

# VARIATION OF A PRACTISING CERTIFICATE TO PRACTISE AS A PRINCIPAL OF A LAW PRACTICE



THE LAW SOCIETY  
OF NEW SOUTH WALES

THIS IS AN APPLICATION FOR VARIATION OF AN AUSTRALIAN PRACTISING CERTIFICATE FOR THE 2016/17 PRACTISING YEAR.

- To be completed by Australian legal practitioners who intend to practise as a sole practitioner, partner, ILP principal or supervising legal practitioner at a community legal service.
- Applications for practising certificates in New South Wales are made in accordance with legal profession legislation (as defined in the *Legal Profession Uniform Law Application Act 2014*).
- All questions are mandatory except where indicated otherwise.

## 1. APPLICANT DETAILS

Surname:	First name:
Other names:	Law Society number:

## 2. DETAILS OF THE CHANGE (NOTE A)

I intend to commence practice in the following manner and wish to apply for the appropriate practising certificate:

- Sole practitioner       ILP Principal  
 Partner                       Supervising legal practitioner at a community legal service

Date of Commencement (DD/MM/YYYY):

□	□	/	□	□	/	□	□	□	□
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## 3. NEW PRACTICE DETAILS (NOTE B)

Name of law practice:
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Is this change related to a new law practice being established?:

- Yes (please complete details below)       No

On what date will the new law practice commence? (DD/MM/YYYY):

□	□	/	□	□	/	□	□	□	□
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Is the new law practice an Incorporated Legal Practice?:

- Yes                       No

Is the new law practice an Unincorporated Legal Practice?:

- Yes                       No

### Street address:

Street number and name:		
Suburb:	State:	
Country:	Postcode:	DX:

Section 3 continues on next page

### 3. NEW PRACTICE DETAILS (NOTE B) CONTINUED

#### Preferred postal address:

Same as above  Other (please specify below)

Street number and name:		
Suburb:	State:	
Country:	Postcode:	DX:

#### Other contact details:

Telephone:	Fax:
Mobile:	Email address:
Publication email address (if different):	
Website:	

### 4. ADDITIONAL REQUIREMENTS (NOTE C)

Is your current practising certificate subject to Condition 2 (the requirement to engage in supervised legal practice)?:

Yes (please complete a statutory declaration as referred to in Note C)  
 No

Is your current practising certificate subject to Condition 3 (the requirement to complete a Practice Management Course)?:

Yes (please complete the below undertaking)  
 No

I undertake to complete the next applicable and available Practice Management Course

Signed:	Dated (DD/MM/YYYY): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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### 5. DECLARATION

I declare that the contents of this application are true and correct. I wish to apply for a variation of my current practising certificate with effect from the date shown on this form. I undertake to comply with professional indemnity insurance requirements in accordance with *legal profession legislation*. I declare that I am not aware of any finding, conduct or event since my last application for a practising certificate or not previously disclosed which would affect my fitness to hold a principal practising certificate.

Signed:	Dated (DD/MM/YYYY): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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## 6. SCHEDULE OF FEES AND PAYMENT

### Schedule of Fees:

Practising Certificate Category	Fidelity Fund Contribution
Law Practice Principal or Employee	\$70

If you are moving from a corporate, government or volunteer practising certificate, the Fidelity Fund Contribution will be payable. Please note that the Fidelity Fund Contribution does not attract GST.

### Payment details:

- Cheque/money order** (made payable to The Law Society of New South Wales and attached to application form)  
 **EFTPOS** (payment to be made in person at the Law Society)  
 **Credit card** (please debit my credit card)
  Mastercard
  Visa
  AMEX

Amount to be charged: \$    .

Card number:     /     /     /     Expiry date:   /

Cardholder's name:

Cardholder's signature:

## GENERAL NOTES

### APPLICATION & PRACTICE NOTES

- An application that fails to provide mandatory information (including payment), or provides incomplete or misleading information, will be treated as an incomplete application.
- An incomplete application will be treated as 'not received' for the purposes of the *legal profession legislation*, and will be returned to the applicant. It will then be up to the applicant to decide whether or not to proceed with the application.
- If the applicant wishes to proceed, the applicant will need to resubmit their application by completing the missing/incomplete information in their original application and redeclaring the same application. Until the requisite information is provided, the Law Society Council will not consider varying a practising certificate.
- A practising certificate will not be granted unless professional indemnity insurance requirements are met. A law practice must have professional indemnity insurance cover before commencing to engage in legal practice. This insurance must be maintained at all times while engaged in legal practice.

## EXPLANATORY NOTES

### NOTE A: DETAILS OF THE CHANGE

If you are commencing practise as a supervising legal practitioner at a community legal service, you will be required to complete the relevant professional indemnity insurance exemption form which is available on the Law Society's website.

If you are commencing practise as a legal practitioner director of an incorporated legal practice, you will be required to provide evidence that you have been appointed as a director of the relevant company from ASIC.

### NOTE B: NEW PRACTICE DETAILS

If a new incorporated legal practice is being established, you will be required to complete the incorporated legal practice notification form which is available on the Law Society's website.

### NOTE C: ADDITIONAL REQUIREMENTS

If your practising certificate is currently subject to condition 2, a submission by way of a statutory declaration addressing the Supervised Legal Practice Guidelines will need to accompany this application. This application will need to be determined prior to your commencement as a principal. An application for the removal of condition 2 is available on the Law Society's website.

If your practising certificate is currently subject to condition 3, you will be required to complete an approved Practice Management Course or complete the undertaking provided prior to your commencement as a principal.

## PERSONAL INFORMATION COLLECTION NOTICE

By completing this form you are providing personal information to The Law Society of New South Wales (we, us, or our).

### Who do we collect the personal information from?

We generally collect your personal information directly from you. However, in some cases, we may receive your personal information from a third party (for instance if we receive a complaint) and when it is relevant to our statutory responsibilities (for instance other regulators who have dealt with you).

### What are the purposes for which we collect personal information?

We collect your personal information to:

- fulfil our functions and responsibilities under, and facilitate compliance with, the *Legal Profession Act 2004 (NSW)*, *legal profession legislation* (as defined in the *Legal Profession Uniform Law Application Act (2014)*), the *Corporations Act 2001 (Cth)* and associated regulations (which require and authorise us to collect certain information) including to maintain regulatory and corporate records;
- fulfil our role as your professional association including:
  - maintaining membership records
  - communicating with you to offer products, services and events and when you obtain a product or service or come to an event
  - to conduct research and provide public representation; and
  - provide information to third parties as authorised or required by law.

### What if we didn't collect this personal information?

Without your personal information we may not be able to process your application or request, perform our statutory functions or provide you with some or all of the services of the Law Society as a professional association.

### Who are the types of bodies and persons to whom we usually disclose your personal information?

Your personal information may be provided to:

- entities distributing information relevant to you as a legal practitioner or member of the Law Society;
- LawCover and other professional indemnity insurers and practising certificate funders;
- our professional advisors and contractors (strictly on the basis that the information is to be used only for providing services to the Law Society and must not be disclosed);
- Australian regulators and government entities (such as the Office of the Legal Services Commissioner) and overseas regulators; and
- organisations that represent the legal profession such as the Law Council of Australia and Regional Law Societies.

### Disclosure overseas

If you practise in a foreign country (or apply to do so) we may send your personal information overseas in response to an inquiry from the relevant authority in that place.

### You can access and correct your personal information

Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. Our privacy policy is accessible via a link appearing at the foot of each web page at [www.lawsociety.com.au](http://www.lawsociety.com.au).

### How to contact us

#### PRIVACY OFFICER

Corporate Legal Services  
The Law Society of New South Wales  
170 Phillip Street, SYDNEY NSW 2000

Telephone: (02) 9926 0333

Fax: (02) 9231 5809

Email: [corplegal@lawsociety.com.au](mailto:corplegal@lawsociety.com.au)

**Please do not return this form to the privacy officer**