



LEGAL FINANCE  
PROFESSIONALS

# COLP/COFA SUPPORT SERVICE SUBSCRIPTION AGREEMENT

Firm/Company Name:			
SRA ID:			
Recognised Sole Practitioner	Yes/No		
Recognised Body	Yes/No	No. of Partners/Members/Directors	
Licensed Body	Yes/No		
Subscription Fee:	£	+ VAT	
Address:			
Postcode:			
Contact Phone No:			
Name of COLP:			
COLP Phone No:			
COLP e-mail:			
Name of COFA:			
COFA Phone No:			
COFA e-mail:			

Please sign and return this Subscription Agreement by email to [cecilia.lane@lfpro.co.uk](mailto:cecilia.lane@lfpro.co.uk) or by fax to 0845 6500 116

Subscription to the COLP/COFA Support Service is subject to the terms and conditions detailed on pages 2 – 4 of this Subscription Agreement.

Signed for and on behalf of the Client: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Signed for and on behalf of the LFP: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

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Legal Finance Professionals Ltd.

PO Box 5296, Kenilworth, CV8 9DP Tel: 0845 6500 112 Fax: 0845 6500 116

Email: [info@lfpro.co.uk](mailto:info@lfpro.co.uk) Web: [www.lfpro.co.uk](http://www.lfpro.co.uk) R J Lane C M Lane Company Ref No: 6186933 (Registered in England)

## TERMS & CONDITIONS FOR THE COLP/COFA SUPPORT SERVICE

### 1. DEFINITIONS

<b>Company</b>	means <b>Legal Finance Professionals Limited</b> of correspondence address LFP, PO Box 5296, Kenilworth, CV8 9DP.
<b>Client</b>	means a licensed body, recognised body or recognised sole practitioner regulated by the Solicitors Regulation Authority.
<b>COLP</b>	means the Compliance Officer for Legal Practice of the Client.
<b>COFA</b>	means the Compliance Officer for Finance and Administration of the Client.
<b>Subscription Agreement</b>	means the agreement provided to you by us.
<b>Subscription Fee</b>	means the annual subscription fee payable by the Client as follows:

<b>Size/Type of Organisation</b>	<b>Fee Payable</b>
Recognised Sole Practitioner	£500 + VAT
Recognised Body – 2 to 4 partners/members/directors	£650 + VAT
Recognised Body – 5 to 9 partners/members/directors	£900 +VAT
Recognised Body – 10+ partners/members/directors or ABS	£1,250 + VAT

<b>Subscription Period</b>	means a period of 365 days commencing from receipt of the Subscription Fee due under this Subscription Agreement.
<b>'You' or 'Your'</b>	refers to the Client
<b>'We' or 'Us'</b>	refers to the Company

- 1.1 These are the terms and conditions of the contract between you and us for your subscription to our COLP/COFA Support Service.
- 1.2 The individual who signs this Subscription Agreement is confirming by doing so that they have the authority to enter into a contract on behalf of the Client.
- 1.3 By signing this Subscription Agreement you accept these terms and conditions.

### 2. COMMENCEMENT OF COVER UNDER THE COLP/COFA SUPPORT SERVICE

- 2.1 Your cover will start once we have received the following from you:
  - a) the signed Subscription Agreement.
  - b) full payment of the relevant Subscription Fee.
- 2.2 Upon receipt of cleared funds we will contact the Client by e-mail to confirm the start and end date of the Subscription Period.

### 3. CHANGE OF CLIENT CIRCUMSTANCES

- 3.1 If during the Subscription Period the Client is subject to structural changes which would have resulted in a higher Subscription Fee being payable under this Agreement the higher Subscription Fee shall be due on a pro-rata basis for the remainder of the Subscription Period.
- 3.2 The Client must advise the Company within 14 days of all structural changes involving either the appointment of additional partners, members or directors or a change in their legal/regulatory status such as a Recognised Sole Practitioner becoming either a Recognised Body/Licensed Body or a Recognised Body becoming a Licensed Body.
- 3.3 In the event that the Client undergoes structural changes resulting in a reduction in the number of partners, members or directors no refund of the Subscription Fee shall be due.

### 4. CANCELLATION OF THE SUBSCRIPTION AGREEMENT BY THE CLIENT

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- 4.1 No refund of the Subscription Fee will be due in the event that the Client wishes to cancel this agreement during the Subscription Period.

## 5. RENEWAL OF THE SUBSCRIPTION AGREEMENT

- 5.1 28 days prior to the end of the Subscription Period we will write to you and ask you if you wish to renew your subscription to the COLP/COFA Support Service.

## 6. SCOPE OF TELEPHONE/E-MAIL COVER PROVIDED UNDER THE COLP/COFA SUPPORT SERVICE

- 6.1 The Client is entitled to the following support once cover has commenced:
- a) five hours complimentary telephone/e-mail support during the Subscription Period.
  - b) further additional support during the Subscription period will be charged at 50% of our normal hourly charge rate (currently £175.00 + VAT per hour). Invoices for additional support will be raised at the end of the month in which the advice is given and are payable within 14 days.
  - c) no support will be provided if the Client has an outstanding overdue invoice.
- 6.2 Where possible, we aim to respond to all support requests under the COLP/COFA Support Service within 24 hours of receipt (weekends and bank holidays not included), however, during busy periods it may take up to 48 hours to provide a substantive response.

## 7. OTHER BENEFITS AVAILABLE TO SUBSCRIBERS

- 7.1 The Client is entitled to send their COLP or COFA or a nominated deputy on one of our 3 hour SRA Accredited CPD training courses of their choice held during the Subscription Period. Alternatively, the Client can send their COLP or COFA or a nominated deputy on one of our 6 hour SRA Accredited CPD training courses of their choice held during the Subscription Period in which case they will be entitled to a discount of £175.00 + VAT against the normal course fee of £275.00 + VAT.
- 7.2 All of our courses are limited to a maximum of 20 delegates and early booking is advisable as bookings made under 7.1 above are subject to spare places being available.
- 7.3 As soon as a booking under 7.1 has been accepted and confirmed by us it is not transferrable. However, the Client will be entitled to nominate a substitute if the original delegate is unable to attend for any reason.
- 7.4 Details of our eligible SRA Accredited CPD training courses can be found on our website <http://www.lfpro.co.uk/legal-finance-training>.
- 7.5 Principals, managers and employees of the Client attending any of our scheduled SRA Accredited CPD training courses during the Subscription Period are entitled to a discount of 25% against the normal course fee. Other discounts, including our normal 15% discount when booking two or more delegates on the same course, will not apply to such bookings.
- 7.6 Training course bookings under 7.5 are subject to the Company's normal terms and conditions in force at the time of booking as published on the Company's website <http://www.lfpro.co.uk/termsandconditions>.
- 7.7 The Client will be entitled to a discount of 25% against the Company's standard charge for any In-house training courses held during the Subscription Period.
- 7.8 The Client will be entitled to a discount of 25% against the Company's standard charge (see table below) for undertaking either an SRA Accounts Rules Healthcheck visit or a full SRA Compliance Healthcheck visit during the Subscription Period.

Duration Onsite	Within the M25	Other Areas
1 Day	£1,750 + VAT	£1,500 + VAT
2 Days	£2,750 + VAT	£2,250 + VAT
3 Days	£3,750 + VAT	£3,000 + VAT
4 Days	£4,750 + VAT	£3,750 + VAT
5 Days	£5,750 + VAT	£4,750 + VAT

NOTE: The fees shown above are inclusive of all travel, accommodation and subsistence expenses and includes up to 7 hours allowance for report writing.

7.9 For both In-house training and Healthcheck visits full payment of the applicable fee is required at the time of booking.

#### **8. THIRD PARTIES AND LEGAL**

8.1 This contract shall only be enforceable by you and us and shall be governed by English Law and dealt with (if necessary) by English Courts.

#### **9. COMPANY DETAILS**

9.1 The registered office of the Company is 3<sup>rd</sup> Floor, 207 Regent Street, London, W1B 3HH. **However, all correspondence should be sent to LFP, PO Box 5296, Kenilworth, CV8 9DP and not to the registered office address.**