

This is the dashboard for members, when they log in:

The dashboard features a top navigation bar with a search field and buttons for 'Rating Schedule' and 'Change of Status'. Below this is a horizontal menu with tabs for 'Overview', 'Contact Details', 'Renewals', 'Balances', 'Policy Details', and 'Documents'. The main content area contains four summary cards: 'Cover Limit: [2023]' with an upward arrow, 'Overstanding Premium' with a diamond icon, 'Premium Paid' with a coin icon, and a 'Click here to Renew' button with a star icon and 'Not Started' text. Below these are sections for 'Premiums' and 'Limit of Cover'.

Member should click here to renew for 2024/25

The 'Renewal Form' page includes a breadcrumb trail 'Dashboard > Janerie Krzyzanowski' and a title 'Renewal Form - [redacted]'. A light blue warning box states: 'We are aware of an issue with a 3rd party service that could result in delays in generating your documents. If your document is not available now, please try again in a few minutes, apologies for any inconvenience.' The main heading is 'Renewal of Cover for 2024/25'. Below this, a welcome message says: 'Welcome to Bar Mutual's renewal on-line. Your insurance expires on 31 March 2024. Please ensure that you complete your renewal by that date.' A note mentions: 'You may complete your Renewal Form on-line and pay by debit or credit card. Alternatively you may print out a debit note and pay by cheque or via your internet banking account. If at any point you have any queries please [contact us](#).' An 'Important' section reads: 'All Members must read the [Explanatory Notes](#) - especially the ["Claims Made"](#) Warning, the [Insurance Act Warning](#) and the [Insurance Distribution Directive Note](#) - before proceeding further. Please also review your debit note.' A final instruction says: 'Please click on "Contact Details" to begin Renewal.' At the bottom, a 5-step process flow is shown: 1. Contact Details (with a black dot and 'You're here'), 2. Enter Form, 3. Submit Form, 4. Select Cover, and 5. Make payment.

This is the renewal page – it is a staged process for renewal

## Stage 1 – Confirming your Details

Renewal Form - [REDACTED]

1 Contact Details    2 Enter Form    3 Submit Form    4 Select Cover    5 Make Payment

### 1. Confirm Contact Details

If your practice details are correct, select 'Save and Continue' to move to the next page.  
If the details are incorrect click 'Amend Chamber' to update them.

Chamber Name [REDACTED]	Head of Chambers [REDACTED]
Email Address [REDACTED]	Phone Number [REDACTED]

[REDACTED]

[Amend Chamber](#)

[Save and Continue](#)

If you have moved chambers, you may amend your records by clicking on this link and selecting the new chambers you are at..

If the information is correct, please click "save and continue"

## Stage 2 – Entering the Renewal Form

Dashboard > Overview > Janene Krzyzanowski

### Renewal Form - [REDACTED]

- Contact Details
- Enter Form
- Submit Form
- Select Cover
- Make Payment

#### 2. Enter Renewal Form

- Gross fees received in the last calendar year (excluding VAT).
- You will be asked to select cover in a later step (Step 4).
- Enter the percentage of your Gross Fee Income (GFI) received from each area of practice and the percentage of that income received from the Crown. See notes table for assistance in allocating your fees to the correct area of practice.

Click 'Save and Continue' to save the Renewal Form and proceed to the next step (Submit Form), or 'Save' to save the Renewal Form for later revision.

Gross fee income should be inserted here, in whole pounds

Dashboard > Overview > Janina Krzyzanowski

## Renewal Form - [REDACTED]

1 Contact Details    2 Enter Form    3 Submit Form    4 Select Cover    5 Make Payment

### 2. Enter Renewal Form

1. Gross fees received in the last calendar year (excluding VAT) <sup>1</sup>

2. You will be asked to select cover in a later step (Step 4).

3. Enter the percentage of your Gross Fee Income (GFI) received from each area of practice and the percentage of that income received from the Crown <sup>2</sup>. See notes table for assistance in allocating your fees to the correct area of practice.

Area of Practice	% GFI	% Crown	Area of Practice	% GFI	% Crown
Chemistry - non-contentious	<input type="text"/>	<input type="text"/>	Licensing	<input type="text"/>	<input type="text"/>
Other <sup>3</sup>	<input type="text"/>	<input type="text"/>	Construction	<input type="text"/>	<input type="text"/>
Adminstry	<input type="text"/>	<input type="text"/>	Public Law <sup>4</sup>	<input type="text"/>	<input type="text"/>
Commercial and Financial Services <sup>5</sup>	<input type="text"/>	<input type="text"/>	Intellectual Property	<input type="text"/>	<input type="text"/>
Crime	<input type="text" value="100"/>	<input type="text"/>	Competition	<input type="text"/>	<input type="text"/>
Other Common Law <sup>6</sup>	<input type="text"/>	<input type="text"/>	Landlord & Tenant Residential	<input type="text"/>	<input type="text"/>
Professional Discipline	<input type="text"/>	<input type="text"/>	Professional Negligence <sup>7</sup>	<input type="text"/>	<input type="text"/>
European	<input type="text"/>	<input type="text"/>	Planning	<input type="text"/>	<input type="text"/>
Family - Children	<input type="text"/>	<input type="text"/>	Landlord & Tenant Nonresidential	<input type="text"/>	<input type="text"/>
Personal Injury <sup>8</sup>	<input type="text"/>	<input type="text"/>	Chemistry - contentious	<input type="text"/>	<input type="text"/>
Immigration	<input type="text"/>	<input type="text"/>	Botanisation	<input type="text"/>	<input type="text"/>
Employment	<input type="text"/>	<input type="text"/>	Revenue <sup>9</sup>	<input type="text"/>	<input type="text"/>
International Law <sup>10</sup>	<input type="text"/>	<input type="text"/>	Revenue: Non-Crown: Non-Contentious	<input type="text"/>	<input type="text"/>
Arbitrator, Umpire or Mediator <sup>11</sup>	<input type="text"/>	<input type="text"/>	Revenue: Non-Crown: Contentious	<input type="text"/>	<input type="text"/>
Family - Other	<input type="text"/>	<input type="text"/>	Revenue - (Crown Institutions)	<input type="text"/>	<input type="text"/>
Insolvency	<input type="text"/>	<input type="text"/>			
			Total GFI (GFI must total 100%)		100

Percentage of total fees which is derived from International Practice <sup>12</sup>

4. Please select if you would like an Application Form for Foreign Cover <sup>13</sup> to be sent to you but refer to the Explanatory Notes as this has changed. We will not be issuing Renewal Forms.

5. If you undertake Public Access work please indicate the percentage of fees derived from this work in the last calendar year <sup>14</sup>

6. If you undertake Licensed Access work (Direct Professional Access and/or BarDIRECT) please indicate the percentage of fees derived from this work in the last calendar year <sup>15</sup>

7. If you exercise a right to conduct litigation granted by the BSB, please indicate the percentage of fees derived from this work in the last calendar year. <sup>16</sup>

Click 'Save and Continue' to save the Renewal Form and proceed to the next step (Submit Form), or 'Save' to save the Renewal Form for later revision.

Enter the %'s for the areas of practice under the GFI column and other details of work that you have undertaken

Once the information has been entered select Save and Continue

### Stage 3 – Submit the Renewal Form

Renewal Form - [REDACTED]

1 Contact Details   2 Enter Form   3 **Submit Form**   4 Select Cover   5 Make Payment

#### 3. Submit Renewal Form

Renewal Form Summary

1. Gross fees received in the last calendar year (excluding VAT). £ 10,000

Area of Practice	% GFI	% Crown
Crime	100	0

Percentage of total fees which is derived from International Practice 0 %

4. Please select if you would like an Application Form for Foreign Cover to be sent to you but refer to the Explanatory Notes as this has changed. We will not be issuing Renewal Forms. **Not selected**

5. If you undertake Public Access work please indicate the percentage of fees derived from this work in the last calendar year 0 %

6. If you undertake Licensed Access work (Direct Professional Access and/or BarDIRECT) please indicate the percentage of fees derived from this work in the last calendar year 0 %

7. If you exercise a right to conduct litigation granted by the BSB, please indicate the percentage of fees derived from this work in the last calendar year 0 %

Click 'Save and Continue' to submit the Renewal Form and proceed to the next step (Select Cover). Print this page for your records.

**Save and Continue**

This will provide a summary page of the information that has been submitted.

### Stage 3 – Sign the declaration of renewal

Dashboard > Overview > Janene Krzyzanowski

## Renewal Form - [REDACTED]

1 Contact Details   2 Enter Form   3 **Submit Form**   4 Select Cover   5 Make Payment

### 3. Submit Renewal Form

Renewal Form Summary

1. Gross fees received in the last calendar year (excluding fees received from the BSB) £ 10,000

Area of Practice  
**Crime**

Percentage of total fees which is derived from International work 0 %

4. Please select if you would like an Application Form as this has changed. We will not be issuing Renewal Applications if you do not select this option. **Not selected**

5. If you undertake Public Access work please indicate the percentage of fees derived from this work in the last calendar year 0 %

6. If you undertake Licensed Access work (Direct Professional Access and/or BarDIRECT) please indicate the percentage of fees derived from this work in the last calendar year 0 %

7. If you exercise a right to conduct litigation granted by the BSB, please indicate the percentage of fees derived from this work in the last calendar year 0 %

Click 'Save and Continue' to submit the Renewal Form and proceed to the next step (Select Cover). Print this page for your records.

**Save and Continue**

**Declaration** ✕

I apply to renew my insurance with Bar Mutual Indemnity Fund Limited. I declare that the information contained in this form is correct to the best of my knowledge and belief. I have notified the Managers, or will notify the Managers, of any claims made against me or any intimation received from any person of any intention to make a claim against me.

Once the information is submitted it cannot be changed.

Do you want to continue?

Once they click on save and continue, your member will complete the declaration online by clicking yes.

## Stage 4 – Select the level of cover

Dashboard > Overview > Janene Krzyzanowski

### Renewal Form - [REDACTED]

- Contact Details
- Enter Form
- Submit Form
- Select Cover
- Make Payment

#### 4. Select Cover

Based on your income and areas of practice declared on your renewal form your cover and premium are:  
**Premium of £155, Limit of Cover £500,000**

You are encouraged to consider purchasing cover above your basic level.

Bar Mutual provides cover on a "claims made" basis. Cover will respond to relevant claims that are first made against the insured during the period of insurance or which are deemed to have been so made by reference to a notification of a circumstance. It will not respond by reference to the date of the alleged incident giving rise to the claim.

**Optional Cover:**  
If you would like higher cover, please select:

**Premium Payable:**

	Cover	Premium
<b>Total</b>	<b>£500,000</b>	<b>£155</b>

**Additional Cover:**  
If you want to take cover above that provided by Bar Mutual (i.e. above £2.5m) please indicate to which brokers you would like us to forward your details to

TLO  020 7183 4925

If you have selected additional cover then you authorise Bar Mutual to release to the broker(s) indicated details of your fee income, areas of practice and claims history, solely to enable them to obtain quotations from underwriters on your behalf.

Please review cover and premium and click 'Save and Continue' to confirm.

Stage 4 will provide the premium payable together with the automatic level of cover provided

If you wish to select higher cover, you may do so here by select the level of cover from the drop down box

The final premium and level of cover will be shown here in red

If your automatic level of cover is £2.5m or you have selected £2.5m level of cover, you may tick this box for us to send your details to TLO for additional higher level of cover.

Press save and continue after you have checked the premium and level of cover.

## Stage 4- Confirm the details of cover

**Premium of £155, Limit of Cover £500,000**

You are encouraged to consider purchasing cover above your basic level.

Bar Mutual provides cover on a "claims made" basis. Cover will respond to relevant claims that are first made against the insured during the period of insurance or which are deemed to have been so made by reference to a notification of a circumstance. It will not respond by reference to the date of the alleged incident giving rise to the claim.

**Optional Cover:**

If you would like higher cover, please select  Select

**Premium Payable:**

**Total**

**Additional Cover:**

If you want to take cover above above that provided you would like us to forward your details to

TLO 020 7183 4925

If you have selected additional cover then you authorise Bar Mutual to release to the broker(s) indicated details of your fee income, areas of practice and claims history, solely to enable them to obtain quotations from underwriters on your behalf.

Please review cover and premium and click 'Save and Continue' to confirm.

**Confirmation** ✕

You have selected cover of £500,000 at premium of £155.

Do you wish to continue at this level?



## Stage 5 – Payment page

1 Contact Details    2 Enter Form    3 Submit Form    4 Select Cover    5 Make Payment

### 5. Make Payment

Premium Payable:

	Cover	Premium
<b>Total</b>	<b>£500,000</b>	<b>£155</b>

[Click here to view and print your debit note.](#)

Payment Method:

Please select payment method:

Debit Card   

Credit Card   

Bank Transfer

Chamber to arrange

[Click here to view the refund policy.](#)

[Save and Continue](#)

You may download your debit note here if you wish, otherwise it will show on your documents tab

Select method of payment. If card is selected, it will take you to the worldpay site to continue payment by card, then once completed please click on "Return to Bar Mutual"

Select bank transfer or Chambers to arrange payment and click save and continue

## Renewal Complete

Once the payment method has been selected, you will be taken back to your home page where you will be able to see your renewal for this year, obtain your documents and see your declarations by ticking on the relevant tabs.

If you have selected to pay by Bank transfer or Chambers to Pay – you will see the following screen until payment has been received for 2024



If you have paid by card and it has been approved, then you will see the following screen on your dashboard- - the new policy details, premium paid and that you have renewed:

