

## Form Updates for Laserform & Cloud Forms

Update No: **929** Date: **28 December 2023**

**This bulletin contains information about Conveyancing forms.**

### Conveyancing for immediate use

The Law Society has updated its Conveyancing Quality Scheme (CQS) forms, which are now available for immediate use, details of the changes are as follows:

- **CQS1(2023)** - There is no change to the content of this form however the title has changed from File review to Standard file review.
- **CQS2(2023)** - There is no change to the content of this form however the title has changed from File review to Standard file review.
- **CQS3(2023)** - This form updates the Risk notice form and now includes the ability to record the probability of a risk occurring and the impact should the risk occur.
- **CQS4(2023)** - This form has changes to the list of appropriate evidence of name and date of birth and evidence of address. Where a client has been identified as a politically exposed person the MLRO should now sign the form as indication of approval.
- **CQS5(2023)** - This form provides a basic precedent for a new matter form and replaces the File risk assessment and conflict of interests check form (matter instruction form).
- **CQS6(2023)** - This form has been updated to ensure that the MLRO completes the section about reporting to the NCA.
- **CQS7(2023)** - This form updates the questions to take account of the changes to the government incentive schemes (Help to Buy: Equity Loan).

In addition, the Law Society has discontinued the CQS1 as its function is usually incorporated as part of a conveyancing case management system; it has therefore been withdrawn from the library to avoid accidental use.

		<b>Version</b>	<b>Date</b>
<input type="checkbox"/>	CQS1	File summary sheet (Conveyancing Quality Scheme)	<b>WITHDRAWN</b>
<input type="checkbox"/>	CQS1(2023)	Standard file review - conveyancing purchase (Conveyancing Quality Scheme). <b>Replaces CQS2</b>	700000 12/23
<input type="checkbox"/>	CQS2(2023)	Standard file review - conveyancing sale (Conveyancing Quality Scheme). <b>Replaces CQS3</b>	700000 12/23
<input type="checkbox"/>	CQS3(2023)	Risk report form (Conveyancing Quality Scheme). <b>Replaces CQS7</b>	700000 12/23
<input type="checkbox"/>	CQS4(2023)	Anti-money laundering - client identification form (Conveyancing Quality Scheme). <b>Replaces CQS4</b>	700000 12/23
<input type="checkbox"/>	CQS5(2023)	Anti-money laundering - new matter form (Conveyancing Quality Scheme). <b>Replaces CQS8</b>	700000 12/23
<input type="checkbox"/>	CQS6(2023)	Anti-money laundering - internal reporting form (Conveyancing Quality Scheme). <b>Replaces CQS5</b>	700000 12/23
<input type="checkbox"/>	CQS7(2023)	Client instruction form (Conveyancing Quality Scheme). <b>Replaces CQS6</b>	700000 12/23



## Cloud Forms

Combine the trusted functionality of our desktop legal forms with digital innovation

Contact your Account Manager on  
**0844 815 5560**



## Technical Support

**03300  
602102**

(Option 1)

or **Ctrl + Click here** to register an account on our Customer Support Panel