

# 2025 Trust Lodgement Portal Guidebook

LAW PRACTICE



PROFESSIONAL  
STANDARDS  
THE LAW SOCIETY  
OF NEW SOUTH WALES



## Overview

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## Introduction

This submission guide has been designed to help you navigate through our Trust Lodgement Portal (TLP).

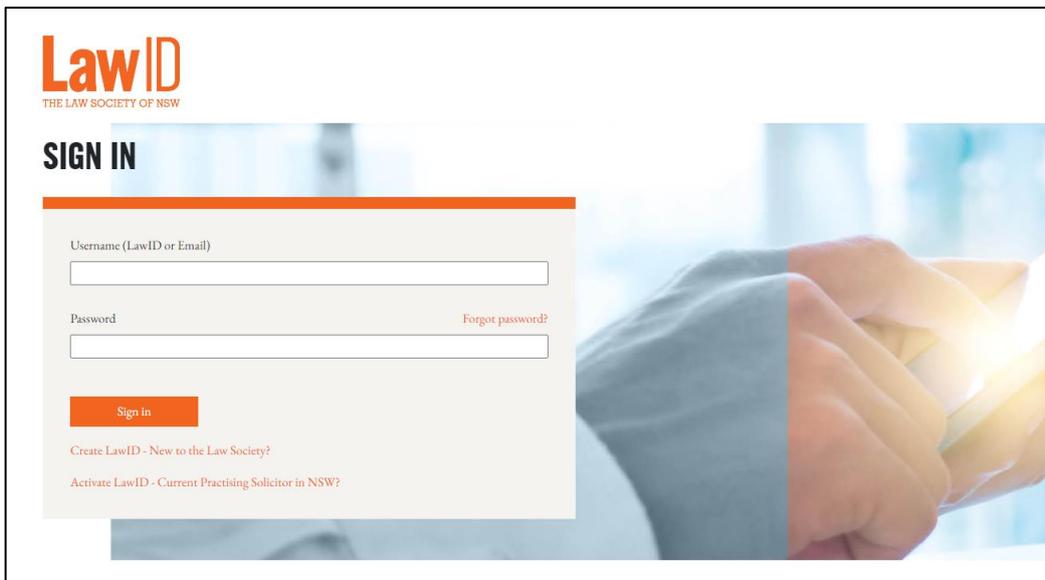
TLP has been developed to streamline and simplify the process of complying with your annual obligations to:

- lodge a Statement of Trust Money (commonly known as a Part A) by 30 April 2025 in accordance with your obligations under rule 54 of the Uniform Rules, regardless of whether trust money was held or received; and
- if required based on your responses in the Part A, to lodge a Confirmation of Trust Money (commonly known as a Part B) by 31 May 2025; and
- if required based on your responses in the Part A, to ensure an external examiner's report is completed by a designated external examiner by 31 May 2025, in accordance with your obligations under Section 155 of the Uniform Law.

We understand the importance of meeting deadlines and staying organised. Therefore, we have created this submission guide to assist you every step of the way.

## Accessing TLP

- Search "LawID.com.au" in your web browser and log in using either your LawID number or email address and password:

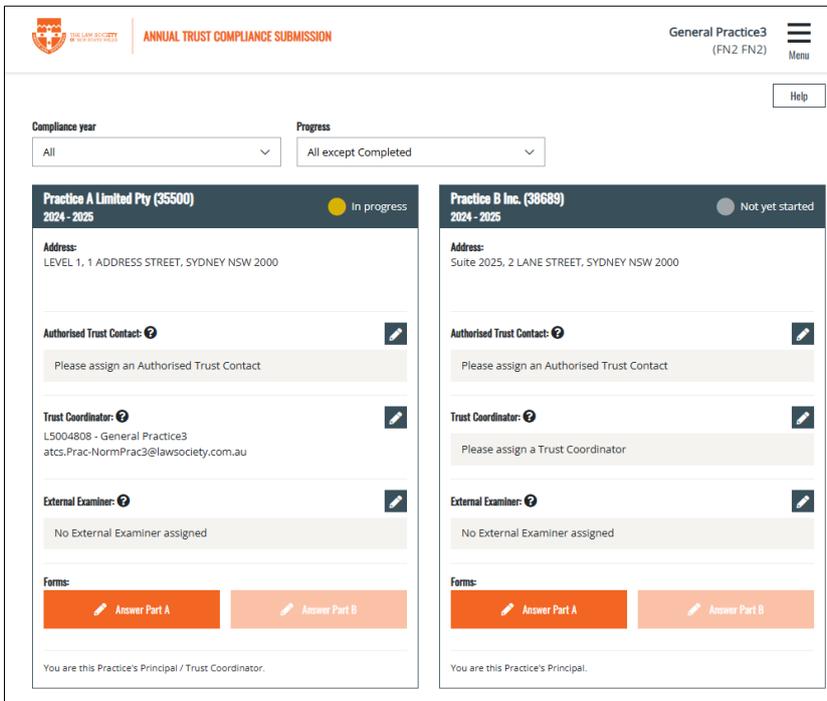


The screenshot shows the LawID sign-in page. At the top left is the LawID logo with the text "THE LAW SOCIETY OF NSW" below it. The main heading is "SIGN IN". Below this is a form with two input fields: "Username (LawID or Email)" and "Password". To the right of the password field is a link that says "Forgot password?". Below the form is an orange "Sign in" button. At the bottom of the form area, there are two links: "Create LawID - New to the Law Society?" and "Activate LawID - Current Practising Solicitor in NSW?". The background of the page is a blurred image of hands holding a document.

- Navigate through to the 'Trust Lodgement Portal' section by clicking on the below icon under available services on the homepage.



- The TLP homepage will open showing all law practices associated with your profile including every branch associated with the law practice (if relevant). However, you are only required to submit one Part A for each law practice.



The screenshot shows the 'ANNUAL TRUST COMPLIANCE SUBMISSION' page. At the top right, it says 'General Practice3 (FN2 FN2)' with a 'Menu' icon. Below this are two dropdown menus: 'Compliance year' set to 'All' and 'Progress' set to 'All except Completed'. A 'Help' button is in the top right corner. The main content is divided into two columns for 'Practice A Limited Pty (35500) 2024 - 2025' (status: 'In progress') and 'Practice B Inc. (38689) 2024 - 2025' (status: 'Not yet started'). Each practice card includes an 'Address' field, an 'Authorised Trust Contact' field with a pencil icon and the text 'Please assign an Authorised Trust Contact', a 'Trust Coordinator' field with a pencil icon and the text 'Please assign a Trust Coordinator', and an 'External Examiner' field with a pencil icon and the text 'No External Examiner assigned'. At the bottom of each card are two orange buttons labeled 'Answer Part A' and 'Answer Part B'. A checkbox at the bottom of each card asks 'You are this Practice's Principal / Trust Coordinator.'

## Troubleshooting

Encountering difficulties or questions during the learning journey is completely normal. We're here to provide you with the support you need to overcome any challenges you may face.

Below are some of the common issues you might encounter along with steps to troubleshoot them:

- **Poor Internet Connection** – Try moving closer to your router or connecting to a different network
- **Error Messages** – Take note of any error messages and if the issue persists, contact our IT Support team for assistance: [itsupport@lawsociety.com.au](mailto:itsupport@lawsociety.com.au)
- **Next Button Greyed Out** – Review all the questions on that page to ensure they have been answered.

- **Data validation**

- All dates must be entered in the DD/MM/YYYY format.
- Enter numbers without using commas (thousand separators).
- Decimals should be limited to two decimal places.
- All questions are mandatory and require a response.

## Common Navigation Buttons

Below are some of the common navigation buttons to support your navigation through the portal:

Selection	Explanation
	'Next' located in the bottom right of the screen will autosave your completed steps and progress you to the next section, once selected.
	'Save and Close' located in the top right corner of the screen will save completed steps and return you to the TLP homepage, once selected.
	'Back' button located in the bottom right corner of the screen will allow you to navigate back to the previous section, once selected.  <b>Note:</b> that if using the back button, ensure you 'save' your data to minimise the loss of information.
	'Save' button located in the bottom right corner of the screen will allow you to save the data you have input.
	Hover over the question icon to access additional information on key concepts.
	Select 'Contact Us' for Law Society contact details.
	Select 'Help' page specific assistance.
	Select 'faqs' for frequently asked questions.

## Appoint a Trust Coordinator & Authorised Trust Contact

### Trust Coordinator

Compliance year: All | Progress: All except Completed

Practice A Limited Pty (35500) 2024 - 2025	Practice B Inc. (38689) 2024 - 2025
<b>In progress</b>	<b>Not yet started</b>
<b>Address:</b> LEVEL 1, 1 ADDRESS STREET, SYDNEY NSW 2000	<b>Address:</b> Suite 2025, 2 LANE STREET, SYDNEY NSW 2000
<b>Authorised Trust Contact:</b> [edit icon] Please assign an Authorised Trust Contact	<b>Authorised Trust Contact:</b> [edit icon] Please assign an Authorised Trust Contact
<b>Trust Coordinator:</b> [edit icon] L5004808 - General Practice3 atcs.Prac-NormPrac3@lawsociety.com.au	<b>Trust Coordinator:</b> [edit icon] Please assign a Trust Coordinator
<b>External Examiner:</b> [edit icon] No External Examiner assigned	<b>External Examiner:</b> [edit icon] No External Examiner assigned
<b>Forms:</b> [Answer Part A] [Answer Part B]	<b>Forms:</b> [Answer Part A] [Answer Part B]
You are this Practice's Principal / Trust Coordinator.	You are this Practice's Principal.

A Trust Coordinator is the principal of the practice. Appointing a Trust Coordinator is mandatory for all practices before submitting Parts A and B, regardless of whether trust money was held or received during the year. If your practice appointed a Trust Coordinator last year, the appointment will continue until such time another principal elects to appoint themselves to the role.

A Trust Coordinator will be the point of contact for all Trust Accounts Department related communications and is responsible for:

- submitting the [Part A](#) and if required [Part B](#) statements,
- appointing or terminating an [external examiner](#),
- assisting the external examiner with the preparation of the [External Examiner's Report](#) by providing requested information, and
- submitting any trust account related [notifications](#).

#### How to select a trust coordinator?

1. You can only appoint yourself as Trust Coordinator in TLP
2. Select the pen symbol located to the right of 'Trust Coordinator'
3. Read the information window and select "Appoint Self"

## Authorised Trust Contact (Optional)

This optional position allows a Trust Coordinator (Principal) to grant limited access to an individual (e.g., an office manager or bookkeeper) for preparing Part A and B statements. Whilst an authorised trust contact can enter all the necessary information for Part A and B (if applicable), they cannot submit the report/s as this remains the responsibility of the Trust Coordinator.

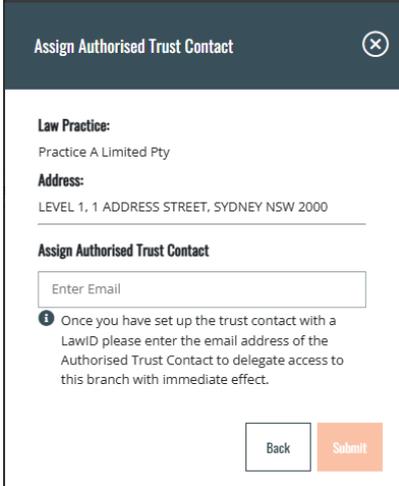
### How to add an Authorised Trust Contact?

Does not have a LawID

- Create a LawID by accessing <https://lawid.com.au/> and clicking the “Create LawID” option and following the prompts. **Note:** non-lawyers can have a LawID profile.
- Follow the steps outlined under the “Has a LawID” section below.

Has a LawID

- Select the pen symbol located to the right of ‘Authorised Trust Contact’
- When the popup appears, enter the email address of the authorised trust contact in the relevant box
- Click “Submit”



The screenshot shows a dark-themed popup window titled "Assign Authorised Trust Contact" with a close button (X) in the top right corner. The form contains the following fields and text:

- Law Practice:** Practice A Limited Pty
- Address:** LEVEL 1, 1 ADDRESS STREET, SYDNEY NSW 2000
- Assign Authorised Trust Contact:** A text input field with the placeholder "Enter Email".
- An information icon (i) followed by the text: "Once you have set up the trust contact with a LawID please enter the email address of the Authorised Trust Contact to delegate access to this branch with immediate effect."
- At the bottom right, there are two buttons: "Back" and "Submit".

## Appointing an External Examiner

To appoint an External Examiner (EE), click the pen icon next to 'External Examiner' per the image below.

Compliance year	Progress
All	All except Completed
<b>Practice A Limited Pty (35500)</b> 2024 - 2025 <span style="float: right;">● In progress</span>	<b>Practice B Inc. (38689)</b> 2024 - 2025 <span style="float: right;">● Not yet started</span>
<b>Address:</b> LEVEL 1, 1 ADDRESS STREET, SYDNEY NSW 2000	<b>Address:</b> Suite 2025, 2 LANE STREET, SYDNEY NSW 2000
<b>Authorised Trust Contact:</b>  Please assign an Authorised Trust Contact	<b>Authorised Trust Contact:</b>  Please assign an Authorised Trust Contact
<b>Trust Coordinator:</b>  L5004808 - General Practice3 atcs.Prac-NormPrac3@lawsociety.com.au	<b>Trust Coordinator:</b>  Please assign a Trust Coordinator
<b>External Examiner:</b>  No External Examiner assigned	<b>External Examiner:</b>  No External Examiner assigned
<b>Forms:</b> <input type="button" value="Answer Part A"/> <input type="button" value="Answer Part B"/>	<b>Forms:</b> <input type="button" value="Answer Part A"/> <input type="button" value="Answer Part B"/>
You are this Practice's Principal / Trust Coordinator.	You are this Practice's Principal.

This will open a new window where you can proceed as follows:

1. Appointing an EE for the first time:

**Notification of Appointment of External Examiner** ✕

Legal Profession Uniform General Rules 2015 – Rule 66(2), (3) and (4).

I, General Practice3 the authorised principal(s) of Practice A Limited Pty advise the Law Society Council that I have appointed the person listed below as the external examiner for the above-named law practice.

**Search for External Examiner**

 To find an External Examiner, please enter a surname below and/or select a region then click 'Search'

<b>External Examiner</b>	<b>Suburb/Postcode</b>
<input type="text" value="EE4"/>	<input type="text" value="Enter Suburb/Postcode"/>

---

Found 1 result(s)

<b>Name:</b> EE4 Migrated4	<b>Email:</b> siposec183@bookspre.com
<b>Firm Name:</b> External Examiner Practice	<b>Phone:</b> 2000 0000
<b>Address:</b> 1000 Street Name	
<b>Suburb:</b> SYDNEY, 2000	<b>State:</b> NSW

- a. Search for the EE by name (if known), or you can find an EE in your suburb by entering your postcode or suburb. This will produce a list of EEs in that area. Contact your preferred EE using the details provided to confirm they are willing to act as your EE. Once confirmed, select the relevant EE in the TLP, and click 'Submit.' The request will be sent to us for approval.
  - b. Once approved, the appointment will be complete and the Trust Coordinator will receive a confirmation email.
2. Replacing an existing EE, if one is already appointed:

**Notification of Termination of External Examiner**

Legal Profession Uniform General Rules 2015 – Rule 66(2), (3) and (4).

I, General Practice<sup>3</sup> the authorised principal(s) of Practice A Limited Pty request the approval of the Law Society Council to terminate the appointment of the person listed below as the External Examiner of the law practice for the reasons detailed below:

<b>Name:</b> EE4 Migrated4	<b>Email:</b> siposec183@bookspre.com
<b>Firm Name:</b> External Examiner Practice	<b>Phone:</b> 2000 0000
<b>Address:</b> 1000 Street Name	
<b>Suburb:</b> SYDNEY	<b>State:</b> NSW
<b>Date appointed:</b> 28/03/2025	

**Reason for termination:**

Enter reason

- a. First, terminate the current EE by entering the reason for termination and clicking 'Submit.' The request will be sent for approval.
- b. Once termination is approved, appoint a new one by following the steps in section 1 above

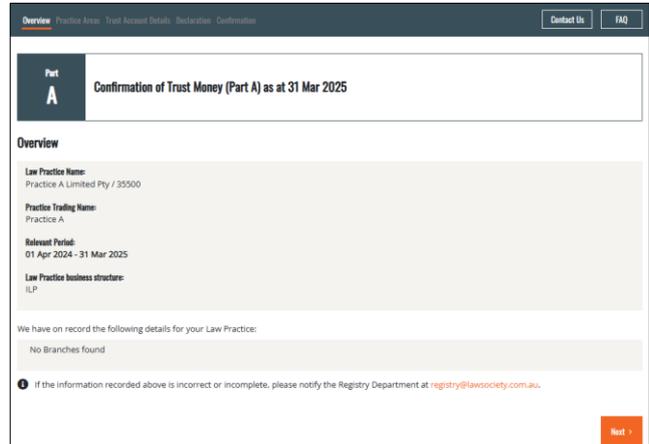
## Completing the Part A

### Overview

The first screen in Part A, requires you to review and confirm the information provided in the overview is correct.

If any of the above details are incorrect, please notify the Registry Department at: [registry@lawsociety.com.au](mailto:registry@lawsociety.com.au)

Select **'Next'** to progress to next section.

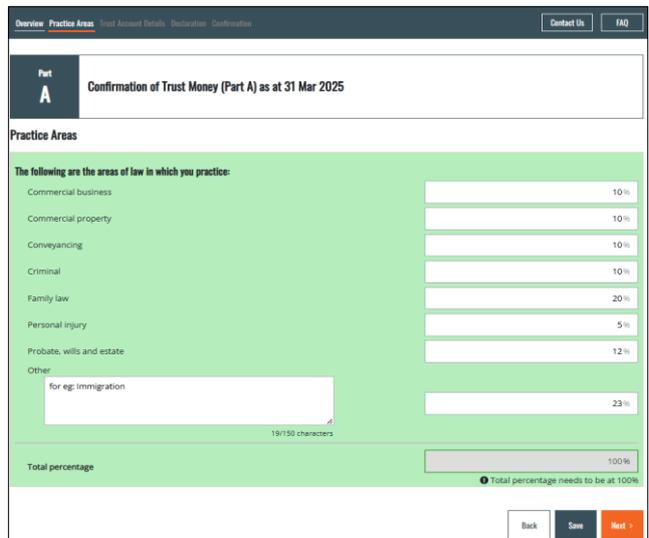


### Practice Areas

This screen captures the legal service areas your practice covers. Enter the approximate percentage for each area (total must equal 100%).

If your practice area isn't listed, use the 'Other' field to specify and assign a percentage. The screen will turn green once all fields are completed

Select **'Next'** to progress to next section.



### Trust Account Details

Answer the following questions about the different types of trust money you may have held or received during the period 1 April 2024 to 31 March 2025:

**Q1. Have you received or held General Trust Money in this jurisdiction?**

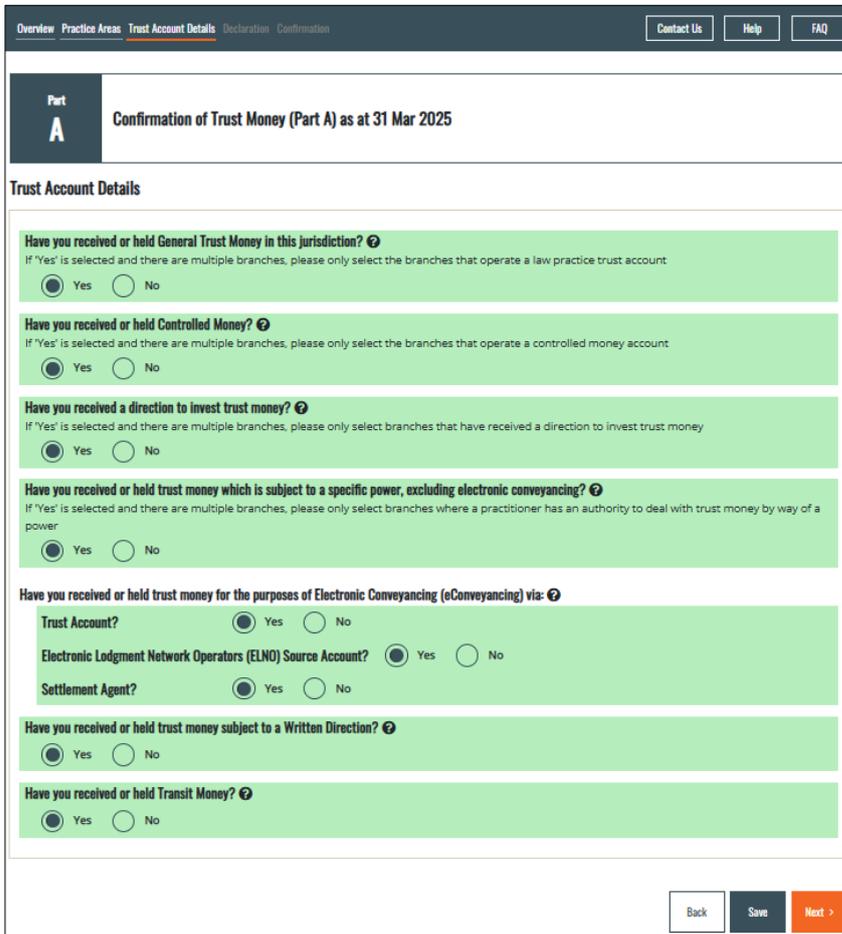
**Q2. Have you received of held Controlled Money?**

**Q3. Have you received a direction to invest trust money?**

**Q4. Have you held or received trust money that is subject to a specific power, excluding electronic conveyancing (econveyancing)?**

**Answer "Yes"** to the **respective question** if you have held or received that type of trust money in this jurisdiction between 1 April 2024 and 31 March 2025. A Part B will be required.

**Answer "No"** to the **respective question** if you have not held or received that type of trust money in this jurisdiction between 1 April 2024 and 31 March 2025.



Overview Practice Areas **Trust Account Details** Declaration Confirmation [Contact Us](#) [Help](#) [FAQ](#)

**Part A** Confirmation of Trust Money (Part A) as at 31 Mar 2025

**Trust Account Details**

**Have you received or held General Trust Money in this jurisdiction?** ⓘ  
If 'Yes' is selected and there are multiple branches, please only select the branches that operate a law practice trust account.  
 Yes  No

**Have you received or held Controlled Money?** ⓘ  
If 'Yes' is selected and there are multiple branches, please only select the branches that operate a controlled money account.  
 Yes  No

**Have you received a direction to invest trust money?** ⓘ  
If 'Yes' is selected and there are multiple branches, please only select branches that have received a direction to invest trust money.  
 Yes  No

**Have you received or held trust money which is subject to a specific power, excluding electronic conveyancing?** ⓘ  
If 'Yes' is selected and there are multiple branches, please only select branches where a practitioner has an authority to deal with trust money by way of a power.  
 Yes  No

**Have you received or held trust money for the purposes of Electronic Conveyancing (eConveyancing) via?** ⓘ

**Trust Account?**  Yes  No

**Electronic Lodgment Network Operators (ELNO) Source Account?**  Yes  No

**Settlement Agent?**  Yes  No

**Have you received or held trust money subject to a Written Direction?** ⓘ  
 Yes  No

**Have you received or held Transit Money?** ⓘ  
 Yes  No

[Back](#) [Save](#) [Next >](#)

**Q5. Have you held or received trust money for the purposes of Electronic Conveyancing (econveyancing)?**

In your Trust Account?

**Answer Yes** – if you have held or received trust money in your general trust account for the purposes of econveyancing during the period 1 April 2024 to 31 March 2025. You will also indicate you have held or received General Trust Money in the question above (Q1). Part B will be required.

**Answer No** – if you have **not** held or received trust money in your general trust account for the purposes of econveyancing during the period 1 April 2024 to 31 March 2025.

By way of the ELNO source account?

**Answer Yes** – if you have made use of the ELNO source account (e.g. PEXA Source Account) for the purposes of econveyancing during the period 1 April 2024 to 31 March 2025. A Part B will not be required.

**Answer No** – if you have **not** made use of the ELNO source account for the purposes of econveyancing during the period 1 April 2024 to 31 March 2025.

By way of a Settlement agent?

**Answer Yes** – if you have utilised the services of a settlement agent for the purposes of econveyancing during the period 1 April 2024 to 31 March 2025. A Part B will not be required.

**Answer No** – if you have **not** utilised the services of a settlement agent for the purposes of econveyancing during the period 1 April 2024 to 31 March 2025.

**Q6. Have you held or received trust money that is subject to a written direction?**

**Answer Yes** – if you have held or received trust money that is subject to a written direction during the period 1 April 2024 to 31 March 2025. A Part B will not be required.

**Answer No** – if you have **not** held or received trust money that is subject to a written direction during the period 1 April 2024 to 31 March 2025.

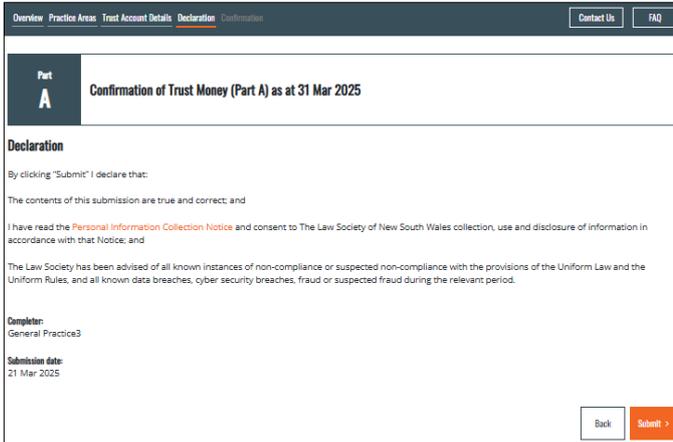
**Q7. Have you held or received Transit Money?**

**Answer Yes** – if you have held or received Transit Money during the period 1 April 2024 to 31 March 2025. A Part B will not be required.

**Answer No** – if you have **not** held or received Transit Money during the period 1 April 2024 to 31 March 2025

Select **Next** to progress to the next section.

## Declaration



Overview Practice Areas Trust Account Details Declaration Confirmation Contact Us FAQ

Part A Confirmation of Trust Money (Part A) as at 31 Mar 2025

**Declaration**

By clicking "Submit" I declare that:

The contents of this submission are true and correct; and

I have read the [Personal Information Collection Notice](#) and consent to The Law Society of New South Wales collection, use and disclosure of information in accordance with that Notice; and

The Law Society has been advised of all known instances of non-compliance or suspected non-compliance with the provisions of the Uniform Law and the Uniform Rules, and all known data breaches, cyber security breaches, fraud or suspected fraud during the relevant period.

**Completer:**  
General Practice3

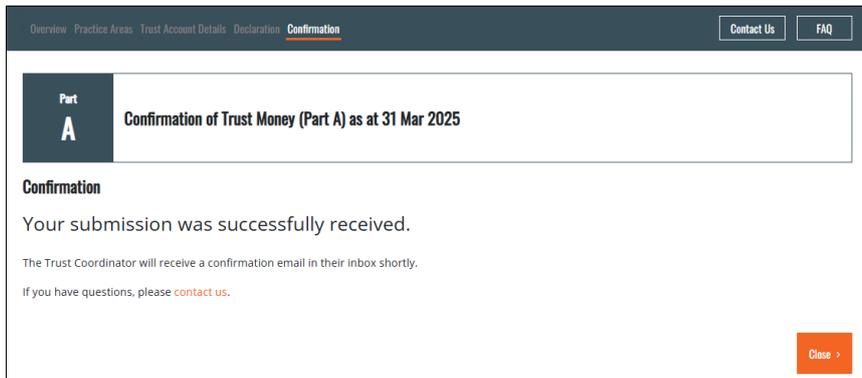
**Submission date:**  
21 Mar 2025

Back Submit >

Select **'Submit'** to declare the contents of the submission are true and correct and to finalise the Submission of the Part A.

**Note:** The **'Submit'** button is disabled for an authorised trust contact. The Trust Coordinator must log in, review the information, and, if satisfied with the Part A statement, submit it.

## Confirmation



Overview Practice Areas Trust Account Details Declaration Confirmation Contact Us FAQ

Part A Confirmation of Trust Money (Part A) as at 31 Mar 2025

**Confirmation**

Your submission was successfully received.

The Trust Coordinator will receive a confirmation email in their inbox shortly.

If you have questions, please [contact us](#).

Close >

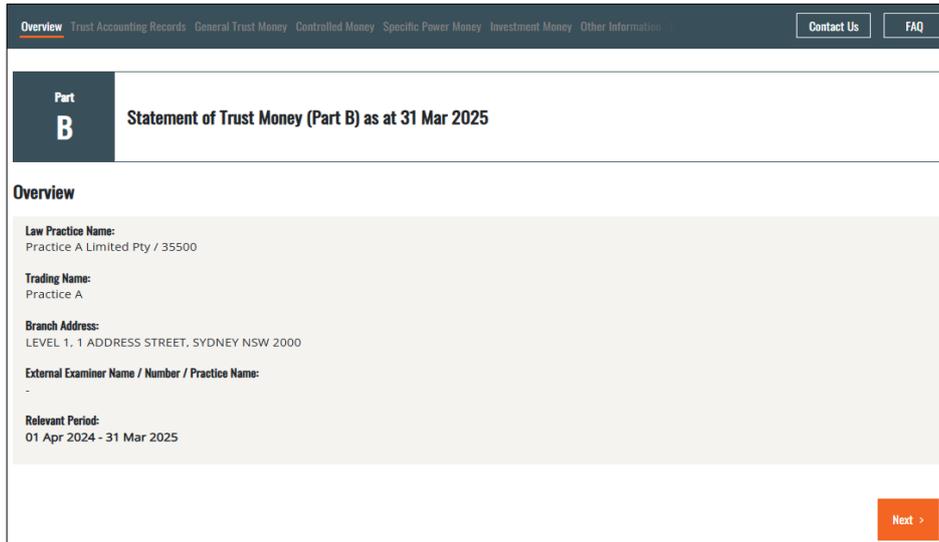
You will receive a confirmation indicating your submission was successfully received.

Select **'Close'** to complete the process.

Progress to complete the Part B, if applicable.

## Completing the Part B

### Overview



Overview Trust Accounting Records General Trust Money Controlled Money Specific Power Money Investment Money Other Information [Contact Us](#) [FAQ](#)

**Part B** Statement of Trust Money (Part B) as at 31 Mar 2025

**Overview**

**Law Practice Name:**  
Practice A Limited Pty / 35500

**Trading Name:**  
Practice A

**Branch Address:**  
LEVEL 1, 1 ADDRESS STREET, SYDNEY NSW 2000

**External Examiner Name / Number / Practice Name:**  
-

**Relevant Period:**  
01 Apr 2024 - 31 Mar 2025

[Next >](#)

Upon opening Part B, confirm the information provided in the overview is correct, including:

- Law Practice Name
- Practice Trading Name
- Branch Address
- External Examiner Name / Number / Practice Name

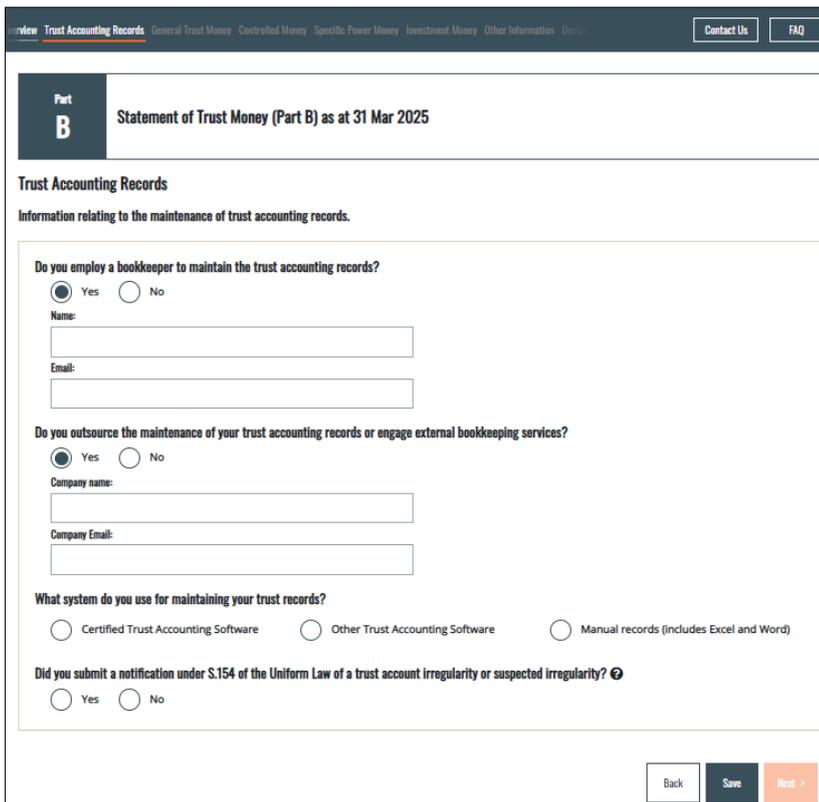
For any errors, relating to the

- **Law Practice** – Contact the Registry Department at: [registry@lawsociety.com.au](mailto:registry@lawsociety.com.au) to resolve all law practice related errors
- **External Examiner** – you can use the edit External Examiner function on the dashboard.

Select '**Next**' to progress to the next section.

## Trust Accounting Records

Answer the following questions about the maintenance of your trust accounting records during the period 1 April 2024 to 31 March 2025:



The screenshot shows a web form titled "Statement of Trust Money (Part B) as at 31 Mar 2025". The form is titled "Trust Accounting Records" and contains the following sections:

- Do you employ a bookkeeper to maintain the trust accounting records?**
  - Yes  No
  - Name:
  - Email:
- Do you outsource the maintenance of your trust accounting records or engage external bookkeeping services?**
  - Yes  No
  - Company name:
  - Company Email:
- What system do you use for maintaining your trust records?**
  - Certified Trust Accounting Software
  - Other Trust Accounting Software
  - Manual records (includes Excel and Word)
- Did you submit a notification under S.154 of the Uniform Law of a trust account irregularity or suspected irregularity?**
  - Yes  No

At the bottom right of the form are three buttons: "Back", "Save", and "Next >".

**Q1. Do you employ a bookkeeper to maintain the trust accounting records?**

**Answer Yes** – if you employ a bookkeeper as a staff member, provide their name and email address.

**Answer No** – if you do not employ a bookkeeper or if this question is not applicable to you.

**Q2. Do you outsource the maintenance of your trust accounting records or engage external bookkeeping services?**

**Answer Yes** – if you outsource the maintenance of your trust accounting records to an accounting firm or engage an external bookkeeping service, provide the company name and contact email address.

**Answer No** – if you do not engage an external company to maintain your trust accounting records.

**Q3. What system do you use for maintaining your trust records?**

**Answer Certified Trust Accounting Software** – if you use one of the accredited trust accounting software as listed on the Law Society [website](#).

**Answer Other Trust Accounting Software** – if you use trust accounting software which is **not** listed on the Law Society [website](#). Input the details of the software used in the text box, including name and version (if known).

**Answer Manual records** – if you use Microsoft Excel, Microsoft Word or any other form of paper records. Input the details about the method used to maintain trust accounting records in the text box.

**Q3. Did you submit a notification under S.154 of the Uniform Law of a trust account irregularity or suspected irregularity in the relevant period?**

**Answer Yes** – if you identified a trust money irregularity or suspected irregularity in the relevant period and submitted a notification in accordance with S.154 of the Uniform Law.

**Answer No** – if you did not submit a notification of a trust money irregularity or suspected irregularity in accordance with S.154 of the Uniform Law in the relevant period.

Select **'Next'** to progress to the next section.

## General Trust Money

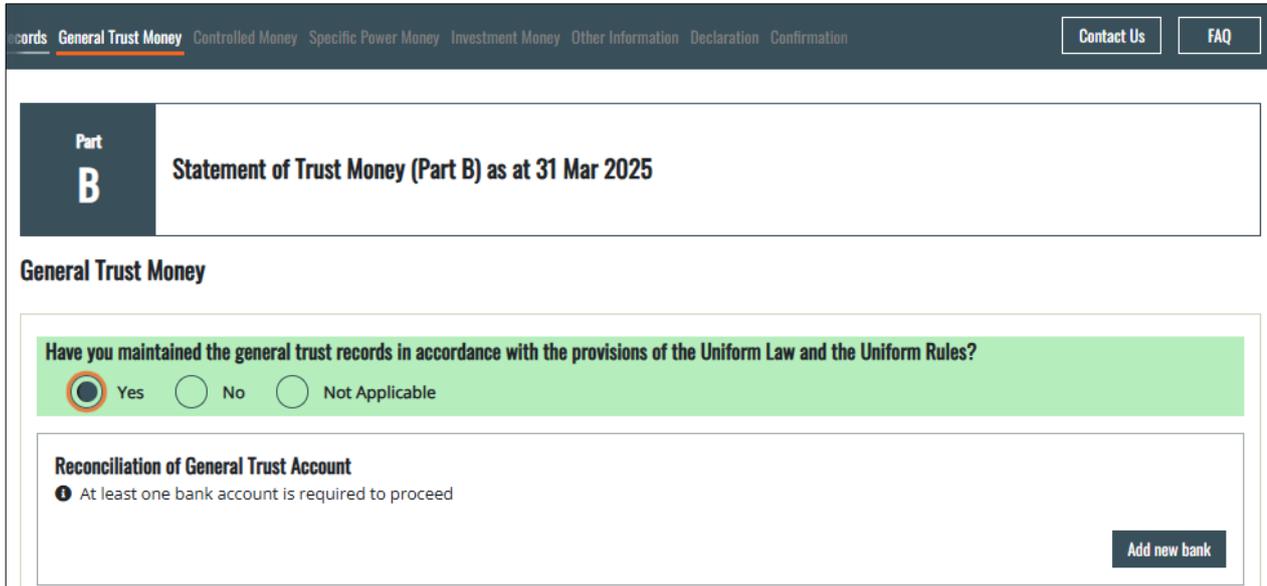
**Q1. Have you maintained the general trust records in accordance with the provisions of the Uniform Law and the Uniform Rules?**

**Answer Yes** – if you maintained your trust accounting records in accordance with the provisions of the Uniform Law and the Uniform Rules.

**Answer No** – if you have **not** maintained the records in accordance with the provisions of the Uniform Law and the Uniform Rules.

**Answer Not Applicable** – if this question does not apply—for e.g. You do not have a general trust account and answered 'No' to General Trust Money in Part A.

Select **'Next'** to proceed to the next section.



Records General Trust Money Controlled Money Specific Power Money Investment Money Other Information Declaration Confirmation [Contact Us](#) [FAQ](#)

**Part B** Statement of Trust Money (Part B) as at 31 Mar 2025

**General Trust Money**

Have you maintained the general trust records in accordance with the provisions of the Uniform Law and the Uniform Rules?

Yes  No  Not Applicable

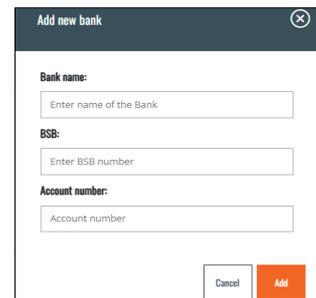
**Reconciliation of General Trust Account**

**i** At least one bank account is required to proceed

[Add new bank](#)

Details of your trust account will be pre-populated based on our records. However, if

- **The bank details are incorrect** – Remove the incorrect details and follow the steps outlined under “Bank account has not pre-populated”.
- **Bank account has not pre-populated** – Click the “Add New Bank” for each of the General Trust Account and enter the relevant bank details.



**Add new bank** ✕

**Bank name:**  
Enter name of the Bank

**BSB:**  
Enter BSB number

**Account number:**  
Account number

[Cancel](#) [Add](#)

Select **'Add'** to save the bank details.

## Reconciliation of the General Trust Account

Input the following information:

- cashbook balance as at 31 March 2025 (A)
- bank balance as at 31 March 2025 (as per the bank statement)
- any unbanked receipts if applicable or '0.00' if not applicable
- any withdrawal adjustments if applicable or '0.00' if not applicable
- any unpresented cheques if applicable or '0.00' if not applicable
- any deposit adjustments if applicable or '0.00' if not applicable
- do **not** enter negative values

The reconciled balance (B) will auto-calculate.

Input the following information:

- total ledger account balances as at 31 March 2025 **before** adjusting for statutory deposit
- statutory deposit balance as at 31 March 2025

The reconciled trust ledger balance (C) will auto-calculate.

Any variance between balances (A), (B) or (C) will auto-calculate and a reason any variance should be explained in the text box "Reason for variance".

Input the number of ledgers as at 31 March 2025.

Attach copies of the bank reconciliation statement and trial balance

Bank name: ABC	
BSB: 000000	
Account Number: 123456	

CASH BOOKS	
Cash book balance (A)	\$
BANK RECONCILIATION STATEMENT	
Bank Balance as at 31 Mar 2024	\$
ADD	
Unbanked receipts	\$
Withdrawal adjustments	\$
Others	\$ 0.00
LESS	
Unpresented cheques	\$ 0.00
Deposit adjustments	\$ 0.00
Others	\$ 0.00
Reconciled balance (B)	\$ 0.00
TRIAL BALANCE STATEMENT	
Total ledger account balances	\$ 0.00
LESS	
Statutory Deposit Balance	\$ 0.00
Reconciled Trust ledger balance (C)	\$ 0.00
Any variance between balances A, B or C	\$ 0.00
Reason for Variance	<input type="text"/>
0/5000 characters	
Number of ledgers accounts as at 31 Mar 2024	<input type="text"/>
<input type="button" value="Remove"/>	

## Overdrawn Ledgers

### Q1. Did you have any overdrawn trust ledgers?

**Answer Yes** – if you had any overdrawn matter ledgers in the relevant period, upload a copy of the trust overdraws report in addition to copies of any overdrawn ledgers.

**Answer No** – if you do not have any overdrawn ledgers.

Did you have any overdrawn trust ledgers?

Yes  No

Provide a copy of your overdrawn ledger report and any overdrawn ledgers:



Choose a file

or drag it here.

File required.  
Maximum file size: 50MB

## Dormant Balances

### Q1. Do you have any dormant balances?

**Answer Yes** – if you have any trust matter ledgers where there has been no activity within the last 12 months.

**Answer No** – if you do not have any dormant balances.

Did you have any dormant balances? ⓘ

Yes  No

## Authorised Signatories of the General Trust Account

Confirm the list of authorised signatories as at 31 March 2025 is correct, amending the listing as appropriate. There must be at least one signatory to operate the trust account.

**Authorised Signatories of the General Trust Account**

Are the Authorised Signatories below, correct? If not, edit as appropriate. At least one authorised signatory is required to proceed

[Add another Signatory](#)

Select 'Add another Signatory' to add new authorised signatories, providing the following information:

- First and Last Names
- Position – category of the authorised signatory
- Period from – date the person was appointed as a signatory
- Period to – date the person ceased to act as a signatory. If the signatory is ongoing, leave blank
- Whether authorised to sign solely or jointly

**Authorised Signatories of the General Trust Account**

Are the Authorised Signatories below, correct? If not, edit as appropriate. At least one authorised signatory is required to proceed

**First name**

**Last name**

**Position**

**Period from**

**Period to**

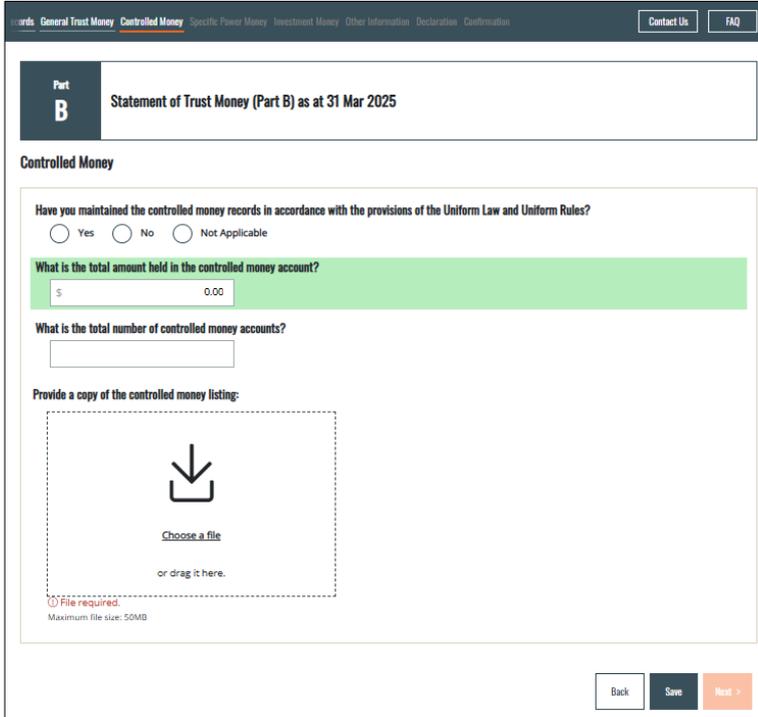
**Solely/Jointly**

[Remove](#)

[Add another Signatory](#)

Select **'Next'** to progress to the next section.

## Controlled Money



Part B Statement of Trust Money (Part B) as at 31 Mar 2025

**Controlled Money**

Have you maintained the controlled money records in accordance with the provisions of the Uniform Law and Uniform Rules?

Yes  No  Not Applicable

What is the total amount held in the controlled money account?

\$ 0.00

What is the total number of controlled money accounts?

Provide a copy of the controlled money listing:



Choose a file

or drag it here.

File required.  
Maximum file size: 50MB

Back Save Next >

### Q1. Have you maintained the controlled money records in accordance with the provisions of the Uniform Law and Uniform Rules?

**Answer Yes** – if you have maintained the controlled money records in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer No** – if you have **not** maintained the controlled money records in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer Not Applicable** – if not applicable, for example you have not received or held controlled money and answered “No” to the “controlled money” question in Part A.

**\*Note:** If you answered “No” to the “controlled money” question in Part A, the following section will not be visible, and you can continue to the next section.

### Q2. What is the total amount held in the controlled money account(s)?

**Answer** – input the total balance (\$) of money held in all your controlled money account(s) per your controlled money listing as at 31 March 2025.

**Q3. What is the total number of controlled money accounts?**

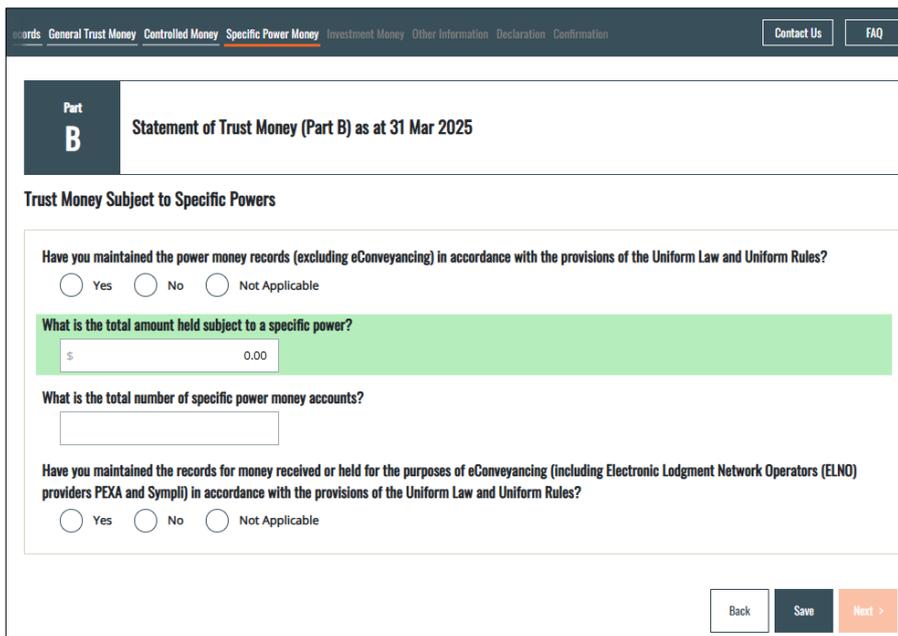
**Answer** – input the cumulative number of controlled money account(s) per your controlled money listing as at 31 March 2025 (volume/count).

**Q4. Provide a copy of the controlled money listing?**

**Answer** – Mandatory uploading of the listing is required. If you are able to also provide a copy of your controlled money listing in Excel that would be appreciated. If no listing is available, upload a blank document entitled n/a to indicate not available.

Select **'Next'** to progress to next section.

## Specific Power Money



Records General Trust Money Controlled Money **Specific Power Money** Investment Money Other Information Declaration Confirmation [Contact Us](#) [FAQ](#)

**Part B** Statement of Trust Money (Part B) as at 31 Mar 2025

**Trust Money Subject to Specific Powers**

Have you maintained the power money records (excluding eConveyancing) in accordance with the provisions of the Uniform Law and Uniform Rules?

Yes  No  Not Applicable

What is the total amount held subject to a specific power?

\$ 0.00

What is the total number of specific power money accounts?

Have you maintained the records for money received or held for the purposes of eConveyancing (including Electronic Lodgment Network Operators (ELNO) providers PEXA and Sympli) in accordance with the provisions of the Uniform Law and Uniform Rules?

Yes  No  Not Applicable

[Back](#) [Save](#) [Next >](#)

**Q1. Have you maintained the power money records (excluding econveyancing) in accordance with the provisions of the Uniform Law and Uniform Rules?**

**Answer Yes** – if you have maintained the records in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer No** – if you have **not** maintained the records in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer Not Applicable** – if not applicable, for example you have not received or held Power money and answered “No” to the “Power money (excluding econveyancing)” question in Part A.

**\*Note:** If you answered “No” to the “Power money (excluding econveyancing)” question in Part A, some of the following sections will not be visible, and you can continue to the Power money (including econveyancing) question below.

**Q2. What is the total amount held subject to a specific power?**

**Answer** – input the cumulative balance (\$) of money held subject to a specific power (value).

**Q3. What is the total number of specific power money accounts?**

**Answer** – input the cumulative number of specific power money account(s) (volume/count).

**Q4. Have you maintained the records for money received or held for the purposes of econveyancing (including ELNO providers PEXA and Sympli) in accordance with the provisions of the Uniform Law and Uniform Rules?**

**Answer Yes** – if you have maintained the records in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer No** – if you have **not** maintained the records in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer Not Applicable** – if not applicable, for example you have not been involved in econveyancing and answered “No” to the “Power money (including econveyancing)” question in Part A.

Select **‘Next’** to progress to next section.

## Investment Money

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**Part B** Statement of Trust Money (Part B) as at 31 Mar 2025

**Investment Money**

Have you maintained the register of investments in accordance with the provisions of the Uniform Law and Uniform Rules?

Yes
  No
  Not Applicable

What is the total amount held in investment accounts?

\$

What is the total number of investment accounts?

Provide a copy of the register of investments:



Choose a file

or drag it here.

File required.  
Maximum file size: 50MB

**Q1. Have you maintained the register of investments in accordance with the provisions of the Uniform Law and Uniform Rules?**

**Answer Yes** – if you have maintained the register of investments in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer No** – if you have **not** maintained the register of investments in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer Not Applicable** – if not applicable, for example you did not received a direction to invest trust money and answered “No” to the “direction to invest trust money” question in Part A.

**Note:** If you answered “No” to the "direction to invest trust money" question in Part A, the following section will not be visible, and you can progress on to the next section.

**Q2. What is the total amount held in investment accounts?**

**Answer** – input the cumulative \$ balance of money held in investment account(s) (value).

**Q3. What is the total number of investment accounts?**

**Answer** – input the cumulative number of investment account(s) (volume).

**Q4. Provide a copy of the register of investments?**

**Answer** – Mandatory uploading of the register is required. If no register is available, upload a blank document entitled N/a to indicate not available

Select **'Next'** to progress to next section.

Other Information

<a href="#">Guides</a> <a href="#">General Trust Money</a> <a href="#">Controlled Money</a> <a href="#">Specific Power Money</a> <a href="#">Investment Money</a> <a href="#">Other Information</a> <a href="#">Declaration</a> <a href="#">Confirmation</a>	<a href="#">Contact Us</a> <a href="#">FAQ</a>
<p><b>Part B</b> Statement of Trust Money (Part B) as at 31 Mar 2025</p>	
<p><b>Other Information</b></p>	
<p>Have you maintained the written direction money records in accordance with the provisions of the Uniform Law and Uniform Rules?</p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>Have you maintained the transit money records in accordance with the provisions of the Uniform Law and the Uniform Rules?</p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>Have you, or any associate of the law practice, exercised a power over trust money that would warrant an entry into the Register of Powers and Estates in accordance with Rule 60 of the Uniform Rules?</p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>Have you, or any associate of the law practice, acted (alone or jointly) as the executor or administrator of a deceased estate that would warrant an entry into the Register of Powers and Estates in accordance with Rule 60 of the Uniform Rules?</p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>Have you maintained the Register of Powers and Estates in accordance with the provisions of Uniform Rules?</p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>Have you maintained the Register of Files in accordance with the provisions of Uniform Rules?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	
<p>Have you maintained the Register of Safe Custody Documents in accordance with the provisions of Uniform Rules?</p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>Have you maintained the Register of Financial Interests in accordance with the provisions of Uniform Rules?</p> <p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	

**Q1. Have you maintained written direction money records in accordance with the provisions of the Uniform Law and Uniform Rules?**

**Answer Yes** – if you have maintained the records in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer No** – if you have received or held trust money subject to a written direction but have **not** maintained the records in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer Not Applicable** – if not applicable, for e.g. If you have not received written direction money and answered “No” to the question “Have you received or held trust money subject to a Written Direction?” in Part A.

**Q2. Have you maintained transit money records in accordance with the provisions of the Uniform Law and Uniform Rules?**

**Answer Yes** – if you have maintained the records in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer No** – if you have received or held transit money but have **not** maintained the records in accordance with the provisions of the Uniform Law and Uniform Rules.

**Answer Not Applicable** – if not applicable, for e.g. If you have not received transit money and answered “No” to the question “Have you received or held Transit Money?” in Part A.

**Q3. Have you, or any associate of the law practice, exercised a power over trust money that would warrant an entry into the Register of Powers and Estates in accordance with Rule 60 of the Uniform Rules?**

**Answer Yes** – if you or an associate exercised a power over trust money that would warrant an entry into the Register of Powers and Estates in accordance with Rule 60 of the Uniform Rules.

**Answer No** – if you have **not** exercised a power over trust money that would warrant an entry into the Register of Powers and Estates in accordance with Rule 60 of the Uniform Rules.

**Answer Not Applicable** – if not applicable, for example if you have not received trust money which is subject to a specific power, (excluding electronic conveyancing) and answered “No” to the question “Have you received or held trust money which is subject to a specific power, excluding electronic conveyancing?” in Part A.

**Q4. Have you, or an associate of the law practice, acted (alone or jointly) as the executor or administrator of a deceased estate that would warrant an entry into the Register of Powers and Estates in accordance with Rule 60 of the Uniform Rules?**

**Answer Yes** – if you or an associate acted (alone or jointly) as the executor or administrator of a deceased estate that would warrant an entry into the Register of Powers and Estates in accordance with Rule 60 of the Uniform Rules.

**Answer No** – if you have **not** acted (alone or jointly) as the executor or administrator of a deceased estate in a way that would warrant an entry into the Register of Powers and Estates in accordance with Rule 60 of the Uniform Rules.

**Answer Not Applicable** – if not applicable, for e.g. If you have not received trust money which is subject to a specific power, (excluding electronic conveyancing) and answered “No” to the question “Have you received or held trust money which is subject to a specific power, excluding electronic conveyancing?” in Part A.

**Q5. Have you maintained the Register of Powers and Estates in accordance with the provisions of the Uniform Rules?**

**Answer Yes** – if you have maintained the Register of Powers and Estates in accordance with the provisions of the Uniform Rules.

**Answer No** – if you are required to maintain a Register of Powers and Estates but have **not** maintained the register in accordance with the provisions of the Uniform Rules.

**Answer Not Applicable** – if not applicable, for e.g. If you are not required to maintain a Register of Powers and Estates.

**Q6. Have you maintained the Register of Files in accordance with the provisions of the Uniform Rules?**

**Answer Yes** – if you have maintained the Register of Files in accordance with the provisions of the Uniform Rules.

**Answer No** – if you have **not** maintained the register in accordance with the provisions of the Uniform Rules.

**Q7. Have you maintained a Register of Safe Custody Documents in accordance with the provisions of the Uniform Rules?**

**Answer Yes** – if you have maintained a register of safe custody documents in accordance with the provisions of the Uniform Rules.

**Answer No** – if you are required to maintain a Register of Safe Custody Documents but have **not** maintained the register in accordance with the provisions of the Uniform Rules.

**Answer Not Applicable** – if not applicable, for e.g. You are not required to maintain a Register of Safe Custody Documents.

**Q8. Have you maintained the Register of Financial Interests in accordance with the provisions of the Uniform Rules?**

**Answer Yes** – if you have maintained the register of financial interests in accordance with the provisions of the Uniform Rules.

**Answer No** – if you are required to maintain a Register of Financial Interests but have **not** maintained the register in accordance with the provisions of the Uniform Rules.

**Answer Not Applicable** – if not applicable, for e.g. If you are not required to maintain a Register of Financial Interests.

Select '**Next**' to progress to next section.

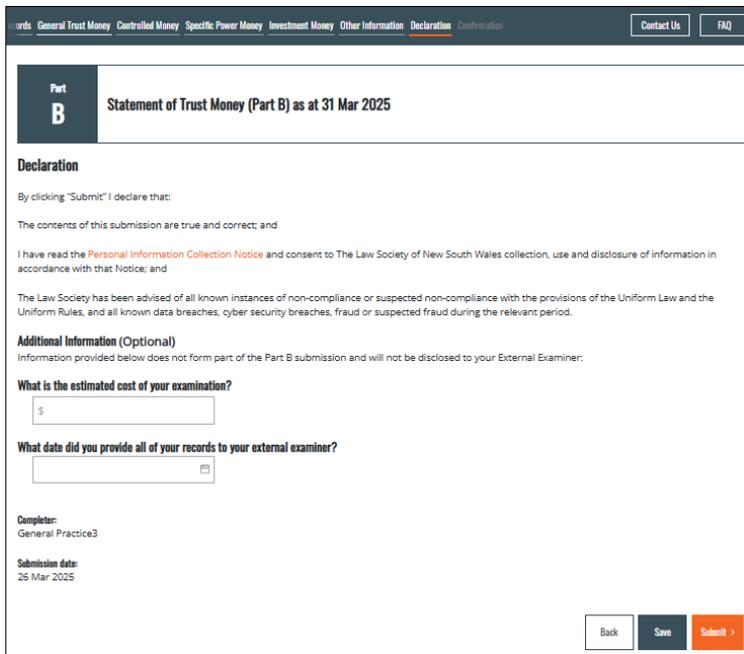
## Declaration

### Q1. What is the estimated cost of your examination? (Optional question)

**Answer** – fees (\$) you are expected to incur for having your records externally examined based on any quote or estimate you may have received. In the event of no estimate, based off last year's costs.

### Q2. What date did you provide all your records to your external examiner?

**Answer** – enter the date when you provided the initial trust records to the external examiner.

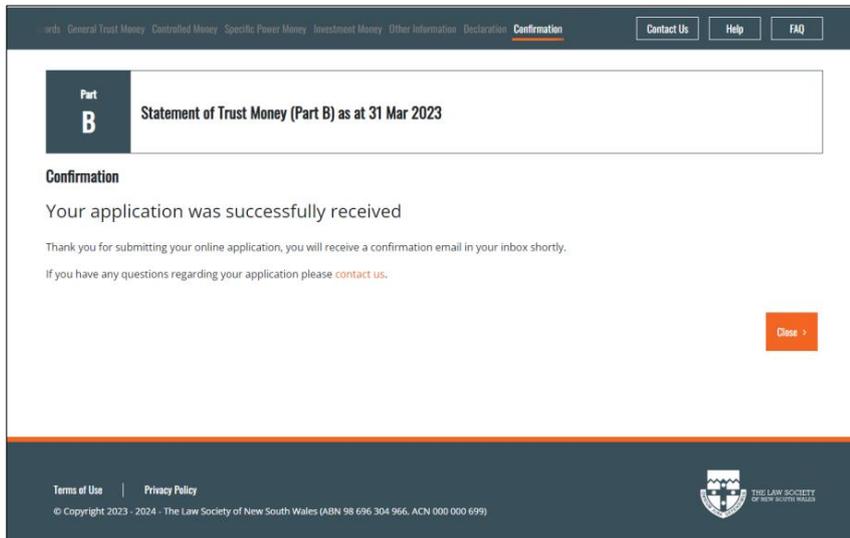


The screenshot shows a web form titled "Statement of Trust Money (Part B) as at 31 Mar 2025". The form includes a navigation menu at the top with options like "General Trust Money", "Controlled Money", "Specific Power Money", "Investment Money", "Other Information", "Declaration", and "Confirmation". Below the title, there is a "Declaration" section with a text area for a declaration. This is followed by an "Additional Information (Optional)" section with two questions: "What is the estimated cost of your examination?" with a text input field, and "What date did you provide all of your records to your external examiner?" with a date picker. At the bottom, there are fields for "Completer" (General Practice3) and "Submission date" (26 Mar 2025). The form concludes with "Back", "Save", and "Submit" buttons.

Select '**Submit**' to declare the contents of the submission are true and correct and complete the Part B.

## Confirmation

You will receive a confirmation indicating your submission was successfully received.



Select '**Close**' to complete the process.

## Support

By email: [trust@lawsociety.com.au](mailto:trust@lawsociety.com.au) or contact us on (02) 9926 0333, Monday through Friday from 9:00 AM to 5:00 PM