GLS Template

Legal Services Request Form | Short

2020 | Private & Confidential



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| **REQUEST TO GROUP LEGAL FOR ASSISTANCE****[note: all fields MUST be completed as we need the information to provide effective assistance]****Please ensure that each response field retains its formatting.** |
| **Matter Name / ID** |  |
| **Date of Instruction** |  |
| **Date for feedback from Group Legal** |  |
| **Is the Matter urgent** | **Yes** |  | **No** |  |
| **INSTRUCTING BUSINESS UNIT** |
| **Department or business unit name** (e.g. Infrastructure Business Support) |  |
| **Primary contact person** |  |
| **Contact Details** | **Tel** |  | **Fax** |  | **email** |  |
| **Address to which invoices must be sent** (Physical, Email) | **Department name** |  |
| **Recipient name** |  |
| **Physical Address** |  |
| **Email Address** |  |
| **Responsible Business Unit Director**  |  |
| **Name of director / head of dept who will sign sign-off sheet** |  |
| **Designation / Title** (e.g. Head: Risk Technology) |  |
| **MATTER DETAILS** |
| **Client’s Instructions to Group Legal** |  |
| **Required Deliverables**Please identify precise deliverables required for a successful conclusion to this matter |  |
| **Matter Background** |  |
| **Contentious Issues** Please identify any matter sensitivities to be observed  |  |
| **Matter Value**Please provide estimate financial value of this matter to the business unit |  |
| **Related Documentation**Please attach all relevant documentation  |  |
| **COUNTERPARTY DETAILS****(if applicable)** |
| **Counter Party Name** |  |
| **Applicable business unit name**  |  |
| **Primary contact person** |  |
| **Designation / Title**  |  |
| **Contact Details** | **Tel** |  | **Fax** |  | **email** |  |
| **Address to which invoices must be sent** (Physical, Email) | **Department name** |  |
| **Recipient name** |  |
| **Physical Address** |  |
| **Email Address** |  |

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| **BU info to CIB IT Contract Management**(Please provide SAP IO & Application# applicable to this agreement) |
| **CTB Budget approved**(Project Management)  | **SAP IO#**Project Name: |
| **RTB Budget approved** | **APPLICATION#** Application Name:  |
| This information will be necessary to link contracts to budget reports |