

## Outside Counsel Management Request Form

Please use this form to (i) request permission to allocate Outside Legal Counsel to a new or existing matter (see Section 1) or (ii) update the current status of an existing matter (see Section 2).

Section 1 is completed by the Requestor seeking approval to use Outside Counsel (who may be a Legal Team member). Section 2 is completed by the Legal team.

### Section 1: Completed By Requestor

<b>1. Requestor Details</b>	
Name of Requestor	
Requestor Email	
Requestor Tel No	
Date of Request	
<b>2. Business Unit Details</b>	
Business Unit Name	
Business Unit Location	
Business Owner For This Issue (if not the Requestor)	
Business Owner Email	
Business Owner Tel No	
<b>3. Matter Details</b>	
Matter Name	
Matter Type	
Matter Details	
Have You Attached Supporting Documents to This Request	
<b>4. Business Impact and Risk Profile</b>	
Business Impact of This Matter	
Rationale For Business Impact	
Urgency of This Request	
Potential Financial Exposure	
Potential Reputational Exposure	
Potential Operational Exposure	
Potential People Exposure	
Potential IT/Data Security Issue(s)	
Potential Compliance Issue(s)	
Additional Risk Information	
<b>5. Current Status</b>	
Is Finance Aware of This Issue	

<b>Has The Business Unit Provided For Potential Legal Costs</b>	
<i>If a provision for costs has been made, how much has been provided?</i>	
<b>Provision Made</b>	
<b>Has There Been Contact With Any Outside Counsel / Law Firm</b>	
<i>If contact has been made:</i>	
<b>Name of Firm</b>	
<b>Name of Contact</b>	
<b>Contact Email</b>	
<b>Date of Contact</b>	
<b>Reason For Contact</b>	
<b>6. Outside Counsel Rationale</b>	
<b>Reason for Wanting to Use Outside Counsel</b>	
<i>If 'Other' reason selected</i>	
<b>Your Other Reason(s)</b>	
<b>Please Provide Any Other Details That May Assist Us As We consider This Request</b>	

## Section 2: Updated By Legal

<b>1. Legal Review</b>	
<b>Requires Outside Legal Counsel Support</b>	
<b>Reason for Yes/No/Maybe Decision</b>	
<b>Date of Decision</b>	
<b>Next Steps (if any)</b>	
<b>2. Finance and Business Approval (if Legal has approved Outside Counsel engagement)</b>	
<b>Business Approval for Outside Counsel Engagement</b>	
<b>Business Approver</b>	
<b>Business Approval Date</b>	
<b>Finance Approval/Notification for outside Counsel Engagement</b>	
<b>Finance Approver/Contact Notified</b>	
<b>Finance Approval/Notification Date</b>	
<b>3. Law Firm Appointed</b>	
<b>Name of Law Firm</b>	
<b>Primary Law Firm Contact Name</b>	
<b>Primary Email</b>	
<b>Primary Tel No</b>	
<b>Secondary Law Firm Contact Name</b>	
<b>Secondary Email</b>	
<b>Secondary Tel No</b>	

<b>Basis of Engagement</b>	
<b>Fee Estimate (if applicable)</b>	

Thank you for completing this form.

**The Legal Team**