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FROM THE DEPUTY GENERAL SECRETARY'S OFFICE

SS/sg

12 April 2011

JBB CIRCULAR NO : 013/2011

To: The Chairman and Secretary
All Branch Boards
Discipline Liaison Officers

Dear Colleagues

C2 CLAIM FORM – APPLICATION FOR LEGAL ASSISTANCE UNDER THE VOLUNTARY FUNDS

I am pleased to confirm that the C2 and C3 Claim Forms have been amalgamated into one composite C2 form.

This new C2 Claim Form will be available electronically on both the intranet and internet with effect from **3 May 2011**. As of that date the current C3 will be withdrawn and any previous versions of the C2 form, either electronic or hard copy will not be accepted. Existing 'hard' copy stocks of both forms should be destroyed.

This form can be completed 'on-line' but must be printed off for signature by both the member and the branch board secretary or other authorised signatory.

This new C2 should be used for all applications for legal assistance whether advice or representation is required with the exception of personal injury claims which will continue to be dealt with by way of the C1 Claim Form.

There will no longer be the need to complete additional forms as a matter passes from the advice to representation stage.

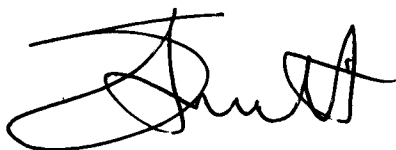
Please note that the last page of the C2 contains an 'Equality Monitoring Information Form' for completion by the member and branch boards are reminded of the confidential nature of this personal information.



I hope that you will find the new system less bureaucratic and more efficient.

If you have any queries with regard to this circular, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Smith', with a large, stylized initial 'S'.

STEPHEN A SMITH
Deputy General Secretary