

Supplier's Details

(Only complete when submitting a copy of this page with an application for extension of a Cost Limit)

Please complete in Block Capitals

Name of supplier: _____

Address of supplier: _____

Town: _____

County: _____ Postcode: _____

DX (with exchange): _____

Telephone number: _____

Contract number: _____

Case details and merits criteria

Representation before the MHRT

Give a brief description of the case and the issues involved and confirm why it is reasonable to provide representation.

Client's declaration

As far as I know all the information I have given is true and I have not withheld any relevant information.

Signed: _____ Dated: _____

Data Protection Act - access to personal data

The personal data provided by you will be processed in accordance with the principles of the Data Protection Act 1998 and for the purposes of the Legal Services Commission's functions under the Access to Justice Act 1999. You have the right to make a formal request in writing for access to personal data held about you to inspect it and have it corrected if it is wrong. The Legal Services Commission may receive information about you from certain third parties, or give information to them; these third parties include some government departments. However, we will not disclose information about you unless the law permits us to.

Declaration and Grant

The information contained on this form is true to the best of my information and belief.

I confirm that the circumstances of this case justify the grant of Controlled Legal Representation in accordance with the Contract Specification.

Signed: _____ Dated: _____
solicitor or SQM category supervisor

Terms of Grant

Controlled Legal Representation is granted (tick as appropriate):

To be represented before the MHRT up to and including the substantive hearing.

Time Spent and Costs

Item	Time Spent
1. Attendance	_____
2. Preparation	_____
3. Advocacy	_____
4. Travel and Waiting	_____
Total:	_____

Item	Number
1. Letters written	_____
2. Phone calls	_____

Total Profit Costs £ _____ **Vat** £ _____

Disbursements	Amount	Vat
Mileage	£ _____ :	£ _____ :
Other disbursements	£ _____ :	£ _____ :
Total	£ _____ :	£ _____ :
Counsel's fees	£ _____ :	£ _____ :

Dated _____

Note: When calculating profit costs, the time spent on each activity and the letters and telephone calls must be separated out according to the remuneration rate which applied at the time the work was carried out. Part B to your Unified Contract Specification sets the rates for Contract Work and specifies when franchised or non franchised rates must be charged. See also Part E of Volume I of the LSC Manual.

Remember that you may not charge separately for letters in.

The totals for profit costs, disbursements and counsel's fees from this form and the Legal Help and Help at Court Form in connection with this matter should be the same (after adding VAT and after deduction of any payment on account) as those reported by you on the Consolidated Matter Report Form. Where a staged bill has been submitted in an Immigration matter a separate copy of this page should be completed for each stage reported on the CMRF.

