



Established by Act of Parliament

Federation House. Highbury Drive, Leatherhead, Surrey, KT22 7UY  
Telephone 01372 352000 Fax 0372 352044  
[www.polfed.org](http://www.polfed.org)

**FROM THE DEPUTY GENERAL SECRETARY'S OFFICE**  
[fedhq-jccclaims@polfed.org](mailto:fedhq-jccclaims@polfed.org)

SS/sg

25<sup>th</sup> July 2013

**JBB CIRCULAR 018/2013**

To: The Chairman and Secretary  
All Branch Boards  
Equality Liaison Officers / Discipline Liaison Officers

Dear Colleagues

**NEW COMBINED C2/RIS CLAIM FORM – APPLICATION FOR LEGAL ASSISTANCE UNDER THE VOLUNTARY FUNDS**

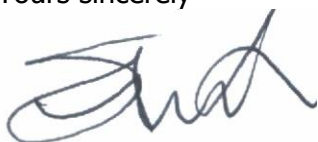
As a result of changes in respect to the funding of Employment Tribunal (ET) Fees as advised in JBB Circular 16/2013 certain changes have been made with regard to the C2 form. These required changes have also allowed for further changes to be made to the electronic format and enabled integration of the RIS form.

This form is more 'user friendly' if completed electronically albeit the form still requires to be printed off for signing by the member and designated Joint Branch Board (JBB) signatory.

The form is available via the internet and intranet only and is for immediate use.

If you have any queries with regard to this circular, please do not hesitate to contact me or Catherine Smart, JCC Claims Manager [catherine.smart@polfed.org](mailto:catherine.smart@polfed.org) .

Yours sincerely



**STEPHEN A. SMITH**  
Deputy General Secretary