



### **APPLICATION FOR QUEEN'S BUSINESS LAW CLINIC SERVICES**

The Queen's Business Law Clinic can only provide *pro bono* legal services to clients with limited budgets who could not otherwise afford legal services. While we provide a broad range of legal services, there are some matters with which we cannot assist clients.

We ask all of our prospective clients to complete this short information form. This form will be kept strictly confidential, and will only be seen by the Director of QBLC and the student caseworker. It will be used solely to confirm whether it is appropriate for QBLC to provide you with legal services. We reserve the right to request further financial disclosure (such as a recent balance sheet or income statement).

For more information, you can reach the Business Law Clinic at 613-533-2102, or email us at [qblc@queensu.ca](mailto:qblc@queensu.ca).

**Please send the following application form to:**

Queen's Business Law Clinic  
5th Floor Lasalle Mews, 303 Bagot Street  
Kingston, Ontario K7K 5W7

**You can also fax or email the completed application form to:**

**Fax:** 613-533-3110  
**Email:** [qblc@queensu.ca](mailto:qblc@queensu.ca)

#### CLIENT INFORMATION

<b>Full Name:</b>	
<b>Business Name (if applicable):</b>	
<b>Business Partners (if applicable):</b>	
<b>Telephone:</b>	
<b>Email Address:</b>	
<b>Preferred Method of Contact:</b>	<input type="checkbox"/> Telephone <input type="checkbox"/> Email

<b>Complete Mailing Address:</b>	<i>Street Address</i>	<i>City</i>	<i>Postal Code</i>
<b>I have been a client of QBLC before:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		

**FILE INFORMATION**

<b>Please describe your business/activity in some detail:</b>		
<b>What would you like QBLC's assistance with:</b>		
<b>DEADLINE (if any):</b>		<i>Please Note: If this situation requires immediate attention and assistance, you may wish to seek assistance from a local lawyer.</i>

<b>List all parties whose interests in the matter(s) discussed above are adverse to your own:</b>	
<b>Is your business/project new or in existence:</b>	<input type="checkbox"/> In Existence <input type="checkbox"/> New
<b>Are you a for profit or not-for-profit</b>	<input type="checkbox"/> For Profit <input type="checkbox"/> Not-For-Profit

<b>FINANCIAL INFORMATION – For Profit</b>	
<b>For how long has your business operated:</b>	
<b>For how long has it operated at a net profit:</b>	
<b>Gross profits in your last financial year:</b>	
<b>What are the sources of capital for your business (e.g. investors, bank loan, savings, etc.)? Briefly explain</b>	

<b>FINANCIAL INFORMATION – Not-For-Profit</b>	
<b>For how long has your business operated:</b>	

<p><b>Do you have capital funding (e.g. government grants, personal savings)? Briefly explain: net profit:</b></p>	
--	--

**How were you referred to our clinic?**

- Know clinic member personally
- Referred by someone. Name: \_\_\_\_\_
- Website
- Saw clinic advertisement or brochure. Where? \_\_\_\_\_
- Other (please explain) \_\_\_\_\_

*I certify the foregoing information to be accurate and complete to the best of my knowledge.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

QBLC Use: Director Approval:  YES  NO  Request Further Information

Date:

File #:

Student Assigned: