



Form C

Check List

Item	Task	Response*		Notes
		Yes	No	
1	Do the instructions involve the commencement of a proceeding?			
2	If yes! Are such proceedings a “ <i>restricted issue</i> ”?			
3	If no! Has committee approval been obtained?			
4	If yes to item 2. Has general meeting approval been obtained?			
5	Will the costs exceed the “ <i>relevant limit for committee spending</i> ”?			
6	If yes! Has general meeting approval been obtained?			
7	Will the costs exceed the “ <i>major spending limit</i> ”?			
8	If yes! <ul style="list-style-type: none">• Has general meeting approval been obtained?• Were 2 quotations provided, or did an exception to this requirement apply?			
9	Is the decision to instruct a lawyer or commence proceedings reasonable?			
10	Is fee disclosure by the lawyer necessary?			
11	If yes! Has fee disclosure been made?			
12	Has a “costs agreement” been provided?			
13	If no! Would it be advisable to have a costs agreement?			

* Tick the box which applies and cross any box which does not apply.