



claims@legalwise.co.za www.legalwise.co.za

Kindly ensure that this entire form is completed and signed by both the Lawyer and the LegalWise Member.

Please write clearly using CAPITAL letters and one letter per block. Fill in from the left and leave a blank box as a space between words.

Lawyer's details

[illegible]

Are you prepared to represent our Member in terms of the LegalWise Membership Agreement and LegalWise Tariffs?

Answer ☐ Yes ☐ No

If you answered no to the abovementioned question, are you prepared to assist Our Member in so far as your assistance is required to enable Our Member to comply with the relevant provisions of the Membership Agreement in order for Us to assess the claim? If cover is confirmed are you prepared to assist Our Member to obtain payment from Us for your fees for which the Company may be liable to your client in terms of any written Confirmation of Cover and in terms of Our Tariff?

Answer ☐ Yes ☐ No

Lawyer's Signature _____ Date

Y	Y	Y	Y
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M	M
---	---

D	D
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Member's details

[illegible]

I accept that if my Lawyer is not prepared to work in accordance with the LegalWise Membership Agreement and LegalWise Tariffs, that I will be personally liable for the difference.

I understand that LegalWise shall not be liable, unless a written Confirmation of Cover is issued to me or my appointed Lawyer.

LegalWise and LEZA are committed to protecting your privacy. By providing your personal information, you consent to your information being collected in order to gain access to our products and services. Your information will be used properly, lawfully, securely and transparently for the purpose for which it is intended, namely, the administration and further maintenance of your insurance product/s.

You are also consenting that LegalWise and LEZA may use your information to contact you regarding changes or updates about your insurance product/s and that LegalWise South Africa may use your information in improving our product offering. If you do not want to receive any future product or service offerings from LegalWise South Africa, then inform Us by contacting Member Administration on 0861 555 654.

Member's Signature _____ Date

Y	Y	Y	Y
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M	M
---	---

D	D
---	---

Details of the Matter

Who does the matter relate to?

☐ Main Member ☐ Spouse/Life Partner ☐ Child ☐ Extended Family Member

If a child, is the child financially dependent on the Main Member and a fulltime scholar?

Answer ☐ Yes ☐ No

ID No of child or date of birth

Type of matter ☐ Civil ☐ Criminal ☐ Labour

Date upon which the matter arose

Quantum of the matter

Proposed course of action

Jurisdiction

If a criminal matter. Any previous convictions? If yes, please list charges and dates convicted of same.

If a criminal matter. What is the charge?

Documentation enclosed herewith, or to be forwarded upon receipt

These are the most commonly required documents. We will advise you should any additional documents be required.

Please tick box where applicable

	Enclosed ☒	To be forwarded ☒
General (See Note 3)		
1. Copy of the Member's Identity Document/Card or Passport.	☐	☐
2. If legal representation is sought for any person other than the Member, kindly see 2.1 and 2.2 below.	☐	☐
2.1 If the matter concerns the Member's Spouse/Life Partner, a copy of the first page of the Spouse's/Life Partner's Identity Document/Card or Passport and documentary proof of the marriage or relationship.	☐	☐
2.2 If the matter concerns the Member's or Spouse's/Life Partner's child/ren below 18:		
2.2.1 A copy of the child/ren's Birth Certificate/s and/or the first page of the Identity Document/s.	☐	☐
2.3 Children between 18 and 21:		
2.3.1 Birth Certificate/s or a copy of the Identity Document/s /Card/s or Passport/s.	☐	☐
2.3.2 Documentary proof of child/ren in school or studying full-time at a recognised tertiary institution.	☐	☐
2.3.3 Proof of financial dependence.	☐	☐
Criminal matters		
3. A copy of the charge sheet and annexures thereto.	☐	☐
4. Statement by the Member confirming that he/she has not been convicted:		
a. Of a similar offence in the previous three years (not a schedule 5 or 6 offence);	☐	☐
b. Of a schedule 5 or 6 offence in the previous six years ;	☐	☐
c. Of more than three offences (any) in the previous six years.	☐	☐
5. SAP69, upon conclusion of the trial.	☐	☐
Civil matters		
6. Documentary proof of when the dispute arose, the subject matter of the dispute and the quantum involved, e.g.:	☐	☐
6.1 Copy of the demand or summons.	☐	☐
6.2 Copy of the Road Accident Report.	☐	☐
6.3 A statement by the Member confirming relevant dates, which do not appear on documents submitted.	☐	☐
6.4 Copy of registration certificate proving ownership of vehicle.	☐	☐
6.5 Copy of repair quotations.	☐	☐
6.6 Copy of agreement or other document/correspondence giving rise to, or concerning the dispute.	☐	☐
7. Estimate of the quantum of any claim by the Member.	☐	☐
8. Copy of statement taken from the Member.	☐	☐
Labour matters		
9. Copy of statement taken from the Member.	☐	☐
10. Documentary proof of when the dispute arose (i.e. letter of dismissal, letter of retrenchment, letter of appointment, etc.).	☐	☐
11. Details of matter which constitutes an unfair labour practice not referred to above.	☐	☐