

LIFETIME LAWYERS RULES OF MEMBERSHIP

LIFETIME LAWYERS LIMITED (the 'Company')

MEMBERSHIP RULES (the 'Rules')

Adopted by the directors of the Company under article 18 of the Company's articles of association on 4th January 2024

I GENERAL

In these Rules, references to “members” and “membership” are to the different categories of members and membership defined in these Rules and are not references to membership for the purposes of section 112 of the Companies Act 2006 (the “Act”). With the exception of references to “regional directors”, references to “directors” are to directors of the Company for the purposes of the Act. These rules apply to all members of the Company.

2 LIFETIME LAWYERS MEMBERSHIP

2.1 Classes of membership

The different classes of membership are:

- a) Accredited Members, who are individuals who fulfil the criteria for Accredited Membership set out by the directors from time to time and who are admitted to Accredited Membership by the directors;
- b) Longstanding Members, who are individuals who fulfil the criteria for Longstanding Membership set out by the directors from time to time and who are admitted to Longstanding Membership by the directors;
- c) Members (pending accreditation), who are individuals who fulfil the criteria for Members (pending accreditation) set out by the directors from time to time and who are admitted to Member (pending accreditation) Membership by the directors;
- d) Scottish Registered Paralegal Members (Scotland only), who are individuals who fulfil the criteria for Scottish Registered Paralegal Members set out by the directors from time to time and who are admitted to Scottish Registered Paralegal Membership by the directors;
- e) Student Members, who are individuals who fulfil the criteria for Student Members set out by the directors from time to time and who are admitted to Student Membership by the directors; and

- f) Honorary Members, who are invited by the directors for their contributions to the field of the Older Client law.

The directors have the power under article 18 of the Company's articles of association to determine additional classes of membership in the future. Such current and future classes of members shall not be the "members" of the Company for the purposes of section 112 of the Act and therefore do not have the voting or other rights bestowed upon such persons by the articles of association or the Act.

2.2 Definitions of membership

2.2.1 New members from 1st October 2014

Accredited Members (AM)

All new Accredited Members are required to complete both Lifetime Lawyers accredited Awards – the Lifetime Care in Practice Award and the Lifetime Law in Practice Award.

They also need to continue to undertake relevant and sufficient ongoing training and education to be determined by the directors from time to time. They will need to certify that they spend at least 50% of their time working in the field of Older Client Law and will consent to random checks being undertaken to monitor compliance. At renewal, all AMs will need to upload their annual statement of competence or equivalent. All AMs will have at least 3 years' post qualification experience.

In order to retain the status of accredited member, all AMs will need to re-accredit every 5 years.

Any AM who does not re-accredit by their 5 year anniversary, will lose their accredited status and will revert to a Member and will no longer receive any of the benefits of AM membership ie: business referrals, use of the Lifetime Lawyers accredited logo, marketing page on the Lifetime Lawyers website, appearing in Lifetime Lawyers public member searches and Lifetime Lawyer PR packs. To return to the status of AM, they will need to re-accredit.

If an AM member retires from practice, then they cannot continue their AM membership of Lifetime Lawyers. (see 3.5)

Members (pending accreditation)

All new Members (pending accreditation) are required to complete the Lifetime Lawyers accredited Award – the Lifetime Care in Practice Award.

All new Members (pending accreditation) are also required to take the Lifetime Law in Practice Award within 12 months of joining Lifetime Lawyers.

The period of membership as a Member (pending accreditation) cannot exceed 3 years from the date of joining.

Members (pending accreditation) must satisfy the training requirements to be determined by the directors from time to time and they must spend at least 50% of their time working in the field of Older Client Law during this period of membership. At renewal, all Members (pending accreditation) will need to upload their annual statement of competence or equivalent.

With the exception of CILEx Associates and Graduates, and any members on the exception register, if any Member (pending accreditation) exceeds the 3 years of membership at the Member (pending accreditation) level, their membership fee will then increase to such sum per annum as the directors consider appropriate until they upgrade their membership (provided the directors will not require any such Member (pending accreditation) to pay a membership fee that is higher than any other such Member (pending accreditation)).

To upgrade to Accredited Member

Members (pending accreditation) must pass the Lifetime Law in Practice Award within 12 months of gaining the Lifetime Care in Practice Award. They will also need to have at least 3 years of post-qualification experience working in the field of older client law and they must spend at least 50% of their time working in the field of Older Client Law.

NB: Fellows of CILEx will only need one further year of relevant experience after achieving Fellowship and before they are eligible to upgrade their membership to Accredited Member.

Student Members from 1st August 2017

This is a new category of membership open to:

- Trainee Solicitors
 - Current trainee solicitor
 - Already part way down the traditional qualifying route, i.e. undertaking your LPC and intend to take the SQE2
 - Hold any degree or level 6 equivalent and are studying for SQE1 & 2 exams
- Pupils (Barristers)
- Affiliate, Associate or Graduate members of CILEx who have studied specific CILEx units (see below) or equivalent:
 - CILEx Level 3 Unit 1 Introduction to Law and Practice
 - CILEx Level 3 Unit 8 Law of Wills and Succession
 - CILEx Level 3 Unit 15 The Practice of Law for the Elderly Client
 - CILEx Level 3 Unit 16 Client Care Skills
 - CILEx Level 3 Unit 17 Legal Research Skills
- Paralegals
 - A person who works in a regulated law firm or department of such a firm with some legal training but does not have the requisite qualifications to be called a solicitor, barrister, legal executive or Scottish Registered Paralegal, and carries out specific legal work for which a solicitor, barrister or Fellow of CILEx is responsible

- Lifetime Lawyers Scottish Registered Paralegal Membership (Scotland Only)
 - Will need to have at least 3 years' registration as a paralegal with the LSS
 - Be able to show that they spend at least 50% of their time working in the field of older client
 - Pass the Lifetime Care in Practice Award

All student members are required to complete the Lifetime Lawyers student programme within the first 12 months of membership in order to retain their student membership status.

At renewal, student members are required to submit a brief statement summarising the progress they have made toward their professional qualifications in the last 12 months and their likely qualification date.

Student members shall remain in student membership category until they are fully qualified:

- For trainee solicitors, this means that they have completed their training contract and been admitted to the roll
- For pupils, this means they have completed their pupillage and been called to the bar and are fully qualified
- For Affiliate, Associate and Graduate members of CILEx, this means they have become Fellows of CILEx
- For paralegals, until such time as they have completed a training contract or pupillage or become a fellow of CILEx whether or not they have acquired a specific recognised qualification as a paralegal

As soon as Student Members are fully qualified (as above), they will need to upgrade their membership to Member (pending accreditation). In order to do this, they will need to complete the Lifetime Care in Practice Award.

- Scottish Registered Paralegal Member (Scotland only)
 - Scottish Registered Paralegals who have been registered with the Law Society of Scotland (LSS) for a minimum of 3 years

2.2.2 Existing Full Members at 1st October 2014 (now Longstanding Members)

In order to strengthen Lifetime Lawyers' position in the marketplace, Lifetime Lawyers expects all existing Longstanding Members to take the Lifetime Care in Practice Award and upgrade their membership to Accredited Member.

In order to retain the status of accredited member, all Accredited Members will need to re-accredit every 5 years.

Any existing Longstanding Members who do not wish to do this can remain as Longstanding Members but will no longer be eligible to receive referrals from either Lifetime Lawyers or its key partners after 1st October 2015. As of 1st October 2016, Longstanding Members will no longer be eligible to use the Lifetime Lawyers logo.

All existing Longstanding Members must continue to undertake relevant and sufficient ongoing training and education to be determined by the directors from time to time. They will need to certify that they spend at least 50% of their time working in the field of older client law and will consent to random checks being undertaken to monitor compliance. All Longstanding Members will have at least 3 years' post qualification experience.

At renewal, all Accredited Members and Longstanding members will need to upload their annual statement of competence or equivalent.

Any AM who does not re-accredit by their 5 year anniversary, will lose their accredited status and will revert to a Full member and will no longer receive any of the benefits of AM membership ie: business referrals, use of the Lifetime Lawyers logo, marketing page on the Lifetime Lawyers website, appearing in Lifetime Lawyers public member searches and Lifetime Lawyers PR packs. To return to the status of AM, they will need to re-accredit.

If an AM member retires from practice, then they cannot continue their AM membership of Lifetime Lawyers. (see 3.5)

2.2.3 Existing Associate Members at 1st October 2014 {now Member (pending accreditation)}

All new Members (pending accreditation) are required to complete the Lifetime Lawyers accredited Award – the Lifetime Care in Practice Award.

All Members (pending accreditation) are also required to take the Lifetime Law in Practice Award. The period of Associate Membership cannot exceed 3 years from the date of joining.

Members (pending accreditation) must satisfy the training requirements to be determined by the directors from time to time and they must spend at least 50% of their time working in the field of older client law during this period of membership. At renewal, all associate members will need to upload their annual statement of competence or equivalent.

With the exception of CILEx Associates and Graduates, and any members on the exception register, if any Member (pending accreditation) exceeds the 3 years of membership at the Members (pending accreditation) level, their membership fee will then increase to such sum per annum as the directors consider appropriate until they upgrade their membership (provided the directors will not require any such Members (pending accreditation) to pay a membership fee that is higher than any other such Members (pending accreditation)).

3 ELIGIBILITY CRITERIA FOR LIFETIME LAWYERS MEMBERSHIP

3.1 1st October 2013

As of 1st October 2013, only the following individuals will be eligible to apply to join Lifetime Lawyers:

- 1) Fully qualified solicitors holding a valid and current practising certificate and regulated by the Solicitors Regulation Authority (SRA) and Law Society of Scotland (LSS)
- 2) Fully qualified barristers holding a valid and current practising certificate and regulated by the Bar Council
- 3) Fellows of CILEx holding a valid and current practising certificate and regulated by CILEx

3.2 Pre-1st October 2013

For the members who joined before 1st October 2013, their eligibility criteria remain unchanged.

3.3 Eligibility criteria for Lifetime Lawyers Student Membership

- 1) Trainee Solicitors
 - Current trainee solicitor
 - Already part way down the traditional qualifying route, i.e. undertaking your LPC and intend to take the SQE2
 - Hold any degree or level 6 equivalent and are studying for SQE1 & 2 exams
- 2) Pupils (barristers)
- 3) Affiliate, Associate or Graduate members of CILEx who have studied specific CILEx units (see below) (or equivalent)
 - CILEx Level 3 Unit 1 Introduction to Law and Practice
 - CILEx Level 3 Unit 8 Law of Wills and Succession
 - CILEx Level 3 Unit 15 The Practice of Law for the Elderly Client
 - CILEx Level 3 Unit 16 Client Care Skills
 - CILEx Level 3 Unit 17 Legal Research Skills
- 4) Paralegals
 - A person who works in a regulated law firm or department of such a firm with some legal training but does not have the requisite qualifications to be called a solicitor, barrister, legal executive or Scottish Registered Paralegal, and carries out specific legal work for which a solicitor, barrister or Fellow of CILEX is responsible

3.4 Eligibility criteria for Lifetime Lawyers Scottish Registered Paralegal Membership (Scotland Only)

- Will need to have at least 3 years' registration as a paralegal with the LSS
- Be able to show that they spend at least 50% of their time working in the field of older clients
- Pass the Lifetime Care in Practice Award

3.5 Retired members

Retired members can remain as members of Lifetime Lawyers at the Member (pending accreditation) level for a maximum period of 2 years.

3.6 Honorary Members

People who are invited by the directors for their contributions to the field of Older Client law.

4 ADMISSION OF MEMBERS

- i. For the UK, applications must be online via the Lifetime Lawyers website.
- ii. Every applicant for Lifetime Lawyers membership must read, understand and accept the Lifetime Lawyers Code of Practice and the Lifetime Lawyers Rules of Membership.
- iii. For the Republic of Ireland applications must be online via the SFE ROI website. Applicants in the Republic of Ireland must follow the ROI Code of Practice and the ROI Rules of Membership.
- iv. The Directors may decline to accept any application for membership or renewal of membership without assigning any reason for its decision.
- v. The applicant will only become a member once their annual subscription is paid.
- vi. Student Members, Members (pending accreditation) or Longstanding Members must not hold themselves out to be Accredited Members

5 SUBSCRIPTION RATES

Up to date subscription rates are available on the Lifetime Lawyers website.

5.1 Subscriptions for membership (excluding students)

- vii. There is a one off joining fee which is due when an application is made to join Lifetime Lawyers.
- viii. Membership to Lawyer Lawyers is on an annual rolling basis and the Lifetime Lawyers membership subscription fee is payable annually.
- ix. The Lifetime Lawyers membership subscription fee is due once the Lifetime Care in Practice Award has been successfully completed.
- x. Payment for Lifetime Lawyers membership cannot be refunded once paid. If membership is cancelled part-way through a membership year, then no refund will be offered. This does not affect the statutory right to cancel within the 14-day cooling off period from initial application to join Lifetime Lawyers.
- xi. Membership renewal - a renewal reminder will be sent approximately 30 days before the membership is due to expire. The renewal fee must be paid in full by the anniversary of the membership renewal date.
- xii. Lifetime Lawyers reserves the right, at its sole discretion, to charge additional fees to renew membership after the renewal date.

- xiii. Where the membership fee is not paid by the renewal date, membership to Lifetime Lawyers shall be deemed to have lapsed and the member will lose the right to hold themselves out as a member of Lifetime Lawyers and will lose all membership benefits.
- xiv. If a lapsed member wishes to re-instate their Lifetime Lawyers membership within the same membership year, the Lifetime Lawyers administrator will need to be informed and a re-joining fee, together with the renewal fee due from the anniversary of the renewal date, will need to be paid.
- xv. If a membership has not been renewed for more than one year, in order to re-join, the Lifetime Lawyers administrator will check whether the person has completed the Lifetime Care in Practice Award within the last 5 years and if not, the person will need to complete it in order to re-join Lifetime Lawyers. Members (pending accreditation) will also be required to complete the Lifetime Law in Practice Award within 12 months of re-joining Lifetime Lawyers.
- xvi. Lifetime Lawyers subscription rates shall be reviewed and, if necessary, revised annually.

5.2 Subscriptions for Student membership

- i. There is no one off joining fee for student membership. However, the membership rate in year one is higher to take into account the Lifetime Lawyers student programme.
- ii. Membership to Lifetime Lawyers is on an annual rolling basis and the Lifetime Lawyers membership subscription fee is payable annually.
- iii. Payment for Lifetime Lawyers membership cannot be refunded once paid. If membership is cancelled part-way through a membership year, then no refund will be offered. This does not affect the statutory right to cancel within the 14 day cooling off period from initial application to join Lifetime Lawyers.
- iv. Membership renewal - a renewal reminder will be sent approximately 60 days before the membership is due to expire. The renewal fee must be paid in full by the anniversary of the membership renewal date.
- v. Lifetime Lawyers reserves the right, at its sole discretion, to charge additional fees to renew membership after the renewal date.
- vi. Where the membership fee is not paid by the renewal date, membership to Lifetime Lawyers shall be deemed to have lapsed and the member will lose the right to hold him/herself out as a member of Lifetime Lawyers and will lose all membership benefits. If a lapsed member wishes to re-instate their Lifetime Lawyers membership, the Lifetime Lawyers administrator will need to be informed and a re-joining fee, together with the renewal fee due from the anniversary of the renewal date, will need to be paid.
- vii. Lifetime Lawyers subscription rates shall be reviewed and, if necessary, revised annually.

- viii. Please note, when student members apply to upgrade their membership to Associate Member, a one-off fee will be payable (this is for Lifetime Lawyers' two externally accredited awards which Lifetime Lawyers requires its members to undertake as a part of their membership)

5.3 Subscriptions for Scottish Registered Paralegal Membership (Scotland only)

- i. There is a one off joining fee which is due when an application is made to join Lifetime Lawyers.
- ii. Membership to Lifetime Lawyers is on an annual rolling basis and the Lifetime Lawyers membership subscription fee is payable annually.
- iii. The Lifetime Lawyers membership subscription fee is due once the Lifetime Care in Practice Award has been successfully completed.
- iv. Payment for Lifetime Lawyers membership cannot be refunded once paid. If membership is cancelled part-way through a membership year, then no refund will be offered. This does not affect the statutory right to cancel within the 14-day cooling off period from initial application to join Lifetime Lawyers.
- v. Membership renewal - a renewal reminder will be sent approximately 60 days before the membership is due to expire. The renewal fee must be paid in full by the anniversary of the membership renewal date.
- vi. Lifetime Lawyers reserves the right, at its sole discretion, to charge additional fees to renew membership after the renewal date.
- vii. Where the membership fee is not paid by the renewal date, membership to Lifetime Lawyers shall be deemed to have lapsed and the member will lose the right to hold themselves out as a member of Lifetime Lawyers and will lose all membership benefits. If a lapsed member wishes to re-instate their Lifetime Lawyers membership, the Lifetime Lawyers administrator will need to be informed and a re-joining fee, together with the renewal fee due from the anniversary of the renewal date, will need to be paid.
- viii. If a membership has not been renewed for more than one year, in order to re-join, the Lifetime Lawyers administrator will check whether the person has completed the Lifetime Care in Practice Award within the last 5 years and if not, the person will need to complete it in order to re-join Lifetime Lawyers.
- ix. Lifetime Lawyers subscription rates shall be reviewed and, if necessary, revised annually.

6 SUSPENSION/TERMINATION OF MEMBERSHIP

- i. A member may be suspended from membership if, in the opinion of the Directors, it would not be in the interests of the Company for them to remain an active member. In any instance of suspension, the Director of Membership and Discipline will notify the

member within 7 days of the Directors decision and such notification will include confirmation of the reason for suspension and a timescale in which suspension will be reviewed. During suspension the member must not hold themselves out as a member of the Company.

A member may be suspended for the following:

- a) Non-payment of subscription fees
- b) when complaint is being investigated by the Directors and it is the Directors' opinion that it would not be in the interest of the Company for that member to be active whilst the investigation is ongoing
- c) when a breach of the Lifetime Lawyers' Code of Practice is being investigated by the Directors and it is the Directors' opinion that it would not be in the interest of the Company for that member to be active whilst the investigation is ongoing

ii. A member will automatically cease to be a member in the following circumstances:

- a) being struck off or suspended from legal practice;
- b) death;
- c) failure to pay the annual subscription fee within 3 months from the date from which it fell due;
- d) on giving written notice of resignation to the secretary;
- e) upon being expelled by the Directors due to the fact that in the Directors' opinion it would not be in the interest of the Company for them to remain a member so long as the relevant procedure has been followed as set out in section 7 below;
- f) behaving in a way that displays any form of discrimination being based on the grounds of colour, race, religious belief or other that is deemed by the Directors to risk bringing the organisation into disrepute and the member will be summarily dismissed pursuant to 7 (iii) below.
- g) being subject to any order imposed by the Solicitors Regulation Authority (or appropriate regulatory body) that puts restrictions on the member unless they have the permission of the Directors as to whether they can continue to be a member;
- h) any honorary membership can be revoked by a vote of the board of Directors.

iii. A member who is bankrupt will automatically be suspended from being a member unless they have the permission of the Directors as to whether they can continue to be a member.

iv. Upon suspension, resignation or expulsion from membership the former member shall have no entitlement to any pro-rata refund or their annual subscription fee.

v. Lifetime Lawyers is an inclusive community and is anti-discrimination in any of its forms ie:

- i. Discrimination because of sex or sexual orientation

- ii. Discrimination because of gender identification
- iii. Discrimination because of race
- iv. Discrimination because of religion or belief
- v. Discrimination because of disability
- vi. Discrimination because of age

If a member is found to be discriminatory in any way, membership will be terminated.

7 EXPULSION OF MEMBERS

- i. A member shall not be expelled unless they are given written notice detailing the complaints made against them by the Director of Membership and Discipline and then be given a period of 14 days to appeal this decision (“Notice of Appeal”) to the Lifetime Lawyers Administrator.
- ii. Upon receiving the Notice of Appeal, the Lifetime Lawyers Administrator shall pass the details of the case and appeal to the other Directors and the report from the Director of Membership and Discipline, who shall decide between them whether to expel the member or not and they shall, within 30 days, give their decision in writing to the member concerned.
- iii. Immediate expulsion shall occur where a member has been found guilty of any criminal offence or has been found guilty of discriminating on the ground of colour, race, religious belief or other.

8 COMPLAINTS

All complaints must be made in writing to the Lifetime Lawyers Administrator who will submit them to the directors, whose decision is final.

Complaints by those persons that do not have a valid retainer with the member or their firm will not be able to be considered by Lifetime Lawyers.

On being notified of a complaint made to Lifetime Lawyers about them, a Lifetime Lawyers member will be expected to co-operate fully with the Director of Membership and Discipline in discussing the complaint (either in person or by written communication).

A Lifetime Lawyers member subject to a complaint will also be expected to provide information connected to the complaint in order to allow the Director of Membership and Discipline to consider the merit of the complaint which may include (but is not limited to) copies of attendance notes, correspondence, emails, documents, and file notes as can reasonably be provided in the circumstances.

Failure to provide such information without a justifiable reason may be considered as a factor when considering termination of membership in accordance with Rule 6 (e) (f) and 7 above.

9 CONDUCT

All members shall abide by the codes of conduct as set out in the latest edition of the Solicitors Regulation Authority's Code of Conduct or by the equivalent Guide to Professional Standards and Lifetime Lawyers' Code of Practice.

10 MEETINGS

All members shall be entitled to attend the Company's AGM each year. However, as members are not Companies Act members of the Company, they will not be entitled to vote at the Company's AGM.

11 NATIONAL BOARD DIRECTORS

All board directors must either (a) be Accredited Members and must comply with all the criteria for that level of membership or (b) provided their skills and/or experience make it appropriate for them to be board directors despite not being Accredited Members, be invited to be a director by the chairman of the board.

All board directors are expected to attend all board meetings. If, for whatever reason, the board member cannot attend a board meeting, they must inform the Lifetime Lawyers chair in advance of the meeting and send in their thoughts in accordance with the agenda and any projects they are undertaking on behalf of Lifetime Lawyers.

If a board director misses more than two board meetings in a calendar year, except in exceptional circumstances, the board member will be interviewed by the Lifetime Lawyers chair to discuss their position on the board.

All board members are expected to attend the RD and AGM meetings and attend the Lifetime Lawyers national conference.

The Lifetime Lawyers chair reserves the absolute right, at their discretion, to dismiss a board member, if they feel that they are not sufficiently committed to the board, is not a good fit with the board, is not delivering on assigned tasks or is not contributing in a positive way to board meetings.

12 REGIONAL DIRECTORS

The elected chairpersons of the regional groups of the Company from time to time shall be known as regional directors.

However, in accordance with the articles of association of the Company, a regional director shall not be or be deemed to be a director of the Company unless they have also been appointed as such. Unless delegated to them, or as otherwise authorised in writing, by the board of directors, no regional director shall have or purport to have or to exercise or hold

themselves out as having any of the powers of a director and they shall not have any authority to incur any expenditure in the name of or for the account of the Company or hold themselves out as having authority to bind the Company.

All regional directors must be Accredited Members and must comply with all the criteria for that level of membership. If a regional director loses their AM status, then they will be deemed to retire as a regional director.

Minimum standards which regional directors shall seek to attain shall be as follows:

- i. Organise a minimum of two meetings/training sessions per calendar year (compulsory)
- ii. Set up of a committee to help run the regional group (advised)
- iii. Produce an annual timetable of events (advised)
- iv. Apply the standard charging structure for training sessions as agreed by the directors (advised)
- v. Set up and use a marketing database to facilitate record keeping and recruitment drives (recommended)
- vi. Hold recruitment drives per year to tie in with the training sessions (recommended)
- vii. Make contact with each new member and introduce them to the regional group (advised)
- viii. Attend or send a deputy to the regional director's meetings (compulsory)
- ix. Attend or send a deputy to the National Conference and AGM (compulsory)
- x. Act as the local Lifetime Lawyers Ambassador for local Public Relations (compulsory)

If the regional director does not meet these minimum standards (compulsory) in particular the organising of two meetings/training sessions in the calendar year, the regional director will be interviewed by the Lifetime Lawyers chair to discuss the role and a forward plan for the next year. If the regional director has not got any meetings in the diary within 90 days of the interview, the regional director will be deemed to have retired.

I3 AMENDMENTS OF THE RULES

The Rules may be added to, amended or rescinded by a resolution of the directors passed at a meeting convened in accordance with the provisions of the Company's articles of association, provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two-thirds of the directors present and voting.