



# Legal Services Commission Status Enquiry

OSS 3

1 Please refer to the notes for guidance on completion of this form overleaf.

Please complete this form in block capitals.

## Non-Admitted Staff Details

Your organisation's supplier number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Current Organisation's name and address: \_\_\_\_\_  
\_\_\_\_\_

Status in current organisation: \_\_\_\_\_

Title: \_\_\_\_\_ Full name: \_\_\_\_\_

Previous or other names known by: \_\_\_\_\_

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_

Date you joined the applicant's organisation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Previous organisation: \_\_\_\_\_

Date of leaving previous organisation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Have you been the subject of any decision in respect of Section 43 of the Solicitor's Act 1974 or any proceedings or decisions before any professional body to which you belong or have belonged?

Yes

No

1 If the answer is "Yes" please attach details.

## Case Work, Supervisors And Other Qualifications

Please indicate the Quality Mark categories you work in and if you are a nominated supervisor, how you qualify as such together with any other related qualifications. Should there be insufficient space below please use the additional information section overleaf.

Category	Supervisor	Panel member	Specify panel and any other qualifications
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

## Additional Information:

## Certification And Authority For Status Reports

I certify that all the above information is correct to the best of my knowledge and belief.

I authorise the Legal Services Commission to make status enquiries of the Office for the Supervision of Solicitors, The Law Society and any other relevant bodies in connection with this application and at any time or times while a Quality Mark agreement is in force.

Signed: \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## For Official Use Only

Any findings and orders?    Yes     No     Other decisions?    Yes     No   
Conduct and Adjudication Committee Decisions?    Yes     No

1 If the answer is "Yes" please attach details

## Guidance On The Completion Of This Form

- 1 As part of your organisation's Quality Mark application you are required to agree to the Office for the Supervision of Solicitors releasing information on complaints and authorise the Legal Services Commission to submit status enquiries and to obtain information from other relevant bodies, as and when appropriate.
- 1 All relevant people directly or indirectly involved in work in the categories which are the subject of the Quality Mark application must complete an appropriate status enquiry form.
- 1 A separate form OSS 3 MUST be completed for each non-admitted member of the office, working in the categories being applied for. (Please retain the original blank form for future use and photocopy sufficient for your purposes).
- 1 Form OSS 3 is intended for status enquiries and also to confirm the nominated supervisors, how they qualify as a supervisor and any other related qualifications which might support certain devolved powers on the grant of a work contract. Details of who may qualify as a supervisor are set out in the current Specialist Quality Mark Standard. It is the responsibility of your organisation to nominate category supervisors.
- 1 Please complete this form in block capitals
- 1 Please remember that if you have answered yes to any of the questions asked on this form you are required to provide details accordingly.