The Law Society of New South Wales
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Notification of Appointment/Termination of Authorised Signatories

Legal Profession Regulation 2005 – Clause 74(3)(a)

Clauses 65(3)(b) and 66(2)(b) of the Legal Profession Regulation provide in the event that an authorised principal is not available to sign cheques drawn on a general trust account ("trust cheques") or otherwise to effect, direct or give authority for the withdrawal of money from a general trust account ("EFT") then trust cheques may be signed and EFT's may be effected by:

a. an authorised legal practitioner associate,
b. an authorised Australian legal practitioner, who holds an unrestricted practising certificate authorising the receipt of trust money, or
c. two or more authorised associates jointly.

Clause 74(3)(a) provides that a law practice must either before, or within 14 days after, authorising or terminating the authority of an associate of the practice or an Australian legal practitioner give the Law Society Council written notice of the names and addresses of the persons who have been authorised or terminated.

Note:

Principals other then an interstate principal of the law practice do not have to notify that they are signatories to the trust account. Persons authorised who have been granted a practising certificate from another jurisdiction need to refer to Note 1 of this form.

This form, duly completed will be accepted as written notification to the Law Society Council of the authorisation or termination of an authority to sign cheques or otherwise to effect, direct or give authority for an EFT.

(i) Notification of Authorisation

The authorised principal(s) of ……
(Name of Law Practice)

advise the Law Society Council that the following persons have been authorised to sign trust cheques or otherwise to effect, direct or give authority for an EFT.

Authorised Legal Practitioner Associate - Employed Solicitor

Name	Residential Address	Date Authorisation Commenced

Authorised Australian Legal Practitioner - Unrestricted Local Practising Certificate

Name	Residential Address	Date Authorisation Commenced

Authorised Australian Legal Practitioner - Unrestricted Interstate Practising Certificate

Name	Residential Address	Interstate ID Number & Name of Issuing State	Date Authorisation Commenced

See Note 1

Authorised Person - To sign Jointly

Name	Residential Address	Date Authorisation Commenced	Position of Employment

Note 1:
If an authorisation to sign trust cheques or effect an EFT is given to an interstate legal practitioner then Section 472(2) of the Legal Profession Act requires that this person make a contribution to the New South Wales Fidelity Fund. The interstate legal practitioner is required to complete the form "Notification Form for an Interstate Practitioner Authorised to Withdraw Trust Money from a Local Trust Account" which can be obtained from http://www.lawsociety.com.au/idc/groups/public/documents/internetregistry/305190.pdf

OR

(ii) Notification of Termination of Authorisation

The authorised principal(s) of ……
(Name of Law Practice)

advise the Law Society Council that the following person(s) authorisation to sign trust cheques or otherwise to effect, direct or give authority for an EFT have been terminated.

Authorised Legal Practitioner Associate - Employed Solicitor

Name	Residential Address	Date Authorisation Terminated

Authorised Australian Legal Practitioner - Unrestricted Local Practising Certificate

Name	Residential Address	Date Authorisation Terminated

Authorised Australian Legal Practitioner - Unrestricted Interstate Practising Certificate

Name	Residential Address	Interstate ID Number & Name of Issuing State	Date Authorisation Terminated

Authorised Person - To sign Jointly

Name	Residential Address	Date Authorisation Terminated	Position of Employment

Name ……..

Dated ……..