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## Library Guide – January 2017

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# ADOPTION

Acknowledgments

| | | | |
|---|---|---|---|
| † | □ | FP5 | Acknowledgment of service - Application under Part 19 of the Family Procedure Rules 2010 |

Applications

| | | | |
|---|---|---|---|
| | □ | A50 | Application for a placement order (Section 22 Adoption and Children Act 2002) |
| | □ | A50(N) | Notes for Guidance (Form A50) |
| | □ | A51 | Application for variation of a placement order (Section 23 Adoption and Children Act 2002) |
| | □ | A51(N) | Notes for Guidance (Form A51) |
| | □ | A52 | Application for revocation of a placement order (Section 24 Adoption and Children Act 2002) |
| | □ | A52(N) | Notes for Guidance (Form A52) |
| | □ | A53 | Application for a contact order (Section 26 Adoption and Children Act 2002 or an order for contact or prohibiting contact under section 51A of the Adoption and Children Act 2002) |
| | □ | A53(N) | Notes for Guidance (Form A53) |
| | □ | A54 | Application for variation or revocation of a contact order (Section 27(1)(b) or Section 51B(1)(c) Adoption and Children Act 2002) |
| | □ | A54(N) | Notes for Guidance (Form A54) |
| | □ | A55 | Application for permission to change a child's surname (Section 28 Adoption and Children Act 2002) |
| | □ | A55(N) | Notes for Guidance (Form A55) |
| | □ | A56 | Application for permission to remove a child from the United Kingdom (Section 28 Adoption and Children Act 2002) |
| | □ | A56(N) | Notes for Guidance (Form A56) |
| | □ | A57 | Application for a recovery order (Section 41 Adoption and Children Act 2002) |
| | □ | A57(N) | Notes for Guidance (Form A57) |
| | □ | A58 | Application for an adoption order (Section 46 Adoption and Children Act 2002) |
| | □ | A58(N) | Notes for Guidance (Form A58) |
| | □ | A59 | Application for a Convention adoption order (Section 46 Adoption and Children Act 2002) |
| | □ | A59(N) | Notes for Guidance (Form A59) |
| | □ | A60 | Application for an adoption order (excluding a Convention adoption order) where the child is habitually resident outside the British Islands and is brought into the United Kingdom for the purposes of adoption (Section 46 Adoption and Children Act 2002) |
| | □ | A60(N) | Notes for Guidance (Form A60) |
| | □ | A61 | Application for an order for parental responsibility prior to adoption abroad (Section 84 Adoption and Children Act 2002) |
| | □ | A61(N) | Notes for Guidance (Form A61) |
| | □ | A62 | Application for a direction under section 88(1) of the Adoption and Children Act 2002 |
| | □ | A62(N) | Notes for Guidance (Form A62) |
| | □ | A63 | Application for an order to annul a Convention adoption or Convention adoption order or for an overseas adoption or determination under section 91 to cease to be valid (Section 89 Adoption and Children Act 2002) |
| | □ | A63(N) | Notes for Guidance (Form A63) |
| | □ | A64 | Application to receive information from court records (Section 60(4) Adoption and Children Act 2002) |
| | □ | A64A | Application to receive information from court records about a parental order (Section 60(4) Adoption and Children Act 2002 |
| † | □ | FP1 | Application under Part 19 of the Family Procedure Rules 2010 |
| † | □ | FP1A | Application under Part 19 of the Family Procedure Rules 2010 – Notes for applicant on completing the application form FP1 |
| † | □ | FP1B | Application under Part 19 of the Family Procedure Rules 2010 – Notes for respondent |
| † | □ | FP2 | Application Notice Part 18 of the Family Procedure Rules 2010 |
| † | □ | FP3 | Application for Injunction (General Form) (Family Procedure Rules) |

Certificates

| | | | |
|---|---|---|---|
| † | □ | FP6 | Certificate of service |
| † | □ | FP9 | Certificate of suitability of litigation friend (Family Procedure Rules) |

Consents

| | | | |
|---|---|---|---|
| | □ | A100 | Consent to the placement of my child for adoption with any prospective adopters chosen by the Adoption Agency |
| | □ | A101 | Consent to the placement of my child for adoption with identified prospective adopters |
| | □ | A101A | Agreement to the making of a parental order in respect of my child (Section 54 Human Fertilisation and Embryology Act 2008) |
| | □ | A102 | Consent to the placement of my child for adoption with identified prospective adopter(s) and, if the placement breaks down, with any prospective adopter(s) chosen by the Adoption Agency |
| | □ | A103 | Advance consent to adoption |
| | □ | A104 | Consent to adoption |
| | □ | A105 | Consent to the making of an order under section 84 |
| | □ | A106 | Withdrawal of consent (sections 19 and 20 of the Adoption and Children Act 2002) |
| | □ | A107 | Consent by the child's parent to adoption by their partner The Adoption and Children Act 2002 |

General

| | | | |
|---|---|---|---|
| | □ | A65 | Confidential Information |

Notices

| | | | |
|---|---|---|---|
| † | □ | FP8 | Notice of change of solicitor |

Summons

| | | | |
|---|---|---|---|
| † | □ | FP25 | Witness summons (Family Procedure Rules) |

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# CHARITY

Declarations

| | | | |
|---|---|---|---|
| | □ | CC5c | Trustee declaration |

General

| | | | |
|---|---|---|---|
| ♦ | □ | CH21 | Notice and Agenda – Annual General Meeting (unincorporated charitable association) |
| † | □ | CO6 | Articles of Association (Charitable Company) *This form is duplicated here for reference, it is part of the Companies range in Laserform.* |

Tribunal

| | | | |
|---|---|---|---|
| † | □ | T003 | Notice of appeal/Application for review, First-tier Tribunal General Regulatory Chamber (Charity) |
| † | □ | T005 | Application for permission to appeal to Upper Tribunal, First-tier Tribunal General Regulatory Chamber (Charity) |

Laserform also has a range of forms for Community Interest Companies - look under 'Companies' in the Laserform catalogue.

# CHILDREN ACT

Acknowledgments

| | | | |
|---|---|---|---|
| | □ | CA7 | Acknowledgement - Children Act 1989 |
| | □ | CA52 | Acknowledgment, Section 54 Human Fertilisation and Embryology Act 2008 |
| † | □ | FP5 | Acknowledgment of service - Application under Part 19 of the Family Procedure Rules 2010 |

Applications

| | | | |
|---|---|---|---|
| | □ | CA1 | Application for an order - Children Act 1989 |
| | □ | CA2 | Application for permission to start proceedings; For an order or directions in existing proceedings; To be joined as, or cease to be, a party in existing family proceedings under the Children Act 1989 |
| † | □ | CA3 | Application for an order authorising search for, taking charge of, and delivery of, a child - Section 34 Family Law Act 1986 |
| † | □ | CA4 | Application for an order for disclosure of a child's whereabouts - Section 33 Family Law Act 1986 |
| | □ | CA5 | Application concerning the registration of a child-minder or provider of day-care - Section 72 Childcare Act 2006 in England, Section 79K Children Act 1989 in Wales |
| | □ | CA19 | Application for a warrant of assistance - Section 102 Children Act 1989 and Section 79 Childcare Act 2006 |
| | □ | CA51 | Application for a Parental Order (s54 Human Fertilisation and Embryology Act 2008) |
| † | □ | CA63 | Application for a Declaration of Parentage under the Family Law Act 1986, Section 55A |
| | □ | CA64 | Application for declaration of legitimacy or legitimation under section 56(1)(b) and (2) of the Family Law Act 1986 |
| | □ | CA65 | Application for declaration as to adoption effected overseas under section 57 of the Family Law Act 1986 |
| | □ | CA66 | Application for inherent jurisdiction order in relation to children |
| | □ | CA67 | Application under the Child Abduction and Custody Act 1985 or Article 11 of Council Regulation (EC) 2201/2003 |
| | □ | CA68 | Application for international transfer of jurisdiction to or from England and Wales |
| | □ | CA69 | Application for registration, recognition or non recognition of a judgment under Council Regulation (EC) 2201/2003 or the 1996 Hague Convention |
| | □ | CA78 | Application for attachment of a warning notice to a child arrangements order |
| | □ | CA79 | Application related to enforcement of a contact order |
| | □ | CA100 | Application under section 8 of the Children Act 1989 for a child arrangements, prohibited steps, specific issue order or to vary or discharge or ask permission to make a section 8 order |
| | □ | CA110 | Application under the Children Act 1989 for a care or supervision order |
| | □ | CA110A | Application for a care or supervision order and other orders under Part 4 of the Children Act 1989 or an Emergency Protection Order under section 44 of the Children Act 1989 |
| ♦ | □ | CA(SC) | Children Act special continuation sheet for additional children (for use with CA2, CA100 or CA110) |
| † | □ | FP1 | Application under Part 19 of the Family Procedure Rules 2010 |
| † | □ | FP1A | Application under Part 19 of the Family Procedure Rules 2010 – Notes for applicant on completing the application form FP1 |
| † | □ | FP1B | Application under Part 19 of the Family Procedure Rules 2010 – Notes for respondent |
| † | □ | FP2 | Application Notice Part 18 of the Family Procedure Rules 2010 |
| † | □ | FP3 | Application for Injunction (General Form) (Family Procedure Rules) |

Certificates

| | | | |
|---|---|---|---|
| † | □ | FP6 | Certificate of service |
| † | □ | FP9 | Certificate of suitability of litigation friend (Family Procedure Rules) |

Experts

| | | | |
|---|---|---|---|
| *LS*† | □ | **IEFP1** | **Preliminary Enquiries of an Expert** |
| *LS*† | □ | **IEFP2** | **Expert's Response to Preliminary Enquiries** |
| *LS*† | □ | **IEFP3** | **Proposal to Instruct an Expert** |
| *LS*† | □ | **IEFP4** | **Template Pre-Proceedings Letter of Instruction to Expert in Family Proceedings** |
| *LS*† | □ | **IEFP5** | **Template Letter of Instruction to Experts in Family Proceedings** |
| *LS*† | □ | **IEFP6** | **Standard Terms and Conditions to Accompany a Letter of Instruction to Experts in Family Proceedings** |

Family Mediation

| | | | |
|---|---|---|---|
| † | □ | FM1 | Family Mediation Information and Assessment Form (MIAM) |

Notices

| | | |
|---|---|---|
| □ | CA6 | Notice of Proceedings (Notice to parties) The Family Proceedings Courts (Children Act 1989)(Amendment(No2)) Rules 1994 |
| □ | CA6A | Notice of Proceedings (Notice to non-parties) The Family Proceedings Courts (Children Act 1989)(Amendment(No2)) Rules 1994 |
| † □ | FP8 | Notice of change of solicitor |

General

| | | |
|---|---|---|
| □ | C(PRA1) | Parental Responsibility Agreement (Section 4(1)(b) Children Act 1989) |
| □ | C(PRA2) | Step-Parent Parental Responsibility Agreement (Section 4A(1)(a) Children Act 1989) |
| □ | C(PRA3) | Parental Responsibility Agreement (Section 4ZA Children Act 1989 (Acquisition of parental responsibility by second female parent)) |
| □ | CA8 | Confidential contact details |
| □ | CA22 | Record of the hearing |
| □ | CA28 | Warrant - To assist a person to gain access to a child or entry to premises |
| □ | CA60 | Certificate referred to in Article 39 of Council Regulation (EC) No 2201/2003 of 27 November 2003 concerning judgments on parental responsibility |
| □ | CA61 | Certificate referred to in Article 41(1) of Council Regulation (EC) No. 2201/2003 of 27 November 2003 concerning judgments on rights of access |
| □ | CA62 | Certificate referred to in Article 42(1) of Council Regulation (EC) No. 2201/2003 of 27 November 2003 concerning the return of the child |
| □ | SD16 | Statutory Declaration of Acknowledgement of Parentage (Births and Deaths Registration Act 1953, sections 10 and 10A) |

Judicial Case Management - Public Law Children Act

| | | |
|---|---|---|
| □ | PLP1 | Case Management Questionnaire |
| □ | PLP2 | Witness Non-Availability |
| □ | PLP4 | Standard Directions Form |
| □ | PLP5 | Case Management Checklist |
| □ | PLP6 | Pre-Hearing Review Checklist |
| □ | PLP7 | Consent to Interim Care/Supervision Order Renewals |
| □ | PLP8 | Renewal of Interim Care/Supervision Order in Absence of Parties - Certificate from Local Authority |

Orders

| | | |
|---|---|---|
| □ | CA21 | Order or direction |
| □ | CA23 | Emergency Protection Order, Section 44 Children Act 1989 |
| □ | CA27 | Order - Authority to search for another child |
| □ | CA29 | Order - Recovery of a child |
| □ | CA30 | Order - To disclose information about the whereabouts of a missing child |
| □ | CA31 | Order - Authorising search for, taking charge of, and delivery of, a child |
| □ | CA34 | Order - Contact with a child in care / Authority to refuse contact with a child in care |
| □ | CA47A | Order for Appointment of a children's guardian (section 41(1) Children Act 1989 or Family Procedure Rules 2010 16.3) |
| □ | CA48A | Order for Appointment of a solicitor for a child (section 41(3) Children Act 1989) |
| □ | CA49(M) | Order for Transfer of Proceedings to the High Court, a county court or a family proceedings court |
| □ | CA660 | Draft order: court request for information to the Home Office (for use with EX660) |
| □ | PLP10 | Order Menu - Directions: Revised Private Law Programme |
| □ | PLOCA | Private Law Children Orders – Allocation and Gatekeeping |
| □ | PLCOB | Private Law Children Orders – Case Management & Section 8 Orders |
| □ | PLCOC | Private Law Children Orders – Enforcement |
| □ | PLOCA(W) | Private Law Children Orders (Wales) – Allocation and Gatekeeping |
| □ | PLCOB(W) | Private Law Children Orders (Wales)– Case Management & Section 8 Orders |
| □ | PLCOC(W) | Private Law Children Orders (Wales) – Enforcement |

Public Law Outline forms

| | | |
|---|---|---|
| □ | PLO8 | Standard Directions on Issue |
| □ | PLO9 | Standard Directions at First Appointment |
| □ | PLOAPF | Public Law Outline allocation proposal |

Statements

| | | |
|---|---|---|
| □ | CA9 | Statement of Service (Children Act 1989) |
| □ | CA120 | Witness statement template child arrangements - parental dispute |

Summons

| | | |
|---|---|---|
| † □ | FP25 | Witness summons (Family Procedure Rules) |

Supplements

| | | |
|---|---|---|
| □ | CA1A | Allegations of harm and domestic violence (Supplemental information form) (C1A) |
| □ | CA1A(Notes) | Notes for guidance for supplemental information form |
| □ | CA11 | Supplement for an application for an Emergency Protection Order - Section 44 Children Act 1989 |
| □ | CA12 | Supplement for an application for a warrant to assist a person authorised by an Emergency Protection Order - Section 48 Children Act 1989 |
| □ | CA13A | Supplement for an application for a Special Guardianship Order (Section 14A Children Act 1989) |
| □ | CA14 | Supplement for an application for authority to refuse contact with a child in care - Section 34(4) Children Act 1989 |
| □ | CA15 | Supplement for an application for contact with a child in care - Section 34(2) & (3) Children Act 1989 |
| □ | CA16 | Supplement for an application for a Child Assessment Order - Section 43 Children Act 1989 |
| □ | CA17 | Supplement for an application for an Education Supervision Order - Section 36 and Paragraph 16 Schedule 3 Children Act 1989 |

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| | | | |
|---|---|---|---|
| | □ | CA17A | Supplement for an application for an extension of an Education Supervision Order – Paragraph 15(2) Schedule 3 Children Act 1989 |
| | □ | CA18 | Supplement for an application for a Recovery Order - Section 50 Children Act 1989 |
| | □ | CA20 | Supplement for an application for an order to hold a child in Secure Accommodation - Section 25 Children Act 1989 |

# COMMONHOLD

Applications

| | | | |
|---|---|---|---|
| † | □ | CM1 | Application to register a freehold estate in commonhold land |
| † | □ | CM2 | Application for the freehold estate to cease to be registered as a freehold estate in commonhold land during the transitional period |
| † | □ | CM3 | Application for the registration of an amended commonhold community statement and/or altered articles of association |
| † | □ | CM4 | Application to add land to a commonhold registration |
| † | □ | CM5 | Application for the termination of a commonhold registration |
| † | □ | CM6 | Application for the registration of a successor commonhold association |
| † | □ | COV | Application for registration with unit-holders |

Consents

| | | | |
|---|---|---|---|
| † | □ | CON1 | Consent to the registration of land as commonhold land |
| † | □ | CON2 | Consent to an application for the freehold estate to cease to be registered as a freehold estate in commonhold land during the transitional period |

General

| | | | |
|---|---|---|---|
| | □ | CLRCCS | Commonhold Community Statement The Commonhold Regulations 2004 |
| † | □ | CLR9 | Commonhold unit information certificate The Commonhold Regulations 2004 |

Memorandum and Articles

| | | | |
|---|---|---|---|
| | □ | CLRAA | Articles of Association (of a Commonhold Association) The Commonhold Regulations 2004 |

Notices

| | | | |
|---|---|---|---|
| | □ | CLR1 | Notice of proposed commonhold assessment (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR4 | Notice of proposed reserve fund levy (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR6 | Notice to tenant of diversion of rent (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR7 | Notice to sub-tenant of diversion of rent (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR8 | Notice requesting further details about a tenancy (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR10 | Notice of transfer of a commonhold unit (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR11 | Notice of transfer of part of a commonhold unit (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR12 | Notice of vesting of a commonhold unit by operation of law (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR13 | Notice to a prospective tenant (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR14 | Notice of grant of a tenancy in a commonhold unit (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR15 | Notice to a prospective assignee (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR16 | Notice of assignment of a tenancy in a commonhold unit (The Commonhold Regulations 2004 Schedule 3) |
| | □ | CLR17 | Complaint notice against commonhold association |
| | □ | CLR19 | Default notice |
| | □ | CLR23 | Complaint notice against unit-holder or tenant |
| † | □ | COE | Notification of change of extent of a commonhold unit over which there is a registered charge |
| † | □ | SR1 | Notice of surrender of development right(s) |
| † | □ | LT61 | Notice to Long Leaseholders of Rent Due (England) Commonhold and Leasehold Reform Act 2002 section 166 |

Requests

| | | | |
|---|---|---|---|
| | □ | CLR2 | Request for payment of commonhold assessment |
| | □ | CLR3 | Request for payment of emergency commonhold assessment |
| | □ | CLR5 | Request for payment of reserve fund levy |
| | □ | CLR21 | Request for action |

Reply forms

| | | | |
|---|---|---|---|
| | □ | CLR18 | Reply to complaint notice against commonhold association |
| | □ | CLR20 | Reply to default notice |
| | □ | CLR22 | Reply to request for action |
| | □ | CLR24 | Reply to complaint notice against unit-holder or tenant |

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# COMPANIES

Accounts

| | | |
|---|---|---|
| □ | AA01 | Change of accounting reference date |
| □ | AA02 | Dormant company accounts (DCA) |
| □ | AA03 | Notice of resolution removing auditors from office |
| □ | AA06 | Statement of guarantee by a parent undertaking of a subsidiary company |

Administration Restoration

| | | |
|---|---|---|
| □ | RT01 | Application for administrative restoration to the Register |

Annual Returns

| | | |
|---|---|---|
| □ | AR01 | Annual Return 2015 (filing date on or before 29 June 2016 to be received at Companies House on or after 30 June 2016) |
| □ | AR01(C1) | AR01 2015 continuation - List of past and present shareholders (for a filing date on or before 29 June 2016) |
| □ | AR01(C2) | AR01 2015 continuation – Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return (for a filing date on or before 29 June 2016) |
| □ | AR01(C3) | AR01 2015 continuation - Secretary's details (for a filing date on or before 29 June 2016) |
| □ | AR01(C4) | AR01 2015 continuation - Corporate secretary's details (for a filing date on or before 29 June 2016) |
| □ | AR01(C5) | AR01 2015 continuation - Director's details (for a filing date on or before 29 June 2016) |
| □ | AR01(C6) | AR01 2015 continuation - Corporate director's details (for a filing date on or before 29 June 2016) |
| □ | AR01(C7) | AR01 2015 continuation - Statement of capital (for a filing date on or before 29 June 2016) |
| □ | AR01(C8) | AR01 2015 continuation - Statement of capital (Voting rights) (for a filing date on or before 29 June 2016) |
| ♦ □ | CO26 | Annual Accounts |
| ♦ □ | CO27 | Consent to Late Filing of Accounts |

Central Register

| | | |
|---|---|---|
| □ | EH01 | Election to keep information from register of directors on the central (public) register |
| □ | EH02 | Election to keep information from register of directors' residential addresses on the central (public) register |
| □ | EH03 | Election to keep information from register of secretaries on the central (public) register |
| □ | EH04 | Election to keep information from register of people with significant control (PSC) on the central (public) register |
| □ | EH05 | Election to keep information from register of members on the central (public) register |
| □ | EH05(C1) | EH05 continuation - Companies with share capital |
| □ | EH05(C2) | EH05 continuation - Companies without share capital |
| □ | EH06 | Update to members' information held on the central (public) register |
| □ | EH06(C1) | EH06 continuation (section B1) - Details of new members (companies with a share capital) |
| □ | EH06(C2) | EH06 continuation (section B2) - Update to existing member's details (companies with a share capital) |
| □ | EH06(C3) | EH06 continuation – Class of shares |
| □ | EH06(C4) | EH06 continuation (section C1) - Details of new members (companies without a share capital) |
| □ | EH06(C5) | EH06 continuation (section C2) - Update to existing member's details (companies without a share capital) |
| □ | EW01 | Withdrawal of election to keep information from register of directors on the central (public) register |
| □ | EW02 | Withdrawal of election to keep information from register of directors' usual residential addresses on the central (public) register |
| □ | EW03 | Withdrawal of election to keep information from register of secretaries on the central (public) register |
| □ | EW04 | Withdrawal of election to keep information from register of people with significant control (PSC) on the central (public) register |
| □ | EW05 | Withdrawal of election to keep members' information on the central (public) register |

Certificates

| | | |
|---|---|---|
| □ | COSC1 | Share Certificate - by two Directors or a Director and Secretary (With Seal) |
| □ | COSC2 | Share Certificate - by two Directors or a Director and Secretary (No Seal) |
| □ | COSC3 | Share Certificate - by Company with Single Director and no Company Secretary (No Seal) |
| □ | COSC4 | Share Certificate - by Company with Single Director and no Company Secretary (With Seal) |

Change of Constitution

| | | |
|---|---|---|
| □ | CC01 | Notice of restriction on the company's articles |
| □ | CC02 | Notice of removal of restriction on the company's articles |
| □ | CC03 | Statement of compliance where amendment of articles restricted |
| □ | CC04 | Statement of company's objects |
| □ | CC05 | Change of constitution by enactment |
| □ | CC06 | Change of constitution by order of court or other authority |

Change of Name

| | | |
|---|---|---|
| ♦ □ | CO41 | Change of Company Name (Special Resolution) |
| ♦ □ | CO42 | Change of Company Name (Written Resolution) |
| □ | NE01 | Exemption from requirement as to use of "limited" or "cyfyngedig" on change of name |
| □ | NM01 | Notice of change of name by resolution |
| □ | NM02 | Notice of change of name by conditional resolution |
| □ | NM03 | Notice confirming satisfaction of the conditional resolution for change of name |
| □ | NM04 | Notice of change of name by means provided for in the articles |
| □ | NM05 | Notice of change of name by resolution of directors |
| □ | NM06 | Request to seek comments of government department or other specified body on change of name |

Change of Details

| | | |
|---|---|---|
| □ | AD01 | Change of registered office address |
| □ | AD02 | Notification of single alternative inspection location (SAIL) |

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| | □ | AD03 | Change of location of the company records to the single alternative inspection location (SAIL) |
| | □ | AD04 | Change of location of the company records to the registered office |
| | □ | AD05 | Notice to change the situation of an England and Wales company or a Welsh company |
| | □ | AD05(N1) | AD05 Supplementary Guidance |
| ♦ | □ | CO62 | Change of Registered Office (Special Resolution) |
| | □ | RP07 | Application to change a company's disputed registered office (The Companies (Address of Registered Office) Regulations 2016. |
| | □ | RP07(C1) | RP07 continuation – Reason for applying to change the company's registered office |
| | □ | PSC01 | Notice of individual person with significant control (PSC) |
| | □ | PSC02 | Notice of relevant legal entity (RLE) with significant control |
| | □ | PSC03 | Notice of other registrable person (ORP) with significant control |
| | □ | PSC04 | Change of details of individual person with significant control (PSC) |
| | □ | PSC05 | Change of details of relevant legal entity (RLE) with significant control |
| | □ | PSC06 | Change of details of other registrable person (ORP) with significant control |
| | □ | PSC07 | Notice of ceasing to be an individual person with significant control (PSC), relevant legal entity, or other registrable person (ORP) |
| | □ | PSC08 | Notification of PSC statements |
| | □ | PSC09 | Update to PSC statements |

Community Interest Companies

| | | | |
|---|---|---|---|
| | □ | CIC14 | Application to alter the objects of a Community Interest Company |
| | □ | CIC14(cont) | Application to alter the objects of a Community Interest Company (continuation sheet) |
| | □ | CIC36 | Declarations on Formation of a Community Interest Company |
| | □ | CIC37 | Declarations on Conversion to a Community Interest Company |
| | □ | CIC36/37 (cont) | Continuation Sheet (for use with CIC36 and CIC37) |
| | □ | CIC34a | Community Interest Company Report (simplified) |
| | □ | CIC34b | Community Interest Company Report (detailed) |
| | □ | CIC34(cont) | Community Interest Company Report (continuation sheet) |
| | □ | CIC53 | Consent to asset transfer other than for full consideration |
| | □ | CIC53(cont) | Declaration on Dissolution of a Community Interest Company (continuation sheet) |
| | □ | CIC61 | Memorandum of association for a community interest company limited by guarantee |
| | □ | CIC62 | Memorandum of association for a community interest company limited by shares |
| | □ | CIC63 | Model articles of association for a community interest company limited by guarantee |
| | □ | CIC71 | Reply Return: Request for consent to transfer of assets for less than full consideration |
| | □ | CIC73 | Special Resolution to change, specify or remove an asset-locked body in the articles of association |
| | □ | CIC74 | Conversion from a charity to a community interest company (Special Resolution) |
| | □ | CIC75 | Conversion from a community interest company to a charity (Special Resolution) |
| | □ | CIC76 | Conversion from an "ordinary" limited company to a community interest company (Special Resolution) |

Company Names Tribunal

| | | | |
|---|---|---|---|
| † | □ | CNA1 | Application Form, Company Names Tribunal |
| † | □ | CNA2 | Notice of defence |
| † | □ | CNA3 | Notice of giving evidence |
| † | □ | CNA4 | Request for a hearing to be appointed |
| † | □ | CNA5 | Request for an extension of time |
| † | □ | CNA6 | Request for security for costs |
| † | □ | CNA7 | Appointment or change of agent or contact address |
| † | □ | FS2 | Fee sheet for: UK Designs, Patents, & Trade Marks forms and Patent Co-operation Treaty (PCT) forms |

Confirmation Statements

| | | | |
|---|---|---|---|
| | □ | CS01 | Confirmation statement |
| | □ | CS01(P1) | CS01 Part 1 – standard industrial classification (SIC) code change |
| | □ | CS01(P2) | CS01 Part 2 – statement of capital change |
| | □ | CS01(P3) | CS01 Part 3 - Trading status of shares and exemption from keeping a register of people with significant control (PSC) |
| | □ | CS01(P4) | CS01 Part 4 – shareholder information change |
| | □ | CS01(P5) | CS01 Part 5 – Information about people with significant control (PSC) |
| | □ | CS01(C1) | CS01 continuation – Statement of capital |
| | □ | CS01(C2) | CS01 continuation (section B2) – Prescribed particulars |
| | □ | CS01(C30 | CS01 continuation (section D1) – Shareholder information for a non-traded company |
| | □ | CS01(C4) | CS01 continuation (section D2) – Shareholder information for certain traded companies (not DTR5) |
| | □ | CS01(C5) | CS01 continuation (section E1) – Company statements |
| | □ | CS01(C6) | CS01 continuation (sections F1-F5) – Individual PSC particulars |
| | □ | CS01(C7) | CS01 continuation (sections G1-G4) – Relevant legal entity (RLE) particulars |
| | □ | CS01(C8) | CS01 continuation (sections H1-H4) – Other registrable person (ORP) particulars |
| | □ | CS01(C9) | CS01 continuation (sections F1-F5) – Individual PSC particulars (additional changes) |
| | □ | CS01(C10) | CS01 continuation (sections G1-G4) – Relevant legal entity (RLE) particulars (additional changes) |
| | □ | CS01(C11) | CS01 continuation (sections H1-H4) – Other registrable person (ORP) particulars (additional changes) |
| | □ | CS01(C12) | CS01 continuation (section I1) – Additional individual PSC statements |
| | □ | CS01(C13) | CS01 continuation (section I2) – Additional RLE statements |
| | □ | CS01(C14) | CS01 continuation (section I3) – Additional ORP statements |

Cross Border Mergers

| | | |
|---|---|---|
| □ | CB01 | Notice of cross border merger involving a UK registered company |
| □ | CB01(C1) | CB01 continuation - Merging company details |
| □ | CB01(C2) | CB01 continuation - Details of meetings |
| □ | UNCB01 | Notice of a cross border merger involving an unregistered company that has a principal place of business in the UK |
| □ | UNCB01(C1) | UNCB01 continuation - Merging company details |
| □ | UNCB01(C2) | UNCB01 continuation - Details of meetings |

Directors and Secretaries

| | | | |
|---|---|---|---|
| | □ | AP01 | Appointment of director |
| | □ | AP02 | Appointment of corporate director |
| | □ | AP03 | Appointment of secretary |
| | □ | AP04 | Appointment of corporate secretary |
| | □ | CH01 | Change of director's details |
| | □ | CH02 | Change of corporate director's details |
| | □ | CH03 | Change of secretary's details |
| | □ | CH04 | Change of corporate secretary's details |
| ♦ | □ | CODec1 | Director's Declaration of Interest |
| | □ | TM01 | Termination of appointment of director |
| | □ | TM02 | Termination of appointment of secretary |
| | □ | RP06 | Application for removal of material about directors who have not consented to act (Section 1095(4A) of the Companies Act 2006) |

Dissolution

| | | | |
|---|---|---|---|
| | □ | DS01 | Striking off application by a company |
| | □ | DS01(C1) | DS01 continuation - Signature of director(s) |
| | □ | DS02 | Withdrawal of striking off application by a company |

General

| | | | |
|---|---|---|---|
| ♦ | □ | CO15 | Minutes of the First Board Meeting |
| ♦ | □ | CO18 | Chairperson's Notes for First General Meeting of a company |
| ♦ | □ | CO19 | Minutes of the First General Meeting |
| ♦ | □ | CO22 | Minutes of the General Meeting |
| ♦ | □ | CO24 | Minutes of the Board Meeting |
| ♦ | □ | CO28 | Board Minutes – Calling for Extraordinary General Meeting |
| ♦ | □ | CO30 | Proposed Resolutions |
| ♦ | □ | CO31 | Dormant Company Resolution |
| ♦ | □ | CO32 | Ordinary Resolution(s) |
| ♦ | □ | CO33 | Extraordinary Resolution(s) |
| ♦ | □ | CO38 | Minutes of the Class Meeting |
| ♦ | □ | CO39 | Agreement to Short Notice for Extraordinary General Meeting to Consider Special Resolution(s) (Private Limited Company with Shares) |
| ♦ | □ | CO40 | Agreement to Short Notice for Extraordinary General Meeting (Private Limited Company with Shares) |
| ♦ | □ | CO47 | Sanction Liquidator's Sale in Members' Voluntary Winding Up (Special Resolution) (Companies Act 1985) |
| ♦ | □ | CO48 | Winding Up Voluntarily (Special Resolution) |
| ♦ | □ | CO55 | Board Minutes - Calling for General Meeting (Companies Act 1985) |
| ♦ | □ | CO56 | Board Minutes - Calling for General Meeting (Companies Act 2006) |
| ♦ | □ | CO57 | Winding Up Voluntarily (Extraordinary Resolution) (Companies Act 1985) |
| ♦ | □ | CO102 | Deed of adherence to shareholder agreement |
| †♦ | □ | N208(CO) | Claim Form (CPR Part 8) – for Company Restoration under section 1029 Companies Act 2006 |
| †♦ | □ | N208(CO2) | Claim Form (CPR Part 8) – for extending time for registering a charge |
| †♦ | □ | N208(CO3) | Claim Form (CPR Part 8) – for rectifying omission or mis-statement in particulars of charge |
| †♦ | □ | N208(CO4) | Claim Form (CPR Part 8) – for rectifying omission or mis-statement in memorandum of satisfaction |

Incorporations

| | | | |
|---|---|---|---|
| | □ | IN01 | Application to register a company |
| | □ | IN01(C1) | IN01 continuation (section B1-B2) - Secretary appointments |
| | □ | IN01(C2) | IN01 continuation (section C1-C4) - Corporate secretary appointments |
| | □ | IN01(C3) | IN01 continuation (section D1-D4) - Director appointments |
| | □ | IN01(C4) | IN01 continuation (section E1-E4) - Corporate director appointments |
| | □ | IN01(C5) | IN01 continuation - Statement of capital |
| | □ | IN01(C6) | IN01 continuation (section F2) - Statement of capital (Prescribed particulars of rights attached to shares) |
| | □ | IN01(C7) | IN01 continuation (section F3) - Initial shareholdings |
| | □ | IN01(C8) | IN01 continuation (section G1) - Subscribers |
| | □ | IN01(C9) | IN01 continuation (section N1) - Statement of compliance delivered by the subscribers |
| | □ | IN01(C10) | IN01 continuation (section H3-H9) - Individual person with significant control (PSC) detail's |
| | □ | IN01(C11) | IN01 continuation (section I1-I5) - Relevant legal entity (RLE) with significant control |
| | □ | IN01(C12) | IN01 continuation (section J1-J6) - Other registrable person (ORP) details |

Investment Company

| | | | |
|---|---|---|---|
| | □ | IC01 | Notice of intention to carry on business as an investment company |
| | □ | IC02 | Notice that a company no longer wishes to be an investment company |

Limited Partnership Forms

| | | | |
|---|---|---|---|
| | □ | LP5 | Application for Registration of a Limited Partnership |
| | □ | LP6 | Statement specifying the nature of a change in the limited partnership and statement of increase in the amount contributed (in cash or otherwise) by limited partners |

Liquidation

| | | | |
|---|---|---|---|
| | □ | RM01 | Notice of appointment of an administrative receiver, receiver or manager (Company) |
| | □ | RM02 | Notice of ceasing to act as an administrative receiver, receiver or manager (Company) |

Memoranda and Articles

| | | | |
|---|---|---|---|
| | □ | CO4 | Articles of Association (Private Company Limited by Shares) (The Companies (Model Articles) Regulations 2008, Schedule 1, Regulation 2) |

| | | | |
|---|---|---|---|
| | □ | CO5 | Articles of Association (Private Company Limited by Guarantee) (The Companies (Model Articles) Regulations 2008, Schedule 2, Regulation 3) |
| † | □ | CO6 | Articles of Association (Charitable Company) |
| | □ | CO7 | Memorandum of Association (Company having a Share Capital) |
| | □ | CO8 | Memorandum of Association (Company not having a Share Capital) |

Mortgage *for digital submission of mortgage filing, ask about Laserform Hub*

| | | | |
|---|---|---|---|
| | □ | MR01 | Particulars of a charge |
| | □ | MR02 | Particulars of a charge subject to which property or undertaking has been acquired |
| | □ | MR03 | Particulars for the registration of a charge to secure a series of debentures |
| | □ | MR04 | Statement of satisfaction in full or in part of charge |
| | □ | MR04(C1) | MR04 continuation - description of the instrument by which the charge is created or evidenced |
| | □ | MR04(C2) | MR04 continuation - short particulars of the property or undertaking charged |
| | □ | MR05 | Statement that part or the whole of the property charged (a) has been released from the charge (b) no longer forms part of the company's property |
| | □ | MR05(C1) | MR05 continuation - description of the instrument by which the charge is created or evidenced |
| | □ | MR05(C2) | MR05 continuation - short particulars of the property or undertaking charged |
| | □ | MR05(C3) | MR05 continuation - brief description of assets or property released from the charge and/or of property that has ceased to form part of the company's property or undertaking |
| | □ | MR06 | Statement of company acting as a trustee |
| | □ | MR07 | Particulars of alteration of a new charge (particulars of a negative pledge) |
| | □ | MR07(C1) | MR07 continuation - description of the instrument by which the charge is created or evidenced |
| | □ | MR07(C2) | MR07 continuation - short particulars of the property or undertaking charged |
| | □ | MR08 | Particulars of a charge where there is no instrument |
| | □ | MR08(C1) | MR08 continuation – persons entitled to the charge |
| | □ | MR08(C2) | MR08 continuation – nature of the charge |
| | □ | MR08(C3) | MR08 continuation – short description of the property or undertaking charged |
| | □ | MR08(C4) | MR08 continuation – obligations secured by the charge |
| | □ | MR09 | Particulars of a charge subject to which property or undertaking has been acquired where there is no instrument |
| | □ | MR09(C1) | MR09 continuation – names of trustees for the debenture holders |
| | □ | MR09(C2) | MR09 continuation – nature of the charge |
| | □ | MR09(C3) | MR09 continuation – description of property or undertaking |
| | □ | MR09(C4) | MR09 continuation – obligations secured by the charge |
| | □ | MR10 | Particulars for the registration of a charge to secure a series of debentures where there is no instrument |
| | □ | MR10(C2) | MR10 continuation – nature of the charge |
| | □ | MR10(C3) | MR10 continuation – description of property or undertaking |
| | □ | MR10(C4) | MR10 continuation – obligations secured by the charge |
| ❷ | □ | **M466** | **Particulars of an instrument of alteration to a floating charge created by a company registered in Scotland** |

Notices

| | | | |
|---|---|---|---|
| ♦ | □ | CO13 | Notice of General Meeting and proposed resolutions (Companies Act 1985) |
| ♦ | □ | CO14 | Notice of General Meeting and proposed resolutions (Companies Act 2006) |
| ♦ | □ | CO16 | First General Meeting Notice |
| ♦ | □ | CO17 | Notice and Agenda – First General Meeting |
| ♦ | □ | CO20 | Annual General Meeting Notice |
| ♦ | □ | CO21 | Notice and Agenda – Annual General Meeting (Private Company) |
| ♦ | □ | CO23 | General Meeting Notice |
| ♦ | □ | CO25 | Notice and Agenda – Annual General Meeting (Public Company with Listed Shares) |
| ♦ | □ | CO29 | Notice of Extraordinary General Meeting |
| ♦ | □ | CO37 | Notice of Class Meeting |
| ♦ | □ | CO44 | Notice to Make the Liability of the Director(s) Unlimited (Special Resolution) |
| ♦ | □ | CO50 | Notice of Reduction of Capital (Special Resolution) |
| ♦ | □ | CO60 | Notice of Change to the Articles of Association (Special Resolution) |
| ♦ | □ | CO61 | Notice of Change of Provisions of the Memorandum of Association (Special Resolution) |

Opening of Overseas Branch Register

| | | | |
|---|---|---|---|
| | □ | AD06 | Notice of opening of overseas branch register |
| | □ | AD07 | Notice of discontinuance of overseas branch register |

Other Appointments

| | | | |
|---|---|---|---|
| | □ | AP05 | Appointment of a manager under Section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under Section 18 of the Charities Act 1993 or judicial factor (Scotland) |
| | □ | CH05 | Change of service address for manager appointed under Section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under Section 18 of the Charities Act 1993 or judicial factor (Scotland) |
| ♦ | □ | CO35 | Appointment of Proxy with Voting Instruction |
| ♦ | □ | CO36 | Appointment of Proxy – Private Company |
| | □ | TM03 | Termination of appointment of manager under Section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under Section 18 of the Charities Act 1993 or judicial factor (Scotland) |

Requests

| | | | |
|---|---|---|---|
| | □ | DMI | Request for Payment of Interest or Dividends |
| | □ | DIV | Bank of England Dividend Payment Request |

Registrars Powers

| | | | |
|---|---|---|---|
| | □ | RP01 | Replacement of document not meeting requirements for proper delivery |
| | □ | RP02A | Application for rectification by the Registrar of Companies |
| | □ | RP02B | Application for rectification of a registered office or UK establishment address by the Registrar of Companies |

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|---|---|---|---|
| | □ | RP03 | Notice of an objection to a request for the Registrar of Companies to rectify the Register |
| | □ | RP04 | Second filing of a document previously delivered |
| | □ | VT01 | Certified voluntary translation of an original document that is or has been delivered to the Registrar of Companies |

Re-Registration

| | | | |
|---|---|---|---|
| ♦ | □ | CO49 | Re-Registration of a Private Limited Company to a Public Limited Company (Special Resolution) |
| | □ | CO65 | Form of assent for re-registration of public company as private and limited |
| | □ | CO65(C) | Continuation - Form of assent for re-registration of public company as private and limited |
| | □ | CO66 | Form of assent for re-registration of private limited company as unlimited |
| | □ | CO66(C) | Continuation - Form of assent for re-registration of private limited company as unlimited |
| | □ | RR01 | Application by a private company for re-registration as a public company |
| | □ | RR02 | Application by a public company for re-registration as a private limited company |
| | □ | RR03 | Notice by the company of application to the court for cancellation of resolution for re-registration |
| | □ | RR04 | Notice by the applicants of application to the court for cancellation of resolution for re-registration |
| | □ | RR04(C1) | RR04 continuation - Signatures |
| | □ | RR05 | Application by a private limited company for re-registration as an unlimited company |
| | □ | RR05(C1) | RR05 continuation - Signatures |
| | □ | RR06 | Application by an unlimited company for re-registration as a private limited company |
| | □ | RR07 | Application by a public company for re-registration as a private unlimited company |
| | □ | RR07(C1) | RR07 continuation - Signatures |
| | □ | RR08 | Application by a public company for re-registration as a private limited company following a court order reducing capital |
| | □ | RR09 | Application by a public company for re-registration as a private company following a cancellation of shares |
| | □ | RR10 | Application by a public company for re-registration as a private company following a reduction of capital due to redenomination |

Share Schemes

| | | | |
|---|---|---|---|
| † | □ | EIS1 | |
| † | □ | JE430(1) | Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and single employee |
| † | □ | JE430(2) | Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and multiple employees |
| † | □ | JE431(1) | Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and single employee |
| † | □ | JE431(2) | Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and multiple employees |
| † | □ | SIPTD1 | Share Incentive Plan (HMRC model trust deed) |

Share Capital

| | | | |
|---|---|---|---|
| | □ | 980(1) | Notice to non-assenting shareholders |
| | □ | 980dec | Statutory declaration relating to a notice to non-assenting shareholders |
| | □ | 984 | Notice to non-assenting shareholders |
| ♦ | □ | CO45 | Purchase of Own Shares Using Capital (Special Resolution) |
| ♦ | □ | CO46 | Disapplication of Pre-Emption Rights (Special Resolution) |
| ♦ | □ | CO63 | Purchase of Own Shares - Off Market Purchase (Special Resolution) |
| ♦ | □ | CO64 | Purchase of Own Shares - Off Market Purchase (Ordinary Resolution) |
| | □ | SH01 | Return of allotment of shares |
| | □ | SH01(C1) | SH01 continuation - Statement of capital |
| | □ | SH01(C2) | SH01 continuation - Statement of capital (Prescribed particulars of rights attached to shares) |
| | □ | SH01(C3) | SH01 continuation - Shares allotted |
| | □ | SH01(C4) | SH01 continuation - Details of non-cash consideration |
| | □ | SH01CHK | Checklist for return of allotment of shares |
| | □ | SH02 | Notice of consolidation, sub-division, redemption of shares or re-conversion of stock into shares |
| | □ | SH02(C1) | SH02 continuation - Statement of capital |
| | □ | SH02(C2) | SH02 continuation - Statement of capital (Prescribed particulars of rights attached to shares) |
| | □ | SH03 | Return of purchase of own shares |
| | □ | SH04 | Notice of sale or transfer of treasury shares by a public limited company (PLC) |
| | □ | SH05 | Notice of cancellation of treasury shares by a public limited company (PLC) |
| | □ | SH05(C1) | SH05 continuation - Statement of capital |
| | □ | SH05(C2) | SH05 continuation - Statement of capital (Prescribed particulars of rights attached to shares) |
| | □ | SH06 | Notice of cancellation of shares |
| | □ | SH06(C1) | SH06 continuation - Statement of capital |
| | □ | SH06(C2) | SH06 continuation - Statement of capital (prescribed particulars of rights attached to shares) |
| | □ | SH07 | Notice of cancellation of shares held by or for a public company |
| | □ | SH07(C1) | SH07 continuation - Statement of capital |
| | □ | SH07(C2) | SH07 continuation - Statement of capital (Prescribed particulars of rights attached to shares) |
| | □ | SH08 | Notice of name or other designation of class of shares |
| | □ | SH09 | Return of allotment by an unlimited company allotting a new class of shares |
| | □ | SH09(C1) | SH09 continuation - Prescribed particulars of rights attached to shares |
| | □ | SH10 | Notice of particulars of variation of rights attached to shares |
| | □ | SH10(C1) | SH10 continuation - Details of variation of rights |
| | □ | SH11 | Notice of new class of members |
| | □ | SH11(C1) | SH11 continuation - Rights attached to class of members |
| | □ | SH12 | Notice of particulars of variation of class rights |
| | □ | SH12(C1) | SH12 continuation - Variation in the rights of the class of members |
| | □ | SH13 | Notice of name or other designation of class of members |
| | □ | SH14 | Notice of redenomination |
| | □ | SH14(C1) | SH14 continuation - Statement of capital |
| | □ | SH14(C2) | SH14 continuation - Statement of capital (Prescribed particulars of rights attached to shares) |
| | □ | SH15 | Notice of reduction of capital following redenomination |
| | □ | SH15(C1) | SH15 continuation - Statement of capital |

| | | | |
|---|---|---|---|
| | □ | SH15(C2) | SH15 continuation - Statement of capital (Prescribed particulars of rights attached to shares) |
| | □ | SH16 | Notice by the applicants of application to court for cancellation of the special resolution approving a redemption or purchase of shares out of capital |
| | □ | SH16(C1) | SH16 continuation - Signatures of applicants or person who made the application on their behalf |
| | □ | SH17 | Notice by the company of application to court for cancellation of the special resolution approving a redemption or purchase of shares out of capital |
| | □ | SH19 | Statement of Capital on cancellation of share warrants in accordance with section 7(2) of Schedule 4 to the Small Business Enterprise and Employment Act 2015 |
| | | SH19(C1) | SH19 continuation - Share capital |
| | | SH19(C2) | SH19 continuation - Statement of capital (prescribed particulars of rights attached to shares) |
| | □ | SH19(644& 649) | Statement of capital under section 644 or 649 |
| | □ | SH19(644&649) C1 | SH19 (644&649) continuation - Share capital |
| | □ | SH19(644&649) C2 | SH19 (644&649) continuation - Statement of capital (Prescribed particulars of rights attached to shares) |
| | □ | SH19(108) | Statement of capital under section 108 |
| | □ | SH19(108) (C1) | SH19(108) continuation - Statement of capital |
| | □ | SH19(108) (C2) | SH19(108) continuation - Statement of capital (prescribed particulars of rights attached to shares) |
| | □ | SH50 | Application for trading certificate for a public company |
| | □ | NAC01 | Notice of application to Court to cancel share warrants |

Stock Transfer forms

| | | | |
|---|---|---|---|
| | □ | CREST | Crest Transfer form |
| | □ | STOCK | Stock Transfer form |
| | □ | STOCKG | Stock Transfer form (Transfer by Company) – with provision for seal |
| | □ | STOCKG(SD) | Stock Transfer form – Transfer by Company with Single Director and no Company Secretary (With Seal) |
| | □ | STOCKN | Stock Transfer form (Transfer by Company) – without provision for seal |
| | □ | STOCKN(SD) | Stock Transfer form – Transfer by Company with Single Director and no Company Secretary (No Seal) |
| ♦† | □ | PR93 | Request by executors or administrators of a deceased holder to be placed on the register as holders in their own right |

## COMPANY - SOCIETAS EUROPAEA

Change of Details

| | | |
|---|---|---|
| □ | SEAS01 | Amendment of Statutes of a Societas Europaea (SE) |
| □ | SECH01 | Change of member's details of a supervisory organ of a Societas Europaea (SE) |
| □ | SECH02 | Change of corporate member's details of a supervisory organ of a Societas Europaea (SE) |

Conversions

| | | |
|---|---|---|
| □ | SECV01 | Conversion of Societas Europaea (SE) to a Public Limited Company (PLC) |
| □ | SECV01(C1) | SECV01 continuation (sections B1-B2) - Secretary appointments |
| □ | SECV01(C2) | SECV01 continuation (sections C1-C4) – Corporate secretary appointments |
| □ | SECV01(C3) | SECV01 continuation (sections D1-D4) – Director appointments |
| □ | SECV01(C4) | SECV01 continuation (sections E1-E4) –- Corporate director appointments |
| □ | SECV01(C5) | SECV01 continuation (section F1) - Statement of capital |
| □ | SECV01(C6) | SECV01 continuation (section F2) - Prescribed particulars of rights attached to shares |
| □ | SECV01(C7) | SECV01 continuation (section G3-G9) – Individual PSC |
| □ | SECV01(C8) | SECV01 continuation (section H1-H5) – Relevant legal entity (RLE) |
| □ | SECV01(C9) | SECV01 continuation (section I1-I6) – Other Registrable Person (ORP) |

Draft Terms

| | | |
|---|---|---|
| □ | SEDT01 | Draft terms of formation of holding Societas Europaea (SE) involving a United Kingdom (UK) registered company or SE |
| □ | SEDT02 | Draft terms of conversion of a Public Limited Company (PLC) to Societas Europaea (SE) |
| □ | SEDT03 | Notification of draft terms of conversion of Societas Europaea (SE) to a Public Limited Company (PLC) |

Formations

| | | |
|---|---|---|
| □ | SEFM01 | Formation by merger of Societas Europaea (SE) to be registered in the United Kingdom (UK) |
| □ | SEFM01(C1) | SEFM01 continuation (section A5) - Details of Companies or SEs merging to form an SE |
| □ | SEFM01(C2) | SEFM01 continuation (section C1-C5) - Member appointments |
| □ | SEFM01(C3) | SEFM01 continuation (sections D1-D5) - Corporate member appointments |
| □ | SEFM01(C4) | SEFM01 continuation (sections E3-E9) - Individual PSC |
| □ | SEFM01(C5) | SEFM01 continuation (sections F1-F5) - Relevant legal entity (RLE) |
| □ | SEFM01(C6 | SEFM01 continuation (sections G1-G6) - Other registrable person (ORP) |
| □ | SEFM02 | Formation of holding Societas Europaea (SE) |
| □ | SEFM02(C1) | SEFM02 continuation (section A4) - Detail of promoting companies or SEs |
| □ | SEFM02(C2) | SEFM02 continuation (sections C1-C5)- Member appointments |
| □ | SEFM02(C3) | SEFM02 continuation (sections D1-D5) - Corporate member appointments |
| □ | SEFM02(C4) | SEFM02 continuation (sections E3-E9) - Individual PSC |
| □ | SEFM02(C5) | SEFM02 continuation (sections F1-F5) - Relevant legal entity (RLE) |
| □ | SEFM02(C6) | SEFM02 continuation (sections G1-G6) - Other registrable person (ORP) |
| □ | SEFM03 | Formation of subsidiary Societas Europaea (SE) under Article 2(3) of Council Regulation (EC) No 2157/2001 |
| □ | SEFM03(C1) | SEFM03 continuation (section A4)- Details of subscribing SEs, companies, firms or legal bodies |
| □ | SEFM03(C2) | SEFM03 continuation (sections C1-C5) - Member appointments |
| □ | SEFM03(C3) | SEFM03 continuation (sections D1-D5) - Corporate member appointments |
| □ | SEFM03(C4) | SEFM03 continuation (sections E3-E9) - Individual PSC |
| □ | SEFM03(C5) | SEFM03 continuation (sections F1-F5) - Relevant legal entity (RLE) |
| □ | SEFM03(C6) | SEFM03 continuation (sections G1-G6) - Other registrable person (ORP) |
| □ | SEFM04 | Transformation of a Public Limited Company (PLC) to Societas Europaea (SE) |

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- SEFM04(C1) SEFM04 continuation (sections C1-C5) - Member Appointments
- SEFM04(C2) SEFM04 continuation (sections D1-D5) - Corporate member appointments
- SEFM04(C3) SEFM04 continuation (sections E3-E9) - Individual PSC
- SEFM04(C4) SEFM04 continuation (sections F1-F5) - Relevant legal entity (RLE)
- SEFM04(C5) SEFM04 continuation (sections G1-G6) - Other registrable person (ORP)
- SEFM05 Formation of subsidiary Societas Europaea (SE) under Article 3(2) of Council Regulation (EC) No 2157/2001
- SEFM05(C1) SEFM05 continuation (sections C1-C5) - Member appointments
- SEFM05(C2) SEFM05 continuation (sections D1-D5) - Corporate member appointments
- SEFM05(C3) SEFM05 continuation (sections E3-E9) - Individual PSC
- SEFM05(C4) SEFM05 continuation (sections F1-F5) - Relevant legal entity (RLE)
- SEFM05(C5) SEFM05 continuation (sections G1-G6) - Other registrable person (ORP)
- SESC01 Notice of satisfaction of conditions for the formation of holding Societas Europaea (SE) by a United Kingdom (UK) registered company or SE

Other Appointments

- SEAP01 Appointment of a member of a supervisory organ of a Societas Europaea (SE)
- SEAP02 Appointment of corporate member of a supervisory organ of Societas Europaea (SE)
- SETM01 Termination of appointment of member of a supervisory organ of Societas Europaea (SE)

Solvency Statement

- SESS01 Statement of solvency by members of Societas Europaea (SE) which is proposing to transfer from the United Kingdom (UK)
- SESS01(C1) SESS01 continuation - Signatures of the Members of the management or administrative organ of the SE named in section 1

Transfer

- SETR01 Proposed transfer from the United Kingdom (UK) of Societas Europaea (SE)
- SETR02 Transfer to the United Kingdom (UK) of Societas Europaea (SE)
- SETR02(C1) SETR02 continuation (sections B1-B5) – Member appointments
- SETR02(C2) SETR02 continuation sections (C1-C5) – Corporate member appointments
- SETR02(C3) SETR02 continuation (sections D3-D9) – Individual PSC
- SETR02(C4) SETR02 continuation (sections E1-E5) - Relevant legal entity (RLE)
- SETR02(C5) SETR02 continuation (sections F1-F6) - Other registrable person (ORP)
- SETR03 Transfer from United Kingdom (UK) of Societas Europaea (SE)

Winding Up

- SEWU01 Notice of initiation or termination of winding up, liquidation, insolvency, or cessation of payment procedures and decision to continue operating of Societas Europaea (SE)

## COMPANY - OVERSEAS

Change of Constitution

- OSCC01 Return by an overseas company of an alteration to constitutional documents

Change of Details

- OSAA01 Statement of details of parent law and other information for an overseas company
- OSAD02 Notice of location, or change in location, of instruments creating charges and register of charges for an overseas company
- OSCC02 Return by an overseas company of change of UK establishment relating to constitutional documents
- OSCH01 Return by a UK establishment of an overseas company for change of details
- OSCH02 Return by an overseas company for a change of company details
- OSCH07 Change of details by an overseas company for a person authorised to represent the company in respect of a UK establishment
- OSCH08 Change of service address for a judicial factor (Scotland) of an overseas company
- OSCH09 Change of details by an overseas company for a person authorised to accept service of documents on behalf of the company in respect of a UK establishment

Change of Name

- OSNM01 Registration of change of name of overseas company as registered in the UK

Directors and Secretaries

- OSAP01 Appointment of director of an overseas company
- OSAP02 Appointment of corporate director of an overseas company
- OSAP03 Appointment of secretary of an overseas company
- OSAP04 Appointment of corporate secretary of an overseas company
- OSCH03 Change of details of a director of an overseas company
- OSCH04 Change of details of a corporate director of an overseas company
- OSCH05 Change of details of a secretary of an overseas company
- OSCH06 Change of details of a corporate secretary of an overseas company
- OSTM01 Termination of appointment of director of an overseas company
- OSTM02 Termination of appointment of secretary of an overseas company

Dissolution

- OSDS01 Notice of closure of a UK establishment of an overseas company
- OSDS01(C1) OSDS01 continuation - UK establishment details
- OSDS02 Notice of termination of winding up of an overseas company

Liquidation

- OSLQ01 Notice of appointment of a liquidator of an overseas company

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| | | |
|---|---|---|
| ☐ | OSLQ02 | Notice by an overseas company which becomes subject to proceedings relating to insolvency |
| ☐ | OSLQ03 | Notice of winding up of an overseas company |
| ☐ | OSLQ04 | Notice by an overseas company on cessation of proceedings relating to insolvency |

Mortgage

| | | |
|---|---|---|
| ☐ | OSMG02 | Statement of satisfaction in full or in part of a mortgage or charge for an overseas company |
| ☐ | OSMG02(C1) | OS MG02 continuation - Name and address of chargee(s), or trustee(s) for the debenture holders |
| ☐ | OSMG02(C2) | OS MG02 continuation - Short particulars of all the property mortgaged or charged |
| ☐ | OSMG03 | Statement that part (or the whole) of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property, for an overseas company |
| ☐ | OSMG03(C1) | OSMG03 continuation - Name and address of chargee(s), or trustee(s) for the debenture holders |
| ☐ | OSMG03(C2) | OS MG03 continuation - Short particulars of all the property mortgaged or charged |

Other Appointments

| | | |
|---|---|---|
| ☐ | OSAP05 | Appointment by an overseas company of a person authorised to represent the company as a permanent representative in respect of a UK establishment |
| ☐ | OSAP06 | Appointment of judicial factor (Scotland) for an overseas company |
| ☐ | OSAP07 | Appointment by an overseas company of a person authorised to accept service of documents on behalf of the company in respect of a UK establishment |
| ☐ | OSTM03 | Termination of appointment by an overseas company of a person authorised to accept service of documents or person authorised to represent the company in respect of a UK establishment |
| ☐ | OSTM04 | Termination of appointment of judicial factor (Scotland) of an overseas company |

Registrations

| | | |
|---|---|---|
| ☐ | OSAA02 | Return of alteration of manner of compliance with accounting requirements |
| ☐ | OSIN01 | Registration of an overseas company opening a UK establishment |
| ☐ | OSIN01(C1) | OSIN01 continuation - Secretary details |
| ☐ | OSIN01(C2) | OSIN01 continuation - Corporate secretary |
| ☐ | OSIN01(C3) | OSIN01 continuation - Director details |
| ☐ | OSIN01(C4) | OSIN01 continuation - Corporate director details |
| ☐ | OSIN01(C5) | OSIN01 continuation - Permanent representative's details |
| ☐ | OSIN01(C6) | OSIN01 continuation - Details of person authorised to accept service of documents in the UK |

Transitional Returns

| | | |
|---|---|---|
| ☐ | OSTN01 | Transitional return by a UK establishment of an overseas company |
| ☐ | OSTN01(C1) | OSTN01 continuation - Permanent representative |
| ☐ | OSTN02(C2) | OSTN01 continuation - Person authorised to accept service |

## COMPANY - EUROPEAN ECONOMIC INTEREST GROUPING

Appointments

| | | |
|---|---|---|
| ☐ | EEAP01 | Appointment of manager of an EEIG where the official address of the EEIG is in the UK |
| ☐ | EEAP02 | Appointment of corporate manager of an EEIG where the official address is in the UK |
| ☐ | EETM01 | Termination of appointment of manager of an EEIG where the official address is in the UK |

Change of Details

| | | |
|---|---|---|
| ☐ | EECH01 | Change of manager's details of an EEIG where the official address of the EEIG is in the UK |
| ☐ | EECH02 | Change of corporate manager's details of an EEIG where the official address of the EEIG is in the UK |
| ☐ | EEMP01 | Notice of documents and particulars required to be filed for an EEIG |
| ☐ | EEMP02 | Notice of setting up or closure of an establishment of an EEIG |

Change of Name

| | | |
|---|---|---|
| ☐ | EENM01 | Registration of change of name, other than its grouping name, under which an EEIG whose official address is outside the UK proposes to carry on business in the UK |
| ☐ | EENM02 | Registration of change of name, other than registered name, under which an EEIG, whose official address is outside the UK, proposes to carry on business in substitution for name previously approved |

Formations

| | | |
|---|---|---|
| ☐ | EEFM01 | Statement of name, official address, members, objects and duration for EEIG whose official address is in the UK |
| ☐ | EEFM01(C1) | EEFM01 continuation - Member |
| ☐ | EEFM01(C2) | EEFM01 continuation - Corporate member |
| ☐ | EEFM02 | Statement of name, establishment address in the UK and members of an EEIG whose official address is outside the UK |
| ☐ | EEFM02(C1) | EEFM02 continuation - Member |
| ☐ | EEFM02(C2) | EEFM02 continuation - Corporate member |

## COMPENSATION RECOVERY

General

| | | |
|---|---|---|
| ☐ | CRU1(Sol) | Solicitor's Registration Form (Department for Work and Pensions) |
| ☐ | CRU1(Rep) | Change from representative to insurance company (Department for Work and Pensions) |
| ☐ | CRUCNT | Compensation Recovery Unit Contributory Negligence Template |

Notices

| | | |
|---|---|---|
| ☐ | CRU1 | Notification of a claim for compensation (Department for Work and Pensions) |

# CONVEYANCING

*Law Society forms are subject to an annual licence fee per site. See the Law Society forms page in this catalogue for more details.*

Applications

| | | | |
|---|---|---|---|
| ❶ | □ | CR16 | Application Form for deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006 (Form CA16) |
| | □ | CR19 | Application for the amendment of a register in relation to a right of common (Form 19) |
| ❶ | □ | CR44 | Application for the registration of land as a Town or Village Green (England) (Form 44) |
| † | □ | NL(1) | Application for Registration of Notice Affecting Land |
| † | □ | NL(2) | Application for Search of Register of Notices Affecting Land |

Business Leases

| | | | |
|---|---|---|---|
| ♦ | □ | BLW1 | Business Lease of Whole of Building without Rent Reviews |
| ♦ | □ | BLW1(LC) | Business Lease of Whole of Building without Rent Reviews (Lease Code Compliant) |
| ♦ | □ | BLW1R | Business Lease of Whole of Building with Rent Reviews |
| ♦ | □ | BLW1R(LC) | Business Lease of Whole of Building with Rent Reviews (Lease Code Compliant) |
| ♦ | □ | BLW2 | Business Lease of Whole of Building incorporating Land Registry Prescribed Clauses without Rent Reviews |
| ♦ | □ | BLW2R | Business Lease of Whole of Building incorporating Land Registry Prescribed Clauses with Rent Reviews |
| ♦ | □ | BLW3 | Business Lease of Whole of Building incorporating Land Registry Prescribed Clauses without Rent Reviews, excluded from Landlord and Tenant Act 1954 |
| ♦ | □ | BLW3R | Business Lease of Whole of Building incorporating Land Registry Prescribed Clauses with Rent Reviews, excluded from Landlord and Tenant Act 1954 |
| ♦ | □ | BLW4 | Business Lease of Whole of Building – Lease Code Compliant – without Rent Reviews – Land Registry Version |
| ♦ | □ | BLW4R | Business Lease of Whole of Building – Lease Code Compliant – with Rent Reviews – Land Registry Version |
| ♦ | □ | BLW5 | Business Lease of Whole of Building – Lease Code Compliant – without Rent Reviews, excluded from Landlord and Tenant Act 1954 – Land Registry Version |
| ♦ | □ | BLW5R | Business Lease of Whole of Building – Lease Code Compliant – with Rent Reviews, excluded from Landlord and Tenant Act 1954 – Land Registry Version |
| ♦ | □ | BLW6(LC) | Business Lease of Whole of Building - Lease Code Compliant - without Rent Reviews, excluded from Landlord and Tenant Act 1954 (not a Land Registry Version) |
| ♦ | □ | BLP2 | Business Lease of Part of Building without Rent Reviews |
| ♦ | □ | BLP2(LC) | Business Lease of Part of Building without Rent Reviews (Lease Code Compliant) |
| ♦ | □ | BLP2R | Business Lease of Part of Building with Rent Reviews |
| ♦ | □ | BLP2R(LC) | Business Lease of Part of Building with Rent Reviews (Lease Code Compliant) |
| ♦ | □ | BLP3 | Business Lease of Part of Building incorporating Land Registry Prescribed Clauses without Rent Reviews |
| ♦ | □ | BLP3R | Business Lease of Part of Building incorporating Land Registry Prescribed Clauses with Rent Reviews |
| ♦ | □ | BLP4 | Business Lease of Part of Building incorporating Land Registry Prescribed Clauses without Rent Reviews, excluded from Landlord and Tenant Act 1954 |
| ♦ | □ | BLP4R | Business Lease of Part of Building incorporating Land Registry Prescribed Clauses with Rent Reviews, excluded from Landlord and Tenant Act 1954 |
| ♦ | □ | BLP5 | Business Lease of Part of Building – Lease Code Compliant – without Rent Reviews – Land Registry Version |
| ♦ | □ | BLP5R | Business Lease of Part of Building – Lease Code Compliant – with Rent Reviews – Land Registry Version |
| ♦ | □ | BLP6 | Business Lease of Part of Building – Lease Code Compliant – without Rent Reviews, excluded from Landlord and Tenant Act 1954 – Land Registry Version |
| ♦ | □ | BLP6R | Business Lease of Part of Building – Lease Code Compliant – with Rent Reviews, excluded from Landlord and Tenant Act 1954 – Land Registry Version |
| ♦ | □ | BLU3 | Business Lease of Unit on Estate without Rent Reviews |
| ♦ | □ | BLU3(LC) | Business Lease of Unit on Estate without Rent Reviews (Lease Code Compliant) |
| ♦ | □ | BLU3R | Business Lease of Unit on Estate with Rent Reviews |
| ♦ | □ | BLU3R(LC) | Business Lease of Unit on Estate with Rent Reviews (Lease Code Compliant) |
| ♦ | □ | BLU4 | Business Lease of Unit on Estate incorporating Land Registry Prescribed Clauses without Rent Reviews |
| ♦ | □ | BLU4R | Business Lease of Unit on Estate incorporating Land Registry Prescribed Clauses with Rent Reviews |
| ♦ | □ | BLU5 | Business Lease of Unit on Estate incorporating Land Registry Prescribed Clauses without Rent Reviews, excluded from Landlord and Tenant Act 1954 |
| ♦ | □ | BLU5R | Business Lease of Unit on Estate incorporating Land Registry Prescribed Clauses with Rent Reviews, excluded from Landlord and Tenant Act 1954 |
| ♦ | □ | BLU6 | Business Lease of Unit on Estate – Lease Code Compliant – without Rent Reviews – Land Registry Version |
| ♦ | □ | BLU6R | Business Lease of Unit on Estate – Lease Code Compliant – with Rent Reviews – Land Registry Version |
| ♦ | □ | BLU7 | Business Lease of Unit on Estate – Lease Code Compliant – without Rent Reviews, excluded from Landlord and Tenant Act 1954 - Land Registry Version |
| ♦ | □ | BLU7R | Business Lease of Unit on Estate – Lease Code Compliant – with Rent Reviews, excluded from Landlord and Tenant Act 1954 - Land Registry Version |
| ♦ | □ | BL(SUP) | Business Leases – Model Supplemental Clauses (for use in Part Two of Laserform's Business Leases incorporating Land Registry Prescribed Clauses) |

Business Leases (continued)

| | | | |
|---|---|---|---|
| *LS* † | □ | **LS1U** | **The Law Society Business Lease (Part of Building) (Unregistered) 2008** |
| *LS* † | □ | **LS1R** | **The Law Society Business Lease (Part of Building) (Registered) 2008** |
| *LS* † | □ | **LS2U** | **The Law Society Business Lease (Whole of Building) (Unregistered) 2008** |
| *LS* † | □ | **LS2R** | **The Law Society Business Lease (Whole of Building) (Registered) 2008** |
| ♦ | □ | LS(SUP) | Optional Additional Clauses – For use with the Law Society Business Leases 2008 |

Conveyancing Quality Scheme *See Law Society page*

| | | | |
|---|---|---|---|
| *LS* | □ | **CQS1** | **File summary sheet (Conveyancing Quality Scheme)** |
| *LS* | □ | **CQS2** | **Standard file review - conveyancing purchase (Conveyancing Quality Scheme)** |

| | | | |
|---|---|---|---|
| *LS* | ☐ | **CQS3** | **Standard file review - conveyancing sale (Conveyancing Quality Scheme)** |
| *LS* | ☐ | **CQS4** | **Anti-money laundering - client identification form (Conveyancing Quality Scheme)** |
| *LS* | ☐ | **CQS5** | **Anti-money laundering - internal reporting form (Conveyancing Quality Scheme)** |
| *LS* | ☐ | **CQS6** | **Client instruction form (Conveyancing Quality Scheme)** |
| *LS* | ☐ | **CQS7** | **Risk notice (Conveyancing Quality Scheme)** |
| *LS* | ☐ | **CQS8** | **File risk assessment and conflict of interests check form (Conveyancing Quality Scheme)** |

General

*Form SD1 is duplicated here for reference, but will appear in the Court group in Laserform*

| | | | |
|---|---|---|---|
| | ☐ | CPO1 | Compulsory Purchase Order (Form 1) |
| | ☐ | EPT | Epitome of Title |
| ♦ | ☐ | LCA12 | Claim for "Home loss" Payment (Land Compensation Act 1973 Sections 29-32) |
| †*LS* | ☐ | **SCS1** | **Contract incorporating the Standard Conditions of Sale (Fifth Edition)** |
| †*LS* | ☐ | **SCS(Notes)** | **Explanatory notes on the Standard Conditions of Sale (Fifth Edition)** |
| †*LS* | ☐ | **SCPCS1** | **Contract incorporating the Standard Commercial Property Conditions of Sale (Second Edition)** |
| †*LS* | ☐ | **SCPC(Notes)** | **Explanatory notes on the Standard Commercial Property Conditions of Sale (Second Edition)** |
| † | ☐ | STAMP22 | Apportionment of Consideration under Agreement for Sale |
| †♦ | ☐ | SD1 | Form of statutory declaration |

Law Society See Law Society page

| | | | |
|---|---|---|---|
| †*LS* | ☐ | **TA6** | **Property Information Form (3rd edition)** |
| †*LS* | ☐ | **TA7** | **Leasehold Information Form (2nd edition)** |
| †*LS* | ☐ | **TA8** | **New home information form** |
| †*LS* | ☐ | **TA9** | **Commonhold information form** |
| †*LS* | ☐ | **TA10** | **Fittings and Contents Form (3rd edition)** |
| †*LS* | ☐ | **TA13** | **Completion information and undertakings (2nd edition)** |
| †*LS* | ☐ | **TA(Notes)** | **Explanatory Notes to the Transaction Forms 2007** |

Leases

| | | | |
|---|---|---|---|
| † | ☐ | LRS1A | Prescribed Clauses Lease (Schedule 1A of the Land Registration Rules 2003) |

Legal Charges

| | | | |
|---|---|---|---|
| ♦ | ☐ | CH30C | Legal Charge to secure all monies due - corporate borrower |
| ♦ | ☐ | CH30P | Legal Charge to secure all monies due - personal borrower |
| ♦ | ☐ | CH31C | Legal Charge pursuant to a loan agreement, corporate borrower |
| ♦ | ☐ | CH32C | Legal Charge to secure fixed loan repayable in one sum, corporate borrower |
| ♦ | ☐ | CH33C | Legal Charge to secure fixed loan repayable by instalments, corporate borrower |
| ♦ | ☐ | Ch33P | Legal Charge to secure fixed loan repayable by instalments- personal borrower |
| ♦ | ☐ | CH34C | Legal Charge to secure third party borrowings, corporate borrower |
| ♦ | ☐ | CH35 | Occupier's Consent to Legal Charge |
| ♦ | ☐ | CH36C | Rent Assignment |
| ♦ | ☐ | CH37 | Notice of Rent Assignment with Duplicate for Acknowledgment |

Notices

| | | | |
|---|---|---|---|
| | ☐ | BN1 | Blight notice under section 150 Town and Country Planning Act 1990 |
| | ☐ | BN2 | Mortgagee's blight notice under section 162 Town and Country Planning Act 1990 |
| †♦ | ☐ | LT21 | Notice of Assignment of Lease |
| †♦ | ☐ | LT22 | Notice of Mortgage of Lease |
| †♦ | ☐ | LT23 | Notice of Subletting |
| †♦ | ☐ | LT63 | Rent Review Memorandum |
| ♦ | ☐ | NTC1R | Seller's Notice to Complete – Residential (Standard Conditions of Sale, Fifth Edition) |
| ♦ | ☐ | NTC2R | Buyer's Notice to Complete – Residential (Standard Conditions of Sale, Fifth Edition) |
| ♦ | ☐ | NTC3C | Seller's Notice to Complete – Commercial (Standard Commercial Property Conditions, Second Edition) |
| ♦ | ☐ | NTC4C | Buyer's Notice to Complete – Commercial (Standard Commercial Property Conditions, Second Edition) |

Party Walls

| | | | |
|---|---|---|---|
| ♦ | ☐ | PWA1 | Notice of proposed works: party structure notice, Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA1A | Acknowledgment of party structure notice and consent to proposed works, Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA1B | Objection to party structure notice, Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA1C | Party structure counter-notice, Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA2 | Notice of proposed works: line of junction notice proposing a new wall astride the boundary, Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA2A | Acknowledgment of line of junction notice, consenting to a new wall astride the boundary, Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA2B | Objection to a line of junction notice for a new wall astride the boundary, Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA3 | Notice of proposed works: line of junction notice, new wall wholly on building owner's property, The Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA3A | Acknowledgment of line of junction notice, new wall wholly on building owner's property, The Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA4 | Notice of proposed works: excavation and construction within 3 metres of party wall, The Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA4A | Acknowledgment of a 3 or 6 metre notice and consent to proposed works, The Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA4B | Objection to a 3 or 6 metre notice under the Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA5 | Notice of proposed works under The Party Wall etc. Act 1996 - excavation and construction within 6 metres of party wall, The Party Wall etc. Act 1996 |
| ♦ | ☐ | PWA6 | Notice of exercise of rights of entry under The Party Wall etc. Act 1996 |

Power of Attorney
These forms are duplicated here for reference; they are found under the Land Registry heading in Laserform.

| | | | |
|---|---|---|---|
| † | □ | LR61 | Certificate as to execution of power of attorney (Land Registration Rules 2003, rule 61) (Form 1) |
| † | □ | LR62A | Statutory declaration as to non-revocation of lasting power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR62B | Certificate as to non-revocation of lasting power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR62C | Statement of truth as to non-revocation of lasting power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR62D | Statutory declaration as to non-revocation of enduring power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR62E | Certificate as to non-revocation of enduring power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR62F | Statement of Truth as to non-revocation of enduring power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR63A | Statutory declaration in support of power delegating trustees' functions to a beneficiary (Land Registration Rules 2003, rule 63) (Form 3) |
| † | □ | LR63B | Certificate in support of power delegating trustees' functions to a beneficiary (Land Registration Rules 2003, rule 63) (Form 3) |
| † | □ | LR63C | Statement of truth in support of power delegating trustees' functions to a beneficiary (Land Registration Rules 2003, rule 63) (Form 3) |

Property Ownership Forms

| | | | |
|---|---|---|---|
| ♦ | □ | TCA1 | Agreement as to Shares of Ownership – Equal Shares (Tenants in Common) |
| ♦ | □ | TCA2 | Agreement as to Shares of Ownership – Unequal Shares (Tenants in Common) |
| ♦ | □ | TCA3 | Agreement Severing Joint Tenancy – Equal Shares |
| ♦ | □ | TCA4 | Agreement Severing Joint Tenancy – Unequal Shares |
| †♦ | □ | TCN1 | Notice Severing Joint Tenancy – With Duplicate for Acknowledgment |
| †♦ | □ | TCN2 | Notice Severing Joint Tenancy – With Conveyancer's Certificate of Service |

Sale Agreements (Commercial)

| | | | |
|---|---|---|---|
| ♦ | □ | SAC1L | Agreement for Sale – Commercial – Registered Freehold (Whole) – Subject to Letting(s) |
| ♦ | □ | SAC1V | Agreement for Sale – Commercial – Registered Freehold (Whole) – Vacant Possession |
| ♦ | □ | SAC2L | Agreement for Sale – Commercial – Registered Freehold (Part) – Subject to Letting(s) |
| ♦ | □ | SAC2V | Agreement for Sale – Commercial – Registered Freehold (Part) – Vacant Possession |
| ♦ | □ | SAC3L | Agreement for Sale – Commercial – Unregistered Freehold (Whole) – Subject to Letting(s) |
| ♦ | □ | SAC3V | Agreement for Sale – Commercial – Unregistered Freehold (Whole) – Vacant Possession |
| ♦ | □ | SAC4L | Agreement for Sale – Commercial – Unregistered Freehold (Part) – Subject to Letting(s) |
| ♦ | □ | SAC4V | Agreement for Sale – Commercial – Unregistered Freehold (Part) – Vacant Possession |
| ♦ | □ | SAC5L | Agreement for Sale – Commercial – Registered Leasehold (Whole) – Subject to Letting(s) |
| ♦ | □ | SAC5V | Agreement for Sale – Commercial – Registered Leasehold (Whole) – Vacant Possession |
| ♦ | □ | SAC6L | Agreement for Sale – Commercial – Unregistered Leasehold (Whole) – Subject to Letting(s) |
| ♦ | □ | SAC6V | Agreement for Sale – Commercial – Unregistered Leasehold (Whole) – Vacant Possession |

Sale Agreements (Residential)

| | | | |
|---|---|---|---|
| ♦ | □ | SAG1 | Contract for Sale and Purchase (general version) |
| ♦ | □ | SAG2 | Memorandum of Exchange of Contracts |
| ♦ | □ | SAR1L | Agreement for Sale – Residential – Registered Freehold (Whole) – Subject to Letting(s) |
| ♦ | □ | SAR1V | Agreement for Sale – Residential – Registered Freehold (Whole) – Vacant Possession |
| ♦ | □ | SAR2L | Agreement for Sale – Residential – Registered Freehold (Part) – Subject to Letting(s) |
| ♦ | □ | SAR2V | Agreement for Sale – Residential – Registered Freehold (Part) – Vacant Possession |
| ♦ | □ | SAR3L | Agreement for Sale – Residential – Unregistered Freehold (Whole) – Subject to Letting(s) |
| ♦ | □ | SAR3V | Agreement for Sale – Residential – Unregistered Freehold (Whole) – Vacant Possession |
| ♦ | □ | SAR4L | Agreement for Sale – Residential – Unregistered Freehold (Part) – Subject to Letting(s) |
| ♦ | □ | SAR4V | Agreement for Sale – Residential – Unregistered Freehold (Part) – Vacant Possession |
| ♦ | □ | SAR5L | Agreement for Sale – Residential – Registered Leasehold (Whole) – Subject to Letting(s) |
| ♦ | □ | SAR5V | Agreement for Sale – Residential – Registered Leasehold (Whole) – Vacant Possession |
| ♦ | □ | SAR6L | Agreement for Sale – Residential – Unregistered Leasehold – Subject to Letting(s) |
| ♦ | □ | SAR6V | Agreement for Sale – Residential – Unregistered Leasehold – Vacant Possession |
| ♦ | □ | SAR7 | Agreement for Sale – Residential – Freehold – New House in Course of Construction |
| ♦ | □ | SAR8 | Agreement for Sale – Residential – Grant of Lease – New Flat in Course of Construction |

Searches, Requisitions and Enquiries

| | | | |
|---|---|---|---|
| ♦ | □ | AE40 | Additional Enquiries before Contract |
| ♦ | □ | BM27R | Buyer's Information memo, Residential |
| †*LS* | □ | **CON29R** | **Enquiries of Local Authority (2016)** |
| †*LS* | □ | **CON29(O)** | **Optional Enquiries of the Local Authority (2016 Edition)** |
| †*LS* | □ | **CON29DW** | **Standard Drainage and Water Enquiries (2016)** |
| †*LS* | □ | **CON29E** | **Request for a Search of the Register kept Pursuant to Section 79 of the Rent Act 1977** |
| †*LS* | □ | **CON29M** | **Coal Mining Search (2003) (England and Wales)** |
| ♦ | □ | FFC29R | Fixtures, Fittings and Contents form |
| ♦ | □ | GE29R | General Enquiries before Contract – Residential |
| ♦ | □ | GE30C | General Enquiries before Contract – Commercial |
| † | □ | LLC1 | Requisition for search and official certificate of search, with duplicate – Register of local land charges |
| | □ | LPE1 | Leasehold Property Enquiries form |
| | □ | LPE2 | Buyers Leasehold Information Summary |
| ♦ | □ | RT28T | Requisitions on Title and Completion Arrangements – Property Subject to Tenancies |

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|---|---|---|---|
| ♦ | □ | RT28V | Requisitions on Title and Completion Arrangements – Vacant Property |
| ♦ | □ | RT28VF | Requisitions on Title and Completion Arrangements – Vacant Possession – Freehold – Short Version |
| ♦ | □ | RT28VL | Requisitions on Title and Completion Arrangements – Vacant Possession – Leasehold – Short Version |
| ♦ | □ | SM27R | Seller's Information memo, Residential |
| ♦ | □ | SS27R | Sale Statement, Residential |
| ♦ | □ | SUP29A | Supplemental enquiries before contract – assignment of residential lease |
| ♦ | □ | SUP29G | Supplemental enquiries before contract – grant of new residential lease |
| ♦ | □ | SUP30A | Supplemental enquiries before contract – assignment of commercial lease |
| ♦ | □ | SUP30G | Supplemental enquiries before contract – grant of new commercial lease |
| ♦ | □ | SUP31 | Supplemental enquiries before contract – property subject to lettings (covering both residential and commercial property) |
| ♦ | □ | SUP32 | Supplemental enquiries before contract – Capital Allowances |
| ♦ | □ | SUP34 | Supplemental Enquiries before Contract – Commonhold |
| ♦ | □ | SUP35 | Supplemental Enquiries before Contract - Purchase of Business Assets |

Stamp Duty Land Tax

| | | | |
|---|---|---|---|
| † | □ | SDLT1(S1) | Schedule (1) for under/sub leases (tenancies of the residential interest notified on related SDLT1) |
| † | □ | SDLT1(S2) | Schedule (2) for under/sub leases (tenancies of the non-residential or mixed use interests notified on related SDLT1) |
| † | □ | SDLT46 | Notice of Appeal |

Stamp Duty Land Tax forms available in Laserform's SDLT E-Submissions product

| | | | |
|---|---|---|---|
| †⊙ | □ | **SDLT1(ES)** | **Land Transaction Return (for online submission only)** |
| †⊙ | □ | **SDLT2(ES)** | **Land Transaction Return (for online submission only) - Additional vendor/purchaser details** |
| †⊙ | □ | **SDLT3(ES)** | **Land Transaction Return (for online submission only) - Additional details about the land** |
| †⊙ | □ | **SDLT4(ES)** | **Land Transaction Return (for online submission only) - Additional details about the transaction, including leases** |
| †⊙ | □ | **SDLT5(ES)** | **Land Transaction Return (for online submission only) - Certificate** |

Surrender (of Lease) (these forms are part of the Landlord and Tenant range in Laserform and are duplicated here for reference only)

| | | | |
|---|---|---|---|
| †♦ | □ | LSDS | Deed of Surrender of Lease |
| †♦ | □ | LSMS | Memorandum of Surrender of Lease by Operation of Law |
| †♦ | □ | RLSA1 | Agreement for Surrender of Residential Unregistered Lease (Vacant Possession) |
| †♦ | □ | RLSA2 | Agreement for Surrender of Residential Registered Lease (Vacant Possession) |
| †♦ | □ | RLSA3 | Agreement for Surrender of Residential Unregistered Lease (Subject to Underleases) |
| †♦ | □ | RLSA4 | Agreement for Surrender of Residential Registered Lease (Subject to Underleases) |
| †♦ | □ | BLSA1 | Agreement for Surrender of Commercial Unregistered Lease (Vacant Possession) |
| †♦ | □ | BLSA2 | Agreement for Surrender of Commercial Unregistered Lease Business Tenancy (Vacant Possession) |
| †♦ | □ | BLSA3 | Agreement for Surrender of Commercial Unregistered Lease (Subject to Underleases) |
| †♦ | □ | BLSA4 | Agreement for Surrender of Commercial Unregistered Lease Business Tenancy (Subject to Underleases) |
| †♦ | □ | BLSA5 | Agreement for Surrender of Commercial Registered Lease (Vacant Possession) |
| †♦ | □ | BLSA6 | Agreement for Surrender of Commercial Registered Lease Business Tenancy (Vacant Possession) |
| †♦ | □ | BLSA7 | Agreement for Surrender of Commercial Registered Lease (Subject to Underleases) |
| †♦ | □ | BLSA8 | Agreement for Surrender of Commercial Registered Lease Business Tenancy (Subject to Underleases) |

# CONVEYANCING (SCOTLAND)

Searches

| | | | |
|---|---|---|---|
| ❷ | □ | **SCOTFORM** | **Coal Mining Search (2006) (Scotland only)** |

Registers of Scotland forms

| | | | |
|---|---|---|---|
| ❷ | □ | **C&S1** | **Application for Recording in the Register of Deeds in the Books of Council and Session** |
| ❷ | □ | **RoSA** | **Application for Registration Part A** |
| ❷ | □ | **RoSB** | **Application for Registration (RoS) Part B** |
| ❷ | □ | **RoSD** | **Declaration (RoS)** |
| ❷ | □ | **RoSApp** | **Additional Information Sheet – Applicants** |
| ❷ | □ | **RoSGr** | **Additional Information Sheet – Granters** |
| ❷ | □ | **RoSPr** | **Additional Information Sheet – Property** |
| ❷ | □ | **RoST** | **Additional Information Sheet – Title number** |
| ❷ | □ | **RoSAd** | **Additional Further Information Sheet** |
| ❷ | □ | **RoSI** | **Inventory of Deeds** |
| ❷ | □ | **RoSILR** | **Notification of inaccuracy in the Land Register** |
| ❷ | □ | **RoSPC** | **Form of Notification by prescriptive claimants** |
| ❷ | □ | **RoSRC** | **Application relating to a caveat** |
| ❷ | □ | **RoSVW** | **Application to vary a warranty** |
| ❷ | □ | **P16** | **Application to compare a Bounding Description with the Ordnance Map** |
| ❷ | □ | **P17** | **Application to compare Boundaries on Certificate Plan with Ordnance Map** |
| ❷ | □ | **SAF** | **Sasine Application Form** |
| ❷ | □ | **SAF(AP)** | **Sasine Application Form including additional pages** |
| ❷ | □ | **IDForm** | **Identification (ID) Form (confirming identity of applicant if other than solicitor or licensed conveyancer)** |
| ❷ | □ | **RCIL(AT)** | **Notice of Interest in Acquiring Land** |

# COURT (UNIFIED, COUNTY COURT AND CROWN COURT)

**Forms listed in the catalogue in bold type are bespoke forms and not supplied as part of the standard catalogue.**

Affidavits

| | | | |
|---|---|---|---|
| | □ | N285 | General form of affidavit |
| | □ | EX550 | Affidavit (order to attend for questioning and suspended committal order) |

Applications

| | | | |
|---|---|---|---|
| | □ | CPRDA1 | Application on behalf of a potential claimant for use where a disease claim is being investigated |
| | □ | EX160 | Apply for help with fees |
| | □ | EX160A | Guide – How to apply for help with fees |
| | □ | EX160B | Undertaking to apply for remission of a court fee or to pay a court fee - Emergency applications only |
| | □ | LOC013 | Application for a Certificate of Discharge of Bankruptcy (including notes) |
| †♦ | □ | LT508 | Application Notice for interim rent in Landlord and Tenant claim – PD 56: 3.17 and 3.18 |
| †*LS* | □ | **MR1** | **Application on behalf of a patient for hospital medical records** |
| | □ | N92 | Application for an administration order |
| | □ | N130 | Application for an interim possession order |
| | □ | N139 | Application for a Warrant of Arrest |
| | □ | N219 | Application for European Enforcement Order Certificate (Judgement by agreement/admission/ settlement) |
| | □ | N219a | Application for European Enforcement Order Certificate (Judgement in default of a defence or objection) |
| | □ | N244 | Application notice |
| | □ | N244(Notes) | Application notice (Form N244) – Notes for Guidance |
| *W* | □ | **N244e** | **Application notice (MS Word 2003 version)** |
| | □ | N245 | Application for suspension of a warrant and/or variation of an order |
| | □ | N294 | Claimant's application for a variation order (without hearing) |
| | □ | N316 | Application for order that debtor attend court for questioning |
| | □ | N316A | Application for order that officer of debtor company attend court for questioning |
| † | □ | N322A | Application for an order to allow enforcement of a decision or ACAS conditional settlement (Form COT3) that requires permission to proceed |
| † | □ | N322A(Notes) | Notes for guidance on completing the application form to enforce a decision or ACAS conditional settlement (Form COT3) that requires permission of the court to proceed |
| † | □ | N322B | Application for an order to allow enforcement of a decision or an ACAS settlement (Form COT3) that does not require permission of the court to proceed |
| † | □ | N322B(Notes) | Notes for guidance on completing the application form to enforce a decision or ACAS settlement (Form COT3) that does not require permission of the court to proceed |
| † | □ | N349 | Application for third party debt order |
| † | □ | N379 | Application for charging order on land |
| † | □ | N380 | Application for charging order on securities |
| | □ | N443 | Application for a certificate of satisfaction/cancellation |
| † | □ | N471 | Application to enforce an award of an Employment Tribunal and request a Writ of Fieri Facias |
| † | □ | N471A | Application to enforce an ACAS settlement (Form COT3) and request a Writ of Fieri Facias |

Certificates

| | | | |
|---|---|---|---|
| | □ | CH336 | Certification, or application under section 336 of the Charities Act 2011, in relation to conduct alleged to constitute contempt of court (CPR Part 81, Section 4) |
| | □ | CPRF110 | Certificate for enforcement in a foreign country under [s.10 of the Administration of Justice Act 1920] [s.10 of the Foreign Judgments (Reciprocal Enforcement) Act 1933] [s.12 of the Civil Jurisdiction and Judgments Act 1982] (CPR 74.12 & PD 74A) (Form 110) |
| | □ | CPRF111 | Certificate of the enforcement in Scotland or Northern Ireland of a money judgment of the High Court or of the County Court (Section 18 of and Schedule 6 to the Civil Jurisdiction and Judgments Act 1982) (CPR 74.17 and PD 74A) (Form 111) |
| | □ | CPRF112 | Certificate annexed to a sealed copy of judgment of the High Court or of the County Court for enforcement of non-money provisions in Scotland or NI (s.18 of and Schedule 7 to the Civil Jurisdiction and Judgments Act 1982) (CPR 74.18 & PD 74A) (Form 112) |
| | □ | N165 | Certificate of notification/ non-notification |
| | □ | N215 | Certificate of service |
| | □ | N235 | Certificate of suitability of litigation friend |
| | □ | N255 | Default costs certificate (County Court) |
| | □ | N256 | Final costs certificate (County Court) |
| | □ | N257 | Interim costs certificate |
| | □ | N293 | Certificate of Judgment or Order (for Evidence only) |
| | □ | N293A | Combined certificate of judgment and request for writ of fieri facias or writ of possession |
| †♦ | □ | LT397A | Certificate concerning claim for new tenancy in the High Court – CPR Part 56 and PD 56 |

Checklists

| | | | |
|---|---|---|---|
| | □ | N123 | Mortgage pre-action protocol checklist |

Conditional Fee Agreements

*Law Society forms are subject to an annual licence fee per site. See the Law Society forms page for more details.*

| | | | |
|---|---|---|---|
| †*LS* | □ | **CFA(PI)** | **Conditional Fee Agreement ('CFA') For use in personal injury and clinical negligence cases only** |
| †*LS* | □ | **CFA(PI)Notes** | **Conditional Fee Agreements Guidance** |

Claims

*Landlord and Tenant Act 1954 claim forms are included here for reference. In Laserform they are found in the Landlord and Tenant group. The PR208 group of forms are also listed here for reference, but are found in the Probate section.*

| | | | |
|---|---|---|---|
| | □ | N1 | Claim Form (CPR Part 7) |

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| | | | |
|---|---|---|---|
| ♦ | □ | N1(FC) | Claim form (CPR Part 7) – adapted for claim in foreign currency (Part 16 and PD16.9.1) |
| | □ | N1A | Notes for claimant on completing a claim form |
| | □ | N1C | Notes for defendant on replying to the claim form |
| | □ | N1D | Notes for defendant on replying to the claim form out of the jurisdiction |
| | □ | N1SDT | Claim Form – MCOL secure data transfer |
| *W* | □ | **N1e** | **Claim Form (CPR Part 7) (MS Word 2003 version)** |
| | □ | N1(FD) | Notes for defendant on replying to the claim form (Consumer Credit Act claim) |
| ⊙ | □ | **N1(MF)** | **Claim Form (CPR Part 7) (merged field for use with multiple parties)** |
| † | □ | N2 | Claim Form (Probate Claim) |
| † | □ | N2A | Probate claim – Notes for claimant on completing a claim form |
| † | □ | N2B | Probate claim – Notes for the defendant |
| | □ | N5 | Claim form for possession of property |
| | □ | N5A | Claim form for relief against forfeiture |
| | □ | N5B | Claim form for possession of property (accelerated procedure) (assured shorthold tenancy) |
| | □ | N6 | Claim form for demotion of tenancy/suspension of right to buy |
| | □ | N7 | Notes for defendant – mortgaged residential premises |
| | □ | N7A | Notes for defendant - rented residential premises claim |
| | □ | N7B | Notes for defendant – forfeiture of the lease (residential premises) |
| | □ | N7D | Notes for defendant - demotion/suspension claim |
| | □ | N8 | Claim Form (Arbitration) |
| | □ | N8A | Arbitration Claim - notes for the claimant |
| | □ | N8B | Arbitration Claim – notes for the defendant |
| | □ | N208 | Claim form (CPR Part 8) |
| | □ | N208(2) | Claim form (CPR Part 8) – for two claimants |
| | □ | N208A | Notes for claimant on completing a Part 8 claim form |
| | □ | N208C | Notes for defendant (Part 8 claim form) |
| ♦ | □ | N208(2) | Claim Form (Part 8) – for two Claimants |
| †♦ | □ | N208(CO) | Claim Form (CPR Part 8) – for Company Restoration under section 1029 Companies Act 2006 |
| †♦ | □ | N208(CO2) | Claim Form (CPR Part 8) – for extending time for registering a charge |
| †♦ | □ | N208(CO3) | Claim Form (CPR Part 8) – for rectifying omission or mis-statement in particulars of charge |
| †♦ | □ | N208(CO4) | Claim Form (CPR Part 8) – for rectifying omission or mis-statement in memorandum of satisfaction |
| *W* | □ | **N208e** | **Claim form (CPR Part 8) (MS Word 2003 version)** |
| | □ | N211 | Claim form (Additional claims – CPR Part 20) |
| | □ | N211A | Notes for Part 20 claimant on completing a Part 20 claim form |
| | □ | N211C | Notes for defendant on replying to the Part 20 claim form |
| | □ | N500 | Claim form – Directors disqualification application |
| | □ | N500A | Notes for claimant on completing claim form N500 – Directors disqualification application |
| | □ | N500B | Notes for defendant – Directors disqualification application |
| | □ | N501 | Claim form – Directors disqualification section 8A application |
| | □ | N501A | Notes for claimant on completing claim form N501 – Directors disqualification section 8A application |
| | □ | N501B | Notes for defendant – Directors disqualification section 8A application |
| †♦ | □ | LT501 | Claim form (CPR Part 7) for the grant of a new tenancy under section 24 of the Landlord and Tenant Act 1954 (CPR Part 56 and PD56: 3.5) Tenant's application – opposed |
| †♦ | □ | LT502 | Claim form (CPR Part 7) for termination of a tenancy under section 29(2) of the Landlord and Tenant Act 1954 (CPR Part 56 and PD56: 3.9) Landlord's application – opposed |
| †♦ | □ | LT503 | Claim Form (CPR Part 8) for the grant of a new tenancy under section 24 of Part 2 of the Landlord and Tenant Act 1954 (CPR Part 56 and PD 56: 3.5) Tenant's application – unopposed |
| †♦ | □ | LT503A | Claim Form (CPR Part 8) for the grant of a new tenancy under section 24 of Part 2 of the Landlord and Tenant Act 1954 (CPR Part 56 and PD 56: 3.7) Landlord's application – unopposed |
| †♦ | □ | LT504 | Claim Form (CPR Part 8) by Tenant for the determination of interim rent under section 24 C or D of Part 2 of the Landlord and Tenant Act 1954 (CPR Part 56 and PD 56: 3.19) |
| †♦ | □ | LT504A | Claim Form (CPR Part 8) by Landlord for the determination of interim rent under section 24 C or D of Part 2 of the Landlord and Tenant Act 1954 (CPR Part 56 and PD 56: 3.19) |
| †♦ | □ | PR208(1) | Claim under the Inheritance (Provision for Family and Dependants) Act 1975, where deceased left a will |
| †♦ | □ | PR208(2) | Claim under the Inheritance (Provision for Family and Dependants) Act 1975, where deceased left a will (claim out of time) |
| †♦ | □ | PR208(3) | Claim under the Inheritance (Provision for Family and Dependants) Act 1975, where deceased died intestate |
| †♦ | □ | PR208(4) | Claim under the Inheritance (Provision for Family and Dependants) Act 1975, where deceased died intestate (claim out of time) |

Costs

*Form CPRH is included here for reference. In Laserform it is found under High Court - General*

| | | | |
|---|---|---|---|
| † | □ | CPRH | Costs Budget, Precedent H |

Defence forms

| | | | |
|---|---|---|---|
| | □ | N11 | Defence form |
| | □ | N11B | Defence form (accelerated possession procedure) (assured shorthold tenancy) |
| | □ | N11D | Defence form (demotion of tenancy) |
| | □ | N11M | Defence form (mortgaged residential premises) |
| | □ | N11R | Defence form (rented residential premises) |
| †♦ | □ | LT507 | Tenant's Defence (CPR Part 56) |
| †♦ | □ | LT507A | Landlord's Defence (CPR Part 56) |

Enforcement

| | | | |
|---|---|---|---|
| | □ | EAC1 | Application for certificate to act as an enforcement agent, Certification of Enforcement Agents Regulations 2014 |
| | □ | EAC2 | Complaint against a certified person, Certification of Enforcement Agents Regulations 2014 |

European Order for Payment Procedure Forms

| | | | |
|---|---|---|---|
| | □ | EOPA | Application for a European Order for Payment (Form A) |

| | | | |
|---|---|---|---|
| | ☐ | EOPF | Opposition to a European Order for Payment (Form F) |

European Small Claims Procedure Forms

| | | | |
|---|---|---|---|
| | ☐ | ESCPA | Claim Form – European Small Claims Procedure (Form A) |
| | ☐ | ESCPC | Answer Form – European Small Claims Procedure (Form C) |
| † | ☐ | EX50 | Civil and Family Court Fees – From 25 July 2016 |
| | ☐ | FP200 | Family Proceedings Fees - From 18 April 2016 |
| | ☐ | EX107 | Tape/Disc Transcription Request |
| | ☐ | EX140 | Record of examination (Individual) |
| | ☐ | EX141 | Record of examination (Officer of company or corporation) |
| | ☐ | EX343A | Complaint form |
| † | ☐ | EX506 | Family advocacy scheme: Advocates attendance form |
| | ☐ | Form56B | Court of Appeal Mediation Scheme response to Form 56A |
| †*W* | ☐ | **LTDSCe** | |
| †*LS* | ☐ | **MR2** | **Medical Records Consent Form** |
| | ☐ | N16 | General form of injunction |
| | ☐ | N16A | Application for Injunction (General Form) |
| | ☐ | N93 | List of Creditors |
| | ☐ | N110A | Power of arrest attached to injunction |
| ***W*** | ☐ | **N110Ae** | **Power of arrest attached to injunction (MS Word 2003 version)** |
| | ☐ | N117 | General Form of Undertaking |
| | ☐ | N133 | Witness statement of the defendant to oppose the making of an interim possession order |
| | ☐ | N163 | Skeleton argument |
| | ☐ | N182 | Mediation settlement agreement |
| † | ☐ | N260 | Statement of Costs (summary assessment) (time format hours:minutes) |
| †⊙ | ☐ | **N260(U)** | **Statement of Costs (summary assessment) (time in units (hours:decimals))** |
| | ☐ | N263 | Disclosure report |
| | ☐ | N265 | List of documents: standard disclosure |
| *W* | ☐ | **N265e** | **List of documents: standard disclosure (MS Word 2003 version)** |
| ♦ | ☐ | N265(2) | List of documents: standard disclosure (Part 20) |
| ♦ | ☐ | N265(SUP) | Supplemental list of documents: standard disclosure |
| ♦ | ☐ | N265(SUP)(2) | Supplemental list of documents: standard disclosure (Part 20) |
| | ☐ | N510 | Service out of the Jurisdiction |
| †♦ | ☐ | SD1 | Form of statutory declaration |

Judgment forms

| | | | |
|---|---|---|---|
| | ☐ | N30 | Judgment for Claimant (in default) (County Court) |
| | ☐ | N30(1) | Judgment for Claimant (Acceptance of Offer) (County Court) |

Notices

| | | | |
|---|---|---|---|
| † | ☐ | LT28 | Mortgagee's notice of execution of possession order (Mortgage Repossessions (Protection of Tenants etc) Act 2010) |
| | ☐ | N55 | Notice of Application for Attachment of Earnings Order |
| | ☐ | N77 | Penal Notice |
| | ☐ | N78 | Notice to show good reason why an order for your committal to prison should not be made |
| | ☐ | N149A | Notice of proposed allocation to the Small Claims Track |
| | ☐ | N149B | Notice of proposed allocation to the Fast Track |
| | ☐ | N149C | Notice of proposed allocation to the Multi-Track |
| | ☐ | N161 | Appellant's notice (All appeals except small claims track appeals and appeals to the Family Division of the High Court) |
| | ☐ | N161A | Notes for completing appellant's notice |
| | ☐ | N161B | Important notes for Respondent |
| | ☐ | N161C | Guidance notes on completing form N161- Appellant's notice for appeals relating to deduction orders |
| | ☐ | N161D | Guidance notes on completing form N161 - Appellant's notice (all family proceedings appeals in the Court of Appeal (Civil Division) and the family court) |
| *W* | ☐ | **N161e** | **Appellant's notice (All appeals except small claims track appeals and appeals to the Family Division of the High Court) (MS Word 2003 version)** |
| *W* | ☐ | **N162e** | **Respondent's Notice (for all appeals except appeals to the Family Division of the High Court) (MS Word 2003 version)** |
| | ☐ | N162 | Respondent's Notice (for all appeals except appeals to the Family Division of the High Court) |
| | ☐ | N162A | Notes for completing appellant's notice |
| | ☐ | N164 | Appellant's Notice (Small Claims Track only) |
| | ☐ | N205A | Notice of issue (specified amount) |
| | ☐ | N205B | Notice of Issue (unspecified amount) |
| | ☐ | N205C | Notice of Issue (non-money claim) |
| † | ☐ | N205D | Notice of issue (Probate claim) |
| | ☐ | N206 | Notice of Issue of fixed date summons or originating application |
| | ☐ | N206A | Notice of issue (accelerated possession procedure) (assured shorthold tenancy) |
| | ☐ | N206B | Notice of issue (possession claim) |
| | ☐ | N209 | Notice of Issue (Part 8) |
| | ☐ | N212 | Notice of Issue (Part 20) |
| | ☐ | N218 | Notice of service of the claim form on partnership (where partners are being sued in the name of their firm) (CPR 6.5(3)(c)) |
| | ☐ | N225A | Notice of Part Admission (specified amount) |
| | ☐ | N226 | Notice of Admission (unspecified amount) |
| | ☐ | N228 | Notice of Admission- Return of Goods (hire-purchase or conditional sale) |
| | ☐ | N242 | Notice of payment into court (under order – Part 37) |
| | ☐ | N242A | Notice of offer to settle (Section 1 - Part 36) |
| | ☐ | N251 | Notice of funding of case or claim |

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| | | | |
|---|---|---|---|
| | □ | N252 | Notice of commencement of assessment of bill of costs |
| | □ | N253 | Notice of amount allowed on provisional assessment (Legal Aid only) |
| | □ | N259 | Notice of Appeal against a detailed assessment |
| | □ | N266 | Notice to admit facts |
| | □ | N268 | Notice to prove documents at trial |
| | □ | N277 | Notice of Pre Trial Review of Interpleader proceedings transferred from the High Court |
| | □ | N279 | Notice of Discontinuance |
| | □ | N327 | Notice of Issue of Warrant of Execution to Enforce a Judgment or Order of the High Court |
| | □ | N358 | Notice of Claim to Goods taken under Control |
| | □ | N441 | Notification of Request for Certificate of Satisfaction or Cancellation |
| | □ | N434 | Notice of change of solicitor |
| | □ | N447 | Notice to claimant of date fixed for adjourned hearing |
| ♦ | □ | NCEA1 | Notice of intention to introduce hearsay evidence, Civil Evidence Act 1995 |
| ♦ | □ | NEQ1 | Notice of commencement of claim under section 114 of the Equality Act 2010 |

Orders

| | | | |
|---|---|---|---|
| | □ | N21 | Order for Examination of Deponent (before the hearing) |
| | □ | N24 | General Form of Judgment or Order |
| ♦ | □ | N24(C) | Consent Order to accompany form N208(2) |
| | □ | N26 | Order for possession |
| | □ | N27 | Order for possession on forfeiture (for rent arrears) |
| | □ | N27(2) | Order for possession on forfeiture (for rent arrears) (suspended) |
| | □ | N28 | Order for possession (rented premises) (suspended) |
| | □ | N28A | Order for possession (rented premises) (postponed) |
| | □ | N31 | Order for possession (mortgaged premises) (suspended) |
| | □ | N39 | Order to attend court for questioning |
| | □ | N79A | Suspended committal order for disobedience (order to attend court for questioning) |
| | □ | N84 | Interim third party debt order |
| | □ | N85 | Final third party debt order |
| | □ | N86 | Interim charging order |
| | □ | N87 | Final charging order |
| | □ | N134 | Interim possession order |
| | □ | N136 | Order for Possession |
| | □ | N138 | Injunction Order (Protection from Harassment Act 1997) |
| | □ | N156 | Order for further information (allocation) |
| | □ | N292 | Order on settlement on behalf of child or patient |

Particulars of Claim forms

| | | | |
|---|---|---|---|
| | □ | N119 | Particulars of claim for possession (rented residential premises) |
| | □ | N119A | Notes for guidance on completing particulars of claim form (rented residential premises) |
| | □ | N120 | Particulars of claim for possession (mortgaged residential premises) |
| | □ | N121 | Particulars of claim for possession (trespassers) |
| | □ | N122 | Particulars of claim for demotion order |

Questionnaires

| | | | |
|---|---|---|---|
| | □ | N170 | Listing questionnaire (Pre-trial checklist) |
| | □ | N180 | Directions questionnaire (Small Claims Track) |
| | □ | N181 | Directions questionnaire (Fast Track and Multi-Track) |
| | □ | N264 | Electronic documents questionnaire (Civil Procedure Rules Practice Direction 31B) |
| | □ | N504 | Pre-trial checklist – Directors disqualification |

Registry of Judgments, Orders and Fines

| | | | |
|---|---|---|---|
| † | □ | RJOF1 | Request for a search of the Registers |

Reply forms

| | | | |
|---|---|---|---|
| † | □ | N56 | Form for replying to an attachment of earnings application |
| | □ | N246 | Claimant's Reply to Defendant's Application to Vary Instalment Order |
| | □ | N246A | Claimant's Reply to Defendant's Application to Suspend Warrant of Execution |

Requests

| | | | |
|---|---|---|---|
| | □ | EX660 | Court request for information to the Home Office (UK Visas & Immigration UKVI) |
| | □ | N49 | Warrant for possession of land |
| | □ | N220 | Request for service of possession claim on defendant's representative |
| | □ | N224 | Request for service of the claim form out of the jurisdiction under CPR 6.43 |
| | □ | N225 | Request for judgment and reply to admission (specified amount) |
| | □ | N227 | Request of judgment by default (amount to be decided by the court) |
| | □ | N254 | Request for Default Costs Certificate |
| | □ | N258 | Request for provisional/detailed assessment (general form) |
| | □ | N258A | Request for detailed assessment (Legal aid/ Legal Aid Agency only) |
| | □ | N258B | Request for detailed assessment (Costs payable out of a fund other than the Civil Legal Aid Fund) |
| | □ | N258C | Request for Detailed Assessment Hearing pursuant to and Order under Part III of the Solicitors Act 1974 |
| | □ | N322H | Request to register a High Court Judgment or Order for enforcement |
| † | □ | N323 | Request for Warrant of Execution |
| | □ | N324 | Request for Warrant of Delivery of Goods |
| | □ | N325 | Request for Warrant of Possession of Land |
| † | □ | N336 | Request for and Result of Search in the Attachment of Earnings Index |
| † | □ | N337 | Request for Attachment of Earnings Order |
| | □ | N342 | Request for Judgment Summons |
| | □ | N344 | Request for Warrant of Committal |
| | □ | N445 | Request for Reissue of Warrant |

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| | | | |
|---|---|---|---|
| | □ | N446 | Request for Reissue of Enforcement or an order to obtain information from judgment debtor (not warrant) |

Response Pack and Acknowledgments

| | | | |
|---|---|---|---|
| | □ | N3 | Acknowledgment of Service (Probate Claim) |
| | □ | N9 | Acknowledgment of Service/Response pack |
| | □ | N9A | Admission (specified amount) |
| | □ | N9B | Defence and Counterclaim (specified amount) |
| | □ | N9C | Admission (unspecified amount and non-money claims and return of goods claims) |
| | □ | N9D | Defence and Counterclaim (unspecified amount, non-money and return of goods claims) |
| | □ | N15 | Acknowledgment of service (arbitration claim) |
| | □ | N210 | Acknowledgment of Service (Part 8 claim) |
| | □ | N210A | Acknowledgment of Service (Part 8 costs-only claim) |
| | □ | N210C | Acknowledgment of Service (Part 81, Section 4 - Certification, or application under section 336 of the Charities Act 2011, in relation to conduct alleged to constitute contempt of court (CPR Part 81, Section 4)) |
| | □ | N213 | Acknowledgment of Service (Part 20 claim) |
| | □ | N502 | Acknowledgment of service – Directors disqualification application |
| | □ | N503 | Acknowledgment of service – Directors disqualification section 8A application |
| ♦† | □ | LT506 | Acknowledgment of Service by Tenant (Part 8 claim) where the claim is an unopposed claim under section 24 of the Landlord and Tenant Act 1954 Part 2 (CPR Part 56 and PD 56: 3.11) |
| ♦† | □ | LT506A | Acknowledgment of Service by Landlord (Part 8 claim) where the claim is an unopposed claim under section 24 of the Landlord and Tenant Act 1954 Part 2 (CPR Part 56 and PD 56: 3.10) |

RTA protocol forms

The RTA forms listed here in bold are for use with Case Management systems. Those without case management should use the Ministry of Justice online portal. These forms are not provided as part of the standard Laserform catalogue.

| | | | |
|---|---|---|---|
| † | □ | N209A | Notice of Issue (Practice Direction 8B – Pre-Action Protocol for Low Value Personal Injury Claims in Road Traffic Accidents) |
| † | □ | N210B | Acknowledgment of Service (Practice Direction 8B – Pre-Action Protocol for Low Value Personal Injury Claims in Road Traffic Accidents) |
| †⊙ | □ | **RTA1** | **Claim Notification Form** |
| †⊙ | □ | **RTA2** | **Defendant Only Claim Notification Form** |
| †⊙ | □ | **RTA3** | **Medical Report Form** |
| †⊙ | □ | **RTA4** | **Interim Settlement Pack Form and Response to Interim Settlement Pack** |
| †⊙ | □ | **RTA5** | **Stage 2 Settlement Pack Form and Response to Settlement Pack** |
| †⊙ | □ | **RTA6** | **Court Proceedings Pack (Part A) Form** |
| †⊙ | □ | **RTA7** | **Court Proceedings Pack (Part B) Form** |

Statements

PR57 is also duplicated in the Probate section of the Laserform catalogue

| | | | |
|---|---|---|---|
| | □ | MC100 | Statement of assets and other financial circumstances, Make sure you can pay your fine |
| † | □ | PR57 | Witness statement about testamentary documents (CPR rule 57.5) |

Summons

| | | | |
|---|---|---|---|
| | □ | N20 | Witness Summons |

Traffic Enforcement

| | | | |
|---|---|---|---|
| | □ | PE2 | Application to file a Statutory Declaration Out of Time (Traffic Enforcement) |
| | □ | PE3 | Statutory Declaration - unpaid penalty charge (Traffic Enforcement) |
| | □ | PE3(VE) | Statutory Declaration - unpaid penalty charge (Vehicle Emissions) |
| | □ | TE7 | Application to file a statement out of time/extension of time (Parking) |
| | □ | TE9 | Witness statement - unpaid penalty charge (Parking) |

LitPro Litigation Procedural Checklists

Laserform's LitPro litigation procedural checklists are updated in accordance with the latest edition of Blackstone's Civil Practice. They are designed for use by litigators to aid supervision, compliance and risk management of files. These checklists reference Blackstone's Civil Practice © Oxford University Press and provide space for notes and comments.

| | | | |
|---|---|---|---|
| ⊙ | □ | **LitPro1** | **Pre-action Protocol for Personal Injury Claims procedural checklist** |
| ⊙ | □ | **LitPro2** | **Pre-action Procedure where no protocol applies, procedural checklist** |
| ⊙ | □ | **LitPro3** | **Claim under standard Part 8 procedure, procedural checklist** |
| ⊙ | □ | **LitPro5** | **Application for joinder procedural checklist** |
| ⊙ | □ | **LitPro8** | **Approval of settlement or compromise involving a child or protected party, where sole purpose of claim is to obtain court approval, procedural checklist** |
| ⊙ | □ | **LitPro9** | **Issue and service where service of the claim form is to be effected by the court, procedural checklist** |
| ⊙ | □ | **LitPro10** | **Issue and service where service of the claim form is to be effected by the claimant, procedural checklist** |
| ⊙ | □ | **LitPro11** | **Application to extend time for service of claim form, procedural checklist** |
| ⊙ | □ | **LitPro12** | **Application for permission to serve claim form out of jurisdiction, procedural checklist** |
| ⊙ | □ | **LitPro13** | **Admitting a claim and requesting time to pay, procedural checklist** |
| ⊙ | □ | **LitPro14** | **Time limits for responding to claim by acknowledging service and /or filing a defence, procedural checklist** |
| ⊙ | □ | **LitPro15** | **Procedure for disputing the court's jurisdiction, procedural checklist** |
| ⊙ | □ | **LitPro16** | **Request for entry of judgment in default, procedural checklist** |
| ⊙ | □ | **LitPro17** | **Application for entry of judgment in default, procedural checklist** |
| ⊙ | □ | **LitPro18** | **Counterclaim (Part 20) procedural checklist** |
| ⊙ | □ | **LitPro19** | **Additional claim (against third party) procedural checklist** |
| ⊙ | □ | **LitPro20** | **Interim application without notice procedural checklist** |
| ⊙ | □ | **LitPro21** | **Interim application with notice procedural checklist** |
| ⊙ | □ | **LitPro22** | **Application for striking out, procedural checklist** |
| ⊙ | □ | **LitPro23** | **Application by party for summary judgment, procedural checklist** |

| | | | |
|---|---|---|---|
| ⊙ | □ | **LitPro24** | **Proposal by court for order for summary judgment, procedural checklist** |
| ⊙ | □ | **LitPro25** | **Application for an order for interim payment, procedural checklist** |
| ⊙ | □ | **LitPro26** | **Standard disclosure procedural checklist** |
| ⊙ | □ | **LitPro27** | **Specific disclosure procedural checklist** |
| ⊙ | □ | **LitPro28** | **Non-party disclosure procedural checklist** |
| ⊙ | □ | **LitPro29** | **Trial preparation procedural checklist** |
| ⊙ | □ | **LitPro30** | **Offer to settle procedural checklist** |
| ⊙ | □ | **LitPro32** | **Summary assessment of costs procedural checklist** |
| ⊙ | □ | **LitPro33** | **Arbitration claim procedural checklist** |
| ⊙ | □ | **LitPro34** | **Appeals within the County Courts and High Court procedural checklist** |
| ⊙ | □ | **LitPro35** | **Appeals to the Court of Appeal procedural checklist** |
| ⊙ | □ | **LitPro36** | **Claim for judicial review procedural checklist** |
| ⊙ | □ | **LitPro37** | **Application by a creditor whose debt is presently payable to wind up a company incorporated in England and Wales, procedural checklist** |
| ⊙ | □ | **LitPro38** | **Application by a creditor whose debt is presently payable for a bankruptcy order, procedural checklist** |
| ⊙ | □ | **LitPro39** | **Residential mortgage possession claims** |
| ⊙ | □ | **LitPro40** | **Enforcement of possession orders** |

**The LitPro procedural checklists are based on Blackstones Civil Practice © Oxford University Press 2015. All rights reserved.**

# COURT (SCOTLAND)

Power of Attorney

| | | | |
|---|---|---|---|
| ❷ | □ | **POA1(Scot)** | **Powers of Attorney Registration Form – Scotland** |

Court of Session

| | | | |
|---|---|---|---|
| ❷ | □ | **CoS1** | **Summons (Form 13.2-A)** |
| ❷ | □ | **CoS1(C)** | **Summons (Form 13.2-A) (Certified Copy)** |
| ❷ | □ | **CoS1(E)** | **Summons (Form 13.2-A) (Execution Copy)** |
| ❷ | □ | **CoS2** | **Petition (Form 14.4)** |
| ❷ | □ | **CoS2(C)** | **Petition (Form 14.4) (Certified Copy)** |
| ❷ | □ | **CoS2(E)** | **Petition (Form 14.4) (Execution Copy)** |
| ❷ | □ | **CoS3** | **Interlocutor Sheet** |
| ❷ | □ | **CoS4** | **Motion Sheet (Form 23.2)** |
| ❷ | □ | **CoS5** | **Minute of Proceedings** |
| ❷ | □ | **CoS6** | **Inventory of Productions** |
| ❷ | □ | **CoS7** | **Form of Backing** |
| ❷ | □ | **CoS8** | **Citation (Form 14.7)** |
| ❷ | □ | **CoS9** | **Inventory of Process** |
| ❷ | □ | **CoS10** | **Citation of defender (Form 13.7)** |
| ❷ | □ | **CoS11** | **Certificate of service, or intimation on a warrant, by post (Form 16.4)** |
| ❷ | □ | **CoS12** | **Motion sheet** |
| ❷ | □ | **CoS13** | **Header sheet** |

Small Claims

| | | | |
|---|---|---|---|
| ❷ | □ | **SC1(SC)** | **Small Claim Summons** |
| ❷ | □ | **SC1a(SC)** | **Small Claim Summons – Defender's copy: Claim for or including payment of money (where time to pay direction or time order may be applied for)** |
| ❷ | □ | **SC1b(SC)** | **Small Claim Summons – Defender's copy: (Claim other than claim for or including payment of money where time to pay direction or time order may be applied for)** |

Summary Cause

| | | | |
|---|---|---|---|
| ❷ | □ | **Pl1e(Sc)** | **Summary Cause Summons – Personal Injuries Action Rule 34.3(1)(a) (Defender's Copy: Claim for payment of money in a personal injuries action (where time to pay direction may be applied for) (Form1e)** |
| ❷ | □ | **Pl1f(Sc)** | **Summary Cause Summons – Personal Injuries Action Rule 34.3(1)(b) (Defender's Copy: Claim for payment of money in a personal injuries action (where time to pay direction may not be applied for) (Form1f)** |
| ❷ | □ | **SC1** | **Summary Cause Summons** |
| ❷ | □ | **SC1a** | **Summary Cause Summons – Defender's copy: Claim for or including payment of money (where time to pay direction or time order may be applied for)** |
| ❷ | □ | **SC1b** | **Summary Cause Summons – Defender's copy: Claim for or including payment of money (where time to pay direction or time order may not be applied for)** |
| ❷ | □ | **SC1c** | **Summary Cause Summons – Defender's copy: Non Monetary Claim** |
| ❷ | □ | **SC1d** | **Summary Cause Summons – Defender's copy: Action of Multiplepoinding** |

# COURT FUNDS OFFICE

Certificates

| | | |
|---|---|---|
| □ | CFO214 | Certificate verifying appointment of a new incumbent |

Change of Name

| | | |
|---|---|---|
| □ | CFO301 | Declaration of change of name |

Court of Protection

| | | | |
|---|---|---|---|
| † | □ | CFOA | Authority to access the Court Funds Office account |
| † | □ | CFOFE1 | Request for payment of funeral expenses |
| † | □ | CFOIHT1 | Request for payment of inheritance tax |
| † | □ | CFOL | Request for deposit (Court of Protection) |
| † | □ | CFOP | Payment Request |
| † | □ | CFOPB | Payment request (Professional deputies only) |
| † | □ | CFOPG | Authority to pay gifts or make charitable donations |
| † | □ | CFOR | Regular payment request |

Deposits

| | | |
|---|---|---|
| □ | CFO100 | Request for deposit |
| □ | CFO101 | Deposit schedule |
| □ | CFO102 | Request for deposit (Compulsory Purchase Act 1965) |
| □ | CFO103 | Request for deposit Trustee Act 1925 with affidavit or witness statement) |
| □ | CFO105 | Request for deposit (Rentcharges Act 1977) |
| □ | CFO106 | Request deposit (Life Assurance Companies Act 1896) |
| □ | CFO108 | Deposit into the Senior Courts |

General

| | | |
|---|---|---|
| □ | CFO215 | Date for apportionment between incumbents |

Investments

| | | |
|---|---|---|
| □ | CFO212 | Request for investment decision |
| □ | CFO320 | Management of a child's fund (Pre-Investment hearing) |
| □ | CFO320PB | Management of a protected beneficiary's fund (where the award is £10,000 or more but less than £30,000) (Pre-Investment hearing) |
| □ | CFO403 | Information sheet for litigation friend (Background information on the Special Account and Equity Index Tracker fund to accompany form CFO320) |

Payments

| | | |
|---|---|---|
| □ | CFO200 | Payment schedule |
| □ | CFO201 | Request for payment out of money in court to satisfy a Part 36 Offer |
| □ | CFO202 | Notice of consent for payment out of monies in court |
| □ | CFO205 | Request for payment to payee's bank |
| □ | CFO207 | Request for payment due to creditor |
| □ | CFO208 | Request for payment due to security holder |
| □ | CFO209 | Declaration proving representation |
| □ | CFO210 | Declaration of Nearest of Kin |
| □ | CFO211 | Transfer of a fund |

**Securities**

| | | |
|---|---|---|
| □ | CFOSLDG2 | Deposit of securities into court |
| □ | CFOSST1 | Sale or transfer of securities |

Statements

| | | |
|---|---|---|
| □ | CFOWS | Witness Statement supporting an application for payment out of funds held in the unclaimed balances account at the Court Funds Office |

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# COURT OF PROTECTION

Acknowledgments

| | | |
|---|---|---|
| □ | COP5 | Acknowledgement of service/ notification |

Affidavits

| | | |
|---|---|---|
| □ | COP25 | Affidavit for use in the Court of Protection |

Applications

| | | |
|---|---|---|
| □ | COP1 | Application form for the Court of Protection |
| □ | COP7 | Application to object to the registration of a Lasting Power of Attorney (LPA) |
| □ | COP8 | Application relating to the registration of an Enduring Power of Attorney (EPA) |
| □ | COP9 | Application notice for the Court of Protection |
| □ | COP10 | Application notice for applications to be joined as a party |

Assessment forms

| | | |
|---|---|---|
| □ | COP3 | Assessment of capacity, Court of Protection |

Certificates

| | | |
|---|---|---|
| □ | COP20A | Certificate of notification/non-notification of the person to whom the proceedings relate |
| □ | COP20B | Certificate of service/non-service/notification/non-notification |
| □ | COP21A | Guidance notes on completing form COP20A |
| □ | COP21B | Guidance notes on completing form COP20B |
| □ | COP22 | Certificate of suitability of litigation friend |
| □ | COP23 | Certificate of failure or refusal of witness to attend before an examiner |

Costs

| | | |
|---|---|---|
| □ | COPA10 | Court of Protection short form bill of costs, the Senior Courts Costs Office guide |

Court Funds Office
These forms are repeated here as they relate to Court of Protection work, they are found under Court Funds Office in Laserform.

| | | | |
|---|---|---|---|
| † | □ | CFOA | Authority to access the Court Funds Office account |
| † | □ | CFOL | Request for deposit (Court of Protection) |
| † | □ | CFOP | Payment Request |
| † | □ | CFOPB | Payment request (Professional deputies only) |
| † | □ | CFOPG | Authority to pay gifts or make charitable donations |
| † | □ | CFOR | Regular payment request |

Declarations / Undertakings

| | | |
|---|---|---|
| □ | COP4 | Deputy's declaration |
| □ | COP12 | Special undertaking by trustees |

Deprivation of Liberty

| | | |
|---|---|---|
| □ | COPDLA | Deprivation of Liberty Application form |
| □ | COPDLB | Deprivation of Liberty Declaration of exceptional urgency |
| □ | COPDLC | Deprivation of Liberty Permission form |
| □ | COPDLD | Deprivation of Liberty Certificate of Service/non-service and Certificate of notification/non-notification |
| □ | COPDLE | Deprivation of Liberty Acknowledgment of service/notification |
| □ | COPDOL10 | Application to authorise a deprivation of liberty (section 4A(3) and 16(2)(a) of the Mental Capacity Act 2005) |

General

| | | |
|---|---|---|
| □ | COP37 | Skeleton argument for use in the Court of Protection |
| □ | COP37A | Guidance notes on completing form COP37 |
| † □ | CFOL | Request for deposit (Court of Protection) |

Notices

| | | |
|---|---|---|
| □ | COP14 | Proceedings about you in the Court of Protection |
| □ | COP14A | Guidance notes on completing form COP14 |
| □ | COP15 | Notice that an application form has been issued |
| □ | COP15A | Guidance notes for completing form COP15 |
| □ | COP28 | Notice of hearing in the Court of Protection |
| □ | COP29 | Notice of hearing for committal order |
| □ | COP30 | Notice of change of solicitor |
| □ | COP31 | Notice of intention to file evidence by deposition |
| □ | COP35 | Appellant's notice for use in the Court of Protection |
| □ | COP36 | Respondent's notice for use in the Court of Protection |

Statements

| | | |
|---|---|---|
| □ | COP24 | Witness statement for the Court of Protection |

Supporting Information

| | | |
|---|---|---|
| □ | COP1A | Supporting information for property and financial affairs applications (Annex A) |
| □ | COP1B | Supporting information for personal welfare applications (Annex B) |
| □ | COP1C | Supporting information for statutory will, codicil, gift(s), deed of variation or settlement of property (Annex C) |
| □ | COP1D | Supporting information for applications to appoint or discharge a trustee (Annex D) |

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| | | |
|---|---|---|
| □ | COP1E | Supporting information for an application by existing deputy or attorney (Annex E) |
| □ | COP1F | Supporting information relating to validity or operation of enduring power of attorney (EPA) or lasting power of attorney (LPA) (Annex F) |

# CRIMINAL

## MAGISTRATES' COURT AND CROWN COURT

Costs

*Special conditions apply to the use of these forms.*

| | | |
|---|---|---|
| □ | 5144 | Solicitor's claim for costs – legal aid in criminal and care proceedings (costs) regulations |
| □ | 5144PoCA | Litigator claim (confiscation proceedings) required declaration |
| □ | 5144CS | Solicitor's claim for costs – legal aid in criminal and care proceedings (costs) regulations - Fastrak Coversheet |
| □ | 5144A | Solicitors claim for standard fees – legal aid in criminal and care proceedings (costs) regulations |
| □ | 5144F | Claim for Advocate Graduated Fees under Scheme 4 |
| □ | 5911 | Application for legal costs from central funds |
| □ | 5911CS | Application for legal costs from central funds - Fastrak Coversheet |
| □ | 5912 | Application for legal costs from central funds continuations (of claims on form 5911) |

Notices

| | | |
|---|---|---|
| □ | CJA1AN | Appeal to the Crown Court from a Magistrates' Court (Rule 34.3) |
| □ | CJA20 | Defendant's application for prosecution disclosure (Criminal Procedure and Investigations Act 1996, section 8; Criminal Procedure Rules, rule 22.5 |
| □ | CJA24 | Appellant's Notice (Criminal Costs Appeal to a Costs Judge) |
| † □ | CJA25 | Application for a special measures direction (Criminal Procedure Rules, rule 18.3 and 18.10) |
| □ | CJA6435 | Notice of Application Relating to Bail to be made in the Crown Court (Rule 14.7) |
| □ | CJA6440 | Notice of intention to introduce hearsay evidence under s.114, 116, 117 or 121 Criminal Justice Act 2003 (Criminal Procedure Rules, r 20.2) |
| □ | CJA6442 | Application to introduce evidence of a non-defendant's bad character under s.100 Criminal Justice Act 2003 (Criminal Procedure Rules, r 21.3) |
| □ | CJA6443 | Notice to introduce evidence of a defendant's bad character (Criminal Procedure Rules, rule 21.4(2)) |
| □ | CJA6444 | Application to exclude evidence of the defendant's bad character (Criminal Procedure Rules, rule 21.4(5)) |
| □ | CJA6445 | Notice of intention to cite previous convictions under s.104 Magistrates' Courts Act 1980 (Criminal Procedure Rules, Sentencing Division) |

Statements

| | | |
|---|---|---|
| □ | CJA22-4 | Defence Statement (Criminal Procedure and Investigations Act 1996, section 5 & 6; Criminal Procedure and Investigations Act 1996 (Defence Disclosure Time Limits) Regulations 2011; Criminal Procedure Rules, rule 15.4) |
| □ | CJA27-2 | Statement of Witness (Criminal Procedure Rules, r. 16.2; Criminal Justice Act 1967, s. 9, Magistrates' Courts Act 1980, s.5B) |
| □ | 6131A | Statement of Means for Right to Representation in Criminal Proceedings in the Crown Court (Form B) |

Summons

| | | |
|---|---|---|
| □ | WS | Witness Summons – Crown Court or Central Criminal Court |

## CRIMINAL – COURT OF APPEAL

Notices

| | | |
|---|---|---|
| □ | CJA2NA | Notice of Application for Bail - The Court of Appeal Criminal Division (Criminal Procedure Rules R.39.8(2)) (Form B) |
| □ | CJA3NA | Notice of abandonment of proceedings in the Court of Appeal (Criminal Division) except appeals by the prosecution or regarding preparatory hearings. (Criminal Procedure Rules r.36.13(3)) (Form A) |
| □ | CJA4NA | Notice of abandonment of proceedings regarding a ruling in a preparatory hearing (s.9(11) CJA 1987 or s.35(1) CPIA 1996 or s.47(1) CJA 2003 (Criminal Procedure Rules r.36.13(3)) (Form A Prep) |
| □ | CJA5NA | Notice of abandonment of proceedings instituted by the prosecution under s.58 CJA 2003 (Criminal Procedure Rules, r 36.13(3)) (Form A (Pros)) |
| □ | CJA21 | Notice of application for permission to appeal to the Court of Appeal regarding reporting or public access restriction (s.159 Criminal Justice Act 1988 (Criminal Procedure Rules r. 40.3, r.40.4)) (Form NG (159)) |
| □ | CJA22 | Notice and grounds of prosecution appeal or application for permission to appeal under s.58 Criminal Justice Act 2003 (Criminal Procedure Rules, r38.4(1)) (Form NG (Pros)) |
| □ | CJA23 | Notice and grounds of appeal or application for permission to appeal under s.9(11) Criminal Justice Act 1987 or s. 35(1) Criminal Procedure and Investigations Act 1996 or s. 47(1) Criminal Justice Act2003 (Preparatory Hearing) (Criminal Procedure Rules r.37.3(1)) (Form NG (PREP)) |
| † □ | CJA25 | Application for a special measures direction (Criminal Procedure Rules, rule 29.3 and 29.10) |
| □ | FormNG | Notice and grounds of appeal or application for leave to appeal (Rules, r39.3(1),(2)) |
| □ | FormNG(MT) | Notice and grounds of appeal or application for leave to appeal to the Court of Appeal Criminal Division against minimum term set or reviewed by the High Court (Rules, r 39.3(1),(2)) |
| □ | FormNG(RD) | Notice and grounds of appeal or application for leave to appeal to the Court of Appeal Criminal Division against a sentence review decision (Rules, r 39.3(1),(2)) |
| □ | FormW | Notice of Application for Witness Order and/or Leave to Call a Witness (Rules, r39.3, 39.7) |

Proceeds of Crime Act

| | | |
|---|---|---|
| □ | CJAPoCA1 | Notice and grounds of application for leave to appeal and appeal by the prosecutor or by a person with interest in property (s.31 Proceeds of Crime Act 2002) (Form PoCA1) |
| □ | CJAPoCA2 | Notice and grounds of opposition to an application for leave to appeal and appeal by the prosecutor or person with interest in property (s.31 Proceeds of Crime Act 2002) (Form PoCA2) |

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| | | | |
|---|---|---|---|
| | □ | CJAPoCA3 | Notice and grounds of application for leave to appeal and appeal against restraint or receivership decision (s.13B, 43 and 65 Proceeds of Crime Act 2002) (Form PoCA3) |
| | □ | CJAPoCA4 | Notice and grounds of opposition to an application for leave to appeal and appeal against restraint or receivership decision (s.13B, 43 and 65 Proceeds of Crime Act 2002) (Form PoCA4) |
| | □ | CJAPoCA5 | Notice of application for leave to appeal to the Supreme Court s.33, 44 and 66 Proceeds of Crime Act 2002 (Form PoCA5) |

# DEBT RECOVERY

*See also **Insolvency** forms*

Demands
These forms are copied into the Debt Recovery group here for reference - they appear under Insolvency in Laserform.

| | | | |
|---|---|---|---|
| † | □ | 4.1 | Statutory Demand under section 123(1)(a) or 222(1)(a) of the Insolvency Act 1986 |
| † | □ | 6.1 | Statutory Demand under section 268(1)(a) of the Insolvency Act 1986 – Debt for Liquidated Sum Payable Immediately |
| † | □ | 6.2 | Statutory Demand under section 268(1)(a) of the Insolvency Act 1986 – Debt for Liquidated Sum Payable Immediately Following a Judgment or Order of the Court |
| † | □ | 6.3 | Statutory Demand under section 268(2) of the Insolvency Act 1986 - Debt Payable at Future Date |
| † | □ | 6.101 | Advertisement of a Statutory Demand, Insolvency Proceedings Practice Direction, Part 3 Personal Insolvency, paragraph 13.3.2 |

Notices

| | | | |
|---|---|---|---|
| ♦ | □ | DR10 | Notice of Intention to Issue a County Court Claim (unspecified court fees, interest and fixed costs) (Letter before action) |
| ♦ | □ | DR11 | Notice of Intention to Issue a County Court Claim (specified court fees and interest) (Letter before action) |
| ♦ | □ | DR12 | Notice of Intention to Issue a County Court Claim (damages arising from a Road Traffic Accident) (Letter before action) |
| ♦ | □ | DR13 | Notice of Intention to Issue a County Court Claim (specified court fees, interest and fixed costs) (Letter before action) |
| ♦ | □ | DR14 | Notice of Intention to Pass Debt to Recovery Agents |

Court
This form is copied into the Debt Recovery group here for reference - it appears in the Court forms group in Laserform.

| | | | |
|---|---|---|---|
| † | □ | N349 | Application for third party debt order |

# DESIGN

Applications

| | | |
|---|---|---|
| □ | DF2A | Application to register one or more designs |
| □ | DF2A(N) | Guidance on filling in the application form DF2A |
| □ | DF2B | Application to register one or more designs divided from an earlier application |
| □ | DF2B(Notes) | Guidance on filling in the application form DF2B |
| □ | DF2C | Application to register one or more deferred designs |
| □ | DF12A | Application to record a change of ownership or to record or cancel a licence or security |

General

| | | |
|---|---|---|
| □ | DC1 | Confirmation of convention country priority claim relating to UK application for registered design |
| □ | DF1A | Appointment or change of agent or contact address |
| □ | DF9A | Renewal of design registration |
| □ | DF16A | Change of proprietor's name or address |
| □ | DRR | Designs Ready Reckoner |

Requests

| | | |
|---|---|---|
| □ | DF19A | Request to invalidate a design registration |
| □ | DF21 | Request for a search of the UK designs register |
| □ | DF23 | Request for a certified copy |
| □ | DF29 | Request to restore a registration |

Notices

| | | |
|---|---|---|
| □ | DF19B | Notice of counter – statement |
| □ | DF19C | Notice by proprietor to cancel a registration |

# DESIGN RIGHTS

Applications

| | | |
|---|---|---|
| □ | DRF2 | Application to be made a party to proceedings |
| □ | DRF3 | Application to settle terms of Licence of Right or to adjust terms of Licence granted before 1st August 1989 |
| □ | DRF4 | Application by Design Right or Copyright owner to vary terms of licence of right |

General

| | | | |
|---|---|---|---|
| | □ | DRF1 | Reference of dispute to Comptroller |

# EDUCATION

Special Educational Needs and Disability Tribunal

| | | | |
|---|---|---|---|
| † | □ | SEND1A | SEN Appeal form (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND7 | Request for Change (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND8 | Withdrawing an Appeal or Claim (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND15A | Expenses claim form for parents (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND16A | Expenses claim form for witness (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND20A | Application for Permission to Appeal (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND20B | Applications for the Tribunal to review its decision because of a change of circumstances (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND20C | Application to Set Aside a Final Decision (Special Educational Needs and Disability Tribunal) |
| † | □ | SENDLAA | Local Authority attendance form (Special Educational Needs and Disability Tribunal) |
| † | □ | SENDPA | Attendance Form - Parents (Special Educational Needs and Disability Tribunal) |

# EMPLOYMENT

Court

*These forms are copied into the Employment group here for reference - they appear in the Court forms group in Laserform.*

| | | | |
|---|---|---|---|
| † | □ | N322A | Application for an order to allow enforcement of a decision or ACAS conditional settlement (Form COT3) that requires permission to proceed |
| † | □ | N322A(Notes) | Notes for guidance on completing the application form to enforce a decision or ACAS conditional settlement (Form COT3) that requires permission of the court to proceed |
| † | □ | N322B | Application for an order to allow enforcement of a decision or an ACAS settlement (Form COT3) that does not require permission of the court to proceed |
| † | □ | N322B(Notes) | Notes for guidance on completing the application form to enforce a decision or ACAS settlement (Form COT3) that does not require permission of the court to proceed |
| † | □ | N471 | Application to enforce an award of an Employment Tribunal and request a Writ of Fieri Facias |
| † | □ | N471A | Application to enforce an ACAS settlement (Form COT3) and request a Writ of Fieri Facias |

Flexible Working Forms

| | | | |
|---|---|---|---|
| † | □ | FW(A) | Flexible working application form |
| † | □ | FW(B) | Flexible working application acceptance form |
| † | □ | FW(C) | Flexible working application rejection form |
| † | □ | FW(D) | Flexible working appeal form |
| † | □ | FW(E) | Flexible working appeal reply form |
| † | □ | FW(F) | Flexible working extension of time limit form |
| † | □ | FW(G) | Flexible working notice of withdrawal form |

General

| | | | |
|---|---|---|---|
| | □ | EMPSET | Model Settlement Agreement |
| † | □ | IT19 | Appeal to an Employment Tribunal on Health and Safety related matters |

Notices

| | | | |
|---|---|---|---|
| † | □ | EAT1 | Notice of Appeal from decision of Employment Tribunal |
| † | □ | IT5 | Notice of Appeal against Levy Assessment Industrial Training Act 1982 |
| | □ | HR1 | Advance notification of redundancies |

Questionnaires

| | | | |
|---|---|---|---|
| | □ | EERQ1 | Employment Equality (Age) Regulations: Questionnaire (for use where the treatment occurred prior to 1 October 2010) |
| | □ | EERQ2 | Employment Equality (Sexual Orientation) Regulations: Questionnaire (for use where the treatment occurred prior to 1 October 2010) |
| | □ | EERQ3 | Employment Equality (Religion or Belief) Regulations: Questionnaire (for use where the treatment occurred prior to 1 October 2010) |
| | □ | DL56 | Disability Discrimination Act 1995: Questionnaire (for use where the treatment occurred prior to 1 October 2010) |
| | □ | EPA7B | Equal Pay Act 1970: Questionnaire (for use where the treatment occurred prior to 1 October 2010) |
| | □ | RR65 | Race Relations Act 1976: Questionnaire (for use where the treatment occurred prior to 1 October 2010) |
| | □ | SD74 | Sex Discrimination Act 1975: Questionnaire (for use where the treatment occurred prior to 1 October 2010) |
| | □ | EQA1 | Equality of Terms: complainant's questions form (Equality Act 2010) |
| | □ | EQA1R | Equality of Terms: respondent's answers form (Equality Act 2010) |
| | □ | EQA2 | Discrimination and other prohibited conduct: complainant's questions form (Equality Act 2010) |
| | □ | EQA2R | Discrimination and other prohibited conduct: respondent's answers form (Equality Act 2010) |

Reply forms

| | | | |
|---|---|---|---|
| † | □ | EAT3 | Respondent's Answer to Appeal from decision of Employment Tribunal/Certification Officer |
| † | □ | EAT8 | Appeal from decision of Employment Tribunal, Appellant's reply to Cross Appeal (T443) |

Share Schemes

*Duplicated here for reference, these forms appear under 'Companies' in Laserform*

| | | | |
|---|---|---|---|
| † | □ | JE430(1) | Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and single employee |
| † | □ | JE430(2) | Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and multiple employees |
| † | □ | JE431(1) | Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and single employee |
| † | □ | JE431(2) | Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and multiple employees |
| † | □ | SIPTD1 | Share Incentive Plan (HMRC model trust deed) |

Tribunal

| | | | |
|---|---|---|---|
| † | □ | ET1 | Employment Tribunal Claim form |
| † | □ | ET3 | Defendants response, Employment Tribunal |
| | □ | T433 | Declaration from a party/witness who is self employed and claiming loss of earnings |
| † | □ | T438A | Fee Remission, Employment Tribunal |
| | □ | TSF4 | Party/Witness - Claim for attending an employment tribunal |

# FAMILY LAW ACT

Applications

| | | | |
|---|---|---|---|
| † | □ | CA3 | Application for an order authorising search for, taking charge of, and delivery of, a child - Section 34 Family Law Act 1986 |
| † | □ | CA4 | Application for an order for disclosure of a child's whereabouts - Section 33 Family Law Act 1986 |
| † | □ | CA63 | Application for a Declaration of Parentage under the Family Law Act 1986, Section 55A |
| † | □ | D50B | Application under Section 17 of the Married Women's Property Act 1882/ Section 67 of the Civil Partnership Act 2004/ Application to transfer a tenancy under the Family Law Act 1996 Part IV |
| | □ | FL401 | Application for a non-molestation order or an occupation order |
| | □ | FL401A | Application for a Forced Marriage Protection Order |
| | □ | FL403 | Application to vary, extend or discharge an order in existing proceedings |
| | □ | FL403A | Application to vary, extend or discharge a Forced Marriage Protection Order |
| | □ | FL407 | Application for a Warrant of Arrest |
| | □ | FL407A | Application for Warrant of Arrest – Forced Marriage Protection Order |
| | □ | FL430 | Application for leave to apply for a Forced Marriage Protection Order |
| | □ | FL431 | Application to be joined as, or cease to be, a party to Forced Marriage Protection Proceedings |

General

| | | | |
|---|---|---|---|
| *W* | □ | **FL406e** | **Record of Occupation Order (s33-38 Family Law Act 1996) (MS Word 2003 version)** |
| | □ | FL406A | Power of Arrest – Forced Marriage Protection Order |
| | □ | FL410 | Recognizance of respondent |
| | □ | FL411 | Recognizance of respondent's surety |
| | □ | FL417 | Transfer of proceedings to [the High Court] [a county court] [a family proceedings court] |
| | □ | FL422 | General Form of Undertaking |

Notices

| | | | |
|---|---|---|---|
| | □ | FL402 | Notice of Proceedings [Hearing] [Directions Appointment] |
| | □ | FL402A | Notice of Proceedings |
| | □ | FL412 | Bail Notice |
| | □ | FL416 | Notice to Mortgagees and Landlords |
| | □ | FL418 | Notice of an application to commit |

Orders

| | | | |
|---|---|---|---|
| *W* | □ | **FL404e** | **Occupation Order (Under Sections 33 to 38 of the Family Law Act 1996) (MS Word 2003 version)** |
| *W* | □ | **FL404Ae** | **Non-Molestation Order (Under Section 42 of the Family Law Act 1996) (MS Word 2003 version)** |
| | □ | FL404B | Forced Marriage Protection Order |
| | □ | FL413 | Hospital Order |
| | □ | FL414 | Guardianship Order |

Statements

| | | | |
|---|---|---|---|
| ♦ | □ | FL401S | Witness statement in support of an application for a non-molestation order or an occupation order |
| ♦ | □ | FL406AS | Statement accompanying FL406A |
| ♦ | □ | FL407AS | Sworn statement to accompany application for a warrant of arrest - forced marriage protection order |
| | □ | FL415 | Statement of Service |

# GAMBLING ACT

Applications

| | | | |
|---|---|---|---|
| | □ | GA1 | Application for a premises licence under the Gambling Act 2005 (standard form) |
| | □ | GA1V | Application for a premises licence under the Gambling Act 2005 (vessel) |
| | □ | GA2 | Application to vary a premises licence under the Gambling Act 2005 |
| | □ | GA3 | Application to transfer a premises licence under the Gambling Act 2005 |
| | □ | GA4 | Application for the reinstatement of a premises licence under the Gambling Act 2005 |
| | □ | GA5 | Application for a provisional statement under the Gambling Act 2005 (standard form) |
| | □ | GA5V | Application for a provisional statement under the Gambling Act 2005 (vessel) |
| ♦ | □ | GA20 | Application for replacement endorsed copy of a temporary use notice which has been [lost] [stolen] [damaged] |
| ♦ | □ | GA22 | Application for copy of [premises licence issued] [summary given] under section 164 Gambling Act 2005 |

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| | | | |
|---|---|---|---|
| | □ | GA23 | Application form for a Club Gaming Permit or Club Machine Permit |
| | □ | GA24 | Application for a review of a premises licence under the Gambling Act 2005 |
| ♦ | □ | GA25 | Application to vary [club gaming permit] [club machine permit] |
| ♦ | □ | GA26 | Application for certified copy of a club gaming permit or a club machine permit |
| | □ | GA51 | Application for registration of non-commercial society (Small Society Lotteries) |
| ♦ | □ | GA52 | Application for cancellation of registration of non-commercial society (Small Society Lotteries) |

Gambling Appeals Tribunal

| | | | |
|---|---|---|---|
| † | □ | GRCT98 | Notice of appeal |
| † | □ | GAT2 | Application for a fee exemption or remission for individuals, Tribunals Service (Gambling) |
| † | □ | GAT3 | Application for fee remission for a company, Tribunals Service (Gambling) |
| † | □ | GAT5 | Application for Tribunal permission to appeal to the Upper Tribunal, First-tier Tribunal General Regulatory Chamber (Gambling) |

Notices

| | | | |
|---|---|---|---|
| | □ | GA6 | Notice of Application for a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A) |
| | □ | GA7 | Notice of Application for a premises licence (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B) |
| | □ | GA8 | Notice of Application for a premises licence under the Gambling Act 2005 – One or more Applicants (form of notice to be published) |
| | □ | GA9 | Notice of Application to vary a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A) |
| | □ | GA10 | Notice of Application to vary premises licence (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B) |
| | □ | GA11 | Notice of Application to vary a premises licence under the Gambling Act 2005 – One or more Applicants (form of notice to be published) |
| | □ | GA12 | Notice of Application to transfer a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A) |
| | □ | GA13 | Notice of Application to transfer premises licence (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B) |
| | □ | GA14 | Notice of Application for the reinstatement of a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A) |
| | □ | GA15 | Notice of Application for the reinstatement of a premises licence (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B) |
| | □ | GA16 | Notice of Application for a provisional statement (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A) |
| | □ | GA17 | Notice of Application for a provisional statement (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B) |
| | □ | GA18 | Notice of Application for a provisional statement under the Gambling Act 2005 – One or more Applicants (form of notice to be published) |
| | □ | GA19 | Temporary use notice under the Gambling Act 2005 (for premises other than vessels) |
| | □ | GA19V | Temporary use notice under the Gambling Act 2005 (vessels) |
| ♦ | □ | GA21 | Notice of withdrawal of temporary use notice |
| ♦ | □ | GA31 | Notice by permit holder of name change (licensed premises gaming machine permit) |
| ♦ | □ | GA40 | Notice of surrender of a club gaming permit or a club machine permit |
| ♦ | □ | GA41 | Notice of surrender of premises licence |
| ♦ | □ | GA42 | Notice of surrender of licensed premises gaming machine permit |
| ♦ | □ | GA43 | Notice of surrender of prize gaming permit |

Requests

| | | | |
|---|---|---|---|
| ♦ | □ | GA32 | Request that a new name be substituted for old name on family entertainment centre gaming machine permit |
| ♦ | □ | GA33 | Request that a new name be substituted for old name on prize gaming permit |

# HIGH COURT

## ADMIRALTY

Claim Forms

| | | |
|---|---|---|
| □ | ADM1 | Claim Form (admiralty claim in rem) |
| □ | ADM1A | Claim Form (admiralty claim) |
| □ | ADM1C | Notes for defendant on replying to an admiralty claim form |
| □ | ADM15 | Claim Form (admiralty limitation claim) |
| □ | ADM15B | Notes for defendant (admiralty limitation claim) |
| □ | ADM20 | Defendant's claim in a limitation claim |

Acknowledgment Forms

| | | |
|---|---|---|
| □ | ADM2 | Acknowledgment of Service (admiralty claim) |
| □ | ADM16B | Acknowledgment of Service (admiralty limitation claim) |

Applications Forms

| | | |
|---|---|---|
| □ | ADM4 | Application and undertaking for arrest and custody |
| □ | ADM13 | Application for judgment in default of filing an acknowledgment of service and/or defence or collision statement of case |
| □ | ADM17 | Application for restricted limitation decree |
| □ | ADM17A | Application for general limitation decree |

Requests Forms

| | | |
|---|---|---|
| □ | ADM7 | Request for caution against arrest |
| □ | ADM11 | Request for caution against release |
| □ | ADM12 | Request and undertaking for release |
| □ | ADM12A | Request for withdrawal of caution against release |

Notices Forms

| | | |
|---|---|---|
| □ | ADM6 | Notice to Consular Officer of intention to apply for warrant of arrest |
| □ | ADM16 | Notice of admission of right of claimant to limit liability |

General Forms

| | | |
|---|---|---|
| □ | ADM3 | Collision statement of case |
| □ | ADM5 | Declaration in support of application for warrant of arrest |
| □ | ADM9 | Warrant of arrest |
| □ | ADM10 | Standard Directions to the Admiralty Marshal |
| □ | ADM14 | Order for sale of a ship |
| □ | ADM16A | Defence to admiralty limitation claim |
| □ | ADM18 | Restricted limitation decree |
| □ | ADM19 | General limitation decree |
| □ | ADM21 | Declaration as to inability of a defendant to file and serve statement of case under a decree of limitation |

## COMMERCIAL COURT

*Forms listed in the catalogue in bold type are bespoke forms and not supplied as part of the standard catalogue.*

Acknowledgment Forms

| | | |
|---|---|---|
| □ | CCN9 | Acknowledgment of Service (Commercial Court) |
| □ | CCN210 | Acknowledgment of Service (CPR Part 8) (Commercial Court) |
| □ | CCN213 | Acknowledgment of Service (CPR Part 20) (Commercial Court) |

Application Forms

| | | |
|---|---|---|
| □ | CCN244 | Application Notice (Commercial Court) |
| W □ | **CCN244e** | **Application Notice – Commercial Court (MS Word 2003 version)** |

Claim Forms

| | | |
|---|---|---|
| □ | CCN1 | Claim Form (CPR Part 7) (Commercial Court) |
| □ | CCN1C | Notes for defendant on replying to the Part 7 claim form (Commercial Court) |
| □ | CCN208 | Claim form (CPR Part 8) (Commercial Court) |
| □ | CCN208C | Notes for defendant on replying to the Part 8 claim form (Commercial Court) |
| □ | CCN211 | Claim Form (CPR Part 20) (Commercial Court) |
| □ | CCN211C | Notes for Part 20 defendant on replying to the Part 20 claim form (Commercial Court) |

General Forms

| | | |
|---|---|---|
| □ | CCN265 | List of documents: standard disclosure (Commercial Court) |

Financial List

| | | |
|---|---|---|
| □ | N1(CCFL) | Claim form (Part 7, Commercial Court Financial List) |
| † □ | N1C(CCCHFL) | Notes for the defendant replying to a Part 7 claim form Financial List |
| □ | N9(CCFL) | Acknowledgment of service (Part 7, Commercial Court Financial List) |
| □ | N208(CCFL) | Claim form (Part 8, Commercial Court Financial List) |
| □ | N210(CCFL) | Acknowledgment of service (Part 8 Commercial Court Financial List) |
| □ | N211(CCFL) | Claim form (Part 20, Commercial Court Financial List) |
| □ | N213(CCFL) | Acknowledgment of service (Part 20, Commercial Court Financial List) |
| □ | N244(CCFL) | Application Notice (Commercial Court Financial List) |
| □ | N265(CCFL) | Standard Disclosure (Commercial Court Financial List) |

## HIGH COURT GENERAL

Affidavits/Witness Statements

| | | |
|---|---|---|
| □ | PF113 | Evidence on Application for Service by Alternative Method (Rule 6.8, Pt. 6 PD para. 9.1) (PF113) |

Claim forms

| | | |
|---|---|---|
| □ | N1(HC) | Claim Form (Part 7) (High Court) |
| □ | N208(HC) | Claim Form (Part 8) (High Court) |
| ♦ □ | N208(2)HC | Claim Form (Part 8) – for two Claimants (High Court) |

Family Division

| | | |
|---|---|---|
| □ | FP161 | Appellant's notice - Appeals to the Family Division of the High Court |
| □ | FP162 | Respondent's notice - For use in Appeals in the Family Division of the High Court |
| □ | FP244 | Application notice (for use in applications made within appeals to the Family Division of the High Court) |

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Financial List

| | | | |
|---|---|---|---|
| | □ | N1(CHFL) | Claim form (Part 7, Chancery Division Financial List) |
| † | □ | N1C(CCCHFL) | Notes for the defendant replying to a Part 7 claim form Financial List |
| | □ | N9(CHFL) | Acknowledgment of service (Part 7, Chancery Division Financial List) |
| | □ | N208(CHFL) | Claim form (Part 8, Chancery Division Financial List) |
| | □ | N210(CHFL) | Acknowledgment of service (Part 8 Chancery Division Financial List) |
| | □ | N211(CHFL) | Claim form (Part 20, Chancery Division Financial List) |
| | □ | N213(CHFL) | Acknowledgment of service (Part 20, Chancery Division Financial List) |
| | □ | N244(CHFL) | Application Notice (Chancery Division Financial List) |
| | □ | N265(CHFL) | Standard Disclosure (Chancery Division Financial List) |

General

| | | | |
|---|---|---|---|
| | □ | N30HC | Judgment for Claimant (in default) – High Court |
| | □ | N30(1)HC | Judgment for Claimant (acceptance) – High Court |
| | □ | N255HC | Default costs certificate |
| | □ | N256HC | Final costs certificate |
| | □ | PF113(RCJ) | Evidence on Application for Service by Alternative Method (Rule 6.8, Pt. 6 PD para. 9.1) |

Certificates

| | | | |
|---|---|---|---|
| | □ | HC34 | Order for the issue of a letter of request to judicial authorities out of the jurisdiction (rule 34.13) |

Request Forms

| | | | |
|---|---|---|---|
| | □ | HC35 | Draft letter of request for examination of witness out of jurisdiction (to be filed by a party under rule 34.13(6)) |
| | □ | PF56 | Request for further information or clarification (Rule 18 and Practice Direction 18) |
| | □ | PF84(A) | Request for Judgment on failure to comply with an order made under rule 3.5(1) (rule 3.5(2)) |
| | □ | PF86A | Combined Request for a Writ of Control, Writ of Possession, Writ of Delivery |

Judgement forms

| | | | |
|---|---|---|---|
| | □ | HC41 | Default judgment upon request in claim relating to detention of goods (rule 12.4(1)(c)) |
| | □ | HC44 | Part 24 judgment for claimant |
| | □ | HC44A | Part 24 judgment for defendant |
| | □ | HC44C | Order under Part 24 imposing condition of payment into court (rule 3.1(3) and PD 24 paragraphs 5.1 and 5.2) |
| | □ | PF84(B) | Judgment on Request arising from failure to comply with an Order made under rule 3.5(1) (rule 3.5(2)) |
| | □ | PF84(D) | Judgment on application arising from a failure to comply with an order made under rule 3.5(1) (rule 3.5(1) and (5)) |

Enforcement forms - writs

| | | | |
|---|---|---|---|
| | □ | HC67 | Writ of sequestration (rule 81.20(1) and rule 81.27) |

Applications

| | | | |
|---|---|---|---|
| | □ | PF1 | Application for time (rule 3.1(2)(a)) (other than an application to extend time for service of a claim form) |
| | □ | PF3 | Application for an extension of time for serving a claim form (rule 7.6) |
| | □ | PF6(A) | Application for permission to serve claim form out of jurisdiction (rules 6.36 and 6.37) |
| | □ | PF11 | Application for Part 24 Judgment on the whole of a claim or on a particular issue (rule 24.2) |
| | □ | PF43 | Application for security for costs under rule 25.12 and 25.13 |
| | □ | PF57 | Application for further information or clarification (Rule 18 and Practice Direction 18, paragraph 5) |
| | □ | PF147 | Application by another party for Order declaring that Solicitor has ceased to act by reason of death etc. (rule 42.4 and PD42 paragraph 4) |
| | □ | PF149 | Application by Solicitor for declaration that he has ceased to act (rule 42.3 and PD42 paragraph 3) |

Administrative forms

| | | | |
|---|---|---|---|
| | □ | PF48 | Court Record Form - Queen's Bench Division, Royal Courts of Justice |

Notices

| | | | |
|---|---|---|---|
| | □ | PF22 | Notice claiming contribution or indemnity against another Defendant (Rule 20.6) |

Judicial Review

| | | | |
|---|---|---|---|
| | □ | N461 | Judicial Review Claim Form |
| | □ | N461(N) | Guidance notes on completing the Judicial Review Claim Form |
| | □ | N462 | Judicial Review acknowledgment of service |
| | □ | N463 | Judicial Review Application for urgent consideration |
| | □ | N464 | Application for directions as to venue for administration and determination |
| | □ | N465 | Response to application for directions as to venue for administration and determination |

Orders

| | | | |
|---|---|---|---|
| ♦ | □ | N24(C)HC | Consent Order to accompany form N208(2)HC (High Court) |
| | □ | CH11e | Form of order for interim injunction |
| *W* | □ | HCFI | Form of Freezing Injunction |
| *W* | □ | HCSO | Form of Search Order |
| | □ | PF2 | Order for time (rule 3.1(2)(a)) |
| | □ | PF4 | Order for extension of time for serving a claim form (rule 7.6) |
| | □ | PF6(B) | Order for permission to serve claim form out of jurisdiction (rule 6.37(5)) |
| | □ | PF19 | Group Litigation Order (rule19.11) |

| | | | |
|---|---|---|---|
| | □ | PF21 | Order for permission to make an additional claim under rules 20.4(2)(b), 20.5(1) or 20.7(3)(b) and directions following such permission |
| | □ | PF44 | Order for security for costs (rules 25.12 and 25.13) |
| | □ | PF52 | Order in the Queen's Bench Division for case and costs management directions in the multi-track (Part 29) |
| | □ | PF58 | Order for further information or information (Part 18 and Practice Direction 18) |
| | □ | PF148 | Order declaring that Solicitor has ceased to act by reason of death etc. (Rule 42.4 and PD42 paragraph 4) |
| | □ | PF150 | Order declaring that Solicitor has ceased to act for a party (rule 42.3 and PD 42 paragraph 3.3) |
| | □ | PF168 | Order on application to transfer claim from High Court to County Court (sections 40(1) and (2) County Courts Act 1984; High Court and County Court Jurisdiction Order 1991 (as amended); rule 30.3) |

Undertakings

| | | | |
|---|---|---|---|
| | □ | PF78 | Solicitor's Undertaking as to Expenses (rule 34.13(6)(b)) |

Planning Court

| | | | |
|---|---|---|---|
| | □ | N208PC | Planning Statutory Review – Part 8 claim form (CPR8.1(6) and Practice Direction 8C) |
| | □ | N461PC | Judicial Review claim form - Planning Court |
| | □ | N462PC | Judicial Review acknowledgment of service - Planning Court |
| | □ | N463PC | Judicial Review application for urgent consideration - Planning Court |
| | □ | N464PC | Application for directions as to venue for administration and determination- Planning Court |
| | □ | N465PC | Response to application for directions as to venue for administration and determination - Planning Court |

Registry of Judgments, Orders and Fines

| | | | |
|---|---|---|---|
| † | □ | RJOF1 | Request for a search of the Registers |

**Schedule of Costs Precedents**

| | | | |
|---|---|---|---|
| † | □ | CPRH | Costs Budget, Precedent H |
| | □ | SCF2 | Bill of costs (alternative form, single column for amounts claimed, separate parts for costs payable by the LSC only) (CPR Part 47 Practice Direction Precedent D) |
| | □ | SCF3 | Legal Aid/LSC Schedule of Costs (CPR Part 47 Practice Direction Precedent E) |
| | □ | SCF6 | Points of Dispute (CPR Part 47 Practice Direction Precedent G) |
| | □ | SCF17 | Solicitors Act: order for delivery of bill (CPR Part 47 Practice Direction Precedent K) |
| | □ | SCF18 | Solicitors Act: order for detailed assessment (client) (CPR Part 47 Practice Direction Precedent L) |
| | □ | SCF19 | Solicitors Act: order for detailed assessment (solicitors) (CPR Part 47 Practice Direction Precedent M) |
| | □ | SCF20 | Solicitors Act: breakdown of costs (CPR Part 47 Practice Direction Precedent P) |

Technology and Construction Court

| | | | |
|---|---|---|---|
| | □ | TCC/CM1 | Case management information sheet |
| | □ | TCCCMD | Case Management Directions Form |
| | □ | TCC/TR1 | Pre-trial review questionnaire |

## ROYAL COURTS OF JUSTICE

High Court forms are applicable to both Queen's Bench and Chancery unless otherwise stated.

Administrative Forms

| | | | |
|---|---|---|---|
| ♦ | □ | CHF1(RCJ) | Chancery Chambers Filing Form |
| | □ | HCPRA | Request for a Private Room Appointment before a Queen's Bench Master |
| † | □ | HCPRA2 | Notice of cancellation of a Private Room Appointment |
| | □ | PF49 | Request to Parties to State Convenient Dates for Hearing of First Case Management Conference (form to be returned with Allocation Questionnaire) (PF49) |

Acknowledgment Forms

| | | | |
|---|---|---|---|
| | □ | N210(RCJ) | Acknowledgment of service (Part 8 claim) |
| | □ | N213(RCJ) | Acknowledgment of service (Part 20 claim) |

Applications

| | | | |
|---|---|---|---|
| ♦ | □ | PF20(RCJ) | Application for Part 20 Directions - Royal Courts of Justice |
| | □ | PF244A | Application notice (Part 23) (Administrative Court) |
| † | □ | PF244B | Application notice (Reconsideration S103 NIAA 2002) (Out of Country Application) |
| † | □ | PF244C | Application notice for reconsideration (In Country Application) |
| | □ | QBDOHA | Queen's Bench Division out of hours application |

Claim Forms

| | | | |
|---|---|---|---|
| ♦ | □ | N1(RCJ)(FC) | Claim Form (CPR Part 7) – adapted for claim in foreign currency (Part 16 and PD16.9.1) |
| | □ | N211(RCJ) | Claim Form (CPR Part 20) - containing conventional statement of truth for particulars of claim included in the claim form |
| | □ | N211(2)(RCJ) | Claim Form (CPR Part 20) - containing statement of truth for 'attached' particulars |

Costs Forms

| | | | |
|---|---|---|---|
| | □ | N255(RCJ) | Default costs certificate |
| | □ | N256(RCJ) | Final costs certificate |

Deed Poll

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| | | | |
|---|---|---|---|
| | □ | LOC020 | Deed Poll - Adult's change of name deed intended for enrolling in the Central Office of the Senior Courts of England and Wales |
| | □ | LOC021 | Statutory declaration to accompany a change of name deed - adult |
| | □ | LOC022 | Deed Poll - Minor's change of name deed intended for enrolling in the Central Office of the Senior Courts of England and Wales |
| | □ | LOC023 | Affidavit of best interest to accompany a minor's change of name deed |
| | □ | LOC024 | Statutory declaration to accompany a change of name deed - minor |
| | □ | LOC025 | Notice for the London Gazette on change of name of an adult |
| | □ | LOC026 | Notice for the London Gazette on change of name of a minor |

Enforcement Forms – Writs

| | | | |
|---|---|---|---|
| ♦ | □ | HC53(RCJ ) | Writ of fieri facias by claimant (No 53) |
| ♦ | □ | HC54(RCJ) | Writ of fieri facias by claimant on order for costs (No 54) |
| ♦ | □ | HC56(RCJ) | Writ of fieri facias after levy of part (No 56) |
| ♦ | □ | HC57(RCJ) | Writ of fieri facias against personal representatives (No 57) |
| ♦ | □ | HC63(RCJ) | Writ of control to enforce foreign registered judgment (CPR Part 74) - Royal Courts of Justice |
| ♦ | □ | HC64(RCJ) | Writ of delivery: delivery of goods, damages and costs (No 64) |
| ♦ | □ | HC65(RCJ) | Writ of delivery: delivery of goods or value, damages and costs (No 65) |
| ♦ | □ | HC66(RCJ) | Writ of possession by claimant (No 66) |
| ♦ | □ | HC66A(RCJ) | Combined writ of possession and control for costs of action - Royal Courts of Justice |

Judgment Forms

| | | | |
|---|---|---|---|
| | □ | N30(RCJ) | Judgment for claimant (in default) (N30) |
| | □ | N30(1)(RCJ) | Judgment for claimant (acceptance) (N30(1)) |

Notices

| | | | |
|---|---|---|---|
| ♦ | □ | HC71(RCJ) | Notice of renewal of writ of execution (No 71) |
| † | □ | HCPRA2 | Notice of cancellation of a Private Room Appointment |

Orders Forms

| | | | |
|---|---|---|---|
| ♦ | □ | G65A(RCJ) | General Form of Order |
| ♦ | □ | G65B(RCJ) | General Form of Consent Order |
| ♦ | □ | G65C(RCJ) | General Form of Draft Order |
| ♦ | □ | G65D(RCJ) | General Form of Draft Consent Order |
| ♦ | □ | G65E(RCJ) | General Form of Order (Part 20) |
| ♦ | □ | G65F(RCJ) | General Form of Consent Order (Part 20) |
| ♦ | □ | G65G(RCJ) | General Form of Draft Order (Part 20) |
| ♦ | □ | G65J(RCJ) | General Form of Draft Consent Order (Part 20) |
| ♦ | □ | HC109(RCJ) | Order for Reference to the European Court (CPR Part 68) |
| | □ | N24(RCJ) | General form of judgment or order |
| ♦ | □ | PF14(RCJ ) | Order under Part 24 (No.2) |
| ♦ | □ | PF21A(RCJ) | Order to add person as Defendant for Counterclaim (Rule 20.5) |
| ♦ | □ | PF97(RCJ) | Order for sale by an Enforcement Officer by private contract |

Request Forms

| | | | |
|---|---|---|---|
| | □ | N227(RCJ) | Request for judgment by default (amount to be decided by the court) |
| ♦ | □ | PF172(RCJ) | Request for directions in respect of funds in court or to be brought into court (Rule 21.11 and Pt 21 PD para 8) |
| ♦ | □ | PF208(RCJ) | Request For Transfer Of Claim for Bespeaking Documents in Transferred Claims (Queen's Bench) (PF208) |

Response Pack - Acknowledgment forms

| | | | |
|---|---|---|---|
| ♦ | □ | N9(RCJ) | Acknowledgment of Service/Response pack |
| ♦ | □ | N9B(RCJ) | Defence and counterclaim (specified amount) |

## HIGH COURT DISTRICT REGISTRIES

Acknowledgment Forms

| | | | |
|---|---|---|---|
| | □ | N210(DR) | Acknowledgment of service (part 8 claim) |
| | □ | N213(DR) | Acknowledgment of service (part 20 claim) |

Claim Forms

| | | | |
|---|---|---|---|
| | □ | N211(DR) | Claim form (part 20) – containing conventional statement of truth for particulars of claim included in the claim form |
| | □ | N211(2)(DR) | Claim form (part 20) – containing statement of truth for 'attached' particulars |

Costs Forms

| | | | |
|---|---|---|---|
| | □ | N255(DR) | Default costs certificate |
| | □ | N256(DR) | Final costs certificate |

Enforcement Forms – Writs

| | | | |
|---|---|---|---|
| | □ | HC53(DR) | Writ of fieri facias by claimant (No 53) |
| | □ | HC54(DR) | Writ of fieri facias by claimant on order for costs (No 54) |
| | □ | HC56(DR) | Writ of fieri facias after levy of part |
| | □ | HC57(DR) | Writ of fieri facias against personal representatives |
| | □ | HC63(DR) | Writ of control to enforce foreign registered judgment (CPR Part 74) - District Registry |
| | □ | HC64(DR) | Writ of delivery: delivery of goods, damages and costs |
| | □ | HC65(DR) | Writ of delivery: delivery of goods or value, damages and costs |
| | □ | HC66(DR) | Writ of possession by claimant (No 66) |

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| | | |
|---|---|---|
| □ | HC66A(DR) | Combined writ of possession and control for costs of action - District Registry |

Judgment Forms

| | | |
|---|---|---|
| □ | N30(DR) | Judgment for claimant (in default) |
| □ | N30(1)(DR) | Judgment for claimant (acceptance) (N30(1)) |

Notices Forms

| | | |
|---|---|---|
| □ | HC71(DR) | Notice of renewal of writ of execution |

Request Forms

| | | |
|---|---|---|
| □ | PF172(DR) | Request for directions in respect of funds in court or to be brought into court |
| □ | N227(DR) | Request for judgment by default (amount to be decided by the court) |

Response Pack - Acknowledgment forms

| | | |
|---|---|---|
| □ | N9(DR) | Acknowledgment of Service/Response pack |
| □ | N9B(DR) | Defence and counterclaim (specified amount) |

Orders Forms

| | | | |
|---|---|---|---|
| | □ | N24(DR) | General form of judgment or order |
| ♦ | □ | G65A(DR) | General Form of Order |
| ♦ | □ | G65B(DR) | General Form of Consent Order |
| ♦ | □ | G65C(DR) | General Form of Draft Order |
| ♦ | □ | G65D(DR) | General Form of Draft Consent Order |
| ♦ | □ | G65E(DR) | General Form of Order (Part 20) |
| ♦ | □ | G65F(DR) | General Form of Consent Order (Part 20) |
| ♦ | □ | G65G(DR) | General Form of Draft Order (Part 20) |
| ♦ | □ | G65J(DR) | General Form of Draft Consent Order (Part 20) |
| | □ | HC109(DR) | Order for Reference to the European Court (CPR Part 68) |
| | □ | PF13(DR) | Order under Part 24 (No.1) |
| | □ | PF14(DR) | Order under Part 24 (No.2) |
| | □ | PF21A(DR) | Order to add person as Defendant for Counterclaim (Rule 20.5) - District Registry |
| | □ | PF97(DR) | Order for sale by an Enforcement Officer by private contract |

# HM REVENUE AND CUSTOMS

Anti Avoidance Schemes

| | | |
|---|---|---|
| □ | AAG1 | Notification by scheme promoter |
| □ | AAG2 | Notification by scheme user where offshore promoter does not notify |
| □ | AAG3 | Notification by scheme user where there is no promoter, or scheme is promoted by a lawyer who is unable to make full notification |
| □ | AAG4 | Notification of scheme reference number by scheme user |
| □ | AAG4(IHT) | Disclosure to HMRC of IHT avoidance scheme - Notification of scheme reference number (notification by scheme user) |
| □ | AAG4(SDLT) | Disclosure to HMRC of SDLT avoidance scheme - Notification of scheme reference number (notification by scheme user) |
| □ | AAG5 | Continuation sheet |
| □ | AAG6 | Disclosure of Tax Avoidance Scheme - Notification of scheme reference number (notification by promoter to scheme member) |
| □ | AAG6(IHT) | Disclosure of IHT avoidance scheme - Notification of scheme reference number (notification by promoter to scheme member) |
| □ | AAG6(SDLT) | Disclosure of SDLT avoidance scheme - Notification of scheme reference number (notification by promoter to scheme member) |

Certificates

| | | |
|---|---|---|
| □ | R185 | Certificate of Deduction of Income Tax |
| □ | R185A | Dividend Certificate |
| □ | R185(EI) | Statement of income from estates (official form R185 (Estate Income)) |
| □ | R185(S) | Statement of trust income chargeable on settlor (official form R185 (Settlor)) |
| □ | R185(TI) | Statement of income from trust (official form R185 (Trust Income)) |
| □ | 38E | Certificate of Annual Interest paid |

Checklists

| | | |
|---|---|---|
| □ | CGTCHK1 | Checklist for Capital Gains Tax for trusts and estates |
| □ | IHTCHK1 | Checklist for Inheritance Tax |
| □ | TECHK1 | Checklist for trusts and estates |

General

◈Maintenance does not apply to the R40 forms specific to a particular year

| | | |
|---|---|---|
| □ | 41G | Trust - Request for information for HM Revenue & Customs |
| □ | 64-8 | Authorising your agent |
| □ | CG34 | Post-transaction valuation checks for capital gains |
| □ | DOM1 | Income and Chargeable gains – Domicile |
| □ | P85 | Income Tax - Leaving the United Kingdom (claiming tax relief or repayment of tax) |

| | | | |
|---|---|---|---|
| | □ | R38 | Tax Claim |
| ◈ | □ | R40(CG) (2009) | Capital Gains Tax Notice (2009) |
| | □ | R40(M)(2010) | Claim for repayment of tax deducted from savings and investments (2010) |
| ◈ | □ | R40(M)(2011) | Claim for repayment of tax deducted from savings and investments (2011) |
| ◈ | □ | R40(M)(2012) | Claim for repayment of tax deducted from savings and investments (2012) |
| ◈ | □ | R40(M)(2013) | Claim for repayment of tax deducted from savings and investments (2013) |
| ◈ | □ | R40(M) | Claim for repayment of tax deducted from savings and investments |
| | □ | R40(Notes) | Notes for completing form R40 |
| ◈ | | | |
| ◈ | □ | R85 | Getting your savings interest without tax taken off |
| | □ | SA1 | Registering for Self Assessment and getting a tax return |
| † | □ | STAMP22 | Apportionment of Consideration under Agreement for Sale |
| | □ | VPE1 | Vulnerable Person Election Form |

Inheritance Tax forms

| | | |
|---|---|---|
| □ | CAPA5C | Inland Revenue Account |
| □ | IHT100 | Inheritance Tax Account |
| □ | IHT100A | Gifts and other transfers of value |
| □ | IHT100B | Termination of an interest in possession |
| □ | IHT100C | Assets ceasing to be held on discretionary trusts. Proportionate charge |
| □ | IHT100D | Non Interest in possession Settlements Principal charge (ten-year anniversary) |
| □ | IHT100E | Charges on special trusts |
| □ | IHT100F | Cessation of conditional exemption. Disposal of timber or underwood |
| □ | IHT100G | Alternatively Secured Pension chargeable event |
| □ | IHT100WS | Inheritance tax worksheet |
| □ | IHT105 | Alternatively secured or unsecured pension fund Return of information |
| □ | IHTD31 | Domicile outside the United Kingdom (for use with IHT100) |
| □ | IHTD32 | Stocks and shares (for use with IHT100) |
| □ | IHTD33 | Debts due to Settlement or Trust (for use with IHT100) |
| □ | IHTD34 | Life insurance and annuities (for use with IHT100) |
| □ | IHTD35 | Household and personal goods (for use with IHT100) |
| □ | IHTD36 | Land, buildings and interests in land (for use with IHT100) |
| □ | IHTD37 | Agricultural Relief (for use with IHT100) |
| □ | IHTD38 | Business relief, business or partnership interests (for use with IHT100) |
| □ | IHTD39 | Foreign assets (for use with IHT100) |
| □ | IHTD40 | Continuation sheet for additional information (for use with IHT100) |
| □ | IHTD41 | Checklist |
| □ | IHT30 | Application for clearance certificate |
| □ | IHT35 | Claim for relief - Loss on sale of Shares |
| □ | IHT35C | Continuation sheet to IHT35 |
| □ | IHT38 | Claim for relief - Loss on sale of Land |
| □ | IHTC4 | Corrective Account for IHT400 |
| □ | IHTC4(c) | Corrective Account continuation sheet |
| □ | IHT205(2006) | Return of Estate Information (Where death occurred on or after 1 September 2006) |
| □ | IHT205(2011) | Return of Estate Information (Where death occurred on or after 6 April 2011) |
| □ | IHT207(2006) | Return of Estate Information (Domiciled outside UK) (Where death occurred on or after 1 September 2006) |
| □ | IHT217 | Claim to transfer unused nil rate band for excepted estates |
| □ | IHT400 | Inheritance Tax account IHT400 |
| □ | IHT400(Calc) | Inheritance Tax account IHT400 Calculation |
| □ | IHT401 | Domicile outside the United Kingdom |
| □ | IHT402 | Claim to transfer unused nil rate band |
| □ | IHT403 | Gifts and other transfers of value |
| □ | IHT404 | Jointly owned assets |
| □ | IHT405 | Houses, land, buildings and interests in land |
| □ | IHT406 | Bank and building society accounts and National Savings & Investments |
| □ | IHT407 | Household and personal goods |
| □ | IHT408 | Household and personal goods donated to charity |
| □ | IHT409 | Pensions |
| □ | IHT410 | Life assurance and annuities |
| □ | IHT411 | Listed stocks and shares |
| □ | IHT412 | Unlisted stocks and shares and control holdings |
| □ | IHT413 | Business and partnership interests and assets |
| □ | IHT414 | Agricultural relief |
| □ | IHT415 | Interest in another estate |
| □ | IHT416 | Debts due to the estate |
| □ | IHT417 | Foreign assets |
| □ | IHT418 | Assets held in trust |
| □ | IHT419 | Debts owed by the deceased |
| □ | IHT420 | National Heritage assets, Conditional exemption and maintenance funds |
| □ | IHT421 | Probate summary |
| □ | IHT422 | Application for an Inheritance Tax reference |
| □ | IHT423 | Direct Payment Scheme - Bank or building society account |
| □ | IHT430 | Reduced rate of Inheritance Tax |
| □ | IHT500 | Election for Inheritance Tax to apply to asset previously owned |
| □ | IOV2 | Instrument of Variation checklist |

Inheritance Tax - ENHANCED FORMS

The following IHT400 and related forms and schedules copy data and calculate across the forms and schedules and all of the required forms can be saved as one file. **These bespoke forms are not provided as part of the standard catalogue and must be ordered separately, they require at least Laserform V9.5 or LformInet 2.1.**

| | | | |
|---|---|---|---|
| ⊙ | □ | **IHT400+** | **Inheritance Tax account IHT400** |
| ⊙ | □ | **IHT400Calc+** | **Inheritance Tax account IHT400 Calculation** |
| ⊙ | □ | **IHT401+** | **Domicile outside the United Kingdom** |
| ⊙ | □ | **IHT402+** | **Claim to transfer unused nil rate band** |
| ⊙ | □ | **IHT403+** | **Gifts and other transfers of value** |
| ⊙ | □ | **IHT404+** | **Jointly owned assets** |
| ⊙ | □ | **IHT405+** | **Houses, land, buildings and interests in land** |
| ⊙ | □ | **IHT406+** | **Bank and building society accounts and National Savings & Investments** |
| ⊙ | □ | **IHT407+** | **Household and personal goods** |
| ⊙ | □ | **IHT408+** | **Household and personal goods donated to charity** |
| ⊙ | □ | **IHT409+** | **Pensions** |
| ⊙ | □ | **IHT410+** | **Life assurance and annuities** |
| ⊙ | □ | **IHT411+** | **Listed stocks and shares** |
| ⊙ | □ | **IHT412+** | **Unlisted stocks and shares and control holdings** |
| ⊙ | □ | **IHT413+** | **Business and partnership interests and assets** |
| ⊙ | □ | **IHT414+** | **Agricultural relief** |
| ⊙ | □ | **IHT415+** | **Interest in another estate** |
| ⊙ | □ | **IHT416+** | **Debts due to the estate** |
| ⊙ | □ | **IHT417+** | **Foreign assets** |
| ⊙ | □ | **IHT418+** | **Assets held in trust** |
| ⊙ | □ | **IHT419+** | **Debts owed by the deceased** |
| ⊙ | □ | **IHT420+** | **National Heritage assets, Conditional exemption and offers in lieu of tax** |
| ⊙ | □ | **IHT421+** | **Probate summary** |
| ⊙ | □ | **IHT422+** | **Application for an Inheritance Tax reference** |
| ⊙ | □ | **IHT423+** | **Direct Payment Scheme - Bank or building society account** |
| ⊙ | □ | **IHT430+** | **Reduced rate of Inheritance Tax** |

Inheritance Tax (Scotland)

| | | | |
|---|---|---|---|
| ❷ | □ | **IHTC1** | **Inventory form – confirmation (Scotland)** |
| ❷ | □ | **IHTC1+** | **Inventory form – confirmation (Scotland)** |
| ❷ | □ | **IHTC2** | **Inventory form – continuation sheet (Scotland)** |
| ❷ | □ | **IHTC2+** | **Inventory form – continuation sheet (Scotland)** |
| ❷ | □ | **IHTC4(S)** | **Corrective Inventory and Account** |
| ❷ | □ | **IHTC4(S)(C)** | **Corrective Inventory and Account - continuation page for form C4(S)** |
| ❷ | □ | **IHTC5(2006)** | **Return of Estate Information (Where death occurred on or after 1 September 2006) (Scotland)** |
| ❷ | □ | **IHTC5(OUK) (2006)** | **Return of Estate Information (Domiciled outside UK) (Where death occurred on or after 1 September 2006) (Scotland)** |
| ❷ | □ | **IHTC5(SE) (2006)** | **Information about Small Estates (Where death occurred on or after 1 September 2006) (Scotland)** |

Self Assessment (Trusts and Estates)

◈ Maintenance does not apply to the SA900 range

| | | | |
|---|---|---|---|
| ◈ | □ | **SA900(2016)** | **Trust and Estate Tax Return (2016)** |
| ◈ | □ | **SA901(2016)** | **Trust and Estate Trade (2016)** |
| ◈ | □ | **SA901L(2016)** | **Lloyd's Underwriters: income from Membership of Lloyds (2016)** |
| ◈ | □ | **SA902(2016)** | **Trust and Estate Partnership (2016)** |
| ◈ | □ | **SA903(2016)** | **Trust and Estate UK Property (2016)** |
| ◈ | □ | **SA904(2016)** | **Trust and Estate Foreign (2016)** |
| ◈ | □ | **SA905(2016)** | **Trust and Estate Capital Gains (2016)** |
| ◈ | □ | **SA906(2016)** | **Trust and Estate Non-residence (2016)** |
| ◈ | □ | **SA907(2016)** | **Trust and Estate Charities (2016)** |
| ◈ | □ | **SA923(2016)** | **Estate Pension Charges etc (2016)** |

Share Schemes

*Duplicated here for reference, these forms appear under 'Companies' in Laserform*

| | | | |
|---|---|---|---|
| † | □ | EIS1 | Enterprise Investment Scheme Compliance Statement |
| † | □ | JE430(1) | Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and single employee |
| † | □ | JE430(2) | Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and multiple employees |
| † | □ | JE431(1) | Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and single employee |
| † | □ | JE431(2) | Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and multiple employees |
| † | □ | SIPTD1 | Share Incentive Plan (HMRC model trust deed) |

Stamp Duty Land Tax

| | | | |
|---|---|---|---|
| † | □ | SDLT1(S1) | Schedule (1) for under/sub leases (tenancies of the residential interest notified on related SDLT1) |
| † | □ | SDLT1(S2) | Schedule (2) for under/sub leases (tenancies of the non-residential or mixed use interests notified on related SDLT1) |
| † | □ | SDLT46 | Notice of Appeal |

Tax Tribunals

| | | | |
|---|---|---|---|
| † | □ | FTC1 | Application for permission to appeal and notice of appeal from First-tier Tribunal |
| † | □ | FTC2 | Application for Costs or Expenses Upper Tribunal (Tax and Chancery Chamber) |
| † | □ | FTC3 | Reference notice (Financial Services) Upper Tribunal (Tax and Chancery Chamber) |
| † | □ | TSTax1 | Notice of Appeal (Appeal to the Tax Chamber of the First-tier Tribunal) |

| | | | |
|---|---|---|---|
| † | □ | TSTax2 | Application to the First-tier Tribunal for permission to appeal to the Upper Tribunal (First-tier Tribunal – Tax) |
| † | □ | TSTax3 | Application to close enquiry (First -tier Tribunal - Tax) |

## HMRC - SDLT eSUBMISSIONS

Laserform has produced SDLT e-Submissions, a product providing unparalleled speed and accuracy in SDLT submissions. With SDLT e-Submissions, the transmission of a completed return to HMRC is virtually instantaneous. The validation is performed on receipt, and confirmation of successful filing is returned to the submitting practitioner within seconds. Once that confirmation is received, the Land Transaction Return Certificate (SDLT5) can be produced in Laserform.

SDLT forms used with eSubmissions (only supplied with eSubmissions, not available separately)

| | | | |
|---|---|---|---|
| †⊙ | □ | **SDLT1(ES)** | **Land Transaction Return** |
| †⊙ | □ | **SDLT2(ES)** | **Supplemental Land Transaction Return - Additional vendor/purchaser details** |
| †⊙ | □ | **SDLT3(ES)** | **Supplemental Land Transaction Return - Additional details about the land** |
| †⊙ | □ | **SDLT4(ES)** | **Supplemental Land Transaction Return - Additional details about the transaction, including leases** |
| †⊙ | □ | **SDLT5(ES)** | **Certificate** |

# IMMIGRATION

Asylum and Immigration Tribunal

| | | | |
|---|---|---|---|
| † | □ | IAFT1 | Appeal to the First-tier Tribunal (Immigration and Asylum Chamber) against an In Country [Asylum/Immigration] Decision |
| † | □ | IAFT2 | Appeal to the First-tier Tribunal (Immigration and Asylum Chamber) against a decision of an Entry Clearance Officer |
| † | □ | IAFT3 | Notice of appeal to the First-tier Tribunal (Immigration and Asylum Chamber) (Overseas – Non-Entry Clearance) |
| † | □ | IAFT4 | First-tier Tribunal (Immigration and Asylum Chamber) application for permission to appeal to Upper Tribunal |
| † | □ | IAFT5 | Appeal against a post IA 2014 In Country [Asylum/Immigration] Decision |
| | □ | IAUT1 | Application for permission to appeal from First-tier Tribunal (Immigration and Asylum Chamber) |
| † | □ | UTIAC | Notice of intention to pursue appeal in the Upper Tribunal (Immigration and Asylum), Rule 17A of the Tribunal Procedure (Upper Tribunal) Rules 2008 |
| † | □ | IAANON01 (UT) | Application for anonymity for an appeal in the Upper Tribunal (Immigration and Asylum) |
| † | □ | T480 | Judicial Review Claim Form (Upper Tribunal, Immigration and Asylum Chamber) |
| † | □ | T482 | Fresh Claim Judicial Review Acknowledgment of Service (Upper Tribunal, Immigration and Asylum Chamber) |
| † | □ | T483 | Fresh Claim Judicial Review Application for urgent consideration (Upper Tribunal, Immigration and Asylum Chamber) |
| † | □ | T484 | Application notice, Fresh Claim Judicial Review (Upper Tribunal Immigration and Asylum Chamber) |
| † | □ | T485 | Statement under Upper Tribunal Rule 28A (2)(b) (Upper Tribunal, Immigration and Asylum Chamber) |
| † | □ | T486 | Notice of change of solicitor, Fresh Claim Judicial Review (Upper Tribunal Immigration and Asylum Chamber) |

Asylum Support

| | | | |
|---|---|---|---|
| | □ | ASF1 | Asylum Support Application Form |
| | □ | S4 | Application for provision of services or facilities for Section 4 service users |
| | □ | S4MD | Medical Declaration to Accompany Application for Support under Sections 4(2) or (3) of the Immigration and Asylum Act 1999 (Accommodation for Failed Asylum Seekers) |

Application Forms

| | | | |
|---|---|---|---|
| | □ | AN | Application for naturalisation as a British citizen |
| | □ | B1 | Application to be released on bail, The Immigration Acts |
| | □ | ECAA1 | Turkish Employed: Application for an extension of stay in the UK and Biometric Immigration Document as an Employed Person under the provisions of the European Community Association Agreement (ECAA) with Turkey |
| | □ | ECAA2 | Turkish Businessperson: Application for an extension of stay or indefinite leave to remain in the UK and Biometric Immigration Document as a Businessperson under the provisions of the European Community Association Agreement (ECAA) with Turkey |
| | □ | EEA(EFM) | Application for a registration certificate or residence card as the extended family member of a European Economic Area (EEA) or Swiss national |
| | □ | EEA(FM) | Application for a registration certificate or residence card as the family member of a European Economic Area (EEA) or Swiss national |
| | □ | EEA(PR) | Application for a document certifying permanent residence or permanent residence card under the EEA Regulations |
| | □ | FLRAppdx1 | Request for Fee Waiver in order to exercise ECHR rights, for use with FLR(FP) and FLR(O) |
| | □ | FLR(BUS) | Application for an extension of stay in the UK and for a biometric immigration document as a representative of an overseas business or a retired person of independent means |
| | □ | FLR(DL) | Application for 1) further leave to remain or settlement in the UK by a person granted Discretionary Leave following the refusal of asylum, and 2) a Biometric Immigration Document |
| | □ | FLR(FP) | Application for Leave to Remain in the UK on the basis of your family life as a Partner or Parent or on the basis of your private life in the UK and for a Biometric Immigration Document |
| | □ | FLR(LR) | Application for leave to remain in the UK on the basis of long residence and for a biometric Immigration document |
| | □ | FLR(M) | Application for an extension of stay in the UK as the partner of a person present and settled in the UK or as a partner of a person with refugee leave or humanitarian protection and for a Biometric Immigration Document |
| | □ | FLR(HRO) | Application for human rights claims, leave outside the rules and other routes not covered by other forms |
| | | FLR(IR) | Application for other routes under the Immigration Rules |
| | □ | MN1 | Application for registration of a child under 18 as a British Citizen |
| | □ | NTL | Application for a no time limit (NTL) and a Biometric Immigration Document by someone who already has indefinite leave to enter or remain in the UK |
| | □ | PBS(DEP)15 | Application for a grant of leave and Biometric Immigration Document as a Tier 1 or 5 dependant |
| † | □ | PF244B | Application notice (Reconsideration S103 NIAA 2002) (Out of Country Application) |
| † | □ | PF244C | Application notice for reconsideration (In Country Application) |
| | □ | SET(BUS) | Application for Indefinite leave to remain in the UK as a retired person of independent means or representative of an overseas business and a Biometric Immigration Document |
| | □ | SET(DV) | Application for indefinite leave to remain in the UK as a victim of domestic violence and a Biometric Immigration Document |

| | | |
|---|---|---|
| ☐ | SET(F) | Application for indefinite leave to remain in the UK as a child under the age of 18 and a Biometric Immigration Document |
| ☐ | SET(LR) | Application for indefinite leave to remain in the UK on the basis of long residence and for a biometric immigration document |
| ☐ | SET(M) | Application for indefinite leave to remain in the UK as the partner of a person present and settled in the UK and a Biometric Immigration Document |
| ☐ | SET(O) | Application for indefinite leave to remain in the UK in one of the categories listed in this form and a Biometric Immigration Document |
| ☐ | SET(P) | Application for settlement in the UK by a person with refugee leave or leave on grounds of humanitarian protection and for a biometric immigration document |
| ☐ | TD112 | Application for a Home Office Travel Document and a Biometric Residence Permit (also referred to as a Biometric Immigration Document) |
| ☐ | TIER1(ENT) | Application for an initial grant of leave (switching) or an extension of leave and biometric residence permit under Tier 1 (Entrepreneur) Main Applicant |
| ☐ | TIER1(ET)REG | Application for endorsement for Tier 1 (Exceptional Talent) |
| ☐ | TIER1(GEN) | Application for an initial grant of leave (switching) or an extension of leave and biometric residence permit under Tier 1 (General) Main Applicant |
| ☐ | TIER1(GradEnt) | Application for a grant of leave (switching) or an extension of leave and biometric residence permit under Tier 1 (Graduate Entrepreneur) - Main Applicant |
| ☐ | TIER1(INV) | Application for an initial grant of leave (switching) or an extension of leave and biometric residence permit under Tier 1 (Investor) Main Applicant |
| ☐ | TIER5(TW) | Application for a grant of leave and biometric residence permit under Tier 5 (Temporary Worker) Main Applicant |
| ☐ | TOC | Application for a transfer of conditions (TOC) and a biometric immigration document by someone who already has limited leave to enter or remain in the UK |
| ☐ | UKM | Application for registration as a British citizen by a person born before 1983 to a British mother |

Notice

| | | |
|---|---|---|
| ☐ | WPTech | Notification of Technical Change of Employment for employees currently on work permits |

Visa Applications

| | | |
|---|---|---|
| ☐ | VAF1A | Application Form VAF1A – visit and short term stay |
| ☐ | VAF2 | Application Form VAF2 - Employment |
| ☐ | VAF4A | Family Settlement Application, Personal details form |
| ☐ | VAF4AApdx2 | Financial requirement form VAF4A Appendix 2 |
| ☐ | VAF4B | Returning resident visa application |
| ☐ | VAF9 | Points Based System visa application form VAF9 |
| ☐ | VAF9Apdx2 | PBS Appendix 2 Investor self assessment form |
| ☐ | VAF9Apdx3 | Points Based System Form VAF9 Appendix 3: TIER1 (Entrepreneur) self-assessment |
| ☐ | VAF9Apdx4(GE) | Points Based System form VAF9 Appendix 4: TIER 1 (Graduate Entrepreneur) self-assessment |
| ☐ | VAF9Apdx5 | PBS Appendix 5 TIER 2 (Skilled Worker) self assessment form |
| ☐ | VAF9Apdx7 | Points Based System Appendix 7 Tier 5 (Youth Mobility Scheme) self-assessment |
| ☐ | VAF9ApdxET | PBS Appendix ET Tier 1 (Exceptional Talent) self-assessment |
| ☐ | VAF10 | Points Based System Form VAF10 Dependent |

# INSOLVENCY

## COMPANY VOLUNTARY ARRANGEMENTS

General

| | | |
|---|---|---|
| ☐ | 1.9 | Documents to be Submitted to Court to Obtain Moratorium |
| ☐ | 1.10 | Advertisement of coming into force or ending of moratorium (for Gazette and other advertising) |

Notices

| | | |
|---|---|---|
| ☐ | 1.1 | Notice to Registrar of Companies of Voluntary Arrangement Taking Effect |
| ☐ | 1.2 | Notice to Registrar of Companies of Order of Revocation or Suspension of Voluntary Arrangement |
| ☐ | 1.3 | Notice to Registrar of Companies of Supervisor's Progress Report |
| ☐ | 1.4 | Notice to Registrar of Companies of Completion or Termination of Voluntary Arrangement |
| ☐ | 1.11 | Notice to Registrar of Companies of Commencement of Moratorium |
| ☐ | 1.12 | Notice to Registrar of Companies of Extension or Further Extension or Renewal or Continuation of Moratorium |
| ☐ | 1.13 | Notice to Court of Extension or Further Extension of Moratorium |
| ☐ | 1.14 | Notice to Registrar of Companies of Ending of Moratorium |
| ☐ | 1.15 | Nominee's Notice to Court of End of Moratorium |
| ☐ | 1.16 | Notice to Registrar of Companies of Withdrawal of Nominee's Consent to Act |
| ☐ | 1.17 | Notice to Court by Nominee of Withdrawal of Consent to Act |
| ☐ | 1.18 | Notice to Registrar of Companies of Appointment of a Replacement Nominee |
| ☐ | 1.19 | Notice to Court of Appointment of Replacement Nominee |

Statements

| | | |
|---|---|---|
| ☐ | 1.5 | Nominee's Statement of Opinion Pursuant to Paragraph 6(2) of Schedule A1 to the Insolvency Act 1986 |
| ☐ | 1.6 | Statement of Affairs |
| ☐ | 1.7 | Statement of Eligibility for a Moratorium Pursuant to Paragraph 7(1)(c) of Schedule A1 to the Insolvency Act 1986 |
| ☐ | 1.8 | Statement of Consent to Act by Nominee |

## ADMINISTRATIVE PROCEDURE

Applications

- 2.1B Administration Application

Certificates

- 2.26B [Amended] Certificate of Constitution of Creditors' Committee
- 2.26B(CH) [Amended] Certificate of Constitution of Creditors' Committee – Companies House

General

- 2.21B Creditor's Request for a Meeting
- 2.24B Administrator's Progress Report
- 2.24B(CH) Administrator's Progress Report – Companies House

Notices

- 2.5B Notice of Intention to Appoint an Administrator by Holder of Qualifying Floating Charge
- 2.6 Notice of Administration Order – Pursuant to Rule 2.10(3) of the Insolvency Rules 1986
- 2.6B Notice of Appointment of an Administrator by Holder of Qualifying Floating Charge
- 2.7B Notice of Appointment of an Administrator by Holder of Qualifying Floating Charge (For use in pursuance of Rule 2.19 of the Insolvency Rules 1986)
- 2.8B Notice of Intention to Appoint an Administrator by Company or Director(s)
- 2.9B Notice of Appointment of an Administrator by Company or Director(s) (where a notice of intention to appoint has been issued)
- 2.10B Notice of Appointment of an Administrator by Company or Director(s) (where a notice of intention to appoint has not been issued)
- 2.12B Notice of Administrator's Appointment
- 2.12B(CH) Notice of Administrator's Appointment – Companies House
- 2.13B Notice Requiring Submission of a Statement of Affairs
- 2.16B Notice of Statement of Affairs
- 2.18B Notice of Extension of Time Period
- 2.18B(CH) Notice of Extension of Time Period – Companies House
- 2.19 Notice of Discharge of Administration Order – Pursuant to Section 18(4) of the Insolvency Rules 1986
- 2.19B Notice to Attend Meeting of Creditors
- 2.20B Notice of a Meeting of Creditors
- 2.23B Notice of Result of Meeting of Creditors
- 2.23B(CH) Notice of Result of Meeting of Creditors – Companies House
- 2.25B Notice of Conduct of Business by Correspondence
- 2.28B Notice of Order to Deal with Charged Property
- 2.30B Notice of Automatic End of Administration
- 2.30B(CH) Notice of Automatic End of Administration – Companies House
- 2.31B Notice of Extension of Period of Administration
- 2.32B Notice of End of Administration
- 2.32B(CH) Notice of End of Administration – Companies House
- 2.33B Notice of Court Order Ending Administration
- 2.34B Notice of Move from Administration to Creditors Voluntary Liquidation
- 2.35B Notice of Move from Administration to Dissolution
- 2.36B Notice to Registrar of Companies in Respect of Date of Dissolution
- 2.37B Notice of Intention to Resign as Administrator
- 2.38B Notice of Resignation by Administrator
- 2.38B(CH) Notice of Resignation by Administrator – Companies House
- 2.39B Notice of Vacation of Office by Administrator
- 2.40B Notice of Appointment of Replacement/Additional Administrator
- F2.18 Notice of deemed approval of proposals

Orders

- 2.4B Administration Order
- 2.7 Administration Order – Pursuant to Section 21(2) of the Insolvency Rules 1986

Statements

- 2.2B Statement of Proposed Administrator
- 2.14B Statement of Affairs (Rule 2.29)
- 2.15B Statement of Concurrence
- 2.17B Statement of Administrator's Proposals
- 2.22B Statement of Administrator's Revised Proposals
- 2.22B(CH) Statement of Administrator's Revised Proposals – Companies House

## ADMINISTRATIVE RECEIVERSHIP

Certificates

- 3.4 Certificate of Constitution [Amended Certificate] of Creditors' Committee

General

- 3.1 Written Acceptance of Appointment by Receiver
- 3.5 Administrative Receiver's Report as to Change in Membership of Creditors' Committee
- 3.6 Receiver or Manager or Administrative receiver's Abstract of Receipts and Payments
- 3.6(CH) Receiver or Manager or Administrative receiver's Abstract of Receipts and Payments – Companies House
- 3.10 Administrative Receiver's Report

Notices

| | | |
|---|---|---|
| □ | 3.1A | Notice of appointment of administrative receiver (for Gazette and other advertising) |
| □ | 3.1B | Notice Requiring Preparation and Submission of Administrative Receivership Statement of Affairs |
| □ | 3.7 | Notice of Administrative Receiver's Death |
| □ | 3.8 | Notice of Order to Dispose of Charged Property |
| □ | 3.9 | Notice of Resignation of Administrative Receiver Pursuant to Section 45(1) of the Insolvency Act 1986 |

Statements

| | | |
|---|---|---|
| □ | 3.2 | Statement of Affairs (Rule 3.4) |
| □ | 3.3 | Statement of Affairs in Administrative Receivership Following Report to Creditors |

## COMPANIES WINDING UP

Applications

| | | |
|---|---|---|
| □ | 4.41 | Liquidator's Application to the Secretary of State for his release |

Certificates

| | | |
|---|---|---|
| □ | 4.7 | Certificate that Relevant Provisions of Rules have been complied with |
| □ | 4.27 | Certificate of Appointment of Liquidator by meeting |
| □ | 4.28 | Certificate of Appointment of Two or More Liquidators by Meeting |
| □ | 4.37 | Certificate of Removal of Liquidator |
| □ | 4.38 | Certificate of Removal of Voluntary Liquidator |
| □ | 4.47 | Certificate of Constitution [Amended Certificate] of Liquidation Committee |
| □ | 4.50 | Liquidator's Certificate that Creditors Paid in Full |
| □ | 4.51 | Certificate that Creditors have been Paid in Full |
| □ | 4.52 | Liquidator's Certificate of Continuance of Liquidation Committee |

Demands

| | | | |
|---|---|---|---|
| † | □ | 4.1 | Statutory Demand under section 123(1)(a) or 222(1)(a) of the Insolvency Act 1986 |

General

| | | |
|---|---|---|
| □ | 4.6 | Advertisement of Winding Up Petition |
| □ | 4.10 | List of Persons Intending to Appear on the Hearing of the Petition |
| □ | 4.25 | Proof of Debt - General form (Rule 4.73) |
| □ | 4.70 | Members' Voluntary Winding Up Declaration of Solvency Embodying a Statement of Assets and Liabilities |
| □ | 4.71 | Return of Final Meeting in a Members' Voluntary Winding Up |
| □ | 4.72 | Return of Final Meeting in a Creditors' Voluntary Winding Up |

Notices

| | | | |
|---|---|---|---|
| | □ | 4.9 | Notice of intention to appear on petition |
| | □ | 4.13 | Notice to Official Receiver of Winding Up Order |
| | □ | 4.14A | Notice to Official Receiver of Appointment of Provisional Liquidator |
| | □ | 4.15A | Notice of Appointment of Provisional Liquidator in Winding Up by the Court (Rule 4.26) |
| | □ | 4.16 | Notice Requiring Preparation and Submission of Statement of Company Affairs |
| | □ | 4.22 | Notice to Creditors of Meeting of Creditors |
| | □ | 4.23 | Notice to Contributories of Meeting of Contributories |
| | □ | 4.31 | Notice of Appointment of Liquidator in Winding up by the Court |
| | □ | 4.32 | Notice to Court of Resignation of Liquidator Following Meeting of Creditors |
| | □ | 4.33 | Notice of Resignation as Voluntary Liquidator under Section 171(5) of the Insolvency Act 1986 |
| | □ | 4.36 | Notice to Court of Resignation of Liquidator Following Permission of the Court |
| | □ | 4.40 | Notice of Ceasing to Act as Voluntary Liquidator |
| | □ | 4.42 | Notice to Court of Final Meeting of Creditors |
| | □ | 4.43 | Notice of Final Meeting of Creditors |
| | □ | 4.44 | Notice of Death of Voluntary Liquidator |
| | □ | 4.45 | Notice of Official Receiver or Secretary of State by Liquidator on Loss of Qualification as Insolvency Practitioner |
| | □ | 4.46 | Notice of Vacation of Office by Voluntary Liquidator |
| | □ | 4.48 | Notice of Constitution of Liquidation Committee |
| | □ | 4.49 | Report by liquidator of change in membership of liquidation committee pursuant to Rule 4.153(8) of the Insolvency Rules 1986 (to be attached to and sent with form 4.48) |
| | □ | 4.53A | Notice of Disclaimer under Section 178 of the Insolvency Act 1986 |
| | □ | 4.54 | Notice to Elect |
| | □ | 4.55 | Notice of Intended Disclaimer to Interested Party |
| | □ | 4.58 | Notice of Call Sanctioned by the Court or the Liquidation Committee to be sent to Contributory |
| | □ | 4.62 | Notice to Official Receiver by Creditor Requesting Him to Make Application for the Holding of a Public Examination |
| | □ | 4.63 | Notice to Official Receiver by Contributory Requesting Him to Make Application for the Holding of a Public Examination |
| | □ | 4.73 | Notice to the Creditors of an Insolvent Company of the Re-Use of a Prohibited Name |
| ♦ | □ | 4.202 | Notice to creditors of appointment of liquidator in members voluntary winding up |
| ♦ | □ | 4.203 | Form of Liquidator's statement of account |
| ♦ | □ | 4.204 | Notice to creditors of final meeting pursuant to section 94 of the Insolvency Act 1986 (members' voluntary winding up) |
| ♦ | □ | 4.205 | Notice to members of final meeting pursuant to section 94 of the Insolvency Act 1986 (members' voluntary winding up) |
| ♦ | □ | 4.206 | Notice to creditors of final meeting pursuant to section 106 of the Insolvency Act 1986 (creditor's voluntary winding up) |
| ♦ | □ | 4.207 | Notice to members of final meeting pursuant to section 106 of the Insolvency Act 1986 (creditor's voluntary winding up) |

| | | | |
|---|---|---|---|
| ♦ | ☐ | 4.208 | Notice to members and creditors of final meetings (to be held consecutively) pursuant to section 106 of the Insolvency Act 1986 (creditor's voluntary winding up) |
| | ☐ | F4.20 | Notice of Revised Account |
| | ☐ | F4.39 | Notice of termination of appointment of provisional liquidator |
| | ☐ | F4.41 | Notice of statement of affairs |
| | ☐ | F4.47 | Notice of removal of liquidator |

Orders

| | | |
|---|---|---|
| ☐ | 4.8 | Order for Permission to Withdraw Winding Up Petition |
| ☐ | 4.11 | Order for Winding Up by the Court |
| ☐ | 4.12 | Order for Winding Up by the Court following upon the Cessation of the Appointment of an Administrator |
| ☐ | 4.15 | Order of Appointment of Provisional Liquidator |
| ☐ | 4.29 | Order of Court Appointing Liquidator |
| ☐ | 4.30 | Order of Court Appointing Two or More Liquidators |
| ☐ | 4.34 | Order of Court Giving Liquidator Permission to Resign |
| ☐ | 4.35 | Order of Court Granting Voluntary Liquidator Leave to Resign |
| ☐ | 4.39 | Order of Court Removing Liquidator or Directing Liquidator to Summon a Meeting of Creditors for the Purpose of His Removal |
| ☐ | 4.61 | Order of Public Examination |

Petitions

| | | |
|---|---|---|
| ☐ | 4.2 | Winding Up Petition |
| ☐ | 4.14 | Petition by Contributory |
| ☐ | 4.212 | Petition under Part 30 of the Insolvency Act 1986 on ground that members unfairly prejudiced (Companies (Unfair Prejudice Applications) Proceedings Rules 2009) |

Requests

| | | |
|---|---|---|
| ☐ | 4.21 | Request by Creditor's for a Meeting of the Company's Creditors (and Contributories) |
| ☐ | 4.24 | Request by Contributory/Contributories for a Meeting of the Company's Contributories |
| ☐ | 4.74 | Request by Liquidator for Approval or Authorisation of Litigation Expenses by Creditor |

Statements

| | | |
|---|---|---|
| ☐ | 4.17 | Statement of Affairs (Rule 4.33) |
| ☐ | 4.18 | Statement of Affairs (Rule 4.34-CVL) (Section 95) |
| ☐ | 4.19 | Statement of Affairs (Rule 4.34-CVL) |
| ☐ | 4.20 | Statement of Company's Affairs |
| ☐ | 4.56 | Witness Statement of Liquidator in Support of Application for Call |
| ☐ | 4.65 | Statement of Truth Verifying Record of the Public Examination |
| ☐ | 4.68 | Liquidator's Progress Report |
| ☐ | 4.209 | Statement of Truth Verifying Winding up petition (statement by petitioner) |
| ☐ | 4.210 | Statement of Truth Verifying Winding up petition (statement by person other than petitioner) |

## INDIVIDUAL VOLUNTARY ARRANGEMENTS

General

| | | |
|---|---|---|
| ☐ | 5.6 | Voting Form in Relation to a Proposal for a Voluntary Arrangement under Section 263A of the Insolvency Act 1986 |

Orders

| | | |
|---|---|---|
| ☐ | 5.1 | Order Granting Stay Pending Hearing of Application for Interim Order |
| ☐ | 5.2 | Interim Order of Court under Section 252 of the Insolvency Act 1986 |
| ☐ | 5.3 | Order Extending Effect of Interim Order |
| ☐ | 5.4 | Alternative orders to be made at hearing to consider chairman's report |
| ☐ | 5.7 | Order of Annulment under Section 261 of the Insolvency Act 1986 |
| ☐ | 5.8 | Order of Annulment under Section 263D of the Insolvency Act 1986 |

## BANKRUPTCY

Applications

| | | |
|---|---|---|
| ☐ | 6.4 | Application to Set Aside a Statutory Demand |
| ☐ | 6.14 | Application for Registration of Petition in Bankruptcy against an Individual under Land Charges Act 1972 |
| ☐ | 6.26 | Application for Registration of a Bankruptcy Order against an individual under Land Charges Act 1972 |
| ☐ | 6.49 | Trustee's Application to the Secretary of State for his Release |

Certificates

| | | |
|---|---|---|
| ☐ | 6.11 | Certificate of Personal Service of Statutory Demand |
| ☐ | 6.12 | Certificate of Substituted Service of Statutory Demand |
| ☐ | 6.17A | Certificate of Personal Service of Bankruptcy Petition |
| ☐ | 6.18A | Certificate of Substituted Service of Bankruptcy Petition |
| ☐ | 6.40 | Certificate of Appointment of Trustee by Creditor's Meeting |
| ☐ | 6.41 | Certificate of Appointment of Two or More Trustees by Creditor's Meeting |
| ☐ | 6.47 | Certificate of Removal of Trustee |
| ☐ | 6.52 | Certificate of Constitution (Amended Certificate) of Creditors' Committee |
| ☐ | 6.74 | Certificate that Order Suspending Discharge has been Lifted |
| ☐ | 6.77 | Certificate of Discharge |
| ☐ | 6.84 | Certificate Issued Pursuant to Rule 6.237B(1) of the Insolvency Rules 1986 |

Demands

† □ 6.1 Statutory Demand under section 268(1)(a) of the Insolvency Act 1986 – Debt for Liquidated Sum Payable Immediately

† □ 6.2 Statutory Demand under section 268(1)(a) of the Insolvency Act 1986 – Debt for Liquidated Sum Payable Immediately Following a Judgment or Order of the Court

† □ 6.3 Statutory Demand under section 268(2) of the Insolvency Act 1986 Debt Payable at Future Date

† □ 6.101 Advertisement of a Statutory Demand, Insolvency Proceedings Practice Direction, Part 3 Personal Insolvency, paragraph 13.3.2

General

□ 6.16 Substituted Service of Bankruptcy Petition – Notice in Gazette

□ 6.21 List of creditors intending to appear on hearing of Bankruptcy Petition

□ 6.22 Dismissal of Bankruptcy Petition

□ 6.24B Change of Carriage Order

□ 6.31 Revocation of Certificate of Summary Administration

□ 6.37 Proof of debt – General Form (Rule 6.96)

□ 6.38 Proof by Existing Trustee as a Claim in Later Bankruptcy

□ 6.81 Variation of Income Payments Arrangement under Section 310A of the Insolvency Act 1986

Notices

□ 6.19 Notice by Debtor of Intention to Oppose Bankruptcy Petition

□ 6.20 Notice of Intention to Appear on Bankruptcy Petition

□ 6.24 Notice of Debtor and Creditors of Order of Adjournment of Bankruptcy Petition

□ 6.35 Notice to Creditors of Meeting of Creditors

□ 6.36 Notice to Bankrupt of Meeting of Creditors

□ 6.44 Notice to Court of Resignation of Trustee Following Meeting of Creditors

□ 6.46 Notice to Court of Resignation of Trustee Following Permission of the Court

□ 6.50 Notice to Court of Final Meeting of Creditors

□ 6.51 Notice to Official Receiver by Trustee on Loss of Qualification as Insolvency Practitioner

□ 6.61A Notice of Disclaimer under Section 315 of the Insolvency Act 1986

□ 6.62 Notice to Elect – addressed to the Trustee

□ 6.63 Notice of Intended Disclaimer to Interested Party

□ 6.64 Notice to Bankrupt of Application under Section 310 of the Insolvency Act 1986 for Income Payments Order

□ 6.75 Notice to Court by Bankrupt that he Intends to Dispute Statements Made by Official Receiver in His Report Under Section 289(2) of the Insolvency Act 1986

□ 6.78 Notice to Existing Trustee of the Presentation of a Petition for a Later Bankruptcy

□ 6.82 Notice under Section 279(2) of the Insolvency Act 1986

□ 6.83 Notice to Interested Parties of a Dwelling-house Falling within Section 283A of the Insolvency Act 1986

Orders

□ 6.6 Order Setting Aside Statutory Demand

□ 6.15A Order for Substituted Service of a Bankruptcy Petition

□ 6.23 Order of Adjournment of Bankruptcy Petition

□ 6.24A Order for Substitution of Petitioner on Creditor's Petition

□ 6.25 Bankruptcy Order on Creditor's Petition

□ 6.30 Bankruptcy Order on Debtor's Petition

□ 6.32 Order of Appointment of Interim Receiver

□ 6.65 Order for income claimed under section 310(3)(a) of the Insolvency Act 1986

□ 6.66 Order for income claimed under section 310(3)(b) of the Insolvency Act 1986

□ 6.67 Order converting income payments order made under section 310(1)(a) to an order under section 310(3)(b) of the Insolvency Act 1986

□ 6.68 Discharge or Variation of Order for Income Claimed under Section 310 of the Insolvency Act 1986

□ 6.71 Order of Annulment under Section 282 of the Insolvency Act 1986

□ 6.72 Order of Suspension of Discharge under Section 279(3) of the Insolvency Act 1986

□ 6.73 Order of Court Lifting Suspension of Discharge

□ 6.76 Order granting absolute/suspended discharge under section 280(2)(b) or (c) of the Insolvency Act 1986

□ 6.79A Charging Order under Section 313 of the Insolvency Act 1986

□ 6.80 Order to Postal Operator under Section 371 of the Insolvency Act 1986

Petitions

□ 6.7 Creditor's Bankruptcy Petition on Failure to Comply with a Statutory Demand for a Liquidated Sum Payable Immediately

□ 6.8 Creditor's Bankruptcy Petition on Failure to Comply with a Statutory Demand for a Liquidated Sum Payable at a Future Date

□ 6.9 Creditor's Bankruptcy Petition Where Execution or Other Process on a Judgment has been Returned in Whole or Part

□ 6.10 Bankruptcy Petition for default in connection with voluntary arrangement

□ 6.27 Debtor's Bankruptcy Petition

Requests

□ 6.34 Request by Creditor(s) for a Meeting of the Bankrupt's Creditors

□ 6.56 Request by Creditor(s) for the Holding of a Public Examination of the Bankrupt

Statements

□ 6.5 Witness Statement in Support of Application to Set Aside a Statutory Demand

□ 6.13A Statement of Truth of Statements in Bankruptcy Petition

□ 6.28 Statement of Affairs (Debtor's Petition)

□ 6.33A Statement of Affairs (Creditor's Petition)

□ 6.58 Statement of Truth Verifying Record of the Public Examination of the Bankrupt

□ 6.105 Witness statement in support of application for an extension of time in which to apply to set aside a statutory demand, Insolvency Proceedings Practice Direction, Part 3 Personal Insolvency, paragraph 13.4.5

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## INSOLVENCY – COURT PROCEDURE AND PRACTICE

Applications

| | | |
|---|---|---|
| □ | 7.1A | Application Notice |

General

| | | |
|---|---|---|
| □ | 7.20A | Confirmation by Court of Creditors' Voluntary Winding Up Application and Order |

Notices

| | | | |
|---|---|---|---|
| ♦ | □ | 7.201 | Application by petitioning creditor(s) for extension of time for hearing of bankruptcy petition |

## INSOLVENCY – PROXIES AND COMPANY REPRESENTATION

General

| | | |
|---|---|---|
| □ | 8.1 | Proxy (Company or Individual Voluntary Arrangements) |
| □ | 8.2 | Proxy (Administration) |
| □ | 8.3 | Proxy (Administrative receivership) |
| □ | 8.4 | Proxy (Winding up by the Court or Bankruptcy) |
| □ | 8.5 | Proxy (Members' or Creditors' Voluntary Winding Up) |

## INSOLVENCY – MISCELLANEOUS

General

| | | |
|---|---|---|
| □ | BPDC | Matters to consider before destruction of books and papers |

Notices

| | | | |
|---|---|---|---|
| ♦ | □ | 11.201 | Notice to creditors of intended dividend |
| ♦ | □ | 11.202 | Notice to creditors of intended first dividend |
| | □ | 12.1 | Notice to Registrar of Companies in Respect of Order under Section 176A |
| | □ | F9.4 | Notice of Constitution of Creditors or Liquidation Committee |
| | □ | F10.2 | Notice to registrar of companies of notice of disclaimer under s178 of the Insolvency Act 1986 |

Orders

| | | |
|---|---|---|
| □ | 9.1 | Order Under Section 366 of the Insolvency Act 1986 (Bankruptcy) |
| □ | 9.1(c) | Order Under Section 236 of the Insolvency Act 1986 (Companies) |

Reports

| | | |
|---|---|---|
| □ | ICD1 | Report under Section 7(3) of the Company Directors Disqualification Act 1986 |
| □ | ICD2 | Return by Office Holder under rule 4 of the Insolvent Companies (Reports on Conduct of Directors) Rules 1996 |

# INSOLVENCY (CROSS-BORDER)

Applications

| | | |
|---|---|---|
| □ | ML1 | Recognition application (Cross-Border Insolvency Regulations 2006) |
| □ | ML4 | Originating application (Cross-Border Insolvency Regulations 2006) |
| □ | ML5 | Ordinary application (Cross-Border Insolvency Regulations 2006) |

Affidavits

| | | |
|---|---|---|
| □ | ML6 | Affidavit of service of application under the Cross-Border Insolvency Regulations 2006 |

Orders

| | | |
|---|---|---|
| □ | ML2 | Recognition order (Cross-Border Insolvency Regulations 2006) |

Statements

| | | |
|---|---|---|
| □ | ML3 | Statement of subsequent information (Cross-Border Insolvency Regulations 2006) |

Notices

| | | |
|---|---|---|
| □ | ML7 | Notice to registrar of companies of order under the Cross- Border Insolvency Regulations 2006 |
| □ | ML8 | Notification of Order under the Cross- Border Insolvency Regulations 2006 (for newspaper and London or Edinburgh Gazette) |

## INSOLVENT PARTNERSHIPS

Affidavits

| | | |
|---|---|---|
| □ | IP2 | Affidavit Verifying Petition to Wind Up Partnership |
| □ | IP15 | Affidavit of Individual Member(s) as to Concurrence of All Members in Presentation of Joint Bankruptcy Petition against Individual Members |

Demands

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| | | |
|---|---|---|
| □ | IP4 | Written/Statutory Demand by Creditor – The Insolvent Partnerships Order 1994 |
| □ | IP10 | Demand by Member |

General

| | | |
|---|---|---|
| □ | IP8 | Advertisement of Winding Up Petition(s) against Partnership (and any Corporate Members) |

Notices

| | | |
|---|---|---|
| □ | IP1A | Notice of Intention to Appoint an Administrator by the Members of the Partnership |
| □ | IP1B | Notice of Appointment of an Administrator by the Members of the Partnership (where a notice of intention to appoint has not been issued) |
| □ | IP9 | Notice to Court of Progress on Petitions Presented |

Orders

| | | |
|---|---|---|
| □ | IP16 | Bankruptcy Orders on Joint Bankruptcy Petition Presented by Individual Members |

Petitions

| | | |
|---|---|---|
| □ | IP1 | Petition for Administration Order |
| □ | IP3 | Petition to Wind Up Partnership by Liquidator, Administrator, Trustee or Supervisor |
| □ | IP5 | Creditor's Petition to Wind Up Partnership (Presented in Conjunction with Petitions against Members) |
| □ | IP6 | Creditor's Petition to Wind Up Corporate Member (Presented in Conjunction with Petition against Partnership) |
| □ | IP7 | Creditor's Bankruptcy Petition against Individual Member (Presented in Conjunction with Petition against Partnership) |
| □ | IP11 | Member's Petition to Wind Up Partnership (Presented in Conjunction with Petitions against Members) |
| □ | IP12 | Members' Petition to Wind Up Corporate Member (Presented in Conjunction with Petitions against Partnership) |
| □ | IP13 | Member's Bankruptcy Petition against Individual Member (Presented in Conjunction with Petitions against Partnership) |
| □ | IP14 | Joint Bankruptcy Petition against Individual Members |

Statements

| | | |
|---|---|---|
| □ | IP17 | Statement of Affairs of Member of Partnership |
| □ | IP18 | Statement of Affairs of Partnership |

## INSOLVENT ESTATES

Orders

| | | | |
|---|---|---|---|
| † | □ | IE4 | Insolvency Administration Order (Form 4) |
| † | □ | IE5 | Insolvency Administration Order on Transfer of Proceedings (Form 5) |

Petitions

| | | | |
|---|---|---|---|
| † | □ | IE1 | Creditor's Petition for Insolvency Administration Order (Form 1) |
| † | □ | IE2 | Petition for Insolvency Administration Order by Supervisor of Voluntary Arrangement or Person Bound by it (Form 2) |
| † | □ | IE3 | Criminal Bankruptcy Petition for an Insolvency Administration Order (Form 3) |
| † | □ | IE6 | Petition of Personal Representative for Insolvency Administration Order (Form 6) |

Statements

| | | | |
|---|---|---|---|
| † | □ | IE7 | Statement of Affairs (Deceased Insolvent) (Form 7) |

## INSOLVENCY PPP ADMINISTRATION

Applications

| | | |
|---|---|---|
| □ | PPP20 | Application |

Affidavits

| | | |
|---|---|---|
| □ | PPP3 | Affidavit of Service of Petition for PPP Administration Order |
| □ | PPP12 | Affidavit of Concurrence |

Consents

| | | |
|---|---|---|
| □ | PPP2 | Consent of Special PPP Administrator |

Declarations

| | | |
|---|---|---|
| □ | PPP22 | Declaration of Shorthand Writer (PPP Administration Proceedings) |

General

| | | |
|---|---|---|
| □ | PPP17 | Special PPP Administrator's Abstract of Receipts and Payments |
| □ | PPP21 | Appointment of Shorthand Writer (PPP Administration Proceedings) |

Notices

| | | |
|---|---|---|
| □ | PPP5 | Notice to Special PPP Administrator of PPP Administration Order |
| □ | PPP6 | Notice of PPP Administration Order (for newspaper and London Gazette) |
| □ | PPP7 | Notice of PPP Administration Order |
| □ | PPP8 | Notice of PPP Administration Order to the Registrar of Companies |
| □ | PPP9 | Notice of Discharge of PPP Administration Order |
| □ | PPP10 | Notice requiring preparation and submission of PPP Administration Statement of Affairs |
| □ | PPP15 | Notice of Meetings in PPP Administration Proceedings |

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| | | |
|---|---|---|
| ☐ | PPP16 | Notice of Order to deal with Charged Property |
| ☐ | PPP18 | Notice to Court of Special PPP Administrator's Resignation under rule 36(1) of the PPP Administration Order Rules 2007 |
| ☐ | PPP19 | Notice to Court of Special PPP Administrator's Resignation under rule 36(2) of the PPP Administration Order Rules 2007 |

Orders

| | | |
|---|---|---|
| ☐ | PPP4 | PPP Administration Order |
| ☐ | PPP23 | Order Appointing Person to Act for Incapacitated Person |

Petitions

| | | |
|---|---|---|
| ☐ | PPP1 | Petition for PPP Administration Order |

Proxy Forms

| | | |
|---|---|---|
| ☐ | PPP24 | Proxy (PPP Administration) |

Statements

| | | |
|---|---|---|
| ☐ | PPP11 | Statement of Affairs (Rule 16) |
| ☐ | PPP13 | Statement of Special PPP Administrator's Proposals |
| ☐ | PPP14 | Statement of Special PPP Administrator's Revised Proposals |

# INSOLVENCY (SCOTLAND)

## COMPANY VOLUNTARY ARRANGEMENTS (SCOTLAND)

General

| | | | |
|---|---|---|---|
| ❷ | ☐ | **1.9(Scot)** | **Documents to be Submitted to Court to Obtain Moratorium** |
| ❷ | ☐ | **1.10(Scot)** | **Advertisement of coming into force or ending of moratorium (for Edinburgh Gazette and other advertising)** |

Notices

| | | | |
|---|---|---|---|
| ❷ | ☐ | **1.1(Scot)** | **Notice to Registrar of Companies of Voluntary Arrangement Taking Effect** |
| ❷ | ☐ | **1.2(Scot)** | **Notice to Registrar of Companies of Order of Revocation or Suspension of Voluntary Arrangement** |
| ❷ | ☐ | **1.3(Scot)** | **Notice to Registrar of Companies of Supervisor's Abstract of Receipts and Payments** |
| ❷ | ☐ | **1.4(Scot)** | **Notice to Registrar of Companies of Completion or Termination of Voluntary Arrangement** |
| ❷ | ☐ | **1.11(Scot)** | **Notice to Registrar of Companies of Commencement of Moratorium** |
| ❷ | ☐ | **1.12(Scot)** | **Notice to Registrar of Companies of Extension or Further extension or Renewal or Continuation of Moratorium** |
| ❷ | ☐ | **1.13(Scot)** | **Notice to Court of Extension or Further Extension of Moratorium** |
| ❷ | ☐ | **1.14(Scot)** | **Notice to Registrar of Companies of Ending of Moratorium** |
| ❷ | ☐ | **1.15(Scot)** | **Nominee's Notice to Court of End of Moratorium** |
| ❷ | ☐ | **1.16(Scot)** | **Notice to Registrar of Companies of Withdrawal of Nominee's Consent to Act** |
| ❷ | ☐ | **1.17(Scot)** | **Notice to Court by Nominee of Withdrawal of Consent to Act** |
| ❷ | ☐ | **1.18(Scot)** | **Notice to Registrar of Companies of Appointment of a Replacement Nominee** |
| ❷ | ☐ | **1.19(Scot)** | **Notice to Court of Appointment of Replacement Nominee** |

Statements

| | | | |
|---|---|---|---|
| ❷ | ☐ | **1.5(Scot)** | **Nominee's Statement of Opinion Pursuant to Paragraph 6(2) of Schedule A1 to the Insolvency Act 1986** |
| ❷ | ☐ | **1.6(Scot)** | **Statement of Affairs** |
| ❷ | ☐ | **1.7(Scot)** | **Statement of Eligibility for a Moratorium Pursuant to Paragraph 7(1)(R) of Schedule A1 to the Insolvency Act 1986** |
| ❷ | ☐ | **1.8(Scot)** | **Statement of Consent to Act by Nominee** |

## ADMINISTRATIVE PROCEDURE (SCOTLAND)

General

| | | | |
|---|---|---|---|
| ❷ | ☐ | **2.20B(Scot)** | **Administrator's Progress Report** |

Statements

| | | | |
|---|---|---|---|
| ❷ | ☐ | **2.1B(Scot)** | **Statement of Proposed Administrator** |
| ❷ | ☐ | **2.13B(Scot)** | **Statement of Affairs** |
| ❷ | ☐ | **2.14B(Scot)** | **Statement of Concurrence** |
| ❷ | ☐ | **2.16B(Scot)** | **Statement of Administrator's Proposals** |
| ❷ | ☐ | **2.17B(Scot)** | **Statement of Administrator's Revised Proposals** |

Notices

| | | | |
|---|---|---|---|
| ❷ | ☐ | **2.2B(Scot)** | **Notice of Petition for Administration Order** |
| ❷ | ☐ | **2.3B(Scot)** | **Notice of Dismissal of Petition for Administration Order** |
| ❷ | ☐ | **2.4B(Scot)** | **Notice of Intention to Appoint an Administrator by Holder of Qualifying Floating Charge (Rule 2.9)** |
| ❷ | ☐ | **2.5B(Scot)** | **Notice of Appointment of an Administrator by Holder of Qualifying Floating Charge (Rule 2.10)** |
| ❷ | ☐ | **2.6B(Scot)** | **Notice of Appointment of an Administrator by Holder of Qualifying Floating Charge (Rule 2.12)** |
| ❷ | ☐ | **2.7B(Scot)** | **Notice of Intention to Appoint an Administrator by Company or Director(s)** |

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| | | | |
|---|---|---|---|
| ❷ | □ | **2.8B(Scot)** | **Notice of Appointment of an Administrator by Company or Director(s) (where a notice of intention to appoint has been issued)** |
| ❷ | □ | **2.9B(Scot)** | **Notice of Appointment of an Administrator by Company or Director(s) (where a notice of intention to appoint has not been issued)** |
| ❷ | □ | **2.10B(Scot)** | **Notification of appointment of administrator (for Edinburgh Gazette or other advertising)** |
| ❷ | □ | **2.11B(Scot)** | **Notice of appointment of administrator (for Gazette or other advertising)** |
| ❷ | □ | **2.12B(Scot)** | **Notice Requiring Submission of a Statement of Affairs** |
| ❷ | □ | **2.15B(Scot)** | **Notice of Statement of Affairs** |
| ❷ | □ | **2.16BZ(Scot)** | **Notice of deemed approval of proposals** |
| ❷ | □ | **2.18B(Scot)** | **Notice of result of Meeting of Creditors** |
| ❷ | □ | **2.19B(Scot)** | **Notice of Order to Deal with Secured Property** |
| ❷ | □ | **2.21B(Scot)** | **Notice of Automatic End of Administration** |
| ❷ | □ | **2.22B(Scot)** | **Notice of Extension of Period of Administration** |
| ❷ | □ | **2.23B(Scot)** | **Notice of End of Administration** |
| ❷ | □ | **2.24B(Scot)** | **Notice of Court Order Ending Administration** |
| ❷ | □ | **2.25B(Scot)** | **Notice of move from Administration to Creditors' Voluntary Liquidation** |
| ❷ | □ | **2.26B(Scot)** | **Notice of move from Administration to Dissolution** |
| ❷ | □ | **2.27B(Scot)** | **Notice to Registrar of Companies in Respect of Date of Dissolution** |
| ❷ | □ | **2.28B(Scot)** | **Notice of Intention to Resign as Administrator** |
| ❷ | □ | **2.29B(Scot)** | **Notice of Resignation by Administrator** |
| ❷ | □ | **2.30B(Scot)** | **Notice of Vacation of Office by Administrator** |
| ❷ | □ | **2.31B(Scot)** | **Notice of Appointment of Replacement/Additional Administrator** |
| ❷ | □ | **2.32B(Scot)** | **Notice of Insufficient Property for distribution to unsecured creditors other than by virtue of s.176A(2)(a)** |

## ADMINISTRATIVE RECEIVERSHIP (SCOTLAND)

Notices

| | | | |
|---|---|---|---|
| ❷ | □ | **1(Scot)** | **Notice of Appointment of a Receiver by the Holder of a Floating Charge** |
| ❷ | □ | **2(Scot)** | **Notice of Appointment of a Receiver by the Court** |
| ❷ | □ | **3(Scot)** | **Notice of the Receiver ceasing to act or of his removal** |
| ❷ | □ | **3.4(Scot)** | **Notice of Authorisation to Dispose of Secured Property** |
| ❷ | □ | **3.5(Scot)** | **Notice of Receiver's Report** |

## COMPANIES WINDING UP (SCOTLAND)

Declarations

| | | | |
|---|---|---|---|
| ❷ | □ | **4.25(Scot)** | **Declaration of Solvency (Pursuant to section 89(3) of the Insolvency Act 1986)** |

Demands

| | | | |
|---|---|---|---|
| ❷ | □ | **4.1(Scot)** | **Statutory Demand for Payment of Debt** |

Notices

| | | | |
|---|---|---|---|
| ❷ | □ | **4.2(Scot)** | **Notice of Winding up Order** |
| ❷ | □ | **4.6(Scot)** | **Notice of Liquidator's Statement of Receipts and Payments** |
| ❷ | □ | **4.9(Scot)** | **Notice of Appointment of Liquidator** |
| ❷ | □ | **4.24(Scot)** | **Notice of Certificate that Creditors Have Been Paid in Full** |
| ❷ | □ | **4.32(Scot)** | **Notice to the Creditors of an Insolvent Company of the re-use of a Prohibited Name (Rule 4.80 of the Insolvency (Scotland) Rules 1986)** |

Statements

| | | | |
|---|---|---|---|
| ❷ | □ | **4.7(Scot)** | **Statement of Claim by Creditor** |

# LANDS TRIBUNAL

Applications

| | | | |
|---|---|---|---|
| † | □ | LTAO | Absent Owner Application Form, Upper Tribunal Lands Chamber (Form AO) |
| † | □ | LTHA2 | Application for permission to appeal against a decision of a Residential Property Tribunal (Form HA2) |
| † | □ | LTROL1 | Application for a certificate under section 2 of the Rights of Lights Act 1959 (Form 1) |
| † | □ | PCPTA | Application for permission to appeal against a decision of the first-tier tribunal (Property Chamber) in England, or a Leasehold Valuation or Residential Property tribunal in Wales. |
| † | □ | LTLPA | Application to discharge or modify a Restrictive Covenant (Form LPA) |

Certificates

| | | | |
|---|---|---|---|
| † | □ | LTLPCoC | Certificate of Compliance, Restrictive Covenants (s84 Law of Property act), Upper Tribunal Lands Chamber (LPFormCoC) |

Notices

| | | | |
|---|---|---|---|
| † | □ | LTHA1 | Notice of appeal against a decision of a Residential Property Tribunal (Form HA1) |
| † | □ | LTHARN | Respondent's notice to an appeal against a decision of the first-tier tribunal (Property Chamber) in England, or a Leasehold Valuation or Residential Property Tribunal in Wales. |
| † | □ | LTLON | Light Obstruction Notice, Rights of Light Act 1959 (Form A) |
| † | □ | LTLPB | Restrictive Covenant Application: Publicity Notice (Form LPB) |
| † | □ | LTLPD | Notice of Objection to a Restrictive Covenant Application (Form LPD) |
| † | □ | LTR | Notice of Reference by a claimant (land compensation disputes) (Form Ref (Claimant)) |

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| | | | |
|---|---|---|---|
| † | ☐ | LTRBNO | Notice of Reference relating to the validity of a blight or purchase counter-notice (Form Ref BNO) |
| † | ☐ | PCAF | Notice of Appeal against a decision of the first-tier tribunal (Property Chamber) in England, or a Leasehold Valuation or Residential Property Tribunal in Wales. |

Reply forms

| | | | |
|---|---|---|---|
| † | ☐ | LTRBNOR | Response to a blight or purchase notice reference (Form Ref BNO Response) |

# LAND CHARGES

Applications

| | | |
|---|---|---|
| ☐ | K1 | Application for registration of a Land Charge (except Class F) |
| ☐ | K2 | Application for registration of a Land Charge of Class F |
| ☐ | K3 | Application for registration of a Pending Action |
| ☐ | K4 | Application for registration of a Writ or Order |
| ☐ | K6 | Application for registration of a Priority Notice |
| ☐ | K7 | Application for the renewal of a registration |
| ☐ | K8 | Application for the renewal of a registration of a Land Charge of Class F |
| ☐ | K9 | Application for the rectification of an entry in the register |
| ☐ | K10 | Continuation of an application |
| ☐ | K11 | Application to cancel an entry in the Land Charges Register (other than class F) |
| ☐ | K11(ADJ) | Application to cancel a pending action entry in the Land Charges Register |
| ☐ | K12 | Application for cancellation of an entry in the Register under special directions of the Registrar |
| ☐ | K13 | Application for cancellation of a Land Charge of Class F |
| ☐ | K15 | Application for an Official Search (not applicable to registered land) |
| ☐ | K16 | Application for an Official Search (Bankruptcy only) |
| ☐ | K19 | Application for an Office Copy of an Entry in the Register |
| ☐ | K20 | Application for a Certificate of the cancellation of an Entry in the Register |

Requisitions

| | | | |
|---|---|---|---|
| † | ☐ | LLC1 | Requisition for search and official certificate of search, with duplicate – Register of local land charges |

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# LAND REGISTRY

Agricultural Credits Act

| | | |
|---|---|---|
| ☐ | AC1 | Application for registration in farmer's name |
| ☐ | AC2 | Application for registration in name of an Agricultural Society |
| ☐ | AC3 | Application for cancellation of an entry in the register on proof of discharge |
| ☐ | AC4 | Application for a certificate that a registration has been cancelled |
| ☐ | AC5 | Application for a certified copy of the memorandum filed in the Register of Agricultural Charges under the Act |
| ☐ | AC6 | Application for an official search |
| ☐ | AC7 | Application for the rectification of an entry in the register |

Applications

| | | |
|---|---|---|
| ☐ | LRACD | Application for approval of a standard form of charge deed and allocation of official Land Registry reference |
| ☐ | LRADV1 | Application for registration of a person in adverse possession under Schedule 6 to the Land Registration Act 2002 |
| ☐ | LRADV2 | Application to be registered as a person to be notified of an application for adverse possession |
| ☐ | LRAN1 | Application to enter an agreed notice |
| ☐ | LRAP1 | Application to change the register |
| ☐ | LRCCD | Application to cancel a caution against dealings |
| ☐ | LRCCT | Application to cancel a caution against first registration |
| ☐ | LRCH2 | Application to enter an obligation to make further advances |
| ☐ | LRCH3 | Application to note agreed maximum amount of security |
| ☐ | LRCIT | Application in connection with court proceedings, insolvency and tax liability |
| ☐ | LRCN1 | Application to cancel a notice (other than a unilateral notice) |
| ☐ | LRDB | Application to determine the exact line of a boundary |
| ☐ | LRDJP | Application to remove from the register the name of a deceased joint proprietor |
| ☐ | LRDS2 | Application to cancel entries relating to a registered charge |
| ☐ | LRDS2E | Application to cancel entries relating to a registered charge (electronic notification) |
| ☐ | LREX1 | Application for the registrar to designate a document as an exempt information document |
| ☐ | LREX3 | Application to remove the designation of a document as an exempt information document |
| ☐ | LRFR1 | Application for first registration |
| ☐ | LRHR1 | Application for registration of a notice of home rights |
| ☐ | LRHR2 | Application for renewal of registration in respect of home rights |
| ☐ | LRPIC | Application for a personal inspection under section 66 of the Land Registration Act 2002 |
| ☐ | LRRX1 | Application to enter a restriction |
| ☐ | LRRX2 | Application for an order that a restriction be disapplied or modified |
| ☐ | LRRX3 | Application to cancel a restriction |
| ☐ | LRRX4 | Application to withdraw a restriction |
| ☐ | LRSC | Application for noting the overriding priority of a statutory charge |
| ☐ | LRST5 | Statement of truth in support of an application to cancel a Form A restriction |
| ☐ | LRSEV | Application to enter Form A restriction on severance of joint tenancy by agreement or notice |
| ☐ | LRUN1 | Application to enter a unilateral notice |
| ☐ | LRUN2 | Application to remove a unilateral notice |
| ☐ | LRUN3 | Application to be registered as beneficiary of an existing unilateral notice |

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| | | |
|---|---|---|
| □ | LRUN4 | Application for the cancellation of a unilateral notice by a person who is (or is entitled to be) the registered proprietor |
| □ | LRUT1 | Application for upgrading of title |
| □ | LRWCT | Application to withdraw a caution |

Applications for Copies

| | | |
|---|---|---|
| □ | LREX2 | Application for official copy of an exempt information document |
| □ | LRHC1 | Application for copies of historical edition(s) of the register/title plan held in electronic form |
| □ | LROC1 | Application for official copies of register/plan or certificate in Form CI |
| □ | LROC2 | Application for official copies of documents only |

Applications for Searches

| | | |
|---|---|---|
| □ | LROS1 | Application by purchaser for official search with priority of the whole of the land in a registered title or a pending first registration application |
| □ | LROS2 | Application by purchaser for official search with priority of part of the land in a registered title or a pending first registration application |
| □ | LROS3 | Application for official search without priority of the land in a registered title |
| □ | LRHR3 | Application by mortgagee for official search in respect of home rights |
| □ | LRPN1 | Application for a search in the index of proprietors' names |
| □ | LRSIF | Application for an official search of the index of relating franchises and manors |
| □ | LRSIM | Application for an official search of the index map |

Assent forms

| | | |
|---|---|---|
| □ | LRAS1 | Assent of whole of registered title(s) by personal representative(s) |
| □ | LRAS2 | Assent of charge by personal representative(s) |
| □ | LRAS3 | Assent of part of registered title(s) by personal representative(s) |

Cautions

| | | |
|---|---|---|
| □ | LRCT1 | Caution against first registration |

Certificates

| | | |
|---|---|---|
| □ | LRID1 | Certificate of identity for a private individual |
| □ | LRID2 | Certificate of identity for a body corporate |

Charges

| | | |
|---|---|---|
| □ | LRCH1 | Legal charge of a registered estate |
| □ | LRDS1 | Cancellation of entries relating to a registered charge |
| □ | LRDS3 | Release of part of the land from a registered charge |

General

| | | |
|---|---|---|
| □ | CDA2 | File Records of Outline Application |
| □ | LRCC | Entry of a note of consolidation of charges |
| □ | LRCOG1 | Updating registered owners' contact address |
| □ | LRCOG2 | Change of Name of Owner |
| □ | LRCS | Continuation sheet for use with application and disposition forms |
| □ | LRDI | Disclosable overriding interests |
| □ | LRDL | List of documents |
| □ | LREX1A | Reasons for exemption in support of an application to designate a document as an exempt information document |
| □ | LRHR4 | Cancellation of a home rights notice |
| □ | LRJO | Trust Information: to accompany an application where declaration of trust panel has not been completed |
| □ | LRNAP | Notice to the registrar in respect of an adverse possession application |
| □ | LRPRD1 | Request for the production of documents |
| □ | LRPRD2 | Notice to produce a document under section 75 of the Land Registration Act 2002 and rule 201 of the Land Registration Rules 2003 |
| □ | LRRD1 | Request for the return of original document(s) |
| □ | LRRQ | Request for a restriction by owner(s) not living at the property |
| □ | LRRQ(Co) | Request for a restriction by a company |

Leases

| | | | |
|---|---|---|---|
| † | □ | LRS1A | Prescribed Clauses Lease (Schedule 1A of the Land Registration Rules 2003) |

Power of Attorney
*The following forms are also copied into the Conveyancing group in the catalogue for reference.*

| | | | |
|---|---|---|---|
| † | □ | LR61 | Certificate as to execution of power of attorney (Land Registration Rules 2003, rule 61) (Form 1) |
| † | □ | LR62A | Statutory declaration as to non-revocation of lasting power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR62B | Certificate as to non-revocation of lasting power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR62C | Statement of truth as to non-revocation of lasting power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR62D | Statutory declaration as to non-revocation of enduring power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR62E | Certificate as to non-revocation of enduring power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR62F | Statement of Truth as to non-revocation of enduring power of attorney where power is more than 12 months old at the date of disposition (Land Registration Rules 2003, rule 62) (Form 2) |
| † | □ | LR63A | Statutory declaration in support of power delegating trustees' functions to a beneficiary (Land Registration Rules 2003, rule 63) (Form 3) |

| | | | |
|---|---|---|---|
| † | □ | LR63B | Certificate in support of power delegating trustees' functions to a beneficiary (Land Registration Rules 2003, rule 63) (Form 3) |
| † | □ | LR63C | Statement of truth in support of power delegating trustees' functions to a beneficiary (Land Registration Rules 2003, rule 63) (Form 3) |

Public Sector Disposal Forms

| | | | |
|---|---|---|---|
| | □ | PSD1 | Certificate of Title to a House (For use on a conveyance of the freehold) (Formerly Form RB1) |
| | □ | PSD2 | Certificate of Title to a House or Flat (For use on the grant of a lease where the landlord owns the freehold) (Formerly Form RB2) |
| | □ | PSD103 | Certificate by a Private Sector Landlord that Land is not subject to any Rights of a Qualifying Person in respect of a Preserved Right to Buy |

Statements

| | | | |
|---|---|---|---|
| | □ | LRST1 | Statement of truth in support of an application for registration based upon adverse possession |
| | □ | LRST2 | Statement of truth in support of an application based upon adverse possession of a rentcharge |
| | □ | LRST3 | Statement of truth in support of an application for registration of land based upon lost or destroyed title deeds |
| | □ | LRST4 | Statement of truth in support of an application for registration and/or noting of a prescriptive easement |

Transfers

| | | | |
|---|---|---|---|
| | □ | LRTP1 | Transfer of part of registered title(s) |
| ♦ | □ | LRTP1(S) | Transfer of part of registered title(s) (adapted version without notes) |
| | □ | LRTP2 | Transfer of part registered title(s) under power of sale |
| | □ | LRTR1 | Transfer of whole of registered title(s) |
| ♦ | □ | LRTR1(S) | Transfer of whole of registered title(s) (adapted version without notes) |
| | □ | LRTR2 | Transfer of whole of registered title(s) under power of sale |
| | □ | LRTR4 | Transfer of a charge or portfolio of charges |
| | □ | LRTR5 | Transfer of portfolio of titles (whole or part) |

Transfers (word templates)

| | | | |
|---|---|---|---|
| *W* | □ | **LRTP1e** | **Transfer of part of registered title(s) (MS Word 2003 version)** |
| *W* | □ | **LRTP1(S)e** | **Transfer of part of registered title(s) (adapted version without notes)** |
| *W* | □ | **LRTP2e** | **Transfer of part of registered title(s) under power of sale (MS Word 2003 version)** |
| *W* | □ | **LRTR1e** | **Transfer of whole of registered title(s) (MS Word 2003 version)** |
| *W* | □ | **LRTR1(S)e** | **Transfer of whole of registered title(s) (adapted version without notes) (MS Word 2003 version)** |
| *W* | □ | **LRTR2e** | **Transfer of whole of registered title(s) under power of sale(MS Word 2003 version)** |
| *W* | □ | **LRTR4e** | **Transfer of a charge or portfolio of charges (MS Word 2003 version)** |
| *W* | □ | **LRTR5e** | **Transfer of portfolio of titles (whole or part) (MS Word 2003 version)** |

## LAND REGISTRY – COMMONHOLD REGISTRATION

Applications

| | | | |
|---|---|---|---|
| † | □ | CM1 | Application to register a freehold estate in commonhold land |
| † | □ | CM2 | Application for the freehold estate to cease to be registered as a freehold estate in commonhold land during the transitional period |
| † | □ | CM3 | Application for the registration of an amended commonhold community statement and/or altered memorandum and articles of association |
| † | □ | CM4 | Application to add land to a commonhold registration |
| † | □ | CM5 | Application for the termination of a commonhold registration |
| † | □ | CM6 | Application for the registration of a successor commonhold association |
| † | □ | COV | Application for registration with unit-holders |

Consents

| | | | |
|---|---|---|---|
| † | □ | CON1 | Consent to the registration of land as commonhold land |
| † | □ | CON2 | Consent to an application for the freehold estate to cease to be registered as a freehold estate in commonhold land during the transitional period |

Notices

| | | | |
|---|---|---|---|
| † | □ | COE | Notification of change of extent of a commonhold unit over which there is a registered charge |
| † | □ | SR1 | Notice of surrender of development right(s) |

# LANDLORD AND TENANT (ENGLAND AND WALES)

❶ indicates a form suitable for use in England only
❸ indicates a form suitable for use in Wales only *(certain conditions apply)*

Acceptance forms

| | | | |
|---|---|---|---|
| ♦ | □ | LT45(Long) | Acceptance of Landlord's offer with schedule for qualifying Tenants (Section 6 of the Landlord and Tenant Act 1987) |
| ♦ | □ | LT45(Short) | Acceptance of Landlord's Offer (Section 6 of the Landlord and Tenant Act 1987) |

Acknowledgments

| | | | |
|---|---|---|---|
| †♦ | □ | LT506 | Acknowledgment of Service by Tenant (Part 8 claim) where the claim is an unopposed claim under section 24 of the Landlord and Tenant Act 1954 Part 2 (CPR Part 56 and PD 56: 3.11) |
| †♦ | □ | LT506A | Acknowledgment of Service by Landlord (Part 8 claim) where the claim is an unopposed claim under section 24 of the Landlord and Tenant Act 1954 Part 2 (CPR Part 56 and PD 56: 3.10) |

Agricultural Holdings Act

| | | | |
|---|---|---|---|
| | □ | LTAHA1 | Notice to tenant to pay rent due (Agricultural Holdings Act 1986) |
| | □ | LTAHA2 | Notice to tenant to remedy breach of tenancy by doing work of repair, maintenance or replacement (Agricultural Holdings Act 1986) |
| | □ | LTAHA3 | Notice to tenant to remedy breach of tenancy (not being a notice requiring the doing of any work of repair, maintenance or replacement) (Agricultural Holdings Act 1986) |

Applications

| | | | |
|---|---|---|---|
| †♦ | □ | LT508 | Application Notice for interim rent in Landlord and Tenant claim – PD 56: 3.17 and 3.18 |

Assured Tenancies and Agricultural Occupancies

| | | | |
|---|---|---|---|
| ♦ | □ | AGR634 | Agreement for letting an unfurnished house on an assured tenancy |
| ♦ | □ | AGR635 | Agreement for letting a furnished house on an assured tenancy |
| ♦ | □ | AGR636 | Agreement for letting an unfurnished flat on an assured tenancy |
| ♦ | □ | AGR637 | Agreement for letting a furnished flat on an assured tenancy |
| ❸ | □ | LTA1 | Notice proposing different terms for a Statutory Periodic Tenancy (Form 1) – Housing Act 1988, Section 6(2) |
| ❸ | □ | LTA2 | Application referring Notice proposing different terms for a Statutory Periodic Tenancy to a Rent Assessment Committee for premises (Form 2) - Housing Act 1988, Section 6(3) |
| ❸ | □ | LTA3(E) | Notice Seeking Possession of a Property Let on an Assured Tenancy or an Assured Agricultural Occupancy (ENGLAND) (Form 3) - Housing Act 1988, Section 8 property |
| | □ | LTA4(E) | Landlord's Notice proposing a new rent under an Assured Periodic Tenancy of premises situated in England (Form 4B) - Housing Act 1988 section 13(2) |
| ❸ | □ | LTA4D | Landlord's Notice proposing a new rent under an Assured Periodic Tenancy of premises situated in Wales (Form 4D) |
| ❸ | □ | LTA4E(W) | Landlord's or Licensor's Notice proposing a new rent or licence fee under an Assured Agricultural Occupancy of premises situated in Wales. (Form 4E) |
| | □ | LTA5(E) | Landlord's or Licensor's Notice proposing a new rent or licence fee under an Assured Agricultural Occupancy of premises situated in England (Form 5) - Housing Act 1988 section 13(2) |
| ❶ | □ | LTA6 | Application referring a Notice proposing a new rent under an Assured Periodic Tenancy or Agricultural Occupancy to a Tribunal - Housing Act 1988, section 13(4) (Form 6) |
| | □ | LTA7 | Application to a Tribunal for a determination of a rent under an Assured Shorthold Tenancy- Housing Act 1988 section 22(1) as amended by section 100 of the Housing Act 1996 (Form 7) |
| | □ | LTA8 | Tenant's notice proposing that an Assured Tenancy be replaced by an Assured Shorthold Tenancy - Housing Act 1988 Schedule 2A (Form 8) |
| | □ | LTA9 | Landlord's notice proposing an Assured Shorthold Tenancy where the tenancy meets the Conditions for an Assured Agricultural Occupancy - Housing Act 1988 schedule 2A (Form 9) |

Assignment

| | | | |
|---|---|---|---|
| ♦ | □ | LT66 | Assignment of tenant's arrears to new landlord (all arrears) |
| ♦ | □ | LT66A | Notice to tenant of assignment of tenant's arrears to new landlord (all arrears) |
| ♦ | □ | LT67 | Assignment of tenant's arrears to new landlord (specified arrears) |
| ♦ | □ | LT67A | Notice to tenant of assignment of tenant's arrears to new landlord (specified arrears) |

Claim Forms

| | | | |
|---|---|---|---|
| †♦ | □ | LT501 | Claim form (CPR Part 7) for the grant of a new tenancy under section 24 of the Landlord and Tenant Act 1954 (CPR Part 56 and PD56: 3.5) Tenant's application - opposed |
| †♦ | □ | LT502 | Claim form (CPR Part 7) for termination of a tenancy under section 29(2) of the Landlord and Tenant Act 1954 (CPR Part 56 and PD56: 3.9) Landlord's application - opposed |
| †♦ | □ | LT503 | Claim Form (CPR Part 8) for the grant of a new tenancy under section 24 of Part 2 of the Landlord and Tenant Act 1954 (CPR Part 56 and PD 56: 3.5) Tenant's application - unopposed |
| †♦ | □ | LT503A | Claim Form (CPR Part 8) for the grant of a new tenancy under section 24 of Part 2 of the Landlord and Tenant Act 1954 (CPR Part 56 and PD 56: 3.7) Landlord's application - unopposed |
| †♦ | □ | LT504 | Claim Form (CPR Part 8) by Tenant for the determination of interim rent under section 24 C or D of Part 2 of the Landlord and Tenant Act 1954 (CPR Part 56 and PD 56: 3.19) |
| †♦ | □ | LT504A | Claim Form (CPR Part 8) by Landlord for the determination of interim rent under section 24 C or D of Part 2 of the Landlord and Tenant Act 1954 (CPR Part 56 and PD 56: 3.19) |

Defence forms

| | | | |
|---|---|---|---|
| †♦ | □ | LT507 | Tenant's Defence (CPR Part 56) |
| †♦ | □ | LT507A | Landlord's Defence (CPR Part 56) |

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General

| | | | |
|---|---|---|---|
| † | □ | LT6 | Landlord's Withdrawal of Notice Terminating Tenancy (Section 44) |
| †♦ | □ | LT397A | Certificate concerning claim for new tenancy in the High Court – CPR Part 56 and PD 56 |
| †*W* | □ | **LTDSCe** | **Schedule of dilapidations where prepared by the landlord (the Dilapidations Protocol, Annex C)** |
| ❶ | □ | LTMH1 | Written statement of terms for mobile home site (England) |

Landlord and Tenant (Covenants) Act 1995

| | | | |
|---|---|---|---|
| | □ | LTC1 | Notice to Former Tenant or Guarantor of Intention to Recover Fixed Charge (Form 1) |
| | □ | LTC2 | Further Notice to Former Tenant or Guarantor of Revised Amount Due in respect of a Fixed Charge (Form 2) |
| | □ | LTC3 | Landlord's Notice Applying for Release from Landlord Covenants of a Tenancy on Assignment of Whole of Reversion (Form 3) |
| | □ | LTC4 | Landlord's Notice Applying for Release from Landlord Covenants of a Tenancy on Assignment of Part of Reversion (Form 4) |
| | □ | LTC5 | Former Landlord's Notice Applying for Release from Landlord Covenants of a Tenancy (Form 5) |
| | □ | LTC6 | Former Landlord's Notice Applying for Release from Landlord Covenants of a Tenancy (Former Landlord having Assigned Part of Reversion (Form 6) |
| | □ | LTC7 | Joint Notice by Tenant and Assignee for Binding Apportionment of Liability under Non-Attributable Tenant Covenants of a Tenancy on Assignment of Part of Property (Form 7) |
| | □ | LTC8 | Joint Notice by Landlord and Assignee for Binding Apportionment of Liability under Non-Attributable Landlord Covenants of a Tenancy on Assignment of Part of Reversion (Form 8) |

Landlord and Tenant (Secure Tenancies)

| | | | |
|---|---|---|---|
| ♦ | □ | LT24 | Notice of Seeking Possession – periodic secure tenancy [Housing Act 1985, Section 83] – where the grounds do not include Ground 2 |
| ♦ | □ | LT24A | Notice of Seeking Possession – periodic secure tenancy [Housing Act 1985, Section 83] – where the grounds include Ground 2 |
| ♦ | □ | LT25 | Notice of seeking possession – forfeiture of fixed term secure tenancy [Housing Act 1985, Section 83] – where the grounds do not include Ground 2 |
| ♦ | □ | LT25A | Notice of seeking possession – forfeiture of fixed term secure tenancy [Housing Act 1985, Section 83] – where the grounds include Ground 2 |
| | □ | LT51 | Notice of Seeking Possession (Housing Act 1985, Section 83 – Secure Tenancies) |
| | □ | LT52 | Notice of Seeking Termination of Tenancy and Recovery of Possession (Housing Act 1985, Section 83 – Secure Tenancies) |
| ❶ | □ | LT53 | Notice Before Proceedings for a Demotion Order (England) (Housing Act 1985, Section 83 – Secure Tenancies) |
| ❸ | □ | LT53(W) | Notice Before Proceedings for a Demotion Order (Wales) (Housing Act 1985, Section 83 – Secure Tenancies) (Wales) |

Leasehold Reform Act 1967

| | | | |
|---|---|---|---|
| ❶ | □ | LRA1 | Notice of tenant's claim to acquire the freehold or an extended lease (England) (Form 1) |
| ❸ | □ | LRA1(W) | Notice of tenant's claim to acquire the freehold or an extended lease (Wales) (Form 1) |
| ❶ | □ | LRA2 | Notice of tenant's claim under section 28(1)(b)(ii) (England) (Form 2) |
| ❸ | □ | LRA2(W) | Notice of tenant's claim under section 28(1)(b)(ii) (Wales) (Form 2) |
| ❶ | □ | LRA3 | Notice in reply to tenant's claim (England) (Form 3) |
| ❸ | □ | LRA3(W) | Notice in reply to tenant's claim (Wales) (Form 3) |

Leasehold Reform, Housing and Urban Development Act 1993

| | | | |
|---|---|---|---|
| ♦ | □ | LRHUD1 | Tenant's Claim to a New Lease – to Landlord Only (section 42 of the Leasehold Reform Housing and Urban Development Act 1993) |
| ♦ | □ | LRHUD1A | Tenant's Claim to a New Lease – to Landlord and Third Party (section 42 of the Leasehold Reform Housing and Urban Development Act 1993) |
| ♦ | □ | LRHUD2 | Landlord's Counter-Notice to Tenant's Claim to a New Lease – Admitting Claim (section 45) |
| ♦ | □ | LRHUD2A | Landlord's Counter-Notice to Tenant's Claim to a New Lease – Not Admitting Claim (section 45) |
| ♦ | □ | LRHUD2B | Landlord's Counter-Notice to Tenant's Claim to a New Lease – Admitting Claim But Intending to Redevelop (section 45) |
| ♦ | □ | LRHUD2C | Landlord's Counter-Notice to Tenant's Claim to a New Lease – Not Admitting Claim and Intending to Redevelop (section 45) |
| ♦ | □ | LRHUD3 | Tenant's Notice to Obtain Information – to Immediate Landlord (section 41 (1)) |
| ♦ | □ | LRHUD3A | Tenant's Notice to Obtain Information – to Immediate Landlord's Rent Collecting Agent (section 41(1)) |
| ♦ | □ | LRHUD4 | Tenant's Notice to Obtain Information – to Superior Landlord Owning Freehold (section 41(3)) |
| ♦ | □ | LRHUD5 | Tenant's Notice to Obtain Information – to Superior Landlord Owning Leasehold (section 41(3)) |
| ♦ | □ | LRHUD6 | Tenant's Notice to Obtain Information – to Immediate Landlord (section 11 (1)) |
| ♦ | □ | LRHUD6A | Tenant's Notice to Obtain Information – to Immediate Landlord's Rent Collecting Agent (section 11 (1)) |
| ♦ | □ | LRHUD7 | Tenant's Notice to Obtain Information – to Freeholder (section 11(3)) |
| ♦ | □ | LRHUD8 | Tenant's Notice to Obtain Further Information – to Freeholder (section 11(4), (5)) |
| ♦ | □ | LRHUD9 | Tenant's Notice to Obtain Information – to Tenants or Licensees (section 11(4), (5)) |
| ♦ | □ | LRHUD10 | Tenants' Initial Notice Claiming Collective Enfranchisement (section 13) |
| ♦ | □ | LRHUD10A | Continuation Sheet of Schedule of Qualifying Tenants |
| ♦ | □ | LRHUD10B | Continuation Sheet |
| ♦ | □ | LRHUD11 | Reversioner's Notice Exercising Right to Access (section 17) |
| ♦ | □ | LRHUD12 | Landlord's Notice Exercising Right to Access (section 17) |
| ♦ | □ | LRHUD13 | Reversioner's Notice Requiring Evidence of Tenant's Right to Participate (section 20) |
| ♦ | □ | LRHUD14 | Reversioner's Counter-Notice to Initial Notice – Admitting Claim (section 21) |
| ♦ | □ | LRHUD14A | Reversioner's Counter-Notice to Initial Notice – Admitting Claim But Intending to Redevelop (section 21) |
| ♦ | □ | LRHUD14B | Reversioner's Counter-Notice to Initial Notice – Not Admitting Claim (section 21) |
| ♦ | □ | LRHUD14C | Reversioner's Counter-Notice to Initial Notice – Not Admitting Claim and Intending to Redevelop (section 21) |
| ♦❶ | □ | LRHUD15 | Landlord's Request to Tenant Claiming a New Lease to Deduce Title (England) |
| ♦❸ | □ | LRHUD15(W) | Landlord's Request to Tenant Claiming a New Lease to Deduce Title (Wales) |
| ♦❶ | □ | LRHUD16 | Landlord's Request for Deposit from Tenant Claiming a New Lease (England) |

| | | | |
|---|---|---|---|
| ♦❸ | □ | LRHUD16(W) | Landlord's Request for Deposit from Tenant Claiming a New Lease (Wales) |
| ♦ | □ | LRHUD17 | Notice terminating appointment of nominee purchaser |
| ♦ | □ | LRHUD18 | Notice of resignation of nominee purchaser |
| ♦ | □ | LRHUD19 | Notice by participating tenants of withdrawal of claim to exercise the right to collective enfranchisement under section 28 of the Leasehold Reform, Housing and Urban Development Act 2003 |
| ♦ | □ | LRHUD20 | Notice of withdrawal of notice under section 52 of the Leasehold Reform, Housing and Urban Development Act 2003 |

Licence forms

| | | | |
|---|---|---|---|
| | □ | AGR7 | Agreement for Office Facilities |
| | □ | BT11 | Short Term Business Letting of Part of Building |
| | □ | BT12 | Short Term Business Letting of Whole Building |
| †♦ | □ | LTL1 | Licence to Assign |
| †♦ | □ | LTL2 | Licence to Assign with new guarantor |
| †♦ | □ | LTL3 | Licence to Assign with authorised guarantee agreement |
| †♦ | □ | LTL4 | Licence to Assign with authorised guarantee agreement and new guarantor |
| †♦ | □ | LTL5 | Licence to Sublet whole of premises |
| †♦ | □ | LTL6 | Licence to Sublet part of premises |
| †♦ | □ | LTL7 | Licence to Change Use |
| †♦ | □ | LTL8 | Licence for Alterations |
| †♦ | □ | LTL9 | Licence for Alterations to be carried out by a subtenant |
| | □ | LTL10 | Licence to Occupy Whole Building |
| | □ | LTL11 | Licence to Occupy Part of Building |

Long Residential Tenancies

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| ❶ | □ | LRT1 | Landlord's Notice Terminating Long Residential Tenancy and Proposing Assured Tenancy (England) (Form 1) |
| ❸ | □ | LRT1(W) | Landlord's Notice Terminating Long Residential Tenancy and Proposing Assured Tenancy (Wales) (Form 1) |
| ❶ | □ | LRT2 | Landlord's Notice Terminating Long Residential Tenancy and Seeking Possession (England) (Form 2) |
| ❸ | □ | LRT2(W) | Landlord's Notice Terminating Long Residential Tenancy and Seeking Possession (Wales) (Form 2) |
| | □ | LRT3 | Landlord's Notice Proposing an Interim Monthly Rent after Notice Terminating Long Residential Tenancy (Form 3) |
| | □ | LRT4 | Tenant's Notice Proposing Different Terms or Rent for an Assured Tenancy (Form 4) |
| | □ | LRT5 | Landlord's Application Referring Tenant's Notice Proposing Different Terms or Rent for a Proposed Assured Tenancy to a Tribunal |
| | □ | LRT7 | Landlord's Notice Requiring Information about Sub-tenancies of Residential Property |
| | □ | LRT8 | Landlord's Notice Requiring Consent of Other Landlord to Notice Terminating Long Residential Tenancy |
| | □ | LRT9 | Landlord's Notice Requiring Consent of Other Landlord to Agreement with Tenant under Schedule 10 to Local Government and Housing Act 1989 |

Notices

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| | □ | LT1 | Landlord's Notice Ending a Business Tenancy with Proposals for a New One (Section 25 of the Landlord and Tenant Act 1954) |
| | □ | LT2 | Landlord's Notice Ending a Business Tenancy and Reasons for Refusing a New One (Section 25) |
| † | □ | LT6 | Landlord's Withdrawal of Notice Terminating Tenancy (Section 44) |
| | □ | LT6A | Notice seeking possession of a property let on an Assured Shorthold Tenancy, Housing Act 1988, section 21(1) and (4) for tenancies in England created on or after 1 October 2015 ENGLAND ONLY |
| | □ | LT7 | Landlord's Notice Ending a Business Tenancy (With Reasons for Refusing a New Tenancy) Where the Leasehold Reform Act 1967 May Apply (Section 25) (Paragraph 10 of Schedule 3 to the Leasehold Reform Act 1967) |
| | □ | LT8 | Notice Ending a Business Tenancy on Public Interest Grounds (Section 25 and 57) |
| | □ | LT9 | Notice Ending a Business Tenancy Where a Change is Required at a Future Date and the Landlord Opposes a New Tenancy (Section 25 and 57) |
| | □ | LT10 | Notice Ending a Business Tenancy Where a Change is Required at a Future Date and the Landlord Does Not Oppose a New Tenancy (Section 25 and 57) |
| | □ | LT11 | Notice Ending a Business Tenancy on Grounds of National Security and Without the Option to Renew (Section 25 and 58) |
| | □ | LT12 | Notice Ending a Business Tenancy Where the Property is Required for Regeneration (Sections 25, 58 and 60) |
| | □ | LT13 | Notice Ending a Business Tenancy on Public Interest Grounds Where the Leasehold Reform Act 1967 May Apply (Sections 25 and 57) (Paragraph 10 of Schedule 3 to the Leasehold Reform Act 1967) |
| | □ | LT14 | Notice Ending a Business Tenancy on Public Interest Grounds Where a Change is Required at a Future Date and Where the Leasehold Reform Act 1967 May Apply (Sections 25 and 57) (Paragraph 10 of Schedule 3 to the Leasehold Reform Act 1967) |
| | □ | LT15 | Notice Ending a Business Tenancy Where the Property is Required for Regeneration and the Leasehold Reform Act 1967 May Apply (Sections 25, 58 and 60) (Paragraph 10 of Schedule 3 to the Leasehold Reform Act 1967) |
| | □ | LT16 | Notice Ending a Business Tenancy of Welsh Development Agency Premises Where the Property is Required for Employment Purposes (Sections 25, 58 and 60A) |
| | □ | LT17 | Notice Ending a Business Tenancy of Welsh Development Agency Premises Where the Property is Required for Employment Purposes and the Leasehold Reform Act 1967 May Apply (Sections 25, 58 And 60A) (Paragraph 10 of Schedule 3 to the Leasehold Reform Act 1967) |
| ♦ | □ | LT8A | Notice by landlord that he will oppose tenant's application for new tenancy of business premises |
| ♦ | □ | LT19 | Notice that Proceedings for Possession may be brought under Case 19 in Part II of Schedule 15 Rent Act 1977 |
| ♦ | □ | LT20 | Notice to Quit in respect of a tenancy or premises let as a dwelling |
| ♦ | □ | LT20A | Notice to Determine in respect of a licence to occupy premises as a dwelling |
| ♦ | □ | LT20B | Notice Requiring Possession of property let on a fixed term assured shorthold tenancy (section 21(1)(b) Housing Act 1988) ENGLAND AND WALES |
| ♦ | □ | LT20C | Notice Requiring Possession of property let on a periodic assured shorthold tenancy (section 21(4)(a) Housing Act 1988) ENGLAND AND WALES |
| ♦ | □ | LT20D | Notice to intended assured tenant that landlord has occupied the property as his home (Ground 1 of Schedule 2 Housing Act 1988) |
| ♦ | □ | LT20E | Notice to intended assured tenant of property which is mortgaged (Ground 2 of Schedule 2 Housing Act 1988) |
| ♦ | □ | LT20F | Notice to intended assured tenant of property previously used as holiday accommodation (Ground 4 of Schedule 2 Housing Act 1988) |

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| ♦ | □ | LT20G | Notice to intended assured tenant of property previously used as student accommodation (Ground 1 of Schedule 2 Housing Act 1988) |
| ♦ | □ | LT20H | Notice to intended assured tenant of property held for occupation by a minister of religion (Ground 5 of Schedule 2 Housing Act 1988) |
| ♦ | □ | LT20J | Notice Requiring Possession - Periodic Assured Shorthold Tenancy - tenancies terminable on notice longer than two months |
| †♦ | □ | LT21 | Notice of Assignment of Lease |
| ♦ | □ | LT21A | Notice of Assignment of Landlord's Interest |
| †♦ | □ | LT22 | Notice of Mortgage of Lease |
| †♦ | □ | LT23 | Notice of Subletting |
| ♦ | □ | LT27A | Tenant's Notice that Tenancy is not to continue – Section 27(1) Landlord and Tenant Act 1954 |
| ♦ | □ | LT27B | Tenant's Notice to end a Continuation Tenancy – Section 27(2) Landlord and Tenant Act 1954 |
| † | □ | LT28 | Mortgagee's notice of execution of possession order (Mortgage Repossessions (Protection of Tenants etc) Act 2010) |
| ♦ | □ | LT31 | Notification of giving Notice to Quit relating to a dwelling in a Housing Action Area |
| ♦ | □ | LT32 | Notification that a tenancy of a dwelling in a Housing Action Area is about to expire |
| ♦ | □ | LT33 | Notification of the intended disposal of a dwelling in a Housing Action Area |
| ♦ | □ | LT40 | Landlord's notification of address for service of notices (Section 48(1) of the Landlord and Tenant Act 1987) |
| ♦ | □ | LT40A | Landlord's advance notification of change of address for service of notices (Section 48(1) of the Landlord and Tenant Act 1987) |
| ♦ | □ | LT46 | Notice of Breach of Tenant's Obligations (Section 146 of Law of Property Act 1925) |
| ♦ | □ | LT47 | Notice of new tenancy not to be a shorthold tenancy (Section 20(5) of the Housing Act 1988) |
| ♦ | □ | LT146(M) | Notification to Mortgagee of Landlord's Notice of Breach (section 146 of Law of Property Act 1925) |
| ❶ | □ | LT60 | Notice of Insurance Cover (England) (Commonhold and Leasehold Reform Act 2002) |
| ❸ | □ | LT60(W) | Notice of Insurance Cover (Wales) (Commonhold and Leasehold Reform Act 2002) |
| †❶ | □ | LT61 | Notice to Long Leaseholders of Rent Due (England) Common and Leasehold Reform Act 2002 section 166 |
| ❸ | □ | LT61(W) | Notice to Long Leaseholders of Rent Due (Wales) Common and Leasehold Reform Act 2002 section 166 |
| †♦ | □ | LT63 | Rent Review Memorandum |
| ❶ | □ | LT64 | Service Charges – Summary of tenants' rights and obligations (England) |
| ❸ | □ | LT64(W) | Service Charges – Summary of tenants' rights and obligations (Wales) – Taliadau Gwasanaeth – Crynodeb o hawliau a rhwymedigaethau tenantiaid (Cymraeg) |
| ❶ | □ | LT65 | Administration Charges – Summary of tenants' rights and obligations (England) |
| ❸ | □ | LT65(W) | Administration Charges – Summary of tenants' rights and obligations (Wales) - Taliadau Gweinyddol – Crynodeb o hawliau a rhwymedigaethau tenantiaid (Cymraeg) |
| ❸ | □ | LTA7W | Notice by Rent Assessment Committee requiring further information, for premises in Wales (Form 7) |
| ♦ | □ | LTAH1 | Notice to Quit relating to an agricultural holding |
| ♦ | □ | LTS5A | Landlord's Offer Notice (sale by private contract) under Section 5A of the Landlord and Tenant Act 1987 |
| ♦ | □ | LTS5B | Landlord's Offer Notice (sale at public auction) under Section 5B of the Landlord and Tenant Act 1987 |
| ♦ | □ | LTS5C | Landlord's Offer Notice (grant of option or right of pre-emption) under Section 5C of the Landlord and Tenant Act 1987 |
| ♦ | □ | LTS5D | Landlord's Offer Notice (disposal by conveyance not preceded by contract) under Section 5D of the Landlord and Tenant Act 1987 |
| ♦ | □ | LTS5AE | Landlord's Offer Notice (sale by private contract with non monetary consideration) under Sections 5A and 5E of the Landlord and Tenant Act 1987 |
| ♦ | □ | LTS5DE | Landlord's Offer Notice (disposal by conveyance not preceded by contract with non monetary consideration) under Sections 5D and 5E of the Landlord and Tenant Act 1987 |
| ♦ | □ | LTS18 | Notice by Prospective Purchaser to Tenant of Affected Flat (Section 18 Landlord and Tenant Act 1987) |

Regulatory Reform (Business Tenancies)

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| □ | LTBT1 | Notice that Sections 24 to 28 of the Landlord and Tenant Act 1954 are Not to Apply to a Business Tenancy (Schedule 1) |
| □ | LTBT2 | Declaration Prior to Agreement Excluding Security of Tenure (Schedule 2) |
| □ | LTBT3 | Statutory Declaration Prior to Agreement Excluding Security of Tenure (Schedule 2) |
| □ | LTBT4 | Notice that an Agreement to Surrender a Business Tenancy is to be Made (Schedule 3) |
| □ | LTBT5 | Declaration Prior to Agreement to Surrender a Business Tenancy (Schedule 4) |
| □ | LTBT6 | Statutory Declaration Prior to Agreement to Surrender a Business Tenancy (Schedule 4) |

Rent Act

| | | |
|---|---|---|
| □ | LTRA1 | Notice of increase of rent under regulated tenancy where a fair rent has been registered and the increase is NOT subject to the phasing provisions of schedule 8 to the Rent Act 1977 |
| □ | LTRA2 | Notice of increase of rent under regulated tenancy where a fair rent has been registered and the increase is subject to the phasing provisions of schedule 8 to the Rent Act 1977 |
| □ | LTRA4 | Notice of Increase of Unregistered Rent under Regulated Tenancy on Account of Increased Rates |
| □ | LTRA5 | Application for Registration of Fair Rent, Rent Act 1977, section 67 as amended by the Housing Act 1980 |
| □ | LTRA6 | Application for Registration of Fair Rent in the Case of a Statutory Tenancy Arising at the end of a Long Tenancy under Part I of the Landlord and Tenant Act 1954 |
| □ | LTRA7 | Application for Registration of Fair Rent where Dwelling-House Subject to a Statutory Tenancy Under the Rent (Agriculture) Act 1976 |
| □ | LTRA9A | Application for interim registration of fair rent in the case on account of Council Tax (Rent Act 1977 section 67A and Rent (Agricultural) Act 1976 section 13) |
| ♦ □ | LTRA21 | Notice by landlord, being an owner-occupier, to tenant under regulated tenancy as to recovery of possession under Case 11 of Part II of Schedule 15 of the Rent Act 1977 |
| ♦ □ | LTRA23 | Notice by landlord as to recovery of possession of property acquired with a view to occupation on retirement under Case 12 of Part II of Schedule 15 of the Rent Act 1977 |
| ♦ □ | LTRA24 | Notice by landlord as to recovery of possession of holiday accommodation let out of season under Case 13 of Part II of Schedule 15 of the Rent Act 1977 |

Rent Disputes

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| □ | TSRENT1 | Application referring a notice proposing a new rent under an Assured Periodic Tenancy or Agricultural Occupancy, to the Tribunal, section 13(4) Housing Act 1988 as amended |

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| | □ | TSRENT2 | Application to the Tribunal for determination of a rent under an Assured Shorthold Tenancy, section 22(1) Housing Act 1988 as amended by section 100 Housing Act 1996 |
| | □ | TSRENT3 | Application referring a notice proposing different terms for a Statutory Periodic Tenancy to the Tribunal, section 6(3) Housing Act 1988 |

Requests

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|---|---|---|---|
| | □ | LT3 | Tenant's Request for a New Business Tenancy (Section 26 of the Landlord and Tenant Act 1954) |
| | □ | LT4 | Landlord's Request for Information about Occupation and Sub-tenancies of business premises (Section 40(1) Landlord and Tenant Act 1954) |
| | □ | LT5 | Tenant's Request for Information from Landlord or Landlord's Mortgagee About Landlord's Interest (Section 40(3)) |
| ♦ | □ | LT44 | Tenant's request for a summary of costs (Section 21 of the Landlord and Tenant Act 1985) |
| ♦ | □ | LT44A | Tenant's request to allow inspection of documents supporting summary of accounts (Section 22 of the Landlord and Tenant Act 1985) |

Right to Buy

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|---|---|---|---|
| | □ | HRTA1 | Tenant's notice of intention to claim the Right to Acquire (RTA1) |
| | □ | HRTA2 | Notice in Reply to the Tenant's Right to Acquire Application (RTA2) |
| | □ | HRTA3 | Offer Notice/Revised Offer Notice following a redetermination by the District Valuer (RTA3) |
| | □ | HRTA4 | Prior Notice, Right To Acquire (RTA4) |
| | □ | HRTA5 | Notice To Complete, Right To Acquire (RTA5) |
| | □ | RTB1 | Notice claiming the Right to Buy (Housing Act 1985, section 122) |
| | □ | RTB2 | Notice in reply to tenant's Right to Buy claim (Housing Act 1985, section 124) |
| | □ | RTB6 | Initial Notice of Delay (Housing Act 1985, section 153A(1)) |
| | □ | RTB7 | Landlord's counter notice (Housing Act 1985, section 153A(3)(b)) |
| | □ | RTB8 | Operative notice of delay (Housing Act 1985, section 153A(5)) |
| ♦ | □ | RTB12A | Landlord's prior notice as to completion (Housing Act 1985 section 140) |
| ♦ | □ | RTB12B | Landlord's final notice to complete (Housing Act 1985 section 141) |
| ♦ | □ | RTB13 | Tenant's notice of matters outstanding (in response to Landlord's prior notice to complete) (section 140) |
| ♦ | □ | RTB14 | Landlord's offer notice (Housing Act 1985 section 125(1) (as amended)) |
| ♦ | □ | RTB15A | Tenant's notice requiring determination of value by district valuer (Housing Act 1985 section 128(2)) |
| ♦ | □ | RTB15B | Tenants Notice requiring Redetermination of value by district valuer (section 128(2) and (3)) |
| ♦ | □ | RTB16 | Landlord's notice of re-determination requirement (Housing Act 1985 section 128(3)) |
| ♦ | □ | RTB17 | Landlord's Notice in Default under Section 125E |
| ♦ | □ | RTB18 | Notice of effect of [re-]determination of value (Housing Act 1985 section 128(5) (as amended)) |
| ♦ | □ | RTB30 | Initial Demolition Notice (schedule 5A) |

Right to Manage

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|---|---|---|---|
| ❶ | □ | RTM1 | Notice of Invitation to Participate in Right to Manage (Schedule 1) (England) |
| ❶ | □ | RTM2 | Claim Notice to acquire the Right To Manage (Schedule 2) (England) |
| ❶ | □ | RTM3 | Counter-notice (Schedule 3) (England) |
| ❸ | □ | RTM1(W) | Notice of invitation to participate in a Right to Manage scheme in relation to premises in Wales |
| ❸ | □ | RTM2(W) | Claim notice, claiming to acquire the right to manage a premises in Wales |
| ❸ | □ | RTM3(W) | Counter-notice that claimant not entitled to acquire the right to manage a premises in Wales |

Surrender

| | | | |
|---|---|---|---|
| †♦ | □ | LSDS | Deed of Surrender of Lease |
| †♦ | □ | LSMS | Memorandum of Surrender of Lease by Operation of Law |
| †♦ | □ | RLSA1 | Agreement for Surrender of Residential Unregistered Lease (Vacant Possession) |
| †♦ | □ | RLSA2 | Agreement for Surrender of Residential Registered Lease (Vacant Possession) |
| †♦ | □ | RLSA3 | Agreement for Surrender of Residential Unregistered Lease (Subject to Underleases) |
| †♦ | □ | RLSA4 | Agreement for Surrender of Residential Registered Lease (Subject to Underleases) |
| †♦ | □ | BLSA1 | Agreement for Surrender of Commercial Unregistered Lease (Vacant Possession) |
| †♦ | □ | BLSA2 | Agreement for Surrender of Commercial Unregistered Lease Business Tenancy (Vacant Possession) |
| †♦ | □ | BLSA3 | Agreement for Surrender of Commercial Unregistered Lease (Subject to Underleases) |
| †♦ | □ | BLSA4 | Agreement for Surrender of Commercial Unregistered Lease Business Tenancy (Subject to Underleases) |
| †♦ | □ | BLSA5 | Agreement for Surrender of Commercial Registered Lease (Vacant Possession) |
| †♦ | □ | BLSA6 | Agreement for Surrender of Commercial Registered Lease Business Tenancy (Vacant Possession) |
| †♦ | □ | BLSA7 | Agreement for Surrender of Commercial Registered Lease (Subject to Underleases) |
| †♦ | □ | BLSA8 | Agreement for Surrender of Commercial Registered Lease Business Tenancy (Subject to Underleases) |

Tenancy Agreements and Guarantees

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|---|---|---|---|
| ♦ | □ | AGR1F | Assured Shorthold Tenancy Agreement (Furnished Flat) |
| ♦ | □ | AGR1FD | Assured Shorthold Tenancy Agreement (Furnished Flat) – Executed as a Deed |
| ♦ | □ | AGR1U | Assured Shorthold Tenancy Agreement (Unfurnished Flat) |
| ♦ | □ | AGR1UD | Assured Shorthold Tenancy Agreement (Unfurnished Flat) – Executed as a Deed |
| ♦ | □ | AGR2F | Assured Shorthold Tenancy Agreement (Furnished House) |
| ♦ | □ | AGR2FD | Assured Shorthold Tenancy Agreement (Furnished House) – Executed as a Deed |
| ♦ | □ | AGR2U | Assured Shorthold Tenancy Agreement (Unfurnished House) |
| ♦ | □ | AGR2UD | Assured Shorthold Tenancy Agreement (Unfurnished House) – Executed as a Deed |
| ♦ | □ | AGR3F | Tenancy Agreement – Company Letting (Furnished Flat) |
| ♦ | □ | AGR3FD | Tenancy Agreement – Company Letting (Furnished Flat) – Executed as a Deed |
| ♦ | □ | AGR3U | Tenancy Agreement – Company Letting (Unfurnished Flat) |
| ♦ | □ | AGR3UD | Tenancy Agreement – Company Letting (Unfurnished Flat) – Executed as a Deed |
| ♦ | □ | AGR4F | Tenancy Agreement – Company Letting (Furnished House) |
| ♦ | □ | AGR4FD | Tenancy Agreement – Company Letting (Furnished House) – Executed as a Deed |
| ♦ | □ | AGR4U | Tenancy Agreement – Company Letting (Unfurnished House) |
| ♦ | □ | AGR4UD | Tenancy Agreement – Company Letting (Unfurnished House) – Executed as a Deed |

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| ♦ | □ | AGR5 | Guarantee for a tenancy agreement |
| ♦ | □ | AGR5D | Guarantee for a tenancy agreement – Executed as a Deed |
| ♦ | □ | AGRTD1 | Tenancy Deposit (Prescribed Information) |
| ♦ | □ | AGRINV1 | Inventory (furnished flat) |
| ♦ | □ | AGRINV2 | Inventory (furnished house) |

# LANDLORD AND TENANT (SCOTLAND)

❷ indicates a form suitable for use in Scotland only *(certain conditions apply)*

Notices

| | | | |
|---|---|---|---|
| ❷ | □ | AT1(L) | Notice under section 17(2) of the Housing (Scotland) Act 1988 proposing terms of a statutory assured tenancy different from the terms of the former tenancy (for use by landlords only) |
| ❷ | □ | AT1(T) | Notice under section 17(2) of the Housing (Scotland) Act 1988 proposing terms of a statutory assured tenancy different from the terms of the former tenancy (for use by tenants only) |
| ❷ | □ | AT2 | Notice under section 24(1) of the Housing (Scotland) Act 1988 of an increase of rent under an assured tenancy |

General

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|---|---|---|---|
| ❷ | □ | TIP(Sc) | Tenant's Information Pack (Scotland) |

# LAW SOCIETY

***Law Society forms are subject to an annual licence fee per site. Price is per annum for each site and for one or for all forms in that set.***

| **Range** | **Form Sets** | **Annual Price per set** (for one form or for the entire set) |
|---|---|---|
| Anti-Money Laundering | AML01-AML11 | £27.56 |
| Conditional Fee Agreements & medical records consent | CFA(PI), CFA(PI)(Notes) & MR2 | *£31.16* |
| Compliance Officer | COLP1-COLP8 & COFA1-COFA5 | *£28.39* |
| Searches and Enquiries | CON29R & CON29O | *£31.16* |
| | CON29DW | *£31.16* |
| | CON29M & CON29E | *£31.16* |
| Conveyancing Quality Scheme | CQS1-CQS8 | *£28.39* |
| Equality and Diversity | E&D1-E&D9 | *£26.85* |
| Experts | IEFP1-IEFP6 | *£16.54* |
| Lexcel | Lexcel forms 6B, 8B, 8C, and 8E | *£17.04* |
| | Lexcel forms CC-CC6 | *£28.78* |
| | Lexcel forms PM1-PM5 | *£28.78* |
| | Lexcel forms RM1-RM6 | *£28.78* |
| Leases | LS1U, LS1R, LS2U & LS2R | *£15.52* |
| Probate | PR50, PR51, PR52, PR53, IB1, IB2 & IB3 | *£15.52* |
| Property information | TA6-TA10 & TA13 | *£119.43* |
| Contract incorporating standard conditions of sale (Residential) | SCS1 | *£31.16* |
| Contract incorporating standard conditions of sale (Commercial) | SCPCS1 | *£31.16* |

COFA - Compliance Officer for Finance and Administration

| | | | |
|---|---|---|---|
| *LS†* | □ | **COFA1** | **SRA guidelines – Accounting procedures and systems checklist (Compliance Officer for Finance and Administration)** |
| *LS†* | □ | **COFA2** | **Matter file review template (Compliance Officer for Finance and Administration)** |
| *LS†* | □ | **COFA3** | **Template for the recording of material breaches internally (Compliance Officer for Finance and Administration)** |
| *LS†* | □ | **COFA4** | **Template for the recording of non material breaches internally (Compliance Officer for Finance and Administration)** |
| *LS†* | □ | **COFA5** | **Examples of key general controls expected to be in place in law firms (Compliance Officer for Finance and Administration)** |

COLP - Compliance Officer for Legal Practice

| | | | |
|---|---|---|---|
| *LS†* | □ | **COLP1** | **Risk register (Compliance Officer for Legal Practice)** |
| *LS†* | □ | **COLP2** | **Compliance gap analysis (Compliance Officer for Legal Practice)** |
| *LS†* | □ | **COLP3** | **Monthly compliance monitoring form (Compliance Officer for Legal Practice)** |
| *LS†* | □ | **COLP4** | **Record of meetings with complaints partner (Compliance Officer for Legal Practice)** |
| *LS†* | □ | **COLP5** | **Internal breach report form (Compliance Officer for Legal Practice)** |
| *LS†* | □ | **COLP6** | **Breach register (Compliance Officer for Legal Practice)** |
| *LS†* | □ | **COLP7** | **Breach review Form (Compliance Officer for Legal Practice)** |
| *LS†* | □ | **COLP8** | **Record of reports submitted to SRA (Compliance Officer for Legal Practice)** |

Conveyancing

| | | | |
|---|---|---|---|
| LS† | □ | LS1U | The Law Society Business Lease (Part of Building) (Unregistered) 2008 |
| LS† | □ | LS1R | The Law Society Business Lease (Part of Building) (Registered) 2008 |
| LS† | □ | LS2U | The Law Society Business Lease (Whole of Building) (Unregistered) 2008 |
| LS† | □ | LS2R | The Law Society Business Lease (Whole of Building) (Registered) 2008 |
| LS† | □ | CON29(R) | Required Enquiries of the Local Authority (2016 Edition) |
| LS† | □ | CON29(O) | Optional Enquiries of the Local Authority (2016 Edition) |
| LS† | □ | CON29DW | Standard Drainage and Water Enquiries (2016) |
| LS† | □ | CON29E | Request for a Search of the Register kept Pursuant to Section 79 of the Rent Act 1977 |
| LS† | □ | CON29M | Coal Mining Search |
| LS† | □ | SCS1 | Contract incorporating the Standard Conditions of Sale (Fifth Edition) |
| LS† | □ | SCS(Notes) | Explanatory notes on the Standard Conditions of Sale (Fifth Edition) |
| LS† | □ | SCPCS1 | Standard Commercial Property Conditions of Sale (Second Edition) |
| LS† | □ | SCPC(Notes) | Explanatory notes on the Standard Commercial Property Conditions of Sale (Second Edition) |

Conveyancing Quality Scheme

| | | | |
|---|---|---|---|
| LS | □ | CQS1 | File summary sheet (Conveyancing Quality Scheme) |
| LS | □ | CQS2 | Standard file review - conveyancing purchase (Conveyancing Quality Scheme) |
| LS | □ | CQS3 | Standard file review - conveyancing sale (Conveyancing Quality Scheme) |
| LS | □ | CQS4 | Anti-money laundering - client identification form (Conveyancing Quality Scheme) |
| LS | □ | CQS5 | Anti-money laundering - internal reporting form (Conveyancing Quality Scheme) |
| LS | □ | CQS6 | Client instruction form (Conveyancing Quality Scheme) |
| LS | □ | CQS7 | Risk notice (Conveyancing Quality Scheme) |
| LS | □ | CQS8 | File risk assessment and conflict of interests check form (Conveyancing Quality Scheme) |

Law Society Conveyancing 'TA'

| | | | |
|---|---|---|---|
| LS† | □ | TA6 | Property Information Form (3rd edition) |
| LS† | □ | TA7 | Leasehold Information Form (2nd edition) |
| LS† | □ | TA8 | New home information form |
| LS† | □ | TA9 | Commonhold information form |
| LS† | □ | TA10 | Fittings and Contents Form (3rd edition) |
| LS† | □ | TA13 | Completion information and undertakings (2nd edition) |
| LS† | □ | TA(Notes) | Explanatory Notes to the Transaction Forms 2007 |

Conditional Fee Agreements

| | | | |
|---|---|---|---|
| LS† | □ | CFA(PI) | Conditional Fee Agreement ('CFA') For use in personal injury and clinical negligence cases only |
| LS† | □ | CFA(PI)Notes | Conditional Fee Agreements Guidance |

Experts

| | | | |
|---|---|---|---|
| LS† | □ | IEFP1 | Preliminary Enquiries of an Expert |
| LS† | □ | IEFP2 | Expert's Response to Preliminary Enquiries |
| LS† | □ | IEFP3 | Proposal to Instruct an Expert |
| LS† | □ | IEFP4 | Template Pre-Proceedings Letter of Instruction to Expert in Family Proceedings |
| LS† | □ | IEFP5 | Template Letter of Instruction to Experts in Family Proceedings |
| LS† | □ | IEFP6 | Standard Terms and Conditions to Accompany a Letter of Instruction to Experts in Family Proceedings |

Miscellaneous

| | | | |
|---|---|---|---|
| LS† | □ | IB1 | Instructions from Client |
| LS† | □ | IB2 | Orders Given |
| LS† | □ | IB3 | Securities Record |

Money Laundering Compliance

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| LS | □ | AML01 | Record of Appointment of the MLRO, The Law Society Anti-Money Laundering Toolkit |
| LS | □ | AML02 | Risk mitigation form, The Law Society Anti-Money Laundering Toolkit |
| LS | □ | AML03 | Private client inception form, The Law Society Anti-Money Laundering Toolkit |
| LS | □ | AML04 | Entity or legal arrangement client inception form, The Law Society Anti-Money Laundering Toolkit |
| LS | □ | AML05 | Client politically exposed persons (PEP) form, The Law Society Anti-Money Laundering Toolkit |
| LS | □ | AML06 | MLRO log of PEP and high-risk clients, The Law Society Anti-Money Laundering Toolkit |
| LS | □ | AML07 | MLRO query log, The Law Society Anti-Money Laundering Toolkit |
| LS | □ | AML08 | Internal report form, The Law Society Anti-Money Laundering Toolkit |
| LS | □ | AML09 | MLRO decision form, The Law Society Anti-Money Laundering Toolkit |
| LS | □ | AML10 | Compliance monitoring form, The Law Society Anti-Money Laundering Toolkit |
| LS | □ | AML11 | MLRO report to management, The Law Society Anti-Money Laundering Toolkit |

Lexcel Office Procedures

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|---|---|---|---|
| LS† | □ | Lexcel6B | Consideration of Devolved Powers |
| LS† | □ | Lexcel8B | Costs and Funding Checklist |
| LS† | □ | Lexcel8C | File Opening Form |
| LS† | □ | Lexcel8E | Experts/Counsel Recommendation Form |
| LS† | □ | LexcelCC1 | Equality and Diversity Monitoring Form |
| LS† | □ | LexcelCC2 | Complaints Management Checklist |
| LS† | □ | LexcelCC3 | Complaint Register |
| LS† | □ | LexcelCC4 | Client Complaint Form |
| LS† | □ | LexcelCC5 | Client Satisfaction survey |
| LS† | □ | LexcelCC6 | File and Case Management Checklist |

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|---|---|---|---|
| LS† | ☐ | **LexcelPM1** | **Training Request Form** |
| LS† | ☐ | **LexcelPM2** | **Training Evaluation Form** |
| LS† | ☐ | **LexcelPM3** | **Induction Checklist** |
| LS† | ☐ | **LexcelPM4** | **Personal Development Plan** |
| LS† | ☐ | **LexcelPM5** | **Performance Review Form** |
| LS† | ☐ | **LexcelRM1** | **File Summary Sheet** |
| LS† | ☐ | **LexcelRM2** | **Risk Referral Form** |
| LS† | ☐ | **LexcelRM3** | **File Review Checklist** |
| LS† | ☐ | **LexcelRM4** | **File Review Corrective Action Form** |
| LS† | ☐ | **LexcelRM5** | **Risk Data Analysis Form** |
| LS† | ☐ | **LexcelRM6** | **Staff Suggestion Form** |

Probate

| | | | |
|---|---|---|---|
| LS† | ☐ | **PR50** | **Your Will – Client Questionnaire** |
| LS† | ☐ | **PR51** | **Personal Assets Log** |
| LS† | ☐ | **PR52** | **Questionnaire for Personal Representative Clients** |
| LS† | ☐ | **PR53** | **Death Certificate Verification Form** |

# LEGAL AID

Applications

| | | |
|---|---|---|
| ☐ | LACIVAPP1 | Application for Civil Legal Aid certificate, Legal Representation Non-family Proceedings |
| ☐ | LACIVAPP3 | Application for legal aid in Family Proceedings, Family Help (Higher) and Legal Representation in Family Proceedings |
| ☐ | LACIVAPP5 | Application for Funding in Special Children Act Proceedings |
| ☐ | LACIVAPP6 | Emergency Application |
| ☐ | LACIVAPP8 | Application for amendment or prior authority in civil cases |
| ☐ | LACIVAPP8A | Application for prior authority/change to cost limitation (where applicable) |
| ☐ | LACIVAPP11 | Application for withdrawal |
| ☐ | LACIVECF1 | Application for Exceptional Case Funding |

Admin forms

| | | |
|---|---|---|
| ☐ | LACIVADMIN1 | Preservation or recovery under the statutory charge and request to postpone enforcement |
| ☐ | LACIVADMIN2 | Change of details |

Certificates

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|---|---|---|
| ☐ | EX80A | Legal aid/Legal Aid Agency assessment certificate |
| ☐ | EX80B | Legal aid/Legal Aid Agency assessment certificate in family proceedings where a fixed fee is payable |
| ☐ | LANOTICE1 | Notice of Issue of Certificate (Legal Aid Agency) |
| ☐ | LANOTICE2 | Notice of Issue of Extension/Amendment of Certificate (Legal Aid Agency) |
| ☐ | LANOTICE3 | Notice of Withdrawal or Revocation of Certificate (Legal Aid Agency) |

Claim Forms

| | | |
|---|---|---|
| ☐ | LACF1A | Counsel claim form |
| ☐ | LACIVCLAIM1 | Claim for assessment of costs or payment of costs following detailed assessment in civil cases (Including civil applications arising from criminal proceedings) |
| ☐ | LACIVCLAIM1A | Claim for costs in fixed fee family cases |
| ☐ | LACIVCK1(C) | Checklist for CIV CLAIM1 court assessed claims only |
| ☐ | LACIVCK1(L) | Checklist for CIV CLAIM1 LAA assessed claims only |
| ☐ | LACIVCLAIM2 | Report in civil cases – costs met in part or in full by other party |
| ☐ | LACIV2CK | Checklist for CIV CLAIM2 |
| ☐ | LACIVCLAIM5 | Claim for Family Graduated Fee (Counsel) |
| ☐ | LACIVCLAIM5A | Claim for Family Advocacy Scheme (Counsel) |
| ☐ | LACIVPOA1 | Claim for Payment on Account in Civil Cases, including civil applications arising from criminal proceedings |
| ☐ | LAECCLAIM1 (CIVIL) | Escape Fee Case Claim Form - Civil |
| ☐ | LAECCLAIM1 (IMM) | Escape Fee Case Claim Form - Immigration |
| ☐ | LAECCLAIM1 (MH) | Escape Fee Case Claim Form – Mental Health |
| ☐ | LAECCLAIM1CLA | Escape Fee Case Claim Form - CLA |
| ☐ | LACO(CHK) | Certificate Outcomes – Checklist |
| ☐ | LALC1 | LAA-Judicial Review Assessed Claim 1 checklist for use with CIV CLAIM1 |
| ☐ | FRec | Family claims receipt form (for use with Claim5 and Claim5A) |

Controlled Legal Representation (Contracting)

| | | |
|---|---|---|
| ☐ | LACW1 | Legal Help, Help at Court and Family Help (Lower) |
| ☐ | LACW1(PL) | Family Help (Lower) Public Law |
| ☐ | LACW1&2(MH) | Legal Help and Controlled Legal Representation – Mental Health |
| ☐ | LACW2(IMM) | Controlled Legal Representation (Imm) |
| ☐ | LACW3 | Application for extension of Upper Cost limit - Controlled work (Non Immigration Matters) |
| ☐ | LACW3A(IMM) | Application for extension of Upper Costs Limit |
| ☐ | LACW3B(IMM) | Application for an extension of Upper Costs Limit |
| ☐ | LACW3C(IMM) | Graduated Fee Scheme - Application for extension of disbursement Limit |
| ☐ | LACW4 | Application for review of refusal or withdrawal of Controlled Legal Representation |

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| □ | LACW4(MH) | Application for review of refusal or withdrawal of Controlled Legal Representation - Mental Health |
| □ | LACW5 | Help with Family Mediation |
| □ | LACWC(MH) | Application for Prior Authority to incur enhanced rates for Counsel - Mental Health |

Criminal Contract Forms

| | | |
|---|---|---|
| □ | LACRM1 | Client's Details Form |
| □ | LACRM2 | Application for Advice and Assistance |
| □ | LACRM3 | Application for Advocacy Assistance |
| □ | LACRM7 | Non-standard Fee Contract Work Assessment Form |
| □ | LACRM8 | Assigned Counsel's fee note in criminal cases |
| □ | LACRM10 | Application for review of refusal or withdrawal of Advocacy Assistance |
| □ | LACRM11 | Claim Cost Summary Sheet |
| □ | LACRM13 | Application Form for contribution towards fees for Accreditation for Duty Solicitor or Accredited Representative |
| □ | LACRM16 | Application for Review on the Grounds of Hardship (Legal Aid in Criminal Proceedings) |
| □ | LACRM18 | Escape fee case claim form - crime |
| □ | LACRM18A | Escape case Claim Form – Crime Prison Law |
| □ | LACRM18A(N) | Guidance for CRM18A: Crime Escape Cases Prison Law Matters |
| □ | LACRM(CG) | Crime codes guidance - Guidance for reporting crime lower work |
| □ | LALAC1 | Legal Aid Committal Form |
| □ | LAAF1 | Claim for Advocate Graduated Fees (AF1) |
| □ | LAAF2 | Advocate Graduated Fee Redetermination Form (AF2) |
| □ | LAJA | Notice of Application for Apportionment of costs, judicial apportionment |

Family Mediation

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|---|---|---|
| □ | LAMCWRF | Mediation Consolidated Work Report |
| □ | LAMWSF | Mediation Work Start Form |

General

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| † | □ | EX506 | Family advocacy scheme: Advocates attendance form |
| | □ | LACF | Legal Aid Agency Complaint form |
| | □ | LACF1A | Counsel Claim Form |
| | □ | LACM | Details of Counsel claims paid to date under this certificate |
| | □ | LAEMCP1 | VHCC - Care Case Fee Scheme - 1 Counsel Case Plan (South Tyneside) |
| | □ | LACCFS | VHCC - 1 Advocate - plan and final payment; Care Case Fee Scheme Form (South Tyneside) October 2015 |
| | □ | LARNF | Representative Nomination Form - Consent form for disclosure of information to a client's nominated representative |
| | □ | LAVHCC1 | Very High Cost Case (Family) Team cover sheet |

Litigator Graduated Fee Scheme Forms

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|---|---|---|
| □ | LALF1 | Graduated Fee Claim for all LGFS graduated fees |
| □ | LALF1FF | Fixed Fee claim for all LGFS Fixed Fees |
| □ | LALF1I | Interim disbursement claim for all interim disbursement claims incurred under the LGFS |
| □ | LALF1O | LF1 Online - this form should be completed for LGFS claims created online |
| □ | LALF1SP | Special preparation fee claim, LGFS |
| □ | LAAF1SP | Special and wasted preparation fee claim |
| □ | LALF2 | Litigator Fee Review Form |
| □ | LALF3 | Interim Litigator Fee claim |
| □ | LALF3A | Graduated Fee Claim- this form should be completed for all LGFS Graduated Fees where an interim graduated fee has been paid |

Means Assessment Forms

| | | |
|---|---|---|
| □ | LACIVMEANS1 | Financial Assessment Form |
| □ | LACIVMEANS1N | CIV Means 1 - The Guide, How to complete CIVMEANS 1 Financial Assessment Form |
| □ | LACIVMEANS1A | Information about your self employed work |
| □ | LACIVMEANS1B | Information about your partnership |
| □ | LACIVMEANS1C | Information about a shareholding in a private limited company and/or directorship |
| □ | LACIVMEANS1P | Supplementary Financial Assessment Form (prisoners on remand or serving a current sentence) |
| □ | LACIVMEANS2 | Financial assessment form For people who receive Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Guarantee Credit or Universal Credit (Pathfinder) |
| □ | LACIVMEANS2A | Information about your business, for submission with CIVMEANS2 only |
| □ | LACIVMEANS3 | Financial assessment form if your main home is outside the UK |
| □ | LACIVMEANS4 | Financial assessment form, if the applicant for legal aid is a child under 16 |
| □ | LACIVMEANS5 | Change in capital |
| □ | LACIVMEANS7 | Financial Assessment for Family Mediation |
| □ | LACIVCK3 | Financial Assessment Forms Checklist Relevant to CIVMEANS1, CIVMEANS2, CIVMEANS3, CIVMEANS4 AND CIVMEANS5 |
| □ | LAL17 | Statement of earnings, employed claimant |
| □ | LAL31 | Information about your partnership or self-employed work (For use where full accounts are not available) |

Tailored Fixed Fee Scheme

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|---|---|---|
| □ | LATFF | Tailored Fixed Fee - Annual Claim Adjustment Pack 2015 - 2016 Cover Sheet |
| □ | LATFFA | Application for Escape payments for TFF Escape Cases (Form A) |
| □ | LATFFB | Application for Escape Payments for Additional Disbursements (Form B) |
| □ | LATFFC | Retention/Recovery of costs from client (statutory charge) or other side (Form C) |
| □ | LATFFD | Housing Uplift Reporting for providers holding a housing contract (Form D) |
| □ | LATFFE | Claiming Actual costs for cases as described in General Civil Contract Specification 11.3 (Form E) |

# LICENSING ACT

Applications

| | | | |
|---|---|---|---|
| | □ | LIC2 | Application for a premises licence to be granted under the Licensing Act 2003 |
| | □ | LIC3 | Application for a provisional statement to be granted under the Licensing Act 2003 |
| | □ | LIC4 | Application to vary a premises licence under the Licensing Act 2003 (section 34) |
| | □ | LIC5 | Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003 |
| | □ | LIC6 | Application to transfer premises licence to be granted under the Licensing Act 2003 |
| | □ | LIC8 | Application for the review of a premises licence or club premises certificate under the Licensing Act 2003 |
| | □ | LIC9B | Application for a club premises certificate to be granted under the Licensing Act 2003 |
| | □ | LIC10 | Application to vary a club premises certificate to be granted under the Licensing Act 2003 (section 84) |
| ♦ | □ | LIC17 | Application for a minor variation to a premises licence or club premises certificate under the Licensing Act 2003 (section 41A or section 86A) |
| ♦ | □ | LIC18 | Application for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor in respect of a premises licence to be disapplied (S. 25A Licensing Act 2003) |
| | □ | LIC31 | Application for a personal licence |
| | □ | LIC32 | Application to renew a personal licence |
| ♦ | □ | LIC34 | Application for copy of personal licence (s.126) |
| ♦ | □ | LIC38 | Application for copy of premises licence or summary (s.25) |
| ♦ | □ | LIC39 | Application for copy of club premises certificate or summary (s.79) |
| ♦ | □ | LIC51 | Application for copy of temporary event notice (s.110) |

Consents

| | | | |
|---|---|---|---|
| | □ | LIC11A | Consent of individual to being specified as premises supervisor |
| | □ | LIC11B | Consent of premises licence holder to transfer |

Declarations

| | | | |
|---|---|---|---|
| | □ | LIC9A | Declaration for a club premises certificate to be granted under the Licensing Act 2003 |

Disclosures

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| | □ | LIC33 | Disclosure of convictions and declaration |

General

| | | | |
|---|---|---|---|
| | □ | LIC43 | Premises age verification policy |
| | □ | LIC45 | Early morning alcohol restriction order |
| | □ | LIC46 | Representations about a proposal to make an early morning alcohol restriction order under section 172A of the Licensing Act 2003 |

Notices

| | | | |
|---|---|---|---|
| | □ | LIC1 | Notification of an interest in premises under section 178 of the Licensing Act 2003 |
| ♦ | □ | LIC2A | Notice of application for premises licence (A4 newspaper version) |
| ♦ | □ | LIC3A | Notice of application for a provisional statement (A4 newspaper version) |
| ♦ | □ | LIC4A | Notice of application to vary premises licence (A4 newspaper version) |
| ♦ | □ | LIC4B | Notice of application: minor variation of premises licence (s.41A) |
| | □ | LIC7 | Interim authority notice under the Licensing Act 2003 |
| ♦ | □ | LIC8A | Notice of review of premises licence following closure order (A4 newspaper version) |
| ♦ | □ | LIC9C | Notice of application for a club premises certificate (A4 newspaper version) |
| ♦ | □ | LIC10A | Notice of application to vary club premises certificate (A4 newspaper version) |
| ♦ | □ | LIC10B | Notice of application: minor variation of a club premises certificate (s.86A) |
| ♦ | □ | LIC13 | Notice specifying the position held at the premises by any person nominated (s.57(3)) |
| ♦ | □ | LIC14 | Notice specifying the position that the nominated person holds at the club premises incorporating summary of club premises certificate (s.94(4)) |
| ♦ | □ | LIC35 | Notification of change of name or address (s.127) |
| ♦ | □ | LIC36 | Notification of change of name and address (s.33) |
| ♦ | □ | LIC37 | Notification of change of name and address and change of rules (s.82 & s.83) |
| ♦ | □ | LIC40 | Notice of surrender of Premises Licence (s.28) |
| ♦ | □ | LIC41 | Notice of surrender of Club Premises Certificate (s.81) |
| ♦ | □ | LIC42 | Notice of surrender of Personal Licence (s.116) |
| | □ | LIC50 | Temporary Event Notice-The Licensing Act 2003 (Permitted Temporary Activities)(Notices) (Amendment) Regulations 2016 |
| ♦ | □ | LIC52 | Notice of withdrawal of a temporary event notice (s.103) |
| ♦ | □ | LIC53 | Notice specifying the position that the nominated person holds at the premises in relation to a temporary event (s.109(3)) |
| ♦ | □ | LIC54 | Counter Notice (Permitted Limits) Permitted Temporary Activities (s.107) |

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# LIMITED LIABILITY PARTNERSHIP

Accounts

| | | |
|---|---|---|
| | LLAA01 | Change of accounting reference date of a Limited Liability Partnership (LLP) |
| | LLAA02 | Notice of removal of auditor from a Limited Liability Partnership (LLP) |
| | LLAA06 | Statement of guarantee by a parent undertaking of a subsidiary Limited Liability Partnership (LLP) |
| ♦ | LLP26 | Annual Accounts |

Administration Restoration

| | | |
|---|---|---|
| | LLRT01 | Application for administrative restoration of a Limited Liability Partnership (LLP) to the Register |

Annual Returns

| | | |
|---|---|---|
| | LLAR01 | Annual Return of a Limited Liability Partnership (LLP) |
| | LLAR01(C1) | LLAR01 continuation - Member |
| | LLAR01(C2) | LLAR01 continuation - Corporate member |

Central Register

| | | |
|---|---|---|
| | LLEH01 | Election to keep information from the register of LLP members on the central (public) register |
| | LLEH02 | Election to keep information from register of LLP members' residential addresses on the central (public) register |
| | LLEH04 | Election to keep information from register of people with significant control (PSC) on the central (public) register for a limited liability partnership (LLP) |
| | LLEW01 | Withdrawal of election to keep information from register of LLP members on the central (public) register |
| | LLEW02 | Withdrawal of election to keep information from register of LLP members' usual residential addresses on the central (public) register |
| | LLEW04 | Withdrawal of election to keep information from register of people with significant control (PSC) on the central (public) register for a limited liability partnership (LLP) |

Change of Details

| | | |
|---|---|---|
| | LLAD01 | Change of registered office address of a Limited Liability Partnership (LLP) |
| | LLAD02 | Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP) |
| | LLAD03 | Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP) |
| | LLAD04 | Change of location of the records to the registered office of a Limited Liability Partnership (LLP) |
| | LLAD05 | Notice to change the situation of an England and Wales Limited Liability Partnership or a Welsh Limited Liability Partnership (LLP) |
| | LLCH03 | Change of service address for a judicial factor (Scotland) of a Limited Liability Partnership (LLP) |
| | LLRP07 | Application to change a Limited liability Partnership (LLP's) disputed registered office address |
| | LLRP07(C1) | LLRP07 continuation – Reason for applying to change the LLP's registered office |
| | LLPSC01 | Notice of individual person with significant control (PSC) of a limited liability partnership (LLP) |
| | LLPSC02 | Notice of relevant legal entity (RLE) with significant control of a limited liability partnership (LLP) |
| | LLPSC03 | Notice of other registrable person (ORP) with significant control of a limited liability partnership (LLP) |
| | LLPSC04 | Change of details of individual person with significant control (PSC) of a limited liability partnership (LLP) |
| | LLPSC05 | Change of details of relevant legal entity (RLE) with significant control of a limited liability partnership (LLP) |
| | LLPSC06 | Change of details of other registrable person (ORP) with significant control of a limited liability partnership (LLP) |
| | LLPSC07 | Notice of ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) of a limited liability partnership (LLP) |
| | LLPSC08 | Notification of PSC statements for a limited liability partnership (LLP) |
| | LLPSC09 | Update to PSC statements for a limited liability partnership (LLP) |

Change of Name

| | | |
|---|---|---|
| | LLNM01 | Notice of change of name of a Limited Liability Partnership (LLP) |

Confirmation Statement

| | | |
|---|---|---|
| | LLCS01 | LLP Confirmation statement |
| | LLCS01(P1) | LLCS01 Part 1 – Information about people with significant control (PSC) |
| | LLCS01(C1) | LLCS01 continuation (section A1) – LLP Statements |
| | LLCS01(C2) | LLCS01 continuation (section B1-B5) – Individual PSC particulars |
| | LLCS01(C3) | LLCS01 continuation (sections C1-C4) – Relevant legal entity (RLE) particulars |
| | LLCS01(C4) | LLCS01 continuation (sections D1-D4) – Other registrable person (ORP) particulars |
| | LLCS01(C5) | LLCS01 continuation (sections B1-B5) – Individual PSC particulars (additional changes) |
| | LLCS01(C6) | LLCS01 continuation (sections C1-C4) – Relevant legal entity (RLE) particulars (additional changes) |
| | LLCS01(C7) | LLCS01 continuation (sections D1-D4) – Other registrable person (ORP) particulars (additional changes) |
| | LLCS01(C8) | LLCS01 continuation (section E1) – Additional individual PSC statements |
| | LLCS01(C9) | LLCS01 continuation (section E2) – Additional RLE statements |
| | LLCS01(C10) | LLCS01 continuation (section E3) – Additional ORP statements |

Cross Border Mergers

| | | |
|---|---|---|
| | LLCB01 | Notice of a cross border merger involving a UK registered Limited Liability Partnership (LLP) |
| | LLCB01(C1) | LLCB01 continuation - Merging LLP details |
| | LLCB01(C2) | LLCB01 continuation - Details of meetings |

Dissolution

| | | |
|---|---|---|
| | LLDS01 | Striking off application by a Limited Liability Partnership (LLP) |
| | LLDS01(C1) | LLDS01 continuation - Signatures of Members |

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| | | |
|---|---|---|
| | LLDS02 | Withdrawal of striking off application by a Limited Liability Partnership (LLP) |

Incorporations

| | | |
|---|---|---|
| | LLIN01 | Application for the incorporation of a Limited Liability Partnership (LLP) |
| | LLIN01(C1) | LLIN01 continuation (section B1-B4) - Member appointments |
| | LLIN01(C2) | LLIN01 continuation (section C1-C4) - Corporate member appointments |
| | LLIN01(C3) | LLIN01 continuation (section D3-D9) - Individual person with significant control (PSC) |
| | LLIN01(C4) | LLIN01 continuation (section E1-E5) - Relevant legal entity (RLE) |
| | LLIN01(C5) | LLIN01 continuation (section F1-F6) - Other registerable person (ORP) |

Liquidation

| | | |
|---|---|---|
| | LLRM01 | Notice of appointment of an administrative receiver, receiver or manager (LLP) |
| | LLRM02 | Notice of ceasing to act as an administrative receiver, receiver or manager (LLP) |

Members

| | | |
|---|---|---|
| | LLAP01 | Appointment of member of a Limited Liability Partnership (LLP) |
| | LLAP02 | Appointment of corporate member of a Limited Liability Partnership (LLP) |
| | LLCH01 | Change of details of a member of a Limited Liability Partnership (LLP) |
| | LLCH02 | Change of details of a corporate member of a Limited Liability Partnership (LLP) |
| | LLDE01 | Notice of change of status of a Limited Liability Partnership (LLP) |
| | LLTM01 | Termination of appointment of member of a Limited Liability Partnership (LLP) |
| ♦ | LLP20 | Notice of a Meeting of Members |
| ♦ | LLP21 | Notice and Agenda – Meeting of Members |
| ♦ | LLP32 | Determination(s) |
| ♦ | LLP100C | Corporate application for membership of a limited liability partnership |
| ♦ | LLP100I | Individual application for membership of a limited liability partnership |
| ♦ | LLP101 | Appointment of additional members to a limited liability partnership – minutes of the meeting of members |
| ♦ | LLP102 | Deed of adherence to limited liability partnership agreement |
| ♦ | LLPDec1 | Member's Declaration of Interest |

Mortgage

| | | |
|---|---|---|
| | LLMR01 | Particulars of a charge created by a Limited Liability Partnership |
| | LLMR02 | Particulars of a charge subject to which property or undertaking has been acquired by a Limited Liability Partnership (LLP) |
| | LLMR03 | Particulars for the registration of a charge to secure a series of debentures by a Limited Liability Partnership (LLP) |
| | LLMR04 | Statement of satisfaction in full or in part of charge by a Limited Liability Partnership (LLP) |
| | LLMR04(C1) | LLMR04 continuation - description of the instrument by which the charge is created or evidenced |
| | LLMR04(C2) | LLMR04 continuation - short particulars of the property or undertaking charged |
| | LLMR05 | Statement that part or the whole of the property charged (a) has been released from the charge (b) no longer forms part of the LLP's property |
| | LLMR05(C1) | LLMR05 continuation - description of the instrument by which the charge is created or evidenced |
| | LLMR05(C2) | LLMR05 continuation - short particulars of the property or undertaking charged |
| | LLMR05(C3) | LLMR05 continuation - brief description of assets or property released from the charge and/or of property that has ceased to form part of the LLP's property or undertaking |
| | LLMR06 | Statement of Limited Liability Partnership (LLP) acting as a trustee |
| | LLMR07 | Particulars of alteration of a charge (particulars of a negative pledge) for an LLP |
| | LLMR07(C1) | LLMR07 continuation - description of the instrument by which the charge is created or evidenced |
| | LLMR07(C2) | LLMR07 continuation - short particulars of the property or undertaking charged |
| | LLMR08 | Particulars of a charge created by a Limited Liability Partnership (LLP) where there is no instrument |
| | LLMR08(C1) | LLMR08 continuation – persons entitled to the charge |
| | LLMR08(C2) | LLMR08 continuation – nature of the charge |
| | LLMR08(C3) | LLMR08 continuation – short description of the property or undertaking charged |
| | LLMR08(C4) | LLMR08 continuation – obligations secured by the charge |
| | LLMR09 | Particulars of a charge subject to which property or undertaking has been acquired by a Limited Liability Partnership (LLP) where there is no instrument |
| | LLMR09(C1) | LLMR09 continuation – names of trustees for the debenture holders |
| | LLMR09(C2) | LLMR09 continuation – nature of the charge |
| | LLMR09(C3) | LLMR09 continuation – short description of the property or undertaking charged |
| | LLMR09(C4) | LLMR09 continuation – obligations secured by the charge |
| | LLMR10 | Particulars for the registration of a charge to secure a series of debentures by a Limited Liability Partnership (LLP) where there is no instrument |
| | LLMR10(C2) | LLMR10 continuation – nature of the charge |
| | LLMR10(C3) | LLMR10 continuation – short description of the property or undertaking charged |
| | LLMR10(C4) | LLMR10 continuation – obligations secured by the charge |

Other Appointments

| | | |
|---|---|---|
| | LLAP03 | Appointment of judicial factor (Scotland) to a Limited Liability Partnership (LLP) |
| | LLTM02 | Termination of appointment of a judicial factor (Scotland) of a Limited Liability Partnership (LLP) |

Registrars Powers

| | | |
|---|---|---|
| | LLRP01 | Replacement of document not meeting requirements for proper delivery for a Limited Liability Partnership (LLP) |
| | LLRP02A | Application for rectification by the Registrar of Companies for a Limited Liability Partnership (LLP) |
| | LLRP02B | Application for rectification of a registered office address by the Registrar of Companies for a Limited Liability Partnership (LLP) |
| | LLRP03 | Notice of an objection to a request for the Registrar of Companies to rectify the Register for a Limited Liability Partnership (LLP) |
| | LLRP04 | Second filing of a document previously delivered for a Limited Liability Partnership (LLP) |

| | | | |
|---|---|---|---|
| | □ | LLVT01 | Certified voluntary translation of an original document that is or has been delivered to the Registrar of Companies for a Limited Liability Partnership (LLP) |

# MATRIMONIAL (INCLUDING CIVIL PARTNERSHIP ACT)

Acknowledgments

| | | | |
|---|---|---|---|
| | □ | D8B | Answer to a divorce/dissolution/(judicial) separation or nullity petition |
| | □ | D10(1) | Acknowledgment of service (D10(1)) |
| | □ | D10(2) | Acknowledgment of service (D10(2)) |
| | □ | D10A | Acknowledgement of service – miscellaneous applications |
| | □ | D510(6) | Acknowledgment of Service: Civil Partnership Act 2004 (M6A) |
| † | □ | FP5 | Acknowledgment of service - Application under Part 19 of the Family Procedure Rules 2010 |

Affidavits

| | | | |
|---|---|---|---|
| ♦ | □ | FPR12 | General Form of Affidavit in Matrimonial Proceedings |

Applications

| | | | |
|---|---|---|---|
| | □ | D11 | Application Notice |
| † | □ | D50B | Application under Section 17 of the Married Women's Property Act 1882/ Section 66 of the Civil Partnership Act 2004 |
| | □ | D50C | Application on ground of failure to provide reasonable maintenance |
| | □ | D50D | Application for alteration of maintenance agreement after the death of one of the parties under section 36 of the Matrimonial Causes Act 1973/ paragraph 73 to Schedule 5 to the Civil Partnership Act 2004 |
| | □ | D50E | Application for permission to apply for financial relief after overseas divorce/dissolution etc under section 13 of the Matrimonial and Family Proceedings Act 1984/paragraph 4 of Schedule 7 to the Civil Partnership Act 2004 |
| | □ | D50F | Application for financial relief after overseas divorce etc under section 12 of the Matrimonial and Family Proceedings Act 1984/Schedule 7 to the Civil Partnership Act 2004 |
| | □ | D50G | Application to prevent transaction intended to defeat prospective applications for financial relief |
| | □ | D50H | Application for alteration of maintenance agreement during parties lifetime |
| | □ | D50J | Application for an order preventing avoidance under section 32L of the Child Support Act 1991 |
| | □ | D50K | Notice of Application for Enforcement by such method of enforcement as the court may consider appropriate |
| | □ | D70 | Application for declaration of marital/civil partnership status |
| | □ | D84 | Application for a decree nisi/conditional order or (judicial) separation decree/order |
| | □ | D151 | Application for registration of a maintenance order in the Family Court |
| † | □ | FP1 | Application under Part 19 of the Family Procedure Rules 2010 |
| † | □ | FP1A | Application under Part 19 of the Family Procedure Rules 2010 – Notes for applicant on completing the application form FP1 |
| † | □ | FP1B | Application under Part 19 of the Family Procedure Rules 2010 – Notes for respondent |
| † | □ | FP2 | Application Notice Part 18 of the Family Procedure Rules 2010 |
| † | □ | FP3 | Application for Injunction (General Form) (Family Procedure Rules) |
| ♦ | □ | FPR41 | Application Notice - application for interim financial provision |
| ♦ | □ | FPR42 | Application Notice - order for valuation of asset(s) |
| ♦ | □ | FPR43 | Application Notice - order for trial of preliminary issue (third party claim) |
| ♦ | □ | FPR44 | Application notice to consolidate |
| ♦ | □ | FPR45 | Application notice for hearing of an issue |
| ♦ | □ | FPR46 | Application Notice for non-party disclosure (FPR 2010 r. 21.2) |
| ♦ | □ | FPR56 | Application notice, application to add a party (FPR 2010, r. 9.26B) |
| ♦ | □ | FPR58 | Application notice, application to remove a party (FPR 2010, r. 9.26B) |
| ♦ | □ | FPR101 | Application notice to amend petition |
| ♦ | □ | FPR103 | Application for permission to file answer out of time |
| ♦ | □ | FPR108 | Application for leave to proceed undefended on cross-decrees |
| ♦ | □ | FPR112 | Application for examination of witness out of court |
| ♦ | □ | FPR113 | Application for examination of witness before trial |
| ♦ | □ | FPR115 | Application for rescission of decree and dismissal of petition on reconciliation |
| ♦ | □ | FPR118 | Application for order to open bank account |

Certificates

| | | | |
|---|---|---|---|
| | □ | D180 | Certificate referred to in Article 39 of Council Regulation (EC) No. 2201/2003 of 27 November 2003 concerning judgments in matrimonial matters |
| † | □ | FP6 | Certificate of service |
| † | □ | FP9 | Certificate of suitability of litigation friend (Family Procedure Rules) |

Costs Forms

| | | | |
|---|---|---|---|
| | □ | D252 | Notice of commencement of assessment of bill of costs |
| | □ | D254 | Request for a default costs certificate |
| | □ | D258 | Request for detailed assessment of hearing (general form) |
| | □ | D258A | Request for detailed assessment (Legal aid/Legal Services Commission only) |
| | □ | D258B | Request for detailed assessment (Costs payable out of a fund other than Civil Legal Aid) |
| | □ | D258C | Request for detailed assessment hearing pursuant to an order under Part III of the Solicitors Act 1974 |
| | □ | D259 | Notice of appeal against a detailed assessment (divorce) |

Domestic Proceedings and Magistrates' Courts Act

| | | | |
|---|---|---|---|
| | □ | MAT1 | Application for an order under Section 2 (DPMC Act 1978) – Magistrates' court |
| | □ | MAT1R | Respondent's Answer |
| | □ | MAT2 | Application for an order under section 6 of the Domestic Proceedings and Magistrates' Courts Act 1978 or Part 2 of Schedule 6 of the Civil Partnership Act 2004 |

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| | | | |
|---|---|---|---|
| | □ | MAT3 | Application for an order under section 7 of the Domestic Proceedings and Magistrates' Courts Act 1978 or Part 3 of Schedule 6 of the Civil Partnership Act 2004 |
| | □ | MAT4 | Application for an order under section 20 of the Domestic Proceedings and Magistrates' Courts Act 1978 or Paragraphs 30-34 of Schedule 6 of the Civil Partnership Act 2004 |
| | □ | MAT5 | Written Statement to evidence the consent and financial resources of the Respondent to the making of an Order under section 6 of the Domestic Proceedings and Magistrates' Courts Act 1978 or under Part 2 of Schedule 6 to the Civil Partnership Act 2004 |
| | □ | MAT6 | Written Statement to evidence the consent and financial resources of a child under section 6 of the Domestic Proceedings and Magistrates' Courts Act 1978 or Paragraph 11(2) of Schedule 6 to the Civil Partnership Act 2004 |

Enforcement

*The following forms are in the Court group in Laserform and are copied here for reference.*

| | | | |
|---|---|---|---|
| † | □ | N56 | Form for replying to an attachment of earnings application |
| † | □ | N323 | Request for Warrant of Execution |
| † | □ | N336 | Request for and Result of Search in the Attachment of Earnings Index |
| † | □ | N337 | Request for Attachment of Earnings Order |
| † | □ | N349 | Application for third party debt order |
| † | □ | N379 | Application for charging order on land (CPR Part 73) |
| † | □ | N380 | Application for charging order on securities (CPR Part 73) |

Family Mediation

| | | | |
|---|---|---|---|
| † | □ | FM1 | Family Mediation Information and Assessment Form (MIAM) |

Financial Remedy

| | | | |
|---|---|---|---|
| | □ | FORMA | Notice of [intention to proceed with] an application for a financial order |
| | □ | FORMA1 | Notice of [intention to proceed with] an application for a financial remedy (other than a financial order) in the county or High Court |
| | □ | FORMA1(C) | Continuation sheet for additional children for FORMA1 |
| | □ | FORMA2 | Notice of [intention to proceed with] an application for a financial remedy in the magistrates court |
| | □ | FORMB | Notice of an application to consider the financial position of the Respondent after the divorce/dissolution |
| | □ | FORMC | Notice of a First Appointment |
| | □ | FORMD | Notice of a Financial Dispute Resolution Appointment |
| | □ | FORME+ | Financial statement for financial order under Matrimonial Causes Act 1973/Civil Partnership Act 2004, or for financial relief after overseas divorce under Matrimonial and Family Proceedings Act 1984 Part 3/Civil Partnership Act 2004 sch. 7 ***[ENHANCED VERSION]*** |
| | □ | FORME (Notes) | FORME notes for guidance (Financial statement for a financial order or for financial relief after an overseas divorce or dissolution etc) |
| | □ | FORME1 | Financial Statement for a financial remedy (other than a financial order or financial relief after an overseas divorce or dissolution etc) in the family court or High Court |
| | □ | FORME2 | Financial Statement for a variation of an order for a financial remedy |
| | □ | FORMF | Notice of allegation in proceedings for a financial remedy |
| | □ | FORMG | Notice of Response to First Appointment |
| | □ | FORMH | Estimate of costs (financial remedy) |
| | □ | FORMH1 | Statement of costs (financial remedy) |
| | □ | FORMI | Notice of request for periodical payments order at same rate as order for maintenance pending outcome of proceedings |
| | □ | FORMP | Pension Inquiry form |
| | □ | FORMP1 | Pension Sharing Annex under [Section 24B of the Matrimonial Causes Act 1973] [paragraph 15 of Schedule 5 to the Civil Partnership Act 2004] |
| | □ | FORMP2 | Pension Attachment Annex under [Section 25B or 25C of the Matrimonial Causes Act 1973] [paragraph 25 or 26 of Schedule 5 to the Civil Partnership Act 2004] |
| | □ | FORMPPF | Pension Protection Fund Inquiry Form |
| | □ | FORMPPF 1 | Pension Protection Fund sharing annex |
| | □ | FORMPPF 2 | Pension Protection Fund attachment annex |

General

| | | | |
|---|---|---|---|
| | □ | ARB1(F) | Application for family arbitration (Institute of Family Law Arbitrators) |
| | □ | D9B | Particulars of person whose address is being sought |
| | □ | D41 | Praecipe for Witness Summons |
| † | □ | EX50 | Civil and Family Court Fees - From 21 March 2016 |
| ♦ | □ | FPR54 | Scott schedule for allegations of unreasonable behaviour |
| † | □ | N260 | Statement of Costs (summary assessment) (time format hours:minutes) |
| †⊙ | □ | **N260(U)** | **Statement of Costs (summary assessment) (time in units (hours:decimals))** |

Notices

| | | | |
|---|---|---|---|
| | □ | D5 | Notice to be indorsed on documents served in accordance with rule 6.14 of the Family Procedure Rules 2010 |
| | □ | D36 | Notice of Application for decree nisi to be made absolute or conditional order to be made final |
| | □ | D50 | Notice of application under section 17 of the Married Women's Property Act 1882/section 66 of the Civil Partnership Act 2004 |
| | □ | D50A | Notice of proceedings and acknowledgement of service under section 17 of the Married Women's Property Act 1882/section 66 of the Civil Partnership Act 2004 |
| † | □ | FP8 | Notice of change of solicitor |
| ♦ | □ | FPR10 | Notice of Acting (for matrimonial/family matters) |
| ♦ | □ | FPR52 | Notice of withdrawal of petition |
| †♦ | □ | TCN1 | Notice Severing Joint Tenancy – With Duplicate for Acknowledgment |
| †♦ | □ | TCN2 | Notice Severing Joint Tenancy – With Conveyancer's Certificate of Service |

Orders

| | | | | |
|---|---|---|---|---|
| ♦ | □ | FPR47 | Draft Order for disclosure against a non-party pursuant to FPR 2010 rule 21. | |
| ♦ | □ | FPR57 | Draft Order for the adding of a party pursuant to FPR 2010, r. 9.26B | |
| ♦ | □ | FPR59 | Draft Order for the removal of a party pursuant to FPR 2010, r. 9.26B | |

Petitions

| | | | | |
|---|---|---|---|---|
| | □ | D8 | Divorce / dissolution/ (judicial) separation petition | |
| | □ | D8(Notes) | Supporting notes for guidance on completing a divorce/dissolution/(judicial) separation petition | |
| | □ | D8D | Petition for a presumption of death decree/order and the dissolution of a marriage/civil partnership | |
| | □ | D8D(Notes) | Supporting notes for guidance on completing a petition for a presumption of death decree/order and dissolution of the marriage/civil partnership | |
| | □ | D8N | Nullity petition | |
| | □ | D8N(Notes) | Supporting notes for guidance on completing a nullity petition | |
| ♦ | □ | P8(Notes) | Supporting notes for guidance on completing a divorce petition | |
| ♦ | □ | P8A | Divorce petition - adultery | *WAS CALLED P8AH* |
| ♦ | □ | P8B | Divorce petition - behaviour | *WAS CALLED P8BH* |
| ♦ | □ | P8C | Divorce petition - desertion | *WAS CALLED P8CH* |
| ♦ | □ | P8D | Divorce petition - 2 years' separation | *WAS CALLED P8DH* |
| ♦ | □ | P8E | Divorce petition - 5 years' separation | *WAS CALLED P8EH* |
| ♦ | □ | P8BCP | Civil Partner's dissolution petition - behaviour | |
| ♦ | □ | P8CCP | Civil Partner's dissolution petition - desertion | |
| ♦ | □ | P8DCP | Civil Partner's dissolution petition - 2 years' separation | |
| ♦ | □ | P8ECP | Civil Partner's dissolution petition - 5 years' separation | |

Requests

| | | | |
|---|---|---|---|
| | □ | D62 | Request for issue of judgment summons |
| | □ | D89 | Request for personal service by a court bailiff |
| ♦ | □ | FPR55 | Respondent's request to the petitioner for further information about the petition |

Searches

| | | | |
|---|---|---|---|
| | □ | D440 | Request for search for Divorce Decree Absolute |

Summons

| | | | |
|---|---|---|---|
| | □ | D63 | Judgment Summons |
| † | □ | FP25 | Witness summons (Family Procedure Rules) |

Statements

| | | | |
|---|---|---|---|
| | □ | D6 | Statement of Reconciliation |
| | □ | D13B | Statement in support of a request to dispense with service of the divorce/dissolution/nullity/ (judicial) separation petition on the Respondent |
| | □ | D20 | Medical examination: statement of parties and examiner |
| | □ | D80A | Statement in support of divorce/(judicial) separation - adultery |
| | □ | D80B | Statement in support of divorce/dissolution/(judicial) separation - unreasonable behaviour |
| | □ | D80C | Statement in support of divorce/dissolution/(judicial) separation - desertion, |
| | □ | D80D | Statement in support of divorce/dissolution/(judicial) separation - 2 years' consent |
| | □ | D80E | Statement in support of divorce/dissolution/(judicial) separation - 5 years' separation |
| | □ | D80F | Statement in support of annulment -void marriage/civil partnership |
| | □ | D80G | Statement in support of annulment - voidable marriage/civil partnership |
| ♦ | □ | D80A(1) | Statement by petitioner in support of amended divorce petition - adultery |
| ♦ | □ | D80B(1) | Statement in support of amended divorce / dissolution / (judicial) separation petition - unreasonable behaviour |
| ♦ | □ | D80C(1) | Statement in support of amended divorce / dissolution / (judicial) separation petition – desertion |
| ♦ | □ | D80D(1) | Statement in support of amended divorce / dissolution / (judicial) separation petition - 2 years' consent |
| ♦ | □ | D80E(1) | Statement by petitioner in support of amended divorce petition - 5 years separation |
| | □ | D81 | Statement of information for a consent order in relation to a financial remedy |
| ♦*W* | □ | FPR53e | Statement in support of an application for service by an alternative method or at an alternative place |
| ♦ | □ | FPR205 | Statement in support of application to expedite decree absolute |
| ♦ | □ | FPR213 | Statement in support of application to dismiss petition on reconciliation |

## OFFICE OF THE PUBLIC GUARDIAN

Applications

| | | | |
|---|---|---|---|
| † | □ | EP2PG | Application for registration of an Enduring Power of Attorney (Mental Capacity Act 2005) |
| † | □ | EP2PG(Notes) | Guidance notes for completing form EP2PG: Application to register an Enduring Power of Attorney |
| | □ | LP2 | Application to register a Lasting Power of Attorney |
| | □ | LP13 | Guidance - Register your Lasting Power of Attorney made before 1 July 2015 |
| | □ | OPG100 | Application for a search of the Public Guardian registers |
| | □ | OPG120A | Application for exemption or remission of Deputyship fees |
| | □ | LPA120A | Application for exemption or remission of LPA\EPA application fees |
| | □ | COP44A | Apply for help with Court of Protection fees |

Disclaimers

| | | | |
|---|---|---|---|
| | □ | LPA005 | Disclaimer by a proposed or acting attorney under a Lasting Power of Attorney |

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General

| | | | |
|---|---|---|---|
| | □ | OPG102 | Deputy report form – Property and financial decisions |
| | □ | OPG102(C1) | Continuation sheet – Section 2 – Significant decisions (OPG102) |
| | □ | OPG102(C2) | Continuation sheet – Section 3 – People you consulted (OPG 102) |
| | □ | OPG102(C3) | Continuation sheet – Section 5 – Bank accounts (OPG 102) |
| | □ | OPG102(C4) | Continuation sheet – Section 6 Client's assets and debts (OPG 102) |
| | □ | OPG103 | Deputy report form – Property and financial decisions (Short form) |
| | □ | OPG103(C1) | Continuation sheet – Section 2 – Significant decisions (OPG103) |
| | □ | OPG103(C2) | Continuation sheet – Section 3 – People you consulted (OPG103) |
| | □ | OPG103(C3) | Continuation sheet – Section 7 –- One-off payments over £1000 (OPG103) |
| | □ | OPG103(C4) | Continuation sheet – Section 8 – Client's assets (OPG103) |
| | □ | OPG104 | Deputy report form – Health and Welfare decisions |
| | □ | OPG104(C1) | Continuation sheet – Section 2 – Decisions made over the reporting period (OPG104) |
| | □ | OPG104(C2) | Continuation sheet – Section 3 – People you consulted (OPG104) |
| | □ | OPG104(C3) | Continuation sheet – Client's health and welfare (OPG104) |

Fee Inserts

| | | | |
|---|---|---|---|
| | □ | OPG105 | Professional deputy fees insert |
| | □ | OPG106 | Public authority deputy fees insert |

Lasting Power of Attorney forms

*POA14 and POA15 are listed here for reference; they will appear under the Power of Attorney heading in Laserform.*

| | | | |
|---|---|---|---|
| | □ | LP12 | Guidance - Make and register your Lasting Power of Attorney |
| | □ | LP1F | Lasting Power of Attorney for financial decisions |
| | □ | LP1H | Lasting Power of Attorney for health and care decisions |
| | □ | LPC1 | Continuation sheet 1 – Additional people |
| | □ | LPC2 | Continuation sheet 2 – Additional information |
| | □ | LPC3 | Continuation sheet 3 – If the donor cannot sign or mark |
| | □ | LPC4 | Continuation sheet 4 –Trust corporation appointed as an attorney |
| | □ | LPC5 | Continuation sheet 5 – About the attorneys |
| | □ | LP1FC11 | Continuation sheet – Lasting Power of Attorney financial decisions (Section 11-signature) |
| | □ | LP1HC11 | Continuation sheet – Lasting Power of Attorney health and care decisions (Section 11 -signature) |
| | □ | LP1FC15 | Continuation sheet – Lasting Power of Attorney financial (section15 - signature) |
| | □ | LP1HC15 | Continuation sheet – Lasting Power of Attorney health and care (section 15 - signature) |
| †♦ | □ | POA14 | Deed of revocation of a registered lasting power of attorney |
| †♦ | □ | POA15 | Deed of revocation of an unregistered lasting power of attorney |

Notices

| | | | |
|---|---|---|---|
| † | □ | EP1PG | Notice of intention to apply for registration of an Enduring Power of Attorney (Mental Capacity Act 2005) |
| † | □ | EP1PG(3) | Notice of Intention to Apply for Registration of an Enduring Power of Attorney (Mental Capacity Act 2005) (Adapted for three or more attorneys) |
| | □ | EP3PG | Notice to the Office of the Public Guardian of an objection to registration of an Enduring Power of Attorney |
| | □ | LP3 | Notice of intention to apply for registration of a Lasting Power of Attorney |
| | □ | LPA008 | Notice to the Office of the Public Guardian of an application to object to registration of a Lasting Power of Attorney made to the Court of Protection |

Objections

| | | | |
|---|---|---|---|
| | □ | LPA006 | Objection by the donor to the registration of a lasting power of attorney |
| | □ | LPA007 | Objection to the Office of the Public Guardian of a proposed registration of a Lasting Power of Attorney on factual grounds |

# OFFICE PROCEDURE

*Law Society forms are subject to an annual licence fee per site, see the Law Society page of this catalogue for details.*

Bribery Act

| | | | |
|---|---|---|---|
| ♦ | □ | BA21 | Anti-Bribery Policy |
| ♦ | □ | BA22 | Anti- Bribery Declaration |
| ♦ | □ | BA23 | Application to offer/accept corporate hospitality and/or gift |
| ♦ | □ | BA24 | Corporate hospitality and gifts reporting form |
| ♦ | □ | BA25 | Facilitation Payments - Guidance and checklist |
| ♦ | □ | BA26 | Statement of compliance responsibilities |

Client Care

| | | | |
|---|---|---|---|
| † *LS* | □ | **LexcelCC1** | **Equality and Diversity Monitoring Form** |
| † *LS* | □ | **LexcelCC2** | **Complaints Management Checklist** |
| † *LS* | □ | **LexcelCC3** | **Complaint Register** |
| † *LS* | □ | **LexcelCC4** | **Client Complaint Form** |
| † *LS* | □ | **LexcelCC5** | **Client Satisfaction Survey** |
| † *LS* | □ | **LexcelCC6** | **File and Case Management Checklist** |

Compliance Officer for Finance and Administration

| | | | |
|---|---|---|---|
| † *LS* | □ | **COFA1** | **SRA guidelines – Accounting procedures and systems checklist (Compliance Officer for Finance and Administration)** |
| † *LS* | □ | **COFA2** | **Matter file review template (Compliance Officer for Finance and Administration)** |
| † *LS* | □ | **COFA3** | **Template for the recording of material breaches internally (Compliance Officer for Finance and Administration)** |

| | | | |
|---|---|---|---|
| † *LS* | □ | **COFA4** | **Template for the recording of non material breaches internally (Compliance Officer for Finance and Administration)** |
| † *LS* | □ | **COFA5** | **Examples of key general controls expected to be in place in law firms (Compliance Officer for Finance and Administration)** |

Compliance Officer for Legal Practice

| | | | |
|---|---|---|---|
| † *LS* | □ | **COLP1** | **Risk register (Compliance Officer for Legal Practice)** |
| † *LS* | □ | **COLP2** | **Compliance gap analysis (Compliance Officer for Legal Practice)** |
| † *LS* | □ | **COLP3** | **Monthly compliance monitoring form (Compliance Officer for Legal Practice)** |
| † *LS* | □ | **COLP4** | **Record of meetings with complaints partner (Compliance Officer for Legal Practice)** |
| † *LS* | □ | **COLP5** | **Internal breach report form (Compliance Officer for Legal Practice)** |
| † *LS* | □ | **COLP6** | **Breach register (Compliance Officer for Legal Practice)** |
| † *LS* | □ | **COLP7** | **Breach review Form (Compliance Officer for Legal Practice)** |
| † *LS* | □ | **COLP8** | **Record of reports submitted to SRA (Compliance Officer for Legal Practice)** |

Data Protection

| | | | |
|---|---|---|---|
| ♦ | □ | DPA1 | Data Protection Act 1998 Notice |

File Administration

| | | | |
|---|---|---|---|
| †*LS* | □ | **IB1** | **Instructions from Client** |
| † *LS* | □ | **Lexcel8C** | **File Opening Form** |
| † *LS* | □ | **Lexcel8B** | **Costs and Funding Checklist** |

Equality and Diversity

| | | | |
|---|---|---|---|
| *LS* | □ | **E&D1** | **Recruitment monitoring form** |
| *LS* | □ | **E&D2** | **Model monitoring questionnaire** |
| *LS* | □ | **E&D3** | **Flexible working impact assessment** |
| *LS* | □ | **E&D4** | **Flexible working request form** |
| *LS* | □ | **E&D5** | **Pre-qualification questionnaire** |
| *LS* | □ | **E&D6** | **Supplier scorecard** |
| *LS* | □ | **E&D7** | **Model tender questionnaire for providers of legal services** |
| *LS* | □ | **E&D8** | **Initial EIA form** |
| *LS* | □ | **E&D9** | **Full EIA form** |

Flexible Working Forms

| | | | |
|---|---|---|---|
| † | □ | FW(A) | Flexible working application form |
| † | □ | FW(B) | Flexible working application acceptance form |
| † | □ | FW(C) | Flexible working application rejection form |
| † | □ | FW(D) | Flexible working appeal form |
| † | □ | FW(E) | Flexible working appeal reply form |
| † | □ | FW(F) | Flexible working extension of time limit form |
| † | □ | FW(G) | Flexible working notice of withdrawal form |

Health and safety

| | | | |
|---|---|---|---|
| ♦ | □ | **HR51** | **Risk assessment** |
| | □ | **HR51DSE** | **Risk assessment for display screen equipment** |
| | □ | **HR51P** | **Risk assessment for a pregnant employee** |

Human Resources - absence

| | | | |
|---|---|---|---|
| ♦ | □ | **HR21** | **Request for annual leave** |
| ♦ | □ | **HR28** | **Self certificate for sickness absence** |
| ♦ | □ | **HR22** | **Request for parental leave** |
| ♦ | □ | **HR23** | **Notice of maternity leave** |
| ♦ | □ | **HR24** | **Notice of paternity leave** |
| ♦ | □ | **HR25** | **Request for study leave** |
| ♦ | □ | **HR26** | **Request for time to train** |
| ♦ | □ | **HR26A** | **Acceptance of request for time to train** |
| ♦ | □ | **HR26B** | **Refusal of request for time to train** |
| ♦ | □ | **HR29** | **Emergency leave: time off for dependants** |

Human Resources - administration

| | | | |
|---|---|---|---|
| ♦ | □ | **HR30** | **Request for eye and eyesight test** |
| ♦ | □ | **HR31** | **Exit interview** |
| ♦ | □ | **HR32** | **Notification of change to terms of employment** |
| | □ | **HRSC3** | **Ordinary statutory paternity pay declaration** |

Human Resources - people management

| | | | |
|---|---|---|---|
| †*LS* | □ | **LexcelPM1** | **Training Request Form** |
| †*LS* | □ | **LexcelPM2** | **Training Evaluation Form** |
| †*LS* | □ | **LexcelPM3** | **Induction Checklist** |
| †*LS* | □ | **LexcelPM4** | **Personal Development Plan** |
| †*LS* | □ | **LexcelPM5** | **Performance Review Form** |

Human Resources - recruitment

| | | | |
|---|---|---|---|
| ♦ | □ | **HR41** | **Request for reference** |
| ♦ | □ | **HR45** | **Interview assessment** |

Money Laundering Compliance

| | | | |
|---|---|---|---|
| *LS* | □ | **AML01** | **Record of Appointment of the MLRO, The Law Society Anti-Money Laundering Toolkit** |
| *LS* | □ | **AML02** | **Risk mitigation form, The Law Society Anti-Money Laundering Toolkit** |
| *LS* | □ | **AML03** | **Private client inception form, The Law Society Anti-Money Laundering Toolkit** |
| *LS* | □ | **AML04** | **Entity or legal arrangement client inception form, The Law Society Anti-Money Laundering Toolkit** |
| *LS* | □ | **AML05** | **Client politically exposed persons (PEP) form, The Law Society Anti-Money Laundering Toolkit** |
| *LS* | □ | **AML06** | **MLRO log of PEP and high-risk clients, The Law Society Anti-Money Laundering Toolkit** |
| *LS* | □ | **AML07** | **MLRO query log, The Law Society Anti-Money Laundering Toolkit** |
| *LS* | □ | **AML08** | **Internal report form, The Law Society Anti-Money Laundering Toolkit** |
| *LS* | □ | **AML09** | **MLRO decision form, The Law Society Anti-Money Laundering Toolkit** |
| *LS* | □ | **AML10** | **Compliance monitoring form, The Law Society Anti-Money Laundering Toolkit** |
| *LS* | □ | **AML11** | **MLRO report to management, The Law Society Anti-Money Laundering Toolkit** |

Other (Law Society)

| | | | |
|---|---|---|---|
| †*LS* | □ | **IB2** | **Orders Given** |
| †*LS* | □ | **IB3** | **Securities Record** |
| †*LS* | □ | **Lexcel 6B** | **Consideration of Devolved Powers** |
| †*LS* | □ | **Lexcel 8E** | **Experts/Counsel Recommendation Form** |

Risk Management

| | | | |
|---|---|---|---|
| †*LS* | □ | **LexcelRM1** | **File Summary Sheet** |
| †*LS* | □ | **LexcelRM2** | **Risk Referral Form** |
| †*LS* | □ | **LexcelRM3** | **File Review Checklist** |
| †*LS* | □ | **LexcelRM4** | **File Review Corrective Action Form** |
| †*LS* | □ | **LexcelRM5** | **Risk Data Analysis Form** |
| †*LS* | □ | **LexcelRM6** | **Staff Suggestion Form** |

# EUIPO – EUROPEAN UNION TRADE MARK AND DESIGNS

Applications

| | | |
|---|---|---|
| □ | EUIPOD1 | Application for a Declaration of Invalidity of a Registered Community Design |
| □ | EUIPO2 | Application to enter on the list of professional representatives in trade mark matters before the European Union Intellectual Property Office according to Article 93 of the European Union trade mark regulation (EUTMR) |
| □ | EUIPO4 | Application to enter on the special list of professional representatives in design matters before European Union Intellectual Property Office (EUIPO) according to Article 78 of the Community Design Regulation (CDR) |
| □ | EUIPOTM1 | Application for a Declaration of Invalidity of a European Union Trade Mark |
| □ | EUIPOTM2 | Application for Revocation of a European Union Trade Mark |

General European

| | | |
|---|---|---|
| □ | EUIPO3 | Authorisation (General and Individual) |
| □ | EUIPO5 | Recordal Application |

Notices

| | | |
|---|---|---|
| □ | EUIPO1 | Notice of Appeal |

# PATENT

Applications

| | | |
|---|---|---|
| □ | AF1 | Application Fee for patent application |
| □ | IPOPF16 | Application to restore a patent |
| □ | IPOPF21 | Application to record a change of ownership or give notice of rights acquired in a patent or patent application |
| □ | IPOPF28 | Application by the proprietor of a patent for an entry to be made in the register that licences under the patent are available as of right |
| □ | IPOPF30 | Application by the proprietor of a patent to cancel an entry in the register that licences under the patent are available as of right |

Notices

| | | |
|---|---|---|
| □ | IPOPF8A | Notice of the intention to restrict the availability of samples of biological material to experts |
| □ | IPOPF15 | Notice of opposition |

General

| | | |
|---|---|---|
| □ | NP1 | National processing of an international application for a patent (UK) |
| □ | IPOPF2 | Initiation of proceedings before the Comptroller |
| □ | IPOPF3 | Late Additions and Declarations of Priority |
| □ | IPOPF4 | Continuation of proceedings before the Comptroller |
| □ | IPOPF7 | Statement of inventorship and of right to grant of a patent |
| □ | IPOPF12 | Payment of renewal fee (and additional fee for late payment) |
| □ | IPOPF51 | Appointment or change of agent |
| □ | IPOPF54 | Filing a translation in connection with a European patent or a European patent application |

Requests

| | | |
|---|---|---|
| □ | IPOPF1 | Request for grant of a patent |
| □ | IPOPF8 | Request for a certificate authorising the release of a sample of biological material |
| □ | IPOPF9 | Request for a preliminary examination and search |
| □ | IPOPF9A | Request for search |
| □ | IPOPF10 | Request for a substantive examination |
| □ | IPOPF14 | Request to reinstate a patent application |
| □ | IPOPF17 | Request for opinion |
| □ | IPOPF20 | Request to correct or update a name or address |
| □ | IPOPF23 | Request for a certificate of the Comptroller or a certified or uncertified copy from a file or the register |
| □ | IPOPF49 | Request to be informed of future events relating to a patent application or patent (caveat) |
| □ | IPOPF52 | Request to extend a prescribed time limit |

Supplementary Protection forms

| | | |
|---|---|---|
| □ | SP1 | Application for grant of a Supplementary Protection Certificate, Patents Act 1977 (Rule 116(1)) |
| □ | SP2 | Payment of annual fees (and additional fee for late payment) |
| □ | SP3 | Application for declaration of lapse or invalidity, or to revoke an extension of the duration of a supplementary protection certificate |
| □ | SP4 | Application for grant of an Extension to a Supplementary Protection Certificate |

# PERSONAL INJURY

*Other relevant forms for Personal Injury practitioners are found in the Court forms group in Laserform. Some of those forms are listed here for reference.*

Attendance Notes

| | | |
|---|---|---|
| □ | ATT5 | Attendance Note for Consideration of Special Damage |
| □ | ATT6 | Attendance note with schedule of injuries |

Conditional Fee Agreements

*Law Society forms are subject to an annual licence fee per site. See the Law Society forms page of this catalogue for details.*

| | | | |
|---|---|---|---|
| † *LS* | □ | **CFA(PI)** | **Conditional Fee Agreement ('CFA') For use in personal injury and clinical negligence cases only** |
| † *LS* | □ | **CFA(PI)Notes** | **Conditional Fee Agreements Guidance** |

Employers' Liability and Public Liability

The forms listed in bold are for use with Case Management systems. We are advised that non case management users should use the dedicated Ministry of Justice online portal. These forms are provided under Part 2 of the Laserform catalogue, special conditions apply.

| | | | |
|---|---|---|---|
| ⊙ | □ | **ELD1** | **Claim notification form Low value personal injury claims in employers' liability - disease (£1,000 - £25,000)** |
| ⊙ | □ | **ELD2** | **Defendant only Claim notification form Low value personal injury claims in employers' liability - disease (£1,000 - £25,000)** |
| ⊙ | □ | **EL1** | **Claim notification form Low value personal injury claims in employers' liability - accident only (£1,000 - £25,000)** |
| ⊙ | □ | **EL2** | **Defendant only Claim notification form Low value personal injury claims in employers' liability - accident only (£1,000 - £25,000)** |
| ⊙ | □ | **EPL3** | **Medical report form Low value personal injury claims in employers' liability and public liability (£1,000 to £25,000)** |
| ⊙ | □ | **EPL4** | **Interim Settlement Pack and Response to Interim Settlement Pack Low value personal injury claims in employers' liability and public liability (£1,000 - £25,000)** |
| †⊙ | □ | **EPL5** | **Stage 2 Settlement Pack and Response to Settlement Pack Low value personal injury claims in employers' liability and public liability (£1,000 - £25,000)** |
| ⊙ | □ | **EPL6** | **Court Proceedings Pack (Part A) Low value personal injury claims in employers' liability and public liability (£1,000 - £25,000)** |
| ⊙ | □ | **EPL7** | **Court Proceedings Pack (Part B) Low value personal injury claims in employers' liability and public liability (£1,000 - £25,000)** |
| ⊙ | □ | **PL1** | **Claim notification form Low value personal injury claims in public liability accidents (£1,000 - £25,000)** |
| ⊙ | □ | **PL2** | **Defendant only Claim notification form Low value personal injury claims in public liability accidents (£1,000 - £25,000)** |

Forms of Authority

| | | | |
|---|---|---|---|
| ♦ | □ | PI24A | Authority for release of medical records |
| ♦ | □ | PI24B | Authority for release of GP records |
| ♦ | □ | PI24C | Authority for release of pension records |
| ♦ | □ | PI24D | Authority for release of benefit records |
| ♦ | □ | PI24E | Authority for release of employment records |
| ♦ | □ | PI25A | Authority for release of medical records, acting by patient's representative or next of kin |
| ♦ | □ | PI25B | Authority for release of GP records, acting by patient's representative or next of kin |
| ♦ | □ | PI25C | Authority for release of pension records, acting by client's representative or next of kin |
| ♦ | □ | PI25D | Authority for release of benefit records, acting by client's representative or next of kin |
| ♦ | □ | PI25E | Authority for release of employment records, acting by employee's representative or next of kin |

Questionnaires

| | | | |
|---|---|---|---|
| ♦ | □ | AAWQ1 | Accident at work, client instructions questionnaire |
| | □ | RTAQ1 | Road Traffic Accident client questionnaire – driver |
| | □ | RTAQ2 | Road Traffic Accident client questionnaire – passenger |

| | | | |
|---|---|---|---|
| | □ | RTAQ3 | Road Traffic Accident client questionnaire – pedestrian |

RTA protocol forms

The RTA forms listed in bold are for use with Case Management systems. We are advised that non case management users should use the dedicated Ministry of Justice online portal. These forms are provided under Part 2 of the Laserform catalogue, special conditions apply.

| | | | |
|---|---|---|---|
| † | □ | N209A | Notice of Issue (Practice Direction 8B – Pre-Action Protocol for Low Value Personal Injury Claims in Road Traffic Accidents) |
| † | □ | N210B | Acknowledgment of Service (Practice Direction 8B – Pre-Action Protocol for Low Value Personal Injury Claims in Road Traffic Accidents) |
| †⊙ | □ | **RTA1** | **Claim Notification Form** |
| †⊙ | □ | **RTA2** | **Defendant Only Claim Notification Form** |
| †⊙ | □ | **RTA3** | **Medical Report Form** |
| †⊙ | □ | **RTA4** | **Interim Settlement Pack Form and Response to Interim Settlement Pack** |
| †⊙ | □ | **RTA5** | **Stage 2 Settlement Pack Form and Response to Settlement Pack** |
| †⊙ | □ | **RTA6** | **Court Proceedings Pack (Part A) Form** |
| †⊙ | □ | **RTA7** | **Court Proceedings Pack (Part B) Form** |

# POWER OF ATTORNEY

***Forms for Lasting Powers of Attorney are under the Office of the Public Guardian heading***

Powers of Attorney

| | | | |
|---|---|---|---|
| ♦ | □ | POA1 | General Power of Attorney – Section 10 – Powers of Attorney Act 1971 (single attorney) |
| ♦ | □ | POA2 | General Power of Attorney – Section 10 – Powers of Attorney Act 1971 (two attorneys, acting jointly) |
| ♦ | □ | POA3 | General Power of Attorney – Section 10 – Powers of Attorney Act 1971 (two attorneys, acting jointly and severally) |
| ♦ | □ | POA4 | Power of Attorney – Powers of Attorney Act 1971 (single attorney - for limited purpose(s)) |
| ♦ | □ | POA5 | Power of Attorney - Powers of Attorney Act 1971 (two attorneys, acting jointly - for limited purpose(s)) |
| ♦ | □ | POA6 | Power of Attorney - Powers of Attorney Act 1971 (two attorneys, acting jointly and severally - for limited purpose(s)) |
| ♦ | □ | POA7 | Power of Attorney - Powers of Attorney Act 1971 (single attorney - to act generally except for specific purpose(s)) |
| ♦ | □ | POA8 | Power of Attorney - Powers of Attorney Act 1971 (two attorneys, acting jointly - to act generally except for specific purpose(s)) |
| ♦ | □ | POA9 | Power of Attorney - Powers of Attorney Act 1971 (two attorneys, acting jointly and severally - to act generally except for specific purpose(s)) |

Probate Powers of Attorney

| | | | |
|---|---|---|---|
| †♦ | □ | PR40a | Power of Attorney given by a person entitled to a grant of representation as an administrator (deceased testate) |
| †♦ | □ | PR40b | Power of Attorney given by persons entitled to a grant of representation as administrators (deceased testate) |
| †♦ | □ | PR40c | Power of Attorney given by a person entitled to a grant of representation as an administrator (deceased intestate) |
| †♦ | □ | PR40d | Power of Attorney given by two persons entitled to a grant of representation as administrators (deceased intestate) |
| †♦ | □ | PR41a | Power of Attorney by person entitled to a grant of representation (foreign domiciled deceased - testate) |
| †♦ | □ | PR41b | Power of Attorney by persons entitled to a grant of representation (foreign domiciled deceased - testate) |
| †♦ | □ | PR41c | Power of Attorney by person entitled to a grant of representation (foreign domiciled deceased - intestate) |
| †♦ | □ | PR41d | Power of Attorney by persons entitled to a grant of representation (foreign domiciled deceased - intestate) |
| †♦ | □ | PR42a | Power of Attorney given by an executor |
| †♦ | □ | PR42b | Power of Attorney given by executors |
| †♦ | □ | PR44A | Power of Attorney given by executor (post grant) |
| †♦ | □ | PR44B | Power of attorney given by an administrator (with will annexed) (post grant) |
| †♦ | □ | PR44C | Power of Attorney given by an administrator (deceased intestate) (post grant) |

Revocations

*POA14 and POA15 are also listed in the catalogue under Office of the Public Guardian for reference; they will appear under the Power of Attorney heading in Laserform.*

| | | | |
|---|---|---|---|
| ♦ | □ | POA12 | Deed of Revocation of a General Power of Attorney |
| ♦ | □ | POA13 | Deed of Revocation of a Specific Power of Attorney |
| †♦ | □ | POA14 | Deed of revocation of a registered lasting power of attorney |
| †♦ | □ | POA15 | Deed of revocation of an unregistered lasting power of attorney |

Statements

| | | | |
|---|---|---|---|
| ♦ | □ | TDA1 | Statement made under and pursuant to Section 2(3) of the Trustee Delegation Act 1999 by Donee of a Power of Attorney |

Trustee Powers of Attorney

| | | | |
|---|---|---|---|
| ♦ | □ | POA10 | General Trustee Power of Attorney – Section 25(5) – Trustee Act 1925 (for a power not incorporating the date on which the delegation commences or the period for which it continues (or both)) |
| ♦ | □ | POA11 | General Trustee Power of Attorney – Section 25(5) – Trustee Act 1925 (incorporating the date on which the delegation commences or the period for which it continues (or both)) |

# PROBATE

Accounts

| | | | |
|---|---|---|---|
| ♦ | □ | PREA1 | Estate Accounts (Short form) |
| ♦ | □ | PR94 | Confirmation of receipt and approval of estate accounts by residuary beneficiary |

Advertisements

| | | | |
|---|---|---|---|
| | □ | PA27 | Particulars of Advertisement pursuant to Section 27 of the Trustees Act 1925 |
| | □ | PA28 | Particulars of Advertisement (Not London Gazette) |

Affidavits

| | | | |
|---|---|---|---|
| ♦ | □ | PR20 | Affidavit as to alias |
| ♦ | □ | PR21 | Affidavit as to condition of will |
| ♦ | □ | PR22 | Affidavit of search for will |
| ♦ | □ | PR23 | Affidavit of handwriting |
| ♦ | □ | PR24 | Affidavit of due execution |
| ♦ | □ | PR25 | Affidavit of executor's identity |
| ♦ | □ | PR26 | Probate affidavit to lead amendment of grant |
| ♦ | □ | PR27a | Affidavit of Attesting Witness as to Alterations to a will |
| ♦ | □ | PR27b | Affidavit of Attesting Witnesses as to Alterations to a will |
| ♦ | □ | PR28 | Affidavit of service for probate |

Applications

| | | | |
|---|---|---|---|
| † | □ | NL(1) | Application for Registration of Notice Affecting Land |
| † | □ | NL(2) | Application for Search of Register of Notices Affecting Land |
| | □ | PA1 | Probate Application form |
| | □ | PA1a | Guidance Notes for Probate Application form PA1 *(Laserform V9.5 only)* |
| | □ | PA1S | Postal search of the Probate records of England and Wales |
| | □ | PA7a | Application Form To Withdraw A Will And/Or Codicil From Safe Keeping |

Caveats

| | | | |
|---|---|---|---|
| ♦ | □ | PR30 | Caveat |
| ♦ | □ | PR31 | Warning to caveator |

Checklists

| | | | |
|---|---|---|---|
| ♦ | □ | PR16 | Checklist for the Banking Practices Protocol for Estate Administration |

Citations

| | | | |
|---|---|---|---|
| ♦ | □ | PR36 | Appearance to citation |
| ♦ | □ | PR45 | Citation to take probate against intermeddling executor |
| ♦ | □ | PR46 | Citation to accept or refuse a grant |
| ♦ | □ | PR47 | Citation to propound paper writing |

Claims

| | | | |
|---|---|---|---|
| † | □ | N2 | Claim form (Probate claim) |
| † | □ | N2A | Probate claim – Notes for claimant on completing a claim form |
| † | □ | N2B | Probate claim – Notes for the defendant |
| ♦† | □ | PR208(1) | Claim under the Inheritance (Provision for Family and Dependants) Act 1975, where deceased left a will |
| ♦† | □ | PR208(2) | Claim under the Inheritance (Provision for Family and Dependants) Act 1975, where deceased left a will (claim out of time) |
| ♦† | □ | PR208(3) | Claim under the Inheritance (Provision for Family and Dependants) Act 1975, where deceased died intestate |
| ♦† | □ | PR208(4) | Claim under the Inheritance (Provision for Family and Dependants) Act 1975, where deceased died intestate (claim out of time) |

Estate Provisions

| | | | |
|---|---|---|---|
| ♦ | □ | PREP | Estate Provisions (April 2014 Edition) |

General

*PR57 is duplicated here for reference, it will appear in the Court form range in Laserform*

| | | | |
|---|---|---|---|
| ♦ | □ | PR32 | Appearance to warning |
| ♦ | □ | PR38 | Consent to application by trust corporation |
| ♦ | □ | PR39 | Power of attorney to take administration |
| ♦ | □ | PR48 | Certificate of Mental Capacity |
| ♦ | □ | PR49 | Certificate to accompany copies of the sworn will |
| ♦ | □ | PR54 | Pre-Lodgement Enquiry form |
| † | □ | PR57 | Witness statement about testamentary documents (CPR rule 57.5) |
| ♦ | □ | PR95 | Beneficiary's confirmation of receipt of pecuniary legacy |

Insolvent Estates forms

| | | | |
|---|---|---|---|
| † | □ | IE1 | Creditor's Petition for Insolvency Administration Order (Form 1) |
| † | □ | IE2 | Petition for Insolvency Administration Order by Supervisor of Voluntary Arrangement or Person Bound by it (Form 2) |
| † | □ | IE3 | Criminal Bankruptcy Petition for an Insolvency Administration Order (Form 3) |

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| | | | |
|---|---|---|---|
| † | □ | IE4 | Insolvency Administration Order (Form 4) |
| † | □ | IE5 | Insolvency Administration Order on Transfer of Proceedings (Form 5) |
| † | □ | IE6 | Petition of Personal Representative for Insolvency Administration Order (Form 6) |
| † | □ | IE7 | Statement of Affairs (Deceased Insolvent) (Form 7) |

Law Society forms

*Law Society forms are subject to an annual licence fee per site. See the Law Society forms page of this catalogue for details.*

| | | | |
|---|---|---|---|
| † *LS* | □ | **PR50** | **Your Will – Client Questionnaire** |
| † *LS* | □ | **PR51** | **Personal Assets Log** |
| † *LS* | □ | **PR52** | **Questionnaire for Personal Representative Clients** |
| † *LS* | □ | **PR53** | **Death Certificate Verification Form** |

Notices

| | | | |
|---|---|---|---|
| † | □ | N205D | Notice of issue (Probate claim) |
| ♦ | □ | PR37 | Notice of election to redeem life interest |
| ♦ | □ | PR43 | Notice of intention to apply for representation through an attorney |
| ♦ | □ | PR91 | Notice to non-proving executor |

Nominations

| | | | |
|---|---|---|---|
| ♦ | □ | PR34 | Nomination of co-administrator |
| ♦ | □ | PR34(a) | Nomination by father of co-administrator |
| ♦ | □ | PR34(b) | Nomination by mother of co-administrator |
| ♦ | □ | PR34(c) | Nomination by step-father of co-administrator |
| ♦ | □ | PR34(d) | Nomination by step-mother of co-administrator |
| ♦ | □ | PR34(e) | Nomination by guardian of minor(s) of co-administrator |
| ♦ | □ | PR34(f) | Nomination by special guardian of minor(s) of co-administrator |

Oaths

| | | | |
|---|---|---|---|
| ♦ | □ | PR1 | Oath for executor(s) |
| ♦ | □ | PR1A | Oath for executor(s) (foreign domicile) |
| ♦ | □ | PR2 | Oath for administrator(s) |
| ♦ | □ | PR2A | Oath for Administrator(s) (Person(s) Entrusted) (Foreign Domicile) |
| ♦ | □ | PR2B | Oath for Administrator(s) (with will annexed) (Person(s) Entrusted) (Foreign Domicile) |
| ♦ | □ | PR2C | Oath for Administrator(s) (Person(s) Beneficially Entitled) (Foreign Domicile) |
| ♦ | □ | PR2D | Oath for Administrator(s) (with will annexed) (Person(s) Beneficially Entitled) (Foreign Domicile) |
| ♦ | □ | PR2E | Oath for Administrator(s) (Discretionary Order made under Rule 30(1)(R) (Foreign Domicile) |
| ♦ | □ | PR2F | Oath for Administrator(s) (with will annexed) (Discretionary Order made under Rule 30(1) (R) (Foreign Domicile) |
| ♦ | □ | PR3 | Oath for administrators (with will annexed) |
| ♦ | □ | PR4 | Oath for administrators (with or without will annexed: foreign domicile) |
| ♦ | □ | PR5 | Oath for executor (trust corporation) |
| ♦ | □ | PR6 | Oath for administrator (with or without will) (trust corporation) |
| ♦ | □ | PR7 | Oath for attorney of executor(s) |
| ♦ | □ | PR7P | Oath for attorneys of executor(s) |
| ♦ | □ | PR8 | Oath for attorney of administrator |
| ♦ | □ | PR8a | Oath for attorneys of administrator (where one person appoints two attorneys) |
| ♦ | □ | PR8b | Oath for attorneys of administrator (where two people appoint an attorney) |
| ♦ | □ | PR8c | Oath for attorneys of administrator (where two people each appoint their own attorney) |
| ♦ | □ | PR9 | Oath for administrator(s) de bonis non |
| ♦ | □ | PR10 | Oath for administrator(s) de bonis non (with will annexed) |
| ♦ | □ | PR11 | Oath for administrator with parental responsibility and nominated co-administrator |
| ♦ | □ | PR11A | Oath for administrator with parental responsibility and nominated co-administrator (Adoption and Children Act 2002) |
| ♦ | □ | PR11B | Oath for administrator (father) with parental responsibility and nominated co-administrator (Adoption and Children Act 2002) |
| ♦ | □ | PR11C | Oath for administrator (mother) with parental responsibility and nominated co-administrator (Adoption and Children Act 2002) |
| ♦ | □ | PR11D | Oath for administrators appointed by order made under N-CPR 1987 r.32(2) |
| ♦ | □ | PR12 | Oath for double probate |
| ♦ | □ | PR13 | Oath for cessate administration |
| ♦ | □ | PR14A | Oath for administrator (with will annexed), Person first entitled disclaiming benefit (Forfeiture Rule and Law of Succession) Act 2011 (deceased died on or after 1 February 2012) |
| ♦ | □ | PR14B | Oath for administrator, Person first entitled disclaiming benefit (Forfeiture Rule and Law of Succession) Act 2011 (deceased died on or after 1 February 2012) |
| ♦ | □ | PR90 | Oath for solicitor executor(s) |

Powers of Attorney

| | | | |
|---|---|---|---|
| †♦ | □ | PR40a | Power of Attorney given by a person entitled to a grant of representation as an administrator (deceased testate) |
| †♦ | □ | PR40b | Power of Attorney given by persons entitled to a grant of representation as administrators (deceased testate) |
| †♦ | □ | PR40c | Power of Attorney given by a person entitled to a grant of representation as an administrator (deceased intestate) |
| †♦ | □ | PR40d | Power of Attorney given by two persons entitled to a grant of representation as administrators (deceased intestate) |
| †♦ | □ | PR41a | Power of Attorney by person entitled to a grant of representation (foreign domiciled deceased - testate) |
| †♦ | □ | PR41b | Power of Attorney by persons entitled to a grant of representation (foreign domiciled deceased - testate) |
| †♦ | □ | PR41c | Power of Attorney by person entitled to a grant of representation (foreign domiciled deceased - intestate) |
| †♦ | □ | PR41d | Power of Attorney by persons entitled to a grant of representation (foreign domiciled deceased - intestate) |
| †♦ | □ | PR42a | Power of Attorney given by an executor |
| †♦ | □ | PR42b | Power of Attorney given by executors |
| †♦ | □ | PR44A | Power of Attorney given by executor (post grant) |

| | | | |
|---|---|---|---|
| †♦ | □ | PR44B | Power of attorney given by an administrator (with will annexed) (post grant) |
| †♦ | □ | PR44C | Power of Attorney given by an administrator (deceased intestate) (post grant) |

Renunciations

| | | | |
|---|---|---|---|
| ♦ | □ | PR33 | Renunciation of probate |
| ♦ | □ | PR33a | Renunciation of administration |
| ♦ | □ | PR33b | Renunciation of letters of administration (with will annexed) |
| ♦ | □ | PR33c | Renunciation of probate and administration by executors and trustees |
| ♦ | □ | PR33d | Renunciation of probate (and administration) by partners in a firm |
| ♦ | □ | PR33e | Renunciation of probate by two or more executors |
| ♦ | □ | PR33f | Renunciation of probate by sole executor |
| ♦ | □ | PR33g | Renunciation of probate and administration by sole executor and trustee |

Requests

| | | | |
|---|---|---|---|
| † | □ | CFOFE1 | Request for Payment of Funeral Expenses |
| † | □ | CFOIHT1 | Request for Payment of Inheritance Tax |
| ♦ | □ | PR92 | Request to dispense with notice to non-proving executor |
| †♦ | □ | PR93 | Request by executors or administrators of a deceased holder to be placed on the register as holders in their own right |

# SOCIAL

Administrative Appeals Tribunal

| | | | |
|---|---|---|---|
| | □ | TSUT1 | Application for Permission to Appeal to the Upper Tribunal Administrative Appeals Chamber and Notice of Appeal from First-tier Tribunal (Social Entitlement Chamber) |

Mental Health

| | | | |
|---|---|---|---|
| | | CTO4 | Community Treatment Order |
| | □ | MHA1 | Application by nearest relative for admission for assessment (Form A1) |
| | □ | MHA5 | Application by nearest relative for admission for treatment (Form A5) |
| | □ | MHA9 | Emergency application by nearest relative for admission for assessment (Form A9) |
| | □ | MHG1 | Guardianship application by nearest relative (Form G1) |
| | □ | MHG7 | Authority for transfer of a patient from the guardianship of one guardian to another (Form G7) |
| | □ | T110 | Application to First-tier Tribunal Mental Health Act 1983 (as amended) (FTT1A) |

# SUPREME COURT

Applications

| | | | |
|---|---|---|---|
| | □ | SC002 | Application form |

Notices

| | | | |
|---|---|---|---|
| | □ | SC001 | Notice of appeal (or application for permission to appeal) |
| | □ | SC003 | Notice of objection/Acknowledgment |

# TRADE MARKS

Applications

| | | | |
|---|---|---|---|
| | □ | TM3 | Application to register a trade mark |
| | □ | TM3A | Application to add extra classes |
| | □ | TM4 | Application to transform a Madrid Protocol Designation |
| | □ | TM16 | Application to record a change of ownership |
| | □ | TM16P | Application to record a partial assignment of goods and/or services |
| | □ | TM24 | Application to record or amend a security interest |
| | □ | TM24C | Application to cancel a security interest |
| | □ | TM26(I) | Application to declare invalid a registration or a protected international trade mark (UK) |
| | □ | TM26(N) | Application to revoke a registration or a protected international trade mark (UK) for reasons of non-use |
| | □ | TM26(O) | Application to revoke a registration or a protected international trade mark (UK) for reasons other than non-use |
| | □ | TM26(R) | Application to rectify the register |
| | □ | TM27 | Application to intervene in proceedings for the (a) invalidation, revocation or rectification of a UK registration, or (b) invalidation or revocation of a protected international trade mark (UK) |
| | □ | TM28 | Application to record a concurrent registration' |
| | □ | TM29 | Application to set aside cancellation of application or revocation or invalidation or registration |
| | □ | TM36 | Application to amend the regulations governing the use of certification or collective marks |
| | □ | TM50 | Application to record a licensee |
| | □ | TM51 | Application to remove or amend the recordal of a licence |
| | □ | TMM2 | Application for International Registration governed exclusively by the Madrid Protocol (MM2)(E)(E)) |

Fee Sheets

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| | | | |
|---|---|---|---|
| † | □ | FS2 | Fee sheet for: UK Designs, Patents, Trade Marks, Patent Co-operation Treaty (PCT) and Company Names Tribunal Forms |
| | □ | FS3 | Fee Sheet for: Handling EUIPO Design applications (Registered Community Design) made through the Intellectual Property Office |
| | □ | FS4 | Fee sheet for: International Trade Mark applications made through the Intellectual Property Office |

**General**

| | | |
|---|---|---|
| □ | TM9R | Retrospective extension of time |
| □ | TM11 | Renewal of trade mark registration |
| □ | TM21A | Change of owner's name, address or email |
| □ | TM21B | Change of details to an application |
| □ | TM33 | Appointment or change of representative (for trade mark owners or holders) |
| □ | TM33(P) | Appointment or change of representative (for opponents and cancellation applicants) |
| □ | TM35 | Filing of regulations governing the use of certification or collective marks |

Notices

| | | |
|---|---|---|
| □ | TM7 | Notice of opposition and statement of grounds |
| □ | TM7F | Notice of FAST TRACK opposition and statement of grounds |
| □ | TM8 | Notice of defence and counterstatement |
| □ | TM8(N) | Notice of defence and counterstatement for use in revocation on the grounds of non-use |
| □ | TM22 | Notice to surrender a registered trade mark |
| □ | TM23 | Notice to partially surrender a registration |
| □ | TM55 | Notice of appeal to the Appointed Person |
| □ | TM55P | Notice of appeal to the Appointed Person, (appeal a decision in proceedings between two or more parties |

Requests

| | | |
|---|---|---|
| □ | TM5 | Request for a statement of reasons for registrar's decision |
| □ | TM7G | Request to add grounds to a notice of opposition |
| □ | TM9 | Request for an extension of time before the period has expired |
| □ | TM9C | Request for a cooling off period |
| □ | TM9E | Request for an extension to the cooling off period |
| □ | TM9T | Request to terminate a cooling off period |
| □ | TM12 | Request to divide an application |
| □ | TM13 | Request to restore and renew a registration |
| □ | TM17 | Request to merge registrations with the same filing date |
| □ | TM25 | Request to alter a registered mark |
| □ | TM31C | Request for information about events relating to a UK trade mark |
| □ | TM31M | Request for information about events relating to an International Registration covering the UK |
| □ | TM31R | Request for a Certified Copy |
| □ | TM53 | Request to proceed to evidence rounds |

# TRIBUNALS (HM COURTS AND TRIBUNAL SERVICE)

*Some tribunal forms are found in Laserform in the specific areas to which they relate and are copied here for reference only.*

Agricultural

| | | |
|---|---|---|
| □ | TANQ411 | Notice of application for consent to the operation of a notice to quit (Agricultural Holdings Act 1986) |

Asylum and Immigration Tribunal

| | | | |
|---|---|---|---|
| † | □ | IAFT1 | Appeal to the First-tier Tribunal (Immigration and Asylum Chamber) against an In Country [Asylum/Immigration] Decision |
| † | □ | IAFT2 | Appeal to the First-tier Tribunal (Immigration and Asylum Chamber) against a decision of an Entry Clearance Officer |
| † | □ | IAFT3 | Notice of appeal to the First-tier Tribunal (Immigration and Asylum Chamber) (Overseas – Non-Entry Clearance) |
| † | □ | IAFT4 | First-tier Tribunal (Immigration and Asylum Chamber) application for permission to appeal to Upper Tribunal |
| † | □ | UTIAC | Notice of intention to pursue appeal in the Upper Tribunal (Immigration and Asylum), Rule 17A of the Tribunal Procedure (Upper Tribunal) Rules 2008 |
| † | □ | IAANON01 (UT) | Application for anonymity for an appeal in the Upper Tribunal (Immigration and Asylum) |
| † | □ | T480 | Fresh Claim Judicial Review Claim Form (Upper Tribunal, Immigration and Asylum Chamber) |
| † | □ | T482 | Fresh Claim Judicial Review Acknowledgment of Service (Upper Tribunal, Immigration and Asylum Chamber) |
| † | □ | T483 | Fresh Claim Judicial Review Application for urgent consideration (Upper Tribunal, Immigration and Asylum Chamber) |
| † | □ | T484 | Application notice, Fresh Claim Judicial Review (Upper Tribunal Immigration and Asylum Chamber) |
| † | □ | T485 | Statement under Upper Tribunal Rule 28A (2)(b) (Upper Tribunal, Immigration and Asylum Chamber) |
| † | □ | T486 | Notice of change of solicitor, Fresh Claim Judicial Review (Upper Tribunal Immigration and Asylum Chamber) |

Charity Tribunal

| | | | |
|---|---|---|---|
| † | □ | T003 | Notice of appeal/Application for review, First-tier Tribunal General Regulatory Chamber (Charity) |
| † | □ | T005 | Application for permission to appeal to Upper Tribunal, First-tier Tribunal General Regulatory Chamber (Charity) |

Company Names Tribunal

| | | | |
|---|---|---|---|
| † | □ | CNA1 | Application Form |
| † | □ | CNA2 | Notice of defence |
| † | □ | CNA3 | Notice of giving evidence |
| † | □ | CNA4 | Request for a hearing to be appointed |
| † | □ | CNA5 | Request for an extension of time |
| † | □ | CNA6 | Request for security for costs |

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| † | □ | CNA7 | Appointment or change of agent or contact address |
| † | □ | FS2 | Fee sheet for: UK Designs, Patents, & Trade Marks forms and Patent Co-operation Treaty (PCT) forms |

Employment Tribunal

| | | | |
|---|---|---|---|
| † | □ | EAT1 | Notice of Appeal from decision of Employment Tribunal |
| † | □ | EAT3 | Respondent's Answer to Appeal from decision of Employment Tribunal/Certification Officer |
| † | □ | EAT8 | Appellant's reply to Cross Appeal |
| † | □ | ET1 | Employment Tribunal Claim form |
| † | □ | ET3 | Defendants response, Employment Tribunal |
| † | □ | IT5 | Notice of Appeal against Levy Assessment Industrial Training Act 1982 |
| † | □ | IT19 | Appeal to an Employment Tribunal on Health and Safety related matters |
| † | □ | T438A | Fee Remission, Employment Tribunal |

Gambling Appeals Tribunal

| | | | |
|---|---|---|---|
| † | □ | GRCT98 | Notice of appeal |
| † | □ | GAT2 | Application for a fee exemption or remission for individuals, Tribunals Service (Gambling) |
| † | □ | GAT3 | Application for fee remission for a company, Tribunals Service (Gambling) |
| † | □ | GAT5 | Application for Tribunal permission to appeal to the Upper Tribunal, First-tier Tribunal General Regulatory Chamber (Gambling) |

Lands Tribunal

| | | | |
|---|---|---|---|
| † | □ | LTAO | Absent Owner Application Form, Upper Tribunal Lands Chamber (Form AO) |
| † | □ | LTHA1 | Notice of appeal against a decision of a Residential Property Tribunal (Form HA1) |
| † | □ | LTHA2 | Application for permission to appeal against a decision of a Residential Property Tribunal (Form HA2) |
| † | □ | PCRNA | Respondent's notice to an appeal against a decision of the first-tier tribunal (Property Chamber) in England, or a Leasehold Valuation or Residential Property Tribunal in Wales. |
| † | □ | LTLPA | Application to discharge or modify a Restrictive Covenant (Form LPA) |
| † | □ | LTLPB | Restrictive Covenant Application: Publicity Notice (Form LPB) |
| † | □ | LTLPCoC | Certificate of Compliance, Restrictive Covenants (s84 Law of Property act), Upper Tribunal Lands Chamber (LPFormCoC) |
| † | □ | LTLON | Light Obstruction Notice, Rights of Light Act 1959 (Form A) |
| † | □ | LTLPD | Notice of Objection to a Restrictive Covenant Application (Form LPD) |
| † | □ | LTR | Notice of Reference by a claimant (land compensation disputes) (Form Ref (Claimant)) |
| † | □ | LTRBNO | Notice of Reference relating to the validity of a blight or purchase counter-notice (Form Ref BNO) |
| † | □ | LTRBNOR | Response to a blight or purchase notice reference (Form Ref BNO Response) |
| † | □ | LTROL1 | Application for a certificate under section 2 of the Rights of Lights Act 1959 (Form 1) |
| † | □ | PCAF | Notice of Appeal against a decision of the first-tier tribunal (Property Chamber) in England, or a Leasehold Valuation or Residential Property Tribunal in Wales. |
| † | □ | PCPTA | Application for permission to appeal against a decision of the first-tier tribunal (Property Chamber) in England, or a Leasehold Valuation or Residential Property tribunal in Wales. |

Residential Property

| | | | |
|---|---|---|---|
| | □ | HMORPTS | |
| | □ | HHSRS | Applications relating to Improvement Notices, Prohibition Orders, Demolition Orders and Emergency Measures, Housing Act 2004, Housing Act 1985, Upper Tribunal (Lands Chamber), First-tier Tribunal Property Chamber (Residential Property) |
| | □ | RPPTA | Application for permission to appeal a decision to the Upper Tribunal (Lands Chamber), Part 6 Tribunal Procedure (First-tier Tribunal) (Property Chamber) Rules 2013 |
| | □ | TSEDMO | Applications relating to Empty Dwelling Management Orders, First-tier Tribunal Property Chamber (Residential Property) (Form EDMO) |
| | □ | TSHMO | Applications relating to Licensing of Houses in Multiple Occupation (HMOs) and Selective Licensing, Housing Act 2004, , First-tier Tribunal Property Chamber (Residential Property) |
| | □ | TSLEASE1 | Application for a determination as to liability to pay an administration charge or for variation of a fixed administration charge, Sch. 11 Commonhold and Leasehold Reform Act 2002, First-tier Tribunal (Leasehold 1) |
| | □ | TSLEASE2 | Application by a tenant for the appointment of a manager or the variation or discharge of an order appointing a manager, section 24 Landlord and Tenant Act 1987, First-tier Tribunal Property Chamber (Residential Property) (Leasehold 2) |
| | □ | TSLEASE3 | Application for a determination of liability to pay and reasonableness of service charges, section 27A Landlord and Tenant Act 1985, First-tier Tribunal Property Chamber (Residential Property) (Leasehold 3) |
| | □ | TSLEASE4 | Application for variation of a lease or leases, Part IV Landlord and Tenant Act 1987 (First-tier Tribunal) |
| | □ | TSLEASE5 | Application for the dispensation of all or any of the consultation requirements provided for by section 20 of the Landlord and Tenant Act 1985 (First-tier Tribunal) |
| | □ | TSLEASE6 | Application for an order that a breach of covenant or a condition in the lease has occurred, section 168(4) Commonhold and Leasehold Reform Act 2002, (First-tier Tribunal) |
| | □ | TSLEASE7 | Application for an order under section 20C of the Landlord and Tenant Act 1985 (First-tier Tribunal) |
| | □ | TSLEASE8 | Application for determination of reasonable costs – flats and premises, section 91(2)(d) of the Leasehold Reform and Urban Development Act 1993 (First-tier Tribunal) |
| | □ | TSLEASE9 | Application Form, Flats and Premises, Leasehold Enfranchisement: Missing Landlord, Lease Terms and/or Premium, section 51(1)-(5) Leasehold Reform, Housing and Urban Development Act 1993, (First-tier Tribunal) |
| | □ | TSLEASE10 | Application for Determination of the Terms of Acquisition remaining in Dispute, Flats and Premises - Collective Enfranchisement, Section 24(1) of the Leasehold Reform, Housing and Urban Development Act 1993 |
| | □ | TSLEASE11 | Application for Determination of Premium or Other Terms of Acquisition remaining in dispute, Flats and Premises – Lease Renewal, Section 48(1) of the Leasehold Reform, Housing and Urban Development Act 1993 |
| | □ | TSLEASE12 | Application for a determination as to Price Payable, Houses and Premises – Leasehold Enfranchisement, Section 21(1)(a) and 21(2) of the Leasehold Reform Act 1967 |
| | □ | TSLEASE13 | Application for a determination as to Price Payable , Sections 21(1)(cza), 21(2) and 27(5) of the Leasehold Reform Act 1967, Houses and Premises – Leasehold Enfranchisement: Missing Landlord |
| | □ | TSLEASE14 | Application for a Reasonable Costs Order, Houses and Premises Section 21(1)(ba) and 21(2) of the Leasehold Reform Act 1967 |
| | □ | TSMO | Applications relating to Interim and Final Management Orders (MOs), Housing Act 2004, First-tier Tribunal Property Chamber (Residential Property) |

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|---|---|---|---|
| | □ | TSRR01 | Application by a local Housing Authority for a Rent Repayment Order under section 73(5) or 96(5) Housing Act 2004, First-tier Tribunal Property Chamber (Residential Property) |
| | □ | TSRR02 | Application by Occupier for a Rent Repayment Order under section 73(5) or 96(5) Housing Act 2004, First-tier Tribunal Property Chamber (Residential Property) |

Special Educational Needs and Disability Tribunal

| | | | |
|---|---|---|---|
| † | □ | SEND1A | SEN Appeal form (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND7 | Request for Change (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND8 | Withdrawing an Appeal or Claim (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND15A | Expenses claim form for parents (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND16A | Expenses claim form for witness (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND20A | Application for Permission to Appeal (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND20B | Applications for the Tribunal to review its decision because of a change of circumstances (Special Educational Needs and Disability Tribunal) |
| † | □ | SEND20C | Application to Set Aside a Final Decision (Special Educational Needs and Disability Tribunal) |
| † | □ | SENDLAA | Local Authority attendance form (Special Educational Needs and Disability Tribunal) |
| † | □ | SENDPA | Attendance Form - Parents (Special Educational Needs and Disability Tribunal) |

Tax Tribunals

| | | | |
|---|---|---|---|
| † | □ | FTC1 | Application for permission to appeal and notice of appeal from First-tier Tribunal |
| † | □ | FTC2 | Application for Costs or Expenses Upper Tribunal (Tax and Chancery Chamber) |
| † | □ | FTC3 | Reference notice (Financial Services) Upper Tribunal (Tax and Chancery Chamber) |
| † | □ | TSTax1 | Notice of Appeal (Appeal to the Tax Chamber of the First-tier Tribunal) |
| † | □ | TSTax2 | Application to the First-tier Tribunal for permission to appeal to the Upper Tribunal (First-tier Tribunal -Tax) |
| † | □ | TSTax3 | Application to close enquiry (First -tier Tribunal) |

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