

Pre-Designation Legal Fees General Licence Reporting

Part A Prior Obligation fees

Section 1 – Basic Information

1a Legal Practitioner(s) [add boxes as required]

| |
|---------------------|
| Name: |
| Address: |
| Email: |
| Telephone: |
| Head of Compliance: |
| Regulator: |

| |
|---------------------|
| Name: |
| Address: |
| Email: |
| Telephone: |
| Head of Compliance: |
| Regulator: |

1b Designated Person(s) (DP) Represented

| |
|--|
| |
|--|

1c Group ID of DP Represented

| |
|--|
| |
|--|

1d Case Description

[including relevant dates]

Section 2 - Fees

2a Fees

Total Fees Incurred (in \$):

Total Hours:

Date range:

Fees for Remaining Work:

Total Hours:

Date range:

2b Brief fees or refresher fees

Total Incurred (in \$):

Date range:

2c Engagement Letter

Provide unredacted engagement letter

2d Payment route including date received

Section 3 – Prior Obligation Conditions

3a Please confirm the legal fees being claimed under this General Licence was for work that commenced before the DP in question was designated:

| |
|----------------|
| Name: |
| Date: |
| Role: |
| Signature..... |

3b Please confirm no payment was made to a Designated Person whether directly or indirectly:

| |
|----------------|
| Name: |
| Date: |
| Role: |
| Signature..... |

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