



**Legal Aid
Agency**

Financial assessment form

For people who receive Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Guarantee Credit or Universal Credit (Pathfinder).

**Please Note: You may have to pay back your legal costs from money or property, kept or gained, as a result of your case.
Making a false declaration is an offence. If you are found doing so, you may be prosecuted and asked to repay your costs in full.**

- 4 Fill in this form if you, your partner (or if you are applying for someone else, that person or their partner) receive any of the state benefits listed above. Do not fill in this form if you or your partner only get Working Tax Credit or contribution-based Jobseekers Allowance or contribution-based Employment and Support Allowance. Fill in form CIVMEANS 1 instead.
- 4 By 'partner' we mean someone you are married/civil partner to or normally live with as a couple.
- 4 You must answer all the questions on this form or it will be rejected. We will check the information you give with the benefit office.
- 4 **If you are applying for Legal Aid, you must send us this form within two months of signing it. Otherwise we will reject your application. You must report changes in your financial circumstances as soon as possible. This form must be completed in ink.**

Reporting a change in circumstances

If you already have Legal Aid and are reporting a change in your financial circumstances you should use this form to tell us:

Your legal aid reference number _____

What the change is (please tick relevant box below):

- ☐ I am now receiving one of the passporting benefits listed at the top of this form.
- ☐ I am reporting a change in capital (I continue to receive passporting benefit).

If you no longer receive passporting benefit, fill in CIVMEANS 1 instead.

Please now complete the rest of this form.

You	Your partner
Surname: _____	_____
Surname at birth: _____	_____
Other Names: _____	_____
Date of birth: _____	_____
Home address: _____ (This must be the place where you usually live)	_____
Postcode: _____	_____
Daytime phone number: _____	_____
Mobile phone number: _____	_____
National Insurance No: _____	_____
E mail address: _____	_____
Address where we can contact you if you do not want us to use your home address: _____	

Which benefit is being received?
(Please tick relevant box)

- ☐ Income Support
☐ Guarantee Credit
☐ Income-based Jobseeker's Allowance

- ☐ Income-related Employment and Support Allowance
☐ Universal Credit (Pathfinder).

Who receives the benefit?
(Please tick relevant box)

- ☐ You
☐ Your partner
☐ Someone else: please state full name _____
and national insurance number _____

What is the full address of the local jobcentre plus or pension centre paying the benefit?

You must tell us this to help us to check the information provided in this application.

If you are currently not working what was your last job? _____

When did the person first get the benefit? _____ / _____ / _____

4 Please answer the remaining questions on this form and sign the declaration on page 16.

Other people

Give details of everyone who lives in your home other than you and your partner.
Include your children and any other adults (even if they are not related).

Full name	Date of birth	Relationship to you	Do they work full time?		In full time education?		If in F/T education amount of any loan/grant received?
			Yes	No	Yes	No	
_____	____ / ____ / ____	_____	<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"/>	£ _____

Does anyone else give you or your partner any financial help?

4 **This might be someone (for example, an individual, trust fund, company or other body) allowing use of assets/money. You should include details of all capital lump sums including loans provided to you. If you received support in the past but this has now stopped, please tick 'Yes' and provide details below.**

☐ No: please go directly to the Capital section on page 3.

☐ Yes: please give the details on page 3:

Company or person	Type of support received	What has this been worth to you in each of the last 3 years? Starting with the last 12 months.
_____	_____	1. _____ 2. _____ 3. _____
_____	_____	1. _____ 2. _____ 3. _____
_____	_____	1. _____ 2. _____ 3. _____

4 The financial resources of someone providing you or your partner with financial support may also be relevant to your application. Further information may be requested, including completion of a CIVMEANS 1 by the relevant individual/person.

Capital and other assets.

C1

1. Do you or your partner have any of the following:-

Yes

No

C2

Bank current accounts

☐
☐

Bank savings accounts

☐
☐

Building Society accounts

☐
☐

ISAs

☐
☐

National Savings/Post Office accounts

☐
☐

Other accounts

☐
☐

Cash at home

☐
☐

If YES to any of the above, please give details below:-

Bank/Building Society name	Name of account holder	Account number	Type of account e.g. current, deposit, ISA	Current balance
_____	_____	_____	_____	£ _____ <input type="checkbox"/>
_____	_____	_____	_____	£ _____ <input type="checkbox"/>
_____	_____	_____	_____	£ _____ <input type="checkbox"/>
_____	_____	_____	_____	£ _____ <input type="checkbox"/>

4 Please indicate into which account your benefits are paid by ticking the box at the end of the row.

4 Please include details of any savings accounts opened for your child dependants.

4 Please provide statements covering the last 3 months to date, for each bank/building society/other financial account held. The statements must be originals, photocopies certified by a solicitor or internet banking printouts (for "paperless" e-accounts) that show the name and account number.

C3

2. Do you or your partner have any of the following:-

Yes

No

Current Value

National Savings Certificates

☐
☐

£ _____

Premium Bonds

☐
☐

£ _____

Capital Bonds

☐
☐

£ _____

Stocks or Shares

☐
☐

£ _____

Any other type of savings

☐
☐

£ _____

4 Please provide evidence for all investments shown above e.g. share certificates etc.

Capital and other assets continued

3. Do you have any valuable possessions (valued greater or equal to £500) e.g. jewellery, antiques, paintings, collectable items, horses or boats?

Yes ☐ No ☐

If YES, please give details below:-

What these items are

The sale value of these items

_____	£ _____
_____	£ _____
_____	£ _____

4. Do you or your partner own or have a financial interest in the property you live in?

C4

☐ No: please go to question 8 on page 5 ☐ Yes: please tell us

The current market value of the property you live in: £ _____

Please tick the box which applies to you or your partner:

☐ The property is held in my or my partner's sole name. Please state who holds the legal title: _____

☐ The property is held in our joint names. I own _____ % My partner owns _____ %

☐ I have a charge on the property to secure my financial interest.

The current value of your charge £ _____

4 Please do not include here any details relating to property held by the opponent in the proceedings

5. What is the amount outstanding on any mortgage or loans secured on the house you live in?

£ _____

Are there any endowment policies linked to this mortgage? ☐ Yes ☐ No

6. Please tell us whether the property is

☐ Detached ☐ Semi-detached ☐ Terraced ☐ Bungalow ☐ Flat/Maisonette

7. Number of bedrooms in the property _____

Capital and other assets continued

8. Do you or your partner own or have a financial interest in any property, land or timeshare other than where you live now?

4 Tick yes to this question if you retain an interest in a former matrimonial home but now live elsewhere.

Yes ☐

No ☐

If YES, please give details below:-

Its address	Market value	Amount of any mortgage or loan	How do you use the property e.g. rent it out or live in it part time?	What share do you or your partner own?
_____	£ _____	£ _____	_____	_____
_____	£ _____	£ _____	_____	_____
_____	£ _____	£ _____	_____	_____
_____	£ _____	£ _____	_____	_____

9. Do you or your partner have any life assurance or endowment policies that are **not linked** to a mortgage? Do not include policies that only pay out on death.

C5

Yes ☐

No ☐

If YES, please give details below:-

When was the policy taken out?

What is the loan value?

What is the surrender value?

£ _____
£ _____

£ _____
£ _____

4 All endowment policies have a surrender value and a value that the company will loan against the policy. You will need to contact your policy provider for these values.

10. Do you or your partner have the use of a car or any other vehicle owned by someone else?

Yes ☐

No ☐

If YES, please give details below:-

Who owns the car?

Their relationship to you?

11. Do you or your partner own a car or any other vehicle? Yes ☐

No ☐

C6

If YES, please give details below:-

Make and model	Registration number	Purchase price	Loan outstanding	Date of purchase
_____	_____	£ _____	£ _____	___/___/___
_____	_____	£ _____	£ _____	___/___/___
_____	_____	£ _____	£ _____	___/___/___

Capital and other assets continued

12. Are you or your partner owed any money (e.g. this may include a redundancy payment that is due to be paid?)

Yes ☐

No ☐

13. Have you or your partner received or are you likely to receive anything from a will of someone who has died, or from a trust fund?

C7

Yes ☐

No ☐

14. Have you or your partner transferred, sold, or given any money, property or possessions to anybody else (including any company or body) since you became aware that these proceedings were likely to take place?

Yes ☐

No ☐

15. Have you made any purchases or paid out any sum of money, over £2,500, in the last 12 months?

Yes ☐

No ☐

16. Do you or your partner have any other capital or other assets which have not been included in this section?

Yes ☐

No ☐

If you have answered YES to any of the above questions please give full details below:-

17. Are you or your partner subject to a bankruptcy order?

Yes ☐

No ☐

4 If YES, please attach a copy of the order and latest schedule of assets and liabilities. This will speed up the process of your application.

18. Do you or your partner have any income, capital or assets which are subject to a freezing order so that you cannot use them?

Yes ☐

No ☐ Please go to question 20.

4 If YES, please attach a copy of the order. This will speed up the process of your application.

Capital and other assets continued

19. Has an application been made to apply (or reapply) to discharge or vary the freezing order?

Yes ☐

No ☐

4 If YES, please provide a copy of the application and amended order as applicable.

20. Use this section to tell us anything we need to know that is not already on this form such as any likely changes.

Yes ☐

No ☐

If YES, please provide details below:-

Self-employment, partnerships and directorships

C8

**You must answer all the questions in this section.
Do not strike through or write 'not applicable'.**

1. Are you self employed?

4 By self employed we mean anyone who is engaged in a trade, profession or vocation as a sole trader (i.e. you have sole ownership of the business and its profits). This includes anyone who is required to complete a self-assessment tax return as a self employed person. If you operate in partnership with someone else (i.e. you share the ownership of the business and its profits with one or more other person) you should answer no to this question and refer to question 2 below.

you

☐ No: please go to question 2

☐ Yes: please tell us

How many different forms of self employment do you have? _____

your partner

☐ No: please go to question 2

☐ Yes: please tell us

How many different forms of self employment do you have? _____

4 Please complete a supplementary form CIVMEANS2A (available from your solicitor) for each trade, profession or vocation which you are involved in and attach it to this form. A CIVMEANS2A is required even if you are not currently trading, unless you have wound the business up.

Self-employment, partnerships and directorships continued

2. Are you a partner in a business partnership?

4 By business partnership we mean anyone who is engaged in a trade, profession or vocation which is operated in partnership with someone else (i.e. you share the ownership of the business and its profits with one or more other person) but the business is not incorporated as a company. This includes anyone who is required to complete a self-assessment tax return as a partner.

You should answer yes to this question even if you are a sleeping partner (i.e. you are not actively involved in the partnership, but you are entitled to a share of the business and its profits).

you

☐ No: please go to question 3

☐ Yes: please tell us

How many partnerships you have? _____

your partner

☐ No: please go to question 3

☐ Yes: please tell us

How many partnerships you have? _____

4 Please also complete a supplementary form CIVMEANS2A (available from your solicitor) for each partnership you are involved with and attach it to this form. A CIVMEANS2A should be completed even if the partnership is not currently trading, unless the partnership has been dissolved.

3. Are you a shareholder in a private limited company and/or a company director?

4 By company director we mean anyone registered as a director of an incorporated body/company (excluding charities), whether or not they hold shares in that body/company.

you

☐ No: please go to question 4

☐ Yes: please tell us

How many companies are you a director or shareholder of? _____

your partner

☐ No: please go to question 4

☐ Yes: please tell us

How many companies are you a director or shareholder of? _____

4 You will need to ask the company accountant to complete a supplementary form CIVMEANS1C (available from your solicitor) for each directorship you hold. A CIVMEANS1C should be completed even if the company is dormant (i.e. it has no significant accounting transactions). The completed CIVMEANS1C(s) and associated accounts should be attached to this form.

Self-employment, partnerships and directorships continued

4. Have you submitted any self assessment tax return in respect of your income since you commenced your self employment, partnership, directorship and/or shareholding?

you

☐ No: please tell us when you expect to make a return / /
(go on to the "About your case" section below).

☐ Yes: please tell us

Date of most recent submission / /

Name of Tax Office _____

Date when next return due / /

your partner

☐ No: please tell us when you expect to make a return / /
(go on to the "About your case" section below).

☐ Yes: please tell us

Date of most recent submission / /

Name of Tax Office _____

Date when next return due / /

About your case - What is the dispute about?

C9

Please consult your solicitor before answering these questions.

Please list any property, assets or possessions you or your opponent have made a claim to in your case.

- 4 Please include the address of any property and specific details of any other assets in dispute. We do not take account of property in dispute at the beginning of the case, where your interest in these assets does not exceed £100,000, but if you win or keep it, we may take the costs of your case out of it, with interest.**

Insurance

1. Do you have contents / building / motor / other insurance?

Yes ☐ please go to question 2 No ☐ please go to next section

2. Does the policy include insurance in relation to legal fees?

Yes ☐ No ☐

If YES, please provide details:

If you are not sure whether your policy covers legal fees, please refer it to your solicitor for checking.

Extra information not provided earlier in this form

D1

4 If you know of an event that will change your financial circumstances in the next 12 months we need to know the date of that event and how it will change your circumstances. This might be that you are going to have a baby (we will need to know the expected date of birth) or that you know that you will be starting a new job.

LEGAL AID AGENCY

PRIVACY NOTICE

Purpose

This privacy notice sets out the standards that you can expect from the Legal Aid Agency when we request or hold personal information ('personal data') about you; how you can get access to a copy of your personal data; and what you can do if you think the standards are not being met.

The Legal Aid Agency is an Executive Agency of the Ministry of Justice (MoJ). The MoJ is the data controller for the personal information we hold. The Legal Aid Agency collects and processes personal data for the exercise of its own and associated public functions. Our public function is to provide legal aid.

About personal information

Personal data is information about you as an individual. It can be your name, address or telephone number. It can also include the information that you have provided in a legal aid application such as your financial circumstances and information relating to any current or previous legal proceedings concerning you.

We know how important it is to protect customers' privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

Types of personal data we process

We only process personal data that is relevant for the services we are providing to you. The personal data which you have provided in your legal aid application will only be used for the purposes set out below.

Purpose of processing and the lawful basis for the process

The purpose of the Legal Aid Agency collecting and processing the personal data which you have provided in a legal aid application is for the purposes of providing legal aid. Our lawful basis is 'the performance of a task carried out in the public interest or in the exercise of official authority' as set out in Article 6(1)(e) of UK GDPR. The tasks are those set out in the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Specifically, we will use this personal data in the following ways:

- In deciding whether you are eligible for legal aid, whether you are required to make a contribution towards the costs of this legal aid and to assist the Legal Aid Agency in collecting those contributions, if appropriate.
- In assessing claims from your legal aid Provider(s) for payment from the legal aid fund for the work that they have conducted on your behalf.
- In conducting periodic assurance audits on legal aid files to ensure that decisions have been made correctly and accurately.
- In producing statistics and information on our processes to enable us to improve our processes and to assist us in carrying out our functions.

Were the Legal Aid Agency unable to collect this personal information, we would not be able to conduct the activities above, which would prevent us from providing legal aid.

We collect 'special categories of personal data'. This data is collected where necessary for the purposes set out above. The condition under which we process this data is Article 9(g) of UK GDPR – Reasons of substantial public interest. Our associated Schedule 1 condition is Statutory and Government purposes. We also collect this data for the purposes of monitoring equality, this is a legal requirement for public authorities under the Equality Act 2010. Special categories of personal data will be treated with the strictest confidence and any information published under the Equality Act will not identify you or anyone else associated with your legal aid application.

We collect 'personal data relating to criminal convictions and offences or related security measures'. This data is collected where relevant for the purposes set out above. The Legal Aid Agency is an Executive Agency of the MoJ, an Official Authority for the purposes of Article 10 of UK GDPR.

Who the information may be shared with

We sometimes need to share the personal information we process with other organisations. When this is necessary, we will comply with all aspects of the relevant data protection laws. The organisations we may share your personal information include:

- Your instructed legal aid Provider(s), including any advocate instructed by a legal aid solicitor;
- Public authorities such as: HM Courts and Tribunals Service (HMCTS), HM Revenue and Customs (HMRC), Department of Work and Pensions (DWP), Home Office and HM Land Registry;
- Non-public authorities such as: Credit reference agencies Equifax and TransUnion and our debt collection partners Marston Holdings
- If false or inaccurate information is provided or fraud identified, the Legal Aid Agency can lawfully share your personal information with fraud prevention agencies to detect and to prevent fraud and money laundering. We may specifically share data with HMRC and DWP for fraud prevention, investigation and prosecution purposes; and
- Where a debt is owed to the Legal Aid Agency, we may share your data with public authorities such as HMRC and DWP and with debt collection partners such as Marston Holdings for the purposes of tracing, debt collection and enforcement.

You can contact our Data Protection Officer for further information on the organisations we may share your personal information with.

Data Processors

We may contract with third party data processors to provide email, system administration, document management and IT storage services. Any personal data shared with a data processor for this purpose will be governed by model contract clauses under data protection law.

We contract with Marston Holdings as a data processor for the collection and enforcement of criminal legal aid contributions. Any personal data shared with the data processor for this purpose is governed by model contract clauses under data protection law.

Automated decision making

We do not use solely automated decision making within the definition of Article 22(1) of UK GDPR. The overall decision on an application for legal aid or a claim for costs in a legal aid case will always be made by a human decision maker. This could be a member of our staff, or a staff member of a legal aid Provider acting under delegated authority from the Legal Aid Agency.

Details of transfers to third country and safeguards

Personal data may be transferred to locations in the European Economic Area (EEA) where required by our data processors for hosting, storage and secure backup of our IT services. Such transfers are made on the basis of Adequacy decisions between the UK and EEA in accordance with Article 45 of UK GDPR.

In limited and exceptional circumstances, where required for the provision of technical support, personal data stored in our call centre software may be accessed by support staff located in USA, Romania, Philippines, Singapore or Australia. Where transfers for this purpose are made to locations without Adequacy decisions the transfer is made on the basis of exceptions under Article 49 of UK GDPR and is required for the legitimate interests of the Ministry of Justice. The software provider maintains the same standards of IT and personnel security for its services overseas as it does for services in the UK.

Retention period for information collected

Your personal information will not be retained for any longer than is necessary for the lawful purposes for which it has been collected and processed. This is to ensure that your personal information does not become inaccurate, out of date or irrelevant. The Legal Aid Agency have set retention periods for the personal information that we collect, this can be accessed via our website:

<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

You can also contact our Data Protection Officer for a copy of our retention policies.

While we retain your personal data, we will ensure that it is kept securely and protected from loss, misuse or unauthorised access and disclosure. Once the retention period has been reached, your personal data will be permanently and securely deleted and destroyed.

Access to personal information

You can find out if we hold any personal data about you by making a 'subject access request'. If you wish to make a subject access request please contact:

Disclosure Team - Post point 10.25
Ministry of Justice
102 Petty France
London
SW1H 9AJ

Data.access@justice.gov.uk

When we ask you for personal data

We promise to inform you why we need your personal data and ask only for the personal data we need and not collect information that is irrelevant or excessive.

When we collect your personal data, we have responsibilities, and you have rights, these include:

- That you can withdraw consent at any time, where relevant;
- That you can lodge a complaint with the supervisory authority;
- That we will protect and ensure that no unauthorised person has access to it;
- That your personal data is shared with other organisations only for legitimate purposes;
- That we don't keep it longer than is necessary;
- That we will not make your personal data available for commercial use without your consent; and
- That we will consider your request to correct, stop processing or erase your personal data.

You can get more details on:

- Agreements we have with other organisations for sharing information;
- Circumstances where we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics;
- Our instructions to staff on how to collect, use or delete your personal information;
- How we check that the information we hold is accurate and up-to-date; and
- How to make a complaint.

For more information about the above issues, please contact the;

The Data Protection Officer
Ministry of Justice
102 Petty France
London
SW1H 9AJ

dataprotection@justice.gov.uk

Complaints

When we ask you for information, we will comply with the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

Declaration and authority by person receiving the benefit

4 The declaration should be signed by the person receiving the benefit if they are not the person applying for legal aid.

- I consent to the Legal Aid Agency (LAA) disclosing information about me to the Department of Work and Pensions and making such enquiries as may be necessary to check the information provided in this application. The Department of Work and Pensions may carry out such processing as is necessary to check this information remains correct and may inform the Legal Aid Agency of any relevant changes.
- I understand that the Legal Aid Agency can make any enquiries and get any information it needs to deal with this application. I agree to the Legal Aid Agency checking these facts with others such as credit reference agencies, the Department of Work and Pensions and HM Revenue and Customs and I authorise those people/organisations to provide the information they are asked for.

Signature: _____ Date: ____/____/____

Declaration and authority by partner

4 If you have a partner whose details have been completed on this form who has not signed the declaration above (i.e. they are not the person receiving the benefit), then they must sign the authority below:

- This is a true statement of all my income and assets in the UK and abroad.
- I understand that the Legal Aid Agency can make any enquiries and get any information it needs to deal with this application. I agree to the Legal Aid Agency checking these facts with others such as credit reference agencies, the Department of Work and Pensions and HM Revenue and Customs and I authorise those people/organisations to provide the information they are asked for.

Signature: _____ Date: ____/____/____

Declaration and authority by applicant

Please check that you have answered all the questions, as there will be a delay in considering your application if all the information needed is not provided. Please read each of the following statements carefully.

- I, my partner, the person I am applying for or their partner get Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Guarantee Credit or Universal Credit (pathfinder).
- This is a true statement of all my and my partner's assets in the UK and abroad.
- I understand that if I am found to have knowingly made a false declaration about my assets or the benefit I receive, or to be dishonestly claiming benefits or not properly entitled to benefits, my legal aid may be revoked i.e. cancelled, at which point I will become liable to pay all the costs that have been incurred and may be prosecuted.
- I understand that the Legal Aid Agency will regularly undertake checks to confirm my and/or my partner's receipt of and continuing entitlement to benefits with the Department of Work and Pensions or their agents.
- I understand that I must tell you immediately if there are any changes in my or my partner's financial circumstances including a change in benefits. Failure to notify changes may lead to my legal aid being revoked and I may be prosecuted.
- I understand that the Legal Aid Agency can make any enquiries and get any information it needs to deal with this application. I agree to the Legal Aid Agency checking these facts with others such as credit reference agencies, the Department of Work and Pensions and HM Revenue and Customs and I authorise those people/organisations to provide the information they are asked for.
- I understand that I must co-operate fully and immediately with any enquiry into my financial circumstances by the Legal Aid Agency; if I do not, my legal aid certificate may be revoked.
- I understand that legal aid is not always free. I may have to pay a contribution towards my legal costs from my capital.
- I understand that the statutory charge may arise if I keep or gain money or assets as a result of my case. This means that I may have to pay back my legal costs at the end of my case from money or assets kept or gained, or costs awarded in my favour.
- I understand that the LAA may register an interest bearing charge against my property.
- The more work my solicitor does, the more I may have to pay back.

Please now sign and date the form and give it to your solicitor.

Signature: _____ Date: ____/____/____

Evidence Checklist

All financial assessment forms must be sent to the LAA with supporting evidence for the circumstances declared. Please use the following checklist to ensure you submit the correct information with the CIVMEANS2.

If the correct information is not enclosed it could lead to rejection of the application or delays while we request further evidence in support of the means assessment.

Page 2 financial help from someone else

- ☐ If you receive money or support from a trust fund you must send a copy of the trust deed, attached to form CIVMEANS 2. If this is not attached we will request it and your application for legal aid will be delayed

Page 3 Capital and other assets

- ☐ **Bank statements** - please ensure you send three months statements for all bank/building society/ other financial accounts held in you or your partner's name. These need to be for the three consecutive months prior to the date of submission of the application. The statements must be originals, photocopies certified by a solicitor or internet banking printouts (for "paperless" e-accounts) that show the name and account number.
- ☐ If you or your partner have investments, please send copies of the certificates held for them.

Page 6 Capital and other assets

- ☐ Where you or your partner has answered 'yes' to any of questions 12 to 16, please ensure that full details are provided in the space available on page 6.

Page 6 Bankruptcy or Freezing Order

- ☐ Where you and/or your partner have answered 'yes' to being subject to a bankruptcy order, please ensure that a copy of the order and latest schedule of assets and liabilities is attached to this form.
- ☐ Where you and/or your partner have answered 'yes' to being subject to a freezing order, please ensure that a copy of the original order is attached. If you have applied to discharge or vary the order attach a copy of the application and amended order as applicable

Page 7 Self employment, partnerships and directorships

- ☐ If you or your partner are self employed in a business partnership or as a company director please send:
 - = your latest trading accounts (including a balance sheet if you have one)
 - = your most recent HMRC self assessment return
 - = bank statements for any account for which you and/or your partner are an authorised signatory

Form CIVMEANS2A must be completed for each trade, profession or vocation with which you or your partner are involved and must be attached to the CIVMEANS2 form.

If you or your partner are a Partner in a business, a supplementary form CIVMEANS2A must be completed for each partnership you are involved in.

If you or your partner are a shareholder in a private limited company and/or company director, the company accountant needs to complete a supplementary form CIVMEANS1C for each directorship held.