

**Passporting Request Form**

To whom it may concern

I confirm my intention to passport by completion of this declaration. I confirm the following:

|  |  |
| --- | --- |
| Conditions | Response Y/N |
| My organisation’s request for the original Tender to be passported | Click or tap here to enter text. |
| There are **no** changes to the SQ Response; | Click or tap here to enter text. |
| There are no changes to the original Tender; | Click or tap here to enter text. |
| I attach a copy of 2024 Standard Civil Contract – Notification of Contract Award Decision letter | Click or tap here to enter text. |

**Declaration**

I understand that the information will be used in the process to assess the Applicant’s suitability to be passported in accordance with the **“Passport Principles”**.

I understand that the LAA may conduct further checks and may reject your response to the Passporting Request form if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way.

I confirm that I am either the Compliance Officer for Legal Practice, the Head of Legal Practice, the Compliance Manager or (where the organisation is not regulated) a member of Key Personnel who either (i) has decision and / or veto rights over decisions relating to the running of the organisation, or (ii) has the right to exercise, or actually exercises, significant influence or control over the organisation, and I confirm that the information provided in this form is accurate.

|  |  |
| --- | --- |
| Name of the individual making declaration on behalf of the Applicant  | Click or tap here to enter text. |
| Role/Status within the Applicant organisation | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

**Notes for completion:**

If your organisation is regulated by the SRA, the Passporting Request form must be verified by the Compliance Officer for Legal Practice.

If your organisation is regulated by the BSB, the Passporting Request form must be verified by the Head of Legal Practice.

If your organisation is regulated by the CILEx, the Passporting Request form must be verified by the Compliance Manager.

A member of Key Personnel should sign the Passporting Request form if you are a third sector/charitable organisation.

The deadline for submission of the Passporting Request form is **23:59 31 January 2025**. Passporting requests made after this date will be rejected. However, Applicants will have the opportunity to tender under the re-opening the 2024 Standard Civil Contract procurement process.

**Notes for return:**

Please return this form and associated evidence via the SQ ITT 887 (2024 Civil Tender) or SQ ITT 1006 (2024 Additional Tender) message board on the e-tendering system.

Please attach a copy of 2024 Standard Civil Contract – Notification of Contract Award Decision letter. Passporting requests without this document will be rejected.