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**Legal Services General Licence reporting**

**Read before completing this form**

This form should be used to submit Legal Services General Licence reporting. For all other licence reporting, use the [licence reporting form](https://submit.forms.service.gov.uk/form/6361/licence-reporting-except-legal-services-general-licence-reporting) instead.

Before completing this form, you should consult [OFSI’s general guidance](https://www.gov.uk/government/publications/financial-sanctions-general-guidance/uk-financial-sanctions-general-guidance#reporting-to-ofsi)  for information on your licensing reporting and compliance obligations.

Please ensure that when completing this form, the facts and information provided are accurate and true to the best of your knowledge.

You cannot save your progress, so the form must be completed and submitted in one visit. Make sure you have all of the necessary information and evidence available to you before you start.

The information you provide may be shared for the purpose of facilitating, monitoring or ensuring compliance with financial sanctions regulations, in accordance with HM Treasury’s information sharing powers and UK data protection legislation.

**Further information**

* The form cannot be saved and returned to, and times out after 20 hours of inactivity, so you can prepare answers in a Word (or other) document, save them, then paste the information onto the form.
* A maximum of 4 files can be uploaded to the online form, each with a maximum file size of 7MB.
* Read through all your information to check it includes everything required by OFSI, and that it all makes sense.
* Carefully consider whether you need to submit more than 4 files and/or if any will exceed the size limit. If you deem this essential, please email these to [OFSI@hmtreasury.gov.uk](mailto:OFSI@hmtreasury.gov.uk) quoting the reference number provided upon submission.

**1. What's your name?**

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**2. What's the name of your company or organisation?**

Enter the registered name of your company or organisation. If you are reporting solely as an individual just put 'N/A'.

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**3. What sector do you work in?**

Agriculture

Aviation

Casinos

Construction

Cross-sector

Cryptocurrency or DeFi

Defence

Education

Energy

Financial services – banking

Financial services - foreign currency and other cash

Financial services – insurance

Financial services – non-bank payment services providers

Financial services - tax, accountancy and insolvency

Financial services – other

Government/public sector

High value goods and dealers (e.g., art market participants)

Import/export

Information Technology (IT)

Legal services - solicitors or barristers

Legal services - trust and corporate services providers and other (e.g., notarial service providers)

Manufacturing

Maritime - luxury yachting

Maritime - shipping, including oil and gas

Media

Members of the public

Mining

Not for profit

Other (e.g., sector not otherwise listed on this page)

Pharmaceutical and healthcare

Other professional (not financial or legal) services (e.g., management consultancy)

Property and relates services

Regulators

Wholesale and retail trade

Telecoms

Tourism and hospitality

Transport

Household utilities (e.g., water, gas or electric)

**4. Which country are you or your organisation are based?**

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**5. Provide address details below**

Please include your full address within the 'street address' text box, in the following format:

* Building number and street address
* City/town
* County/state/province
* Post Code/zip code

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**7. What's your phone number? (optional)**

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**8. What's your email address?**

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**9. Are you submitting this report on behalf of a third party?**

Yes

No (Skip to Q20)

**10. Which of the following sectors applies to the third party?**

Agriculture

Aviation

Casinos

Construction

Cross-sector

Cryptocurrency or DeFi

Defence

Education

Energy

Financial services – banking

Financial services - foreign currency and other cash

Financial services – insurance

Financial services – non-bank payment services providers

Financial services - tax, accountancy and insolvency

Financial services – other

Government/public sector

High value goods and dealers (e.g., art market participants)

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Other professional (not financial or legal) services (e.g., management consultancy)

Property and relates services

Regulators

Wholesale and retail trade

Telecoms

Tourism and hospitality

Transport

Household utilities (e.g., water, gas or electric)

**11. Is the third party a designated person?**

Yes

No (Skip to Q14)

**12. What is the Group ID of the designated person, as given on the Consolidated List?**

The designated person's five digit Group ID number can be found on the [UK Consolidated List](https://www.gov.uk/government/publications/financial-sanctions-consolidated-list-of-targets)).

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**13. What is the designated person's name, as given on the Consolidated List?**

The designated person's name can be found on the [UK Consolidated List](https://www.gov.uk/government/publications/financial-sanctions-consolidated-list-of-targets)).

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**14. What is the name of the third party? (optional)**

If the third party is an organisation, please skip to the next question.

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**15. What is the name of the third party company or organisation? (optional)**

If you have already provided the name of a third party individual, please skip to the next question.

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**16. What is the third party's email address? (optional)**

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**17. Select the country in which the third party is based**

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**18. Provide address details for the third party**

Please include your full address within the 'street address' text box, in the following format:

* Building number and street address
* City/town
* County/state/province
* Post Code/zip code

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**20. What's the name of the law firm or counsel this report concerns?**

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**21. Who is the law firm's Head of Compliance? (optional)**

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**22. Who is the law firm's Regulator? (optional)**

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**23. Which version of Legal Services General Licence are you reporting under?**

Provide the licence number beginning 'INT' for the Legal Services general licence you are reporting under.

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**24. What is the name of the designated person being represented?**

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**25. What is the designated person's Group ID?**

The designated person's five digit Group ID number can be found on the [UK Consolidated List](https://www.gov.uk/government/publications/financial-sanctions-consolidated-list-of-targets)).

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**26. Please describe the legal case.**

Provide a short description of the legal case for which fees have been claimed.

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**27. Are you reporting under Part A of the Legal Services General Licence?**

Yes

No (Skip to Q35)

**28. What fees have been incurred?**

Include total fees incurred (£), total hours and date range.

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**29. Are there any fees for remaining work? (optional)**

Outline total fees incurred (£), total hours and date range.

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**30. Are you reporting any brief or refresher fees?**

Outline total incurred (£) and date range.

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**31. Please outline the expenses incurred.**

Please provide any expenses incurred under Part A of the Legal Services GL, outlining;

1. Total incurred (£)

2. Date range

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**32. Please provide the payment route.**

Provide the full payment route including date received and, if applicable, details of any Non-UK Bank Account where a payment has been received by a branch of a regulated UK Law Firm which provides Legal Services outside the UK.

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**33. Please confirm the legal fees being claimed under this general licence were for work that commenced before the designated person in question was designated.**

Yes

No

**34. Please confirm no payment was made to a designated person whether directly or indirectly.**

Yes

No

**35. Are you reporting under Part B of the Legal Services General Licence?**

Yes

No (Skip to end for file attachment information)

**36. What amount of fees have been incurred?**

Please provide the fees incurred under Part B of the Legal Services GL, outlining;

1. Total fees incurred (£)

2. Total hours

3. Date range

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**37. What fee rates are being requested?**

Provide the name of the fee earner, their role, their normal fee rate and the fee rate requested.

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**38. Please provide information on the workstreams relevant to this case.**

Please provide the following information for each workstream relevant to this case:

1. Workstream name

2. Brief description of workstream

3. Total fees incurred under workstream

You should indicate proceedings in multiple jurisdictions.

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**39. Are you reporting any brief fees or refresher fees?**

Provide the total incurred (£) and date range.

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**40. What expenses have been incurred?**

Please provide any expenses incurred under Part B of the Legal Services GL, outlining;

1. Total incurred (£)

2. Date range

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**41. Please set out the payment route.**

Provide the full payment route including date received and, if applicable, details of any Non-UK Bank Account where a payment has been received by a branch of a regulated UK Law Firm which provides Legal Services outside the UK.

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**Online form attachments**

**Attach a letter of engagement**

You are only able to upload one file with a maximum file size of 7MB. The opportunity to upload additional supporting material will be provided at the end of the online form.

**Attach evidential documents for reporting requirements (optional)**

A maximum of 3 files of supporting evidence can be uploaded to this form, each with a maximum file size of 7MB. Once you have uploaded a document, click 'continue' to upload additional documents.  If you reach the limit of 3 documents but wish to provide more, please email these to [OFSI@hmtreasury.gov.uk](mailto:OFSI@hmtreasury.gov.uk) quoting the reference number provided upon submission.