

All questions must be completed for your form to be processed. If there are any questions in this form that are not applicable, please write 'N/A' in the box provided or 'NOT KNOWN' if you do not have the answer.

KEY TO SYMBOLS



indicates the next question you should answer



further information or examples on a specific question are provided



you should sign the form here

2 Is any of the property exempt in full, or in part, by virtue of Regulation 16(2), and to what extent?

3 Who holds the property?

4 If your applicant does not hold the property, please explain why not?

5 What reasonable steps have been taken to implement any agreement or order? If none have been taken, please explain.

REMEMBER

SECTION F

FINANCIAL CIRCUMSTANCES

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Please continue any answer on a separate sheet, if necessary.

1 Have there been any changes in the applicant's financial circumstances during the conduct of the case?

If yes, please give full details.

2 Please give details of the applicant's outstanding debts in relation to essential living costs – for example, rent, council tax, utility company arrears.

KEY TO SYMBOLS



indicates the next question you should answer



further information or examples on a specific question are provided



you should sign the form here

SECTION G

DECLARATIONS

Applicant's Declaration

I apply to the Board for authority not to make me pay my solicitor's fees and outlays out of the money or property I have won or kept. The reasons for this request are explained on this form, and it shows whether my request relates to the whole of my solicitor's fees and outlays or only part of them. I certify that the information given in this application is to the best of my belief and knowledge true and correct.



Signature of applicant

Date

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

Solicitor's Declaration

For the stated reasons, I now apply to the Board for authority not to enforce, to the extent set out in this form, payment of my fees or outlays out of the money or property recovered or preserved for my client. I certify that to the best of my knowledge and belief that the information is correct.



Signature of solicitor

Date

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

Important information about your personal data

The Scottish Legal Aid Board (SLAB) is a data controller. The personal information provided by you will be used in accordance with the General Data Protection Regulation 2016 and for our functions under the Legal Aid (Scotland) Act 1986.

SLAB may receive information about you from certain third parties (for example, some government departments and agencies), or give information to them. However we will not pass on information about you unless the law allows or requires us to do so. We will retain the personal information we hold about you in accordance with the requirements of our retention schedule then destroy or delete it in a secure manner.

Under the General Data Protection Regulation 2016 you have the right to make a formal request in writing to see the personal information we hold about you, to inspect it and to have it corrected if it is wrong. In addition you may also have rights to have your data erased or have your data moved. You may be able to object to processing if you believe it to be unlawful and subject to lawful restrictions. Where SLAB are responsible for unlawfully processing or disclosing your personal data and it is likely to cause a high risk to your rights and freedoms we will make you aware of this. To request your personal data you should write to SLAB's Data Protection Officer. If you are unhappy with the response you get from the Data Protection Officer and wish to complain you should write to the Director of Corporate Services and Accounts.

SECTION H

MORE INFORMATION

Please provide any further information required here. Where you are continuing an answer, please state the question number and provide any further information.

SECTION QUESTION INFORMATION

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