THE LAW SOCIETY OF NEW SOUTH WALES

Variation of a Practising Certificate to Practise as a Principal or Solicitor on the Record

ABN: 98 696 304 966 ACN: 000 000 699 Form 002-0610

Who should complete this form?

This form should be completed by practitioners who are intending to practise as a sole practitioner, partner, legal practitioner director, supervised partner or solicitor on the record of a corporation, government department/ instrumentality, legal aid organisation or community legal centre.

A Your details

1 Full name

2 Law Society number (if known)

B Details of the change

3 I intend to practise in the following manner and wish to apply for the relevant practising certificate shown below (please tick the appropriate box)

- ☐ **Sole practitioner** (Unrestricted/Principal Practising Certificate)
- ☐ **Partner** (Unrestricted/Principal Practising Certificate)
- ☐ **Legal Practitioner Director** (Unrestricted/Principal Practising Certificate)
- ☐ **Supervised Partner** (Restricted/Principal Practising Certificate)
- ☐ **Solicitor on the Record for a Corporation or Non-Lawyer Entity** (Unrestricted/Corporate & Non Lawyer Entity Practising Certificate)
- ☐ **Solicitor on the Record for a Community Legal Centre** (Unrestricted/Principal Practising Certificate)
- ☐ **Solicitor on the Record for Government** (Unrestricted/Government Practising Certificate)

4 On what date do you propose to commence the change?

/ /

C Your new details (after the change commences)

5 Practice/employer name

6 Email address

7 Business ph no. ( )

8 Facsimile no. ( )

9 Mobile ph no.

Office Use Only

Effective date / / LSID

Receipt no. Firm no.

D Details of your new practice

10 Is this change related to a **new** practice being established?

No ☐ Go to Q18 (Section E – Additional Requirements)

Yes ☐

11 On what date will the new practice commence?

/ /

12 Street address

State P/code

13 Postal address

State P/code

14 DX number and location

15 Website address

http://www.

16 Partners/directors of the practice

17 Is the new practice an incorporated legal practice?

No ☐

Yes ☐ You must complete a Notification of Incorporated Legal Practice form – available at www.lawsociety.com.au/forms

E Additional requirements

In order to practise in the manner indicated in section B, additional requirements may apply (as set out below).

18 Is your practising certificate **currently** subject to Condition 2 (the requirement to complete 2 years of supervised legal practice)?

No ☐

Yes ☐ You will need to make an application to the Licensing Committee addressing the 'Supervised Legal Practice Guidelines' in order to have this condition removed prior to commencing as a principal (other than as a supervised partner) or solicitor on the record. The guidelines are available at www.lawsociety.com.au.

E Additional Requirements (continued)

19 Is your practising certificate **currently** subject to Condition 3 (the requirement to complete a Practice Management Course)?

No ☐

Yes ☐ You will need to complete a Practice Management Course through the College of Law or FMRC Legal. In the interim, you may provide the following undertaking:

> I undertake to complete the next applicable Practice Management Course when there is a position available.
>
> Signature
>
> ✗

20 Does the change mean you will be operating as a sole practitioner, a partner or a legal practitioner director?

No ☐

Yes ☐ Payment of professional indemnity insurance is essential – contact LawCover on 1800 650 748

21 Does the change mean you will be operating as the Solicitor on the Record for a Community Legal Centre?

No ☐

Yes ☐ You must complete the *Community Legal Centre Exemption* form – available at www.lawsociety.com.au/forms.

22 Does the change mean you will become a director of an existing Incorporated Legal Practice (ILP)?

No ☐

Yes ☐ You must attach an ASIC document demonstrating that you are a director of the company.

F Additional fees may apply

23 Are you moving from either:

- a government to a corporate or private practice role
- a corporate to private practice role?

No ☐ Go to Q25 (Section G – Declaration)

Yes ☐ An additional Fidelity Fund contribution will be required (as set out in the Fidelity Fund table below).

Fidelity Fund fees

Category of practice	Fidelity Fund (if you are paying before 1 Jan)	Fidelity Fund (if you are paying on or after 1 Jan)
Private Practice or Incorporated Legal Practice	*$50*	*$25*
Corporate (i.e. In-house solicitors)	*$25*	*$12.50*
*Government or Prescribed Corporation** or Community Legal Centre*	*$0*	*$0*

24 Select a payment method

☐ EFTPOS (payment must be made in person at the Law Society Registry).

☐ Cheque or money order (made payable to The Law Society of NSW). Staple the cheque/money order to the front page of this form.

☐ Credit card (complete the details below)

Amount to be charged: $ _____ Use the *Fidelity Fund fees* table.

Card type: ☐ AMEX ☐ MasterCard ☐ Visa

Card number: _____

Expiry date: ____ / ____

Cardholder's name: _____

Cardholder's signature: ✗

Please note: Your new practising certificate cannot be issued until all the requirements detailed on this form have been complied with. This includes attaching any documents you have been asked to provide in Q18 to Q22.

G Declaration

25 I wish to apply for the above practising certificate effective from the date shown in Q4 and undertake to arrange professional indemnity insurance cover prior to practising on my own account and to comply with the requirements of the Legal Profession Act 2004. I declare that the contents of this application are true and correct and I have not been the subject of any disciplinary (professional) proceedings or convicted of or charged with an indictable offence in any jurisdiction which has not previously been disclosed since my last application for a practising certificate.

Signature

✗

Date

/ /

What next?

Print this document and sign it where indicated (✗).

Attach any relevant documents.

Return your form and any attachments to:

By Post

The Law Society Registry
170 Phillip St, Sydney NSW 2000
Or send to DX 362 Sydney

Email

registry@lawsociety.com.au (please scan the completed and signed form and any supporting documents and email them)

Fax

02 9926 0257 (from within Australia)
+61 2 9926 0257 (from overseas)

Enquiries: Please direct all enquiries to the addresses above or phone 02 9926 0156 (from anywhere in Australia) or +61 2 9926 0156 (from overseas)