

**DECLARATION BY ATTORNEY**

To: The Secretary  
The General Legal Council

I, \_\_\_\_\_ being attorney-at-law number \_\_\_\_\_  
[insert name] [insert no.]

do solemnly and sincerely declare that this declaration is given by me in respect of the financial year ended the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ and that the answers to the questions set out below are true and that I will notify the General Legal Council of any material changes to or affecting the completeness and/or accuracy of the information herein supplied by me as soon as possible, but in no event later than fourteen (14) days from the day that the changes come to my attention.

Terms used herein shall have the meanings given thereto in the [Legal Profession \(Accounts and Records\) Regulations, 1999](#), unless the context requires otherwise.

Question	Answer <small>(Please answer all questions. Where not applicable, please indicate N/A). If any questions are unanswered, the Declaration may be rejected as non-compliant</small>
1. <b>My contact details:</b>	E-mail address _____ Fax _____ Telephone Nos. _____
2. <b>Do you have clients in Jamaica?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. <b>If the answer to question 2 is yes, what is the primary area of your practice in Jamaica?</b> <small>(please check whichever applies)</small>	a. Civil Litigation <input type="checkbox"/> b. Criminal Litigation <input type="checkbox"/> c. Corporate/Commercial <input type="checkbox"/> d. Conveyancing <input type="checkbox"/> e. Probate/Administration of Estates <input type="checkbox"/> f. Family <input type="checkbox"/> g. Other: (please state) <input type="checkbox"/> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
4. <b>Do you maintain an account with a bank or other financial institution in connection with your practice?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Question	Answer (Please answer all questions. Where not applicable, please indicate N/A). If any questions are unanswered, the Declaration may be rejected as non-compliant
5. If the answer to question 4 is yes, please state where such account is maintained.	Name of Bank/Institution _____ Address _____
6. Do you hold any money on a client's behalf or to his or another person's direction or order?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Do you accept retainers or advances on account of fees for services not yet rendered or of disbursements not yet made?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Do you receive any other trust money, including cheques made payable to persons other than you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. If the answer to question 8 is yes, please state the form in which such trust money is received.	Please state form: <input type="text"/>
10. Do you maintain a general client trust account, or any individual accounts for clients?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. If the answer to question 10 is yes, please state the bank or financial institution at which such account is maintained.	Name of Bank _____ Address _____
12. Do you have any agreements with clients to withhold funds from the trust account or to deposit funds elsewhere?	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Have you put trust money in any other place other than in the trust accounts specified above?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details: <input type="text"/>
14. Do you maintain the books, records and accounts referred to in <a href="#">Regulation 6 of the Legal Profession (Accounts and Records) Regulations, 1999?</a>	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain in detail: <input type="text"/>

Question	Answer (Please answer all questions. Where not applicable, please indicate N/A). If any questions are unanswered, the Declaration may be rejected as non-compliant
15. Do you maintain a register book or chronological file of copies of all undertakings given in your practice as an attorney?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain in detail: <input type="text"/>
16. Do you maintain a register of all certificates of title to property, wills, securities and heirlooms held in your custody or possession on behalf of clients?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain in detail: <input type="text"/>
17. If the answer to questions 15 or 16 is yes, are all such registers maintained accurately and give a true and complete picture of the matters to be addressed therein?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain in detail: <input type="text"/>
18. Please state in full detail the reasons why in your view it is unnecessary or impractical for you to deliver to the Secretary of the General Legal Council an accountant's report in respect of the financial year.	State your reasons in full: <input type="text"/>

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the [Voluntary Declarations Act](#).

Taken and Acknowledged

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

before me

\_\_\_\_\_  
Justice of the Peace for the

\_\_\_\_\_  
Attorney-at-law

parish of \_\_\_\_\_

NB: The making of a false declaration is an offence under section 8 of the Perjury Act and may render you guilty of a misdemeanor and liable on conviction thereof to imprisonment and/or fine.