



THE HONORABLE SOCIETY OF
THE INN OF COURT OF NORTHERN IRELAND
91 Chichester Street
Belfast, BT1 3JQ

Dear Applicant

Re: Temporary Membership of the Inn of Court of Northern Ireland and of the Bar of Northern Ireland

I refer to your enquiry regarding temporary membership of the Inn of Court of Northern Ireland and of the Bar of Northern Ireland. The obligation to consider the relevant documents and to submit the application rests on the applicant. That obligation should not be delegated to a clerk or assistant and accordingly this correspondence is with you as the applicant rather than to anyone on your behalf.

Please note that incomplete applications will not be referred to the Temporary Call Committee. It is your responsibility to ensure that the application documents are fully completed and all required supporting evidence is attached.

The governing requirements are contained in the relevant provisions of the Admission Rules, which you will have to consider and observe fully.

There is a formal procedure which must be followed in respect of obtaining temporary call. A member of the Bar of England & Wales may apply for temporary membership of the Inn of Court of Northern Ireland and of the Bar of Northern Ireland under Rule 20 of the Admission Rules of the Inn of Court of Northern Ireland (for the purpose of conducting a particular case or particular cases) if he or she is invited to accept instructions in a particular case or cases before a Court or Courts in Northern Ireland which arise out of the same facts or involve the same point of law. Temporary membership if granted lasts until all procedures (including appeals) have been completed in respect of the particular case or cases concerned.

You may if you so wish apply for permanent membership of the Inn of Court of Northern Ireland and of the Bar of Northern Ireland under Rule 15 or Rule 15A of the Admission Rules. This letter deals only with the procedure for temporary membership under Rule 20.

Pursuant to Rule 20 (5), your application for temporary membership will be considered by the Temporary Membership Committee of the Inn of Court of Northern Ireland. You should anticipate that if you fail to comply fully with the requirements set out in Rule 20 (2) your application will be refused leaving you, if you so wish, to make a further application.

I draw a number of specific matters to your attention which must be attended to:

1. The Inn of Court application form must be completed and returned.

2. Schedule 4 – Rule 20 (Memorial, Declaration and Undertaking) attached herewith for Temporary Membership must be completed and returned. Please ensure a photograph is added to your Memorial in either jpg or png format .
3. The evidence that you should provide to comply with Rule 20(2)(i)(a) is a letter from the Solicitor of the Court of Judicature of Northern Ireland who has invited you to accept instructions in the case or cases in respect of which you seek temporary membership. In the letter the solicitor should state the name of the case in which they wish to instruct you. If you seek temporary membership to cover a number of cases which arise out of the same facts or involve the same point of law then in the letter the solicitor should state the name of all of the cases and state the basis upon which it is suggested that they arise out of the same facts or involve the same point of law.
4. The administration fee for processing application for temporary membership specified under Rule 20(7) is **£500**. Should this application require to be expedited as set out in paragraph 7 below, the fee will be **£750**.
5. The Temporary Membership Committee will sit to consider applications for temporary call to the Bar of Northern Ireland within the first 2 weeks of each legal term.
7. **Exceptional Applications**

The Temporary Membership Committee may meet more frequently where an application contains exceptional circumstances.

In order to request the Temporary Membership Committee to meet in such circumstances then you should take the following steps:-

- a) Make that application in writing, in an accompanying letter, setting out the exceptional circumstances upon which you rely. This should also include exact details as to when the applicant was invited to accept instructions. Please note that any application for expedition must be completed by the applicant and it is therefore not the responsibility of the instructing solicitor or clerk to the applicant;

Please note that the administration fee for an expedited application will be **£750**.

8. The governing requirements are contained in Rule 20 of the Admission Rules. Against that background the Temporary Membership Committee has established an administrative system which includes the following:
 - (a) All documents in relation to an application for temporary membership and, where appropriate, any application to request that an exceptional Temporary Membership Committee meeting is convened should be sent by email to me.

- (b) The only documents that will be copied by me and made available to the members of the Temporary Membership Committee are the documents contained in that email.
 - (c) If other documents are sent at some other time or in some other fashion then you should anticipate that they will not be made available to the members of the Temporary Membership Committee. If this means that you have failed to comply with the requirements set out in Rule 20 (2) then you should anticipate that your application will be refused leaving you, if you so wish, to make a further application.
 - (d) In cases of exceptional urgency all documents in relation to an application for temporary membership and if necessary to request that a special Temporary Membership Committee meeting is convened should be sent to me by email at the same time. The only documents that will be made available to the members of the Temporary Membership Committee are the documents attached to that e mail. If other documents are sent at some other time or in some other fashion then you should anticipate that they will not be made available to the members of the Temporary Membership Committee. If this means that you have failed to comply with the requirements set out in Rule 20 (2) then you should anticipate that your application will be refused leaving you, if you so wish, to make a further application.
 - (e) The obligation to submit the necessary documents is on the applicant. Please note further paragraph 9 below. Please note that my role is purely an administrative one and that I am not responsible for checking papers before they are sent to the Committee for consideration.
 - (f) If for any reason you wish to make reference to previous appearances as counsel and/or grants of temporary membership in this jurisdiction, kindly ensure that you include within your application full particulars and, further, that, if necessary, you append thereto relevant documents, including in particular the Lady Chief Justice's Certificate of Temporary Membership.
9. I would emphasise in particular paragraph 8(e) above. Those who contemplate temporary membership of the Inn of Court of Northern Ireland and of the Bar of Northern Ireland have an obligation to study and understand the relevant regulatory requirements and to act accordingly. You should not require any information other than that contained in this letter, the attachments and Rule 20. While this letter is designed to be helpful and informative, the information which it contains is provided gratuitously. If you form the view that you must apply for temporary membership, the necessary materials, fully and accurately completed, accompanied by the requisite payment, must be sent at the time of your application. Exceptionally, in truly borderline or doubtful cases, the Temporary Membership Committee will consider a provisional application, which is an application to the Temporary Call Committee for advice and if the advice is that there should be an application for temporary

membership then the Committee will in addition to giving advice also at the same time consider and determine that application. The procedure is identical in all respects to a conventional application, that is to say you must submit the requisite materials fully and accurately completed, together with the appropriate payment for the administration fee of either £500 or £750. Payments can be made by credit card or bank transfer upon request. Absent some compelling or exceptional circumstance, supplementary communications such as emails or letters will not be considered by either myself or the Committee. **(PLEASE NOTE FURTHER INFORMATION REGARDING FEES TO BE DISCHARGED AT 10 (i) AND (ii)).**

10. I draw to your attention to the fact that it is a disciplinary offence to accept instructions or to hold yourself out as a barrister without a valid practising certificate. Thus you will have to make a separate and distinct application to the General Council of the Bar of Northern Ireland for a temporary practising certificate. Please note particularly paragraph 6 of the Application Form. Such separate application will be considered by a duly designated committee of that organisation. I am anxious to ensure that there is no confusion regarding the two separate committees concerned. Kindly note, if you are successful in seeking temporary call, it will be necessary to discharge the following fees in addition to those set out above, namely:-

- i) The Call Fee **£250**
- ii) Practising Certificate fee **£250**

I have also attached for your information correspondence which relates to obtaining a Temporary Practising Certificate. The application form for that certificate, and the required documents for that application, can also be sent when submitting your application for a Temporary Call Certificate.

This Committee will convey its determination to the Temporary Practising Certificate Committee. You will have no entitlement (to appear) to act on instructions in the case/s to which your application relates unless and until you receive the necessary temporary practising certificate, together with the appropriate Certificate signed by the Lady Chief Justice.

Yours sincerely

Lisa Mayes
Clerk to the Benchers

TEMPORARY MEMBERSHIP OF THE BAR OF NORTHERN IRELAND

20. (1) A practising member of the Bar of England and Wales must apply in writing to be admitted to temporary membership of the Inn of Court of Northern Ireland (The Inn) and the Bar of Northern Ireland (The Bar) if he or she wishes to accept instructions in a particular case or particular cases which arise out of the same facts or involve the same point of law before a Court or Courts in Northern Ireland.
- (2) In order to be admitted to temporary membership an applicant must:
- (i) (a) specify the case, or group of cases for which temporary membership is sought and the court at which the case or cases are to be heard; and

(b) provide evidence which establishes that either a solicitor or solicitors of the Court of Judicature of Northern Ireland or an Instructing Professional Client who is a member of a Recognised Professional Body which has been granted by the Bar Council the right to instruct a barrister without the intervention of a solicitor wish to brief the applicant to appear in the case or cases in respect of which he seeks temporary membership
 - (ii) satisfy the Inn that the applicant has been in independent practice at the Bar of England and Wales for at least 3 years before the date of the application;
 - (iii) satisfy the Inn that the applicant has a valid practising certificate issued by the Bar of England and Wales; and
 - (iv) satisfy the Inn that the applicant has in place professional indemnity insurance valid in Northern Ireland which is the equivalent in all respects to that required by the Bar of Northern Ireland at the time of the application.
 - (v) The applicant must undertake in writing to comply with the Code of Conduct of the Bar at all times during the applicant's period of temporary membership and to be bound by the disciplinary procedures of the Bar of Northern Ireland in respect of the applicant's conduct during the period of temporary membership, irrespective of whether any complaint is made in respect of that conduct during or at any time after the period of temporary membership. This duty to comply with the Code of Conduct of the Bar at all times, includes a requirement that if temporary membership is sought by an applicant who is instructed by an Instructing Professional Client, also to act at all times in compliance

with the Guidelines on Direct Professional Access, during the applicant's period of temporary membership

- (vi) The applicant shall obtain a practising certificate from the Bar of Northern Ireland before the applicant appears in court or acts in any fashion whatsoever in the case or group of cases for which temporary membership has been granted.
 - (vii) The application must be accompanied by a Memorial and Undertaking in the form set out in Schedule 4A, together with the prescribed fee.
- (3) Temporary membership lasts until all procedures (including appeals) have been completed in respect of the case or group of cases for which temporary membership has been granted and only permits the applicant to appear in those proceedings during the period of temporary membership.
- (4) After 1st March, 2015 temporary membership will be granted on no more than three occasions in total.
- (5) Applications for temporary membership of the Inn of Court and the Bar of Northern Ireland may be granted by a committee of the Inn.
- (6) (i) The committee shall meet once each term to consider applications for temporary membership and shall have power to regulate its procedure and to regulate the form and procedures required to make applications for temporary membership, as it considers necessary;
- (ii) In exceptional circumstances the committee may meet more frequently, in relation to applications for temporary membership.
- (7) Applications for temporary membership shall be accompanied by such fee as the Inn of Court of Northern Ireland may determine from time to time.

THE INN OF COURT OF NORTHERN IRELAND AND THE BAR OF NORTHERN IRELAND

APPLICATION FOR TEMPORARY MEMBERSHIP OF THE INN OF COURT OF NORTHERN IRELAND AND THE BAR OF NORTHERN IRELAND

Note

Applicants are advised to study carefully Rule 20 of the Rules of the Honourable Society of the Inn of Court of Northern Ireland. Please provide a full reply to every question.

1. The Applicant

(i) Full Names _____

(ii) Chambers: _____

(iii) Year of Call _____

(iv) Year of Call to the Inner Bar (if applicable)

(v) Telephone Number: _____

(vi) E-mail address: _____

(vii) A recent photograph is attached with Schedule 4A.

2. Purpose of Application

(i) Particulars of the case or group of cases for which temporary membership is sought:

(a) Name of the case or names of all cases in the group.

(b) The court in which the applicant proposes to appear.

(c) The record number of the case or of all the cases in the group.

(ii) I attach written confirmation of instructions from the instructing solicitor concerned. [This must include full particulars of the matters specified in (i) above].

(iii) The actual or estimated date/s of hearing is/are _____

3. Exceptional Application

I request the Temporary Membership Committee to meet to consider my application on the basis that it contains exceptional circumstances as set out in the accompanying letter attached hereto.

(The applicant is referred to paragraph 7 (a) of the Letter to Applicants).

4. Previous Independent Practice

I attach written confirmation of previous independent practice at the Bar of England and Wales for at least three years prior to the date of this application.

5. Valid Practising Certificate

I attach a copy of a valid Practising Certificate issued by the Bar of England and Wales.

6. Professional Indemnity Insurance

I attach written confirmation from the Bar Mutual Indemnity Fund Limited that I have professional indemnity insurance valid in Northern Ireland which is the equivalent in all respects to that required by the Bar of Northern Ireland

at the time of this application and, in particular, provides minimum indemnity cover of £1,000,000 (for junior counsel) or £2,000,000 (for senior counsel). I certify that this is adequate having regard to the nature of the work to be undertaken by me and any potential legal liability arising therefrom.

7. **Certificate of Temporary Practice and Certificate of Temporary Membership**

- (i) I undertake that I will apply to the Temporary Practising Certificate Committee of the Bar Council of Northern Ireland for a Certificate of Temporary Practice.
- (ii) I undertake not to engage in any form of practice in relation to the case/s to which this application relates until I have received a Certificate of Temporary Membership of the Honourable Society of the Inn of Court of Northern Ireland and of the Bar of Northern Ireland.
- (iii) I further undertake that I shall engage in no form of practice relating to the case or cases to which this application relates until I have received the requisite Certificate of Temporary Practice from the Bar Council of Northern Ireland.
- (iv) I further undertake that in the event of receiving the two aforementioned Certificates I shall practice in this jurisdiction solely for the purpose of conducting the litigation particularised in paragraph [2] above.

8. **Memorial**

I attach the requisite completed Memorial.

9. **Undertaking**

I attach the requisite completed Undertaking.

10. **Administration Fee**

Payments can be made by credit card or bank transfer upon request.

I have paid the requisite administration fee of £500, together with the call fee of £250.

If your application is to be expedited the administration fee of £750 should be attached together with the call fee of £250.

DECLARATION

I declare that

- (i) All of the information contained in this completed application form is correct.
- (ii) All of the attachments specified above accompany this completed form.
- (iii) All of the information and representations contained in each of the attachments hereto are correct.
- (iv) I have complied fully with all of the requirements of Rule 20 of the Rules of the Honourable Society of the Inn of Court of Northern Ireland.
- (v) There are no circumstances which have not been disclosed to my Professional Indemnity Insurer which might lead the insurer to avoid my policy of insurance.

DATA PROTECTION ACT 2018

The Benchers of the Honorable Society of the Inn of Court of Northern Ireland takes your privacy seriously and will only use the Personal Data you provide in this form to process your application for admission to the Inn of Court of Northern Ireland.

Personal Data given on this form will only be processed by The Benchers of the Honorable Society of the Inn of Court of Northern Ireland, Bar Council of Northern Ireland and Bar Library Services Limited.

Personal Data will be kept on file for while you are a Practising Barrister and a further defined period as dictated by organisational data retention policy.

SIGNED: _____

DATED: _____

SCHEDULE 4A – RULE 20

**MEMORIAL, DECLARATION AND UNDERTAKING FOR
TEMPORARY MEMBERSHIP OF THE INN OF COURT OF NORTHERN IRELAND
AND OF THE BAR OF NORTHERN IRELAND**

To the Benchers of the Honorable Society of the Inn of Court of Northern Ireland (“the Inn”)

Photograph

I, (full names ¹) _____

of (home address) _____

Email _____

Tel: _____

Please attach a passport sized photograph hereto in jpg or png format to:-
lisa.mayes@barofni.org

Gender:² Male

Female

Date of birth³ _____

Present occupation _____ desirous of being admitted

to temporary membership of the Inn of Court of Northern Ireland and the of the Bar of

Northern Ireland do hereby **declare and undertake** as follows:-

¹ Give your name as shown on your passport.

² This information is collected for monitoring purposes only

³ This information is collected for monitoring purposes only

1. (a) I have never been convicted of any criminal offence ⁴.
- (b) There are no proceedings pending ⁵ against me in the United Kingdom or elsewhere in respect of any criminal offence.
- (c) I have not
 - (i) received a caution or been bound over,
 - (ii) been the subject of a court injunction, or
 - (iii) been the subject of an injunction/order in relation to harassment or anti-social behaviourat any time either in the United Kingdom or elsewhere.
- (d) I am not currently aware of any circumstances which might lead to me being or becoming the subject of an investigation relating to a criminal charge either in the United Kingdom or elsewhere.
- (e) I have never been convicted of a disciplinary charge by an employer or by a professional or regulatory body nor are there any disciplinary proceedings pending against me in the United Kingdom or elsewhere in respect of any such charge.
- (f) I have never been found guilty of an academic charge by a higher

⁴ For this purpose a “criminal offence” means any offence including an offence relating to the non-payment of tax or VAT, wherever and whenever committed, under the criminal law of any jurisdiction except (i) an offence for which liability is capable of being discharged by payment of a fixed penalty; and (ii) an offence which has as its main ingredient the unlawful parking of a vehicle. Any conviction which is spent is nevertheless required to be disclosed by virtue of the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 or any equivalent legislation in England and Wales. Details of a criminal conviction should specify the sentence given.

⁵ Proceedings are pending if (i) you are currently charged with, or (ii) you are on bail or in detention or custody (or have failed to surrender to custody) in connection with any criminal offence.

education institution ⁶.

- (g) I have never had any bankruptcy order⁵, debt relief order⁶, director's disqualification order⁷, bankruptcy restrictions order⁸ or debt relief restrictions order made against me nor have I entered into any individual voluntary arrangement with creditors.
- (h) I have not previously been refused admission to or expelled from an Inn of Court in England and Wales, the Faculty of Advocates in Scotland or the King's Inns in Ireland or from any other similar body in any country in the world.
- (i) I do not suffer from serious incapacity due to mental disorder (within the meaning of the Mental Health (Northern Ireland) Order 1986 or any equivalent legislation in England and Wales, Scotland or the Republic of Ireland), nor addiction to alcohol or drugs, nor from any other condition which might impair my fitness to be a practising barrister ⁹.

⁶ If you were found guilty, but subsequently successfully appealed against that finding, there is no need to declare it.

⁵ For this purpose a "bankruptcy order" includes a bankruptcy order made pursuant to the Insolvency (Northern Ireland) Order 1989 and any such similar order made in any jurisdiction in the world.

⁶ For this purpose, a "debt relief order" includes a debt relief order made pursuant to the Insolvency (Northern Ireland) Order 1989 and any similar order made in any jurisdiction in the world.

⁷ For this purpose, a "director's disqualification order" includes a disqualification order made by a court or disqualification undertaking accepted by the Secretary of State, pursuant to the Company Directors' Disqualification (Northern Ireland) Order 2002 and any similar order or undertaking made or given in any jurisdiction in the world.

⁸ For this purpose, a "bankruptcy restrictions order" includes a bankruptcy restrictions order made by a court or a bankruptcy restrictions undertaking accepted pursuant to the Insolvency (Northern Ireland) Order 1989 and any similar order or undertaking made or given in any jurisdiction in the world.

⁹ If you are a disabled person within the meaning of the Mental Health (Northern Ireland) Order 1986 or the Disability Discrimination Act 1995 or any equivalent legislation in England and Wales and are unable to

If any of the statements in paragraph 1 (a) – (i) is incorrect in any respect, please delete the statement or relevant part of it as appropriate.

2. Except as disclosed below, I am not aware of any other matter which might reasonably be thought to call into question my fitness to practise as a barrister ¹⁰.

3. I accept that honesty and integrity are at the heart of a barrister's practice.
4. If requested by the Inn, I will apply, or assist the Inn in applying, to Access NI or the equivalent body in England and Wales, Scotland or the Republic of Ireland for disclosure about me.
5. I will inform the Inn immediately if any statement made in this Memorial, Declaration or Undertaking ceases to be true while I am an applicant for admission to the degree of Barrister-at-Law in Northern Ireland.

make this declaration then, on application to the Inn, consideration will be given as to whether reasonable adjustments can be made.

¹⁰ This includes any incident or behaviour which, if known to the Inn, might cause your application to be considered more carefully. If in doubt, disclose the incident/behaviour.

6. I will comply with the rules and regulations of the Bar Council and of the Honorable Society of the Inn of Court and will observe the Code of Conduct of the Bar of Northern Ireland for as long as I remain a barrister in Northern Ireland.
7. I understand that the Benchers will consider the information in this Memorial, Declaration and Undertaking before they decide whether to admit me to the degree of Barrister-at-Law.
8. I was called to the Bar of England and Wales in _____.
9. Year of Call to the Inner Bar (if applicable)
10. I have not been found guilty by the course provider of cheating or other misconduct on a Bar Professional Training Course nor am I, or likely to be, under investigation in respect of an allegation of cheating/misconduct.
11. If I am admitted to the degree of Barrister-at-Law and for so long as I continue to practise as a barrister in Northern Ireland I will not engage in any other profession or carry on or take part in any other trade or business without the consent of the Benchers of your Honorable Society
12. I have read and understood the terms of this Memorial, Declaration and Undertaking.
13. I understand that if this Memorial, Declaration or Undertaking is found to be false in any material respect or there is a breach of the Declaration or Undertaking, such falsity or breach shall constitute professional misconduct.
14. I will inform the Inn of any change to my name, address, e-mail or telephone contact details.
15. I shall at all times when acting as a Barrister in Northern Ireland only do so in the capacity as a member of the independent referral Bar of Northern Ireland.

I confirm that prior to my application for Temporary Call to the Bar of Northern, or at any stage subsequent to me making such application, I have not acted in the role or capacity of a solicitor in England and Wales or Northern Ireland in relation to any case that I propose to conduct in Northern Ireland as a member of the independent referral Bar.

I shall at all times comply with the letter and spirit of the Code of Conduct of the Bar of Northern Ireland.

Dated _____ day of _____ 20_____

Signature: _____

NAME: _____

(BLOCK CAPITALS)

DATA PROTECTION ACT 2018

The Benchers of the Honorable Society of the Inn of Court of Northern Ireland takes your privacy seriously and will only use the Personal Data you provide in this form to process your application for admission to the Inn of Court of Northern Ireland.

Personal Data given on this form will only be processed by The Benchers of the Honorable Society of the Inn of Court of Northern Ireland, Bar Council of Northern Ireland and Bar Library Services Limited.

Personal Data will be kept on file for while you are a Practising Barrister and a further defined period as dictated by organisational data retention policy.

SIGNED: _____

DATED: _____

**BAR COUNCIL OF NORTHERN IRELAND
APPLICATION FOR A TEMPORARY PRACTISING CERTIFICATE**

SURNAME: _____ *Mr / Mrs / Miss / Ms / Dr

FORENAMES: _____ *KC / BL

* Please delete as appropriate

DATE CALLED TO BAR OF ENGLAND & WALES _____

YEAR OF CALL TO THE INNER BAR _____ TERM _____

IF YOU ARE SENIOR COUNSEL PLEASE PROVIDE THE NAME OF THE PERSON YOU
ARE LEADING: _____

PRACTISING ADDRESS: [FULL PRACTISING ADDRESS, INCLUDING THE NAME OF YOUR
CHAMBERS AND POST CODE]

E-mail Address: _____

1	I confirm that I hold Professional Indemnity Insurance, and I attach a copy of the current cover note for your records, together with written confirmation from the Bar Mutual Indemnity Fund that I have professional indemnity insurance valid in Northern Ireland which is the equivalent in all respects to that required by the Bar of Northern Ireland at the time of this application and, in particular, provides minimum indemnity cover of £500,000 (for junior counsel) or £750,000 (for senior counsel).	<input type="checkbox"/>
2	I confirm that I have an adequate level of cover having regard to the nature of the work to be undertaken in Northern Ireland, and the potential liability arising in the event of negligence.	<input type="checkbox"/>
3	I have met all CPD obligations, and I attach a copy of my (currently valid) CPD record sheet.	<input type="checkbox"/>

4	I attach confirmation of my registration under the Data Protection Act 1998.	<input type="checkbox"/>
5	I confirm I have made the requisite payment in respect of my application for a temporary Practising Certificate.	<input type="checkbox"/>

Please state:

Name of case/court: _____

Name and Address of Solicitor: _____

Commencement date of case: _____

I hereby declare and undertake to the General Council of the Bar of Northern Ireland as follows:

(a)	If granted a temporary practising certificate, I shall at all times comply with the Code of Conduct of the Bar of Northern Ireland and I acknowledge that I will be bound by the disciplinary procedures of the Bar of Northern Ireland in respect of my conduct during the period of temporary membership, irrespective of whether any complaint is made about such conduct during or after the period of validity of the temporary practising certificate.	
(b)	If granted a temporary practising certificate, I shall renew my professional indemnity insurance on at least the same terms throughout the limitation period applicable to the case or group of cases in respect of which that certificate was granted.	

DATA PROTECTION ACT 2018

The Benchers of the Honorable Society of the Inn of Court of Northern Ireland takes your privacy seriously and will only use the Personal Data you provide in this form to process your application for admission to the Inn of Court of Northern Ireland.

Personal Data given on this form will only be processed by The Benchers of the Honorable Society of the Inn of Court of Northern Ireland, Bar Council of Northern Ireland and Bar Library Services Limited.

Personal Data will be kept on file for while you are a Practising Barrister and a further defined period as dictated by organisational data retention policy.

Signed: _____

Dated: _____