

3. TAX INVOICE FOR PAYMENT

Upon payment, this form constitutes a tax invoice for GST in respect of the Administrative Fee.

A	Fee - \$105.00 x number of Solicitor Members/Life Members in the law practice	\$105.00
B	Total number of legal practitioners specified on attached schedule.	
C	Total amount payable	

Payment Method

Cheque (made payable to The Law Society of New South Wales and attached to this order form)

Credit card (please debit my credit card) Mastercard Visa AMEX

Card number: / / / Expiry date: /

Cardholder's name:

Cardholder's signature:

4. APPLICATION AND DECLARATION

4A. On behalf of the law practice, I apply for the inclusion, in the appropriate Class in the Law Society Scheme, of the legal practitioners, listed in the Schedule above, who are engaged in legal practice on behalf of the law practice for so much of the period to 21 November 2017 as each legal practitioner is engaged by the law practice.

4B. I am the person duly authorised for and on behalf of the law practice to make this application. On behalf of the law practice, I declare that:

- (a) the contents of this application are true and correct ; and
- (b) all documents of the law practice comply with the notification of limitation of liability requirements of section 33 of the *Professional Standards Act 1994* and clause 9 of the *Professional Standards Regulations*; and
- (c) the law practice has sufficient business assets to cover any claim made up to the amount of any excess applicable to the law practice's insurance; and
- (d) I have read the personal information collection notice.

Name:

Signed:

Date:

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