessment
Assessment North East	<input type="checkbox"/>	
Centre for Assessment	<input type="checkbox"/>	
East Midlands Quality Centre	<input type="checkbox"/>	
Inspiring Business Performance Ltd	<input type="checkbox"/>	
Lloyds Registered Quality Assurance	<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"/>	
West Midlands Quality Centre	<input type="checkbox"/>	

9. Conduct and disciplinary details

• Requirements

Practices need to submit details regarding any conduct by the practice, or any of its staff that may potentially damage the reputation of the Lexcel standard. This would include, but is not limited to the following:

- investigations by your regulator or any other regulatory body
- restrictions imposed on any staff employed in your practice
- any criminal investigations that may effect your practice
- any adverse publicity which may damage the reputation of your practice and the Lexcel scheme.

If any of the above applies to your practice, this does not mean your application will automatically be refused. Each application is reviewed on an individual basis. Additional information on any of the above must be submitted with your completed application form.

- **Failure to notify**

Failure to provide any relevant information that may ultimately effect the reputation of the standard, discovered during the application process or at a later date, may lead to the immediate suspension or withdrawal of your application/accreditation by the Lexcel office.

- **Information requirement by type of assessments**

Submission of information depends on the type of assessment to be conducted:

- Initial applications - must include the details of the practice's history for the last five years.
- Annual maintenance visits or full re-assessment applications - need only include details that have emerged or been decided upon since the last application.

- **Lexcel office checks**

The Lexcel office conducts checks on applications on a specific and sample basis at practice level to verify the information provided is 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.

10. Support documentation

- The Lexcel office cannot process your application if any relevant documentation is missing. This will create a delay in processing your application.
- 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 (if applicable, a print out from your insurer covering the last five years, or since your last Lexcel application. A print out is required regardless of whether or not any claims have been made)	<input type="checkbox"/>
Conduct and disciplinary details (if applicable)	<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 section 9, 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 conduct or disciplinary enquiries with the practice's regulatory or relevant professional body.

Insurance information

I authorise 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 five 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, without notice, in-line with the Lexcel office's quality assurance requirements.		YES <input type="checkbox"/> NO <input type="checkbox"/>
Signature (Sole practitioner/managing partner/head of legal)	Date	
Print name	Job title	

12. Application fee

- Please select the appropriate type and size for your practice.

Private practices
<input type="checkbox"/> Sole practitioner £60 (£72 including VAT @ 20%)
<input type="checkbox"/> 2-4 partners £175 (£210 including VAT @ 20%)
<input type="checkbox"/> 5-7 partners £230 (£276 including VAT @ 20%)
<input type="checkbox"/> 8-10 partners £300 (£360 including VAT @ 20%)
<input type="checkbox"/> 11-15 partners £350 (£420 including VAT @ 20%)
<input type="checkbox"/> 16-25 partners £485 (£582 including VAT @ 20%)
<input type="checkbox"/> 26-50 partners £580 (£696 including VAT @ 20%)
<input type="checkbox"/> 51+ partners £865 (£1038 including VAT @ 20%)

In-house practices
<input type="checkbox"/> 1-5 fee earners £60 (£72 including VAT @ 20%)
<input type="checkbox"/> 6-15 fee earners £175 (£210 including VAT @ 20%)
<input type="checkbox"/> 16-40 fee earners £300 (£360 including VAT @ 20%)
<input type="checkbox"/> 41-60 fee earners £405 (£486 including VAT @ 20%)
<input type="checkbox"/> 61+ fee earners £520 (£624 including VAT @ 20%)

13. Application fee payment methods

Payment may be made using any of the following methods:

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

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

Payment by cheque

- Cheques are payable to the Law Society. A regulator reference number (eg SRA number) or customer account number (for invoice payments) must be on the back of the cheque.
- If you are based overseas and are paying by personal cheque or 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, ie signed and dated on the reverse by the drawer. Please note: it can take up to eight weeks for a foreign cheque to be negotiated and your application will not be processed until cleared funds have been received.
- The Law Society does not accept postal orders drawn outside the United Kingdom (UK).

Please send your cheque, completed application and relevant supporting materials to the Lexcel office via:

- Post: Lexcel, 113 Chancery Lane, London WC2A 1PL
- DX: DX 56 London/Chancery Lane

Payment by credit/debit card

This form requires a formal signature and must be sent in via post or fax.

I/we	<input type="text"/>			
hereby authorise the Law Society to take the sum of	£	<input type="text"/>		
from my/our account, the details of which are listed below, in respect of application form (title) or invoice number:	<input type="text"/>			
Type of card (select one)*	MasterCard <input type="checkbox"/>	VISA <input type="checkbox"/>	Maestro <input type="checkbox"/>	Delta <input type="checkbox"/> Electron <input type="checkbox"/>
Credit/debit card number	<input type="text"/>			
Expiry date	<input type="text"/>	Issue number (if paying by Maestro)	<input type="text"/>	
Name of card holder (as stated on card):	<input type="text"/>			
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	<input type="text"/>		Date	<input type="text"/>
Name (please print):	<input type="text"/>			
Contact number/e-mail address or	<input type="text"/>			
Name of firm/company	<input type="text"/>			

* 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 regulator reference 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.
- The remittance details for payments from your bank must be sent to:
 - Post: The Finance Department, The Law Society, Ipsley Court, Berrington Close, Redditch, Worcestershire, B98 0TD
 - DX: DX 19114 Redditch
 - Fax: +44 (0) 1527 519150
 - E-mail to: financeincome@lawsociety.org.uk

Confirmation form

Please indicate what your payment is for:

Application form (title) or invoice number	LEXCEL APPLICATION FORM – MS31 LL197		
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 Name: The Law Society
 Account No.: 80567493
 Sort Code: 20-32-29

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

Account No: IBAN: GB09 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 or account number:	<input type="text"/>		
Contact number/e-mail address:	<input type="text"/>		
or			
Name of firm/company:	<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: _____ <small>(All invoices must be paid within 30 days of receipt)</small>

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

Data Protection Notice: 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.