

Documents to support your application You may be prompted by DocuSign to upload additional documents to support your application. The table below shows the typical documents that may be requested.	First Employed/ Manager Licence	Changing to a Manager Licence	CLC Approved Manager (Lawyer)	HOLP HOFA	CLC Approved Manager (NonLawyer)	Re-instating a Lapsed Licence	Re-instating a Suspended licence
Statement of Practical Experience To evidence 1200 hours of supervised conveyancing/probate experience.	✓	N/A	N/A	N/A	N/A	When a making a new application	N/a
Professional Qualifications To evidence suitable academic attainment. <input type="checkbox"/> Typically, Lv4 & Lv6 SQA diplomas (or equivalent) OR other qualifications relevant to your application, such as HoLP/HoFA	✓	N/A	N/A	✓	N/A	✓ (if applicable)	✓ (if applicable)
CPD activities To evidence that you have maintain the CLC's occupational and professional standards.	N/A	N/A	N/A	✓ (if applicable)	N/A	✓	✓
Current Practising Certificate(s) To be provided by Lawyers and Accountants holding a current practicing certificate issued by a regulator (not the CLC)	✓ (applicable when issued by another Regulator)	✓ (applicable when issued by another Regulator)	✓ (applicable when issued by another Regulator)	✓ (applicable when issued by another Regulator)	✓ (applicable when issued by another Regulator)	✓ (applicable when issued by another Regulator)	✓ (applicable when issued by another Regulator)
Evidence of your Ownership, or status as a Director/Partner/Member <input type="checkbox"/> Typically, extract from Companies House or letter of appointment from employer.	N/A	✓	✓	✓ (if applicable)	✓	✓	✓
Evidence of your occupational experience relevant to Manager licence/authorisation, HoLP and HoFA roles and re-instating a licence <input type="checkbox"/> A current CV at minimum and verification from your employer of your responsibilities/appointment.	N/A	✓	✓	✓	✓	✓	✓

Financial and criminality checks. Proof of ID and Residency The CLC carries out these checks using the credit reference agency Experian.	✓	✓	✓	✓	✓	✓ (not when re-instating within 2 years)	✓
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