

NOTIFICATION BY AN AUSTRALIAN LEGAL PRACTITIONER EMPLOYED IN NEW SOUTH WALES BY A LAW PRACTICE WITH NO NEW SOUTH WALES PRINCIPAL



THIS IS A NOTIFICATION FORM FOR THOSE LEGAL PRACTITIONERS HOLDING AN AUSTRALIAN PRACTISING CERTIFICATE ISSUED BY THE COUNCIL OF THE LAW SOCIETY OF NEW SOUTH WALES, WHO ARE EMPLOYED IN NEW SOUTH WALES BY A LAW PRACTICE THAT HAS NO NEW SOUTH WALES PRINCIPAL.

- To be completed by an Australian legal practitioner who holds a NSW solicitor's practising certificate and is practising at a law practice in this jurisdiction. It is also to be completed by an interstate principal of the practice.
- All questions are mandatory except where indicated otherwise.

1. NEW SOUTH WALES PRACTITIONER DETAILS (NOTE A):

Surname:	First name:
Other names:	Law Society number:
PLACE OF PRACTICE IN NEW SOUTH WALES:	
Name of law practice/employer:	
Street number and name:	
Suburb:	State:
Country:	Postcode:
Telephone:	Fax:
Mobile:	Email address:

2. INTERSTATE PRINCIPAL'S DETAILS (NOTE B):

Surname:	First name:
Other names:	Australian jurisdiction which is your home jurisdiction:
PRACTICE DETAILS INTERSTATE:	
Street number and name:	
Suburb:	State:
Country:	Postcode:
Telephone:	Fax:
Mobile:	Email address:

PROFESSIONAL INDEMNITY INSURANCE

Does the professional indemnity insurance cover held by the law practice cover the New South Wales practice? Yes No

3. SUPERVISING SOLICITOR'S DETAILS:

Name of the supervising solicitor of the New South Wales Office:

Home jurisdiction of supervising solicitor:

DETAILS OF SUPERVISION

Provide details below as to how the supervision of the New South Wales office will be carried out including the method and frequency of supervision.



Attach additional page if necessary.

4. DECLARATION MADE BY NSW EMPLOYEE

I declare that the contents of this notification are true and correct and I undertake to notify The Law Society of New South Wales within 7 days if my practice details change.

Signed:

Dated (DD/MM/YYYY): / /

5. DECLARATION MADE BY INTERSTATE PRINCIPAL (NOTE C)

I declare that the contents of this notification are true and correct and that I am authorised to engage in legal practice as a principal of the law practice shown on this form by the relevant interstate registration authority and I undertake to notify The Law Society of New South Wales within 7 days if I cease to be the holder of a current interstate practising certificate as a principal and/or if I change supervision arrangements of the New South Wales employee mentioned herein.

Signed:

Dated (DD/MM/YYYY): / /

6. LODGEMENT OF NOTIFICATION FORM

CHECKLIST

Has the declaration been signed by the NSW employee?

Has the declaration been signed by the interstate Principal?

Have the required supporting documents been attached? (see Explanatory Notes)

Please return completed form to:

LAW SOCIETY REGISTRY
170 Phillip Street, Sydney NSW 2000
or DX 362 Sydney

Please direct any queries to the Registry on:

Email: registry@lawsociety.com.au
Telephone: +61 2 9926 0156
Fax: +61 2 9926 0257

EXPLANATORY NOTES

NOTE A: NSW PRACTITIONER DETAILS

Change in practice details

Clause 61 of the Legal Profession Uniform Law Application Regulation 2015 requires a local legal practitioner to notify the Law Society of any changes to particulars relating to the practitioner within 7 days after the change occurs. If you need to change your details, please notify the Law Society in writing.

NOTE B: INTERSTATE PRINCIPAL'S DETAILS

The interstate practising certificate held must entitle the holder to engage in legal practice as a principal of a law practice.

The following supporting documents must be attached to this application:

- A copy of the current Australian practising certificate issued by the interstate registration authority to a principal of the law practice.
- Evidence of professional indemnity insurance cover, for the law practice specified in this application.

NOTE C: DECLARATION MADE BY INTERSTATE PRINCIPAL

The Law Society may make enquiries that it thinks fit of any interstate registration authority for the purposes of determining whether it is satisfied as to the matters declared.

GENERAL NOTES

PRACTITIONER & PRACTICE NOTES

- A notification that fails to provide mandatory information (including payment), or provides incomplete or misleading information, will be treated as an incomplete notification.
- An incomplete notification will be treated as 'not received' for the purposes of the *legal profession legislation* (as defined in the *Legal Profession Uniform Law Application Act 2014*), and will be returned to the practitioner. It will then be up to the practitioner to decide whether or not to proceed with the notification.
- If the practitioner wishes to proceed, the practitioner will need to resubmit their notification by completing the missing/incomplete information in their original notification and redeclaring the same notification.
- If, at any time, the practitioner does not wish to proceed, the practitioner may request to withdraw the notification.

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.

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

Please do not return this form to the privacy officer