

**The Law Society of New South Wales
Professional Conduct and Practice Rules
Legal Profession Act 1987**

The Revised Professional Conduct and Practice Rules 1995 commenced on 11 December, 1995.

The Revised Professional Conduct and Practice Rules 1995 were made by the Council of the Law Society of New South Wales, pursuant to its power under section 57B of the Legal Profession Act 1987, on 24 August, 1995.

The Rules replaced those Rules published in the Government Gazette of Friday, 10 June, 1994 and the amendments to those rules subsequently made and published prior to 24 August, 1995.

Introduction

With the exception of the Rules headed "Advocacy Rules", which have specific application to advocates, the Rules which follow apply principally to legal practitioners practising as solicitors, or as barristers and solicitors. The Rules incorporate, with appropriate amendments applicable to the practice of solicitors in New South Wales, the National Model Rules of Professional Conduct and Practice approved in principle by the Law Council of Australia.

The term "practitioner" is used throughout to refer to persons practising as solicitors, or as barristers, or as barristers and solicitors. The Advocacy Rules apply to all legal practitioners when engaged in advocacy, whether or not their predominant style of practice is that of a solicitor or a barrister.

The Rules are divided into five categories under the following headings:

1. Relations with clients
2. Duties to the court
3. Relations with other lawyers
4. Relations with third parties
5. Legal practice

Each of categories 1 to 4 is preceded by a statement of general principle, which is not intended to constitute by itself a Rule, but is intended to describe the underlying principles and objectives of the Rules which follow.

Definitions

"associate"

a reference to an associate of a practitioner is a reference to

- (a) a partner, employee, or agent, of the practitioner;
- (b) a corporation or partnership in which the practitioner has a significant beneficial interest;
- (c) in the case of a solicitor corporation, a subsidiary corporation;
- (d) a member of the practitioner's immediate family.

"costs"

a reference to costs, unless the context of a rule indicates a contrary intention, includes disbursements.

"immediate family"

means the spouse (which expression may include a de facto spouse or partner of the same sex), or a child, grandchild, sibling, parent or grandparent of a practitioner.

"practitioner"

means a legal practitioner who holds a current practising certificate as a barrister and solicitor, as a solicitor or as a barrister, and includes a practitioner corporation.

For the purposes only of the application of the Advocacy Rules, the following definitions apply:

"case"

means the litigation or proceedings in which the practitioner in question is retained or intending to appear, or the dispute in which the practitioner is advising, as the case may be.

"client"

(for the purposes of the Advocacy Rules) means the client of the practitioner in question and includes a professional acting as such and in Rules A.32, A.34 and A.46 includes those officers, servants or agents of a client, which is not a natural person, who are responsible for or involved in giving instructions on behalf of the client.

"compromise"

includes any form of settlement of the case, whether pursuant to a formal offer under the rules or procedure of a court, or otherwise.

"court"

means any body described as such and all other tribunals exercising judicial, or quasi-judicial, functions, and includes professional disciplinary tribunals, industrial and administrative, statutory or Parliamentary investigations and inquiries, Royal Commissions, arbitrations and mediations.

"current proceedings"

means proceedings which have not been determined, including proceedings in which there is still the real possibility of an appeal or other challenge to a decision being filed, heard or decided.

"forensic judgments"

do not include decisions as to the commencement of proceedings, the joinder of parties, admissions or concessions of fact, amendments of pleadings or undertakings to a court, or in criminal proceedings as to a plea, but do include advice given to assist the client or the instructing practitioner to make such decisions.

"insurance company"

in Rules 18 and A.55 includes any entity, whether statutory or otherwise, which performs the function of indemnifying in any way civil defendants.

"opponent"

means the practitioner appearing for the party opposed to the client, or the party opposed to the client if that party is unrepresented.

"order"

includes a judgment, decision or determination.

"prosecutor"

means a practitioner who appears for the complainant or Crown in criminal proceedings.

Relations with clients Rules 1-16

Statement of Principle for Rules 1-16

Practitioners should serve their clients competently and diligently. They should be acutely aware of the fiduciary nature of the relationship with their clients, and always deal with their clients fairly, free of the influence of any interest which may conflict with a client's best interests. Practitioners should maintain the confidentiality of their clients' affairs, but give their clients the benefit of all information relevant to their clients' affairs of which they have knowledge. Practitioners should not, in the service of their clients, engage in, or assist, conduct that is calculated to defeat the ends of justice or is otherwise in breach of the law.

1. Acceptance of retainer - Instructions to act or provide a legal service

1.1 A practitioner must act honestly, fairly, and with competence and diligence in the service of a client, and should accept instructions, and a retainer to act for a client, only when the practitioner can reasonably expect to serve the client in that manner and attend to the work required with reasonable promptness.

2. Confidentiality

2.1 A practitioner must not, during, or after termination of, a retainer, disclose to any person, who is not a partner or employee of the practitioner's firm, any information, which is confidential to a client of the practitioner, and acquired by the practitioner during the currency of the retainer, unless —

2.1.1 the client authorises disclosure;

2.1.2 the practitioner is permitted or compelled by law to disclose; or

2.1.3 the practitioner discloses information in circumstances in which the law would probably compel its disclosure, despite a client's claim of legal professional privilege, and for the sole purpose of avoiding the probable commission or concealment of a felony.

2.2 A practitioner's obligation to maintain the confidentiality of a client's affairs is not limited to information which might be protected by legal professional privilege, and is a duty inherent in the fiduciary relationship between the practitioner and client.

3. Acting against a former client

Consistently with the duty which a practitioner has to preserve the confidentiality of a client's affairs, a practitioner must not accept a retainer to act for another person in any action or proceedings against, or in opposition to, the interest of a person —

(a) for whom the practitioner or the firm, of which the practitioner was a partner, has acted previously;

(b) from whom the practitioner or the practitioner's firm has thereby acquired information confidential to that person and material to the action or proceedings;

and that person might reasonably conclude that there is a real possibility the information will

be used to the person's detriment.

4. Practitioners employed otherwise than by a practitioner

A practitioner, who is employed by a corporation (not being a solicitor corporation or an incorporated legal practice) or by any other person who is not a practitioner, must not, despite any contrary direction from the practitioner's employer, act as a practitioner in the performance of any legal work or service in breach of any of the provisions of the Legal Profession Act 2004 or these Rules.

4A. Supervised Legal Practice

4A. "Supervised legal practice" as defined in section 4 Legal Profession Act 2004 shall include legal practice by a person who is an Australian legal practitioner as:

(i) an employee of, or other person working under supervision in, a corporate or government body; or

(ii) an employee of any person who is not an Australian legal practitioner,

where the person engages in legal practice under the supervision of a person who

- holds an unrestricted practising certificate, or
- holds, or is eligible to hold, an Australian practising certificate, and that person has completed the period of supervised legal practice set out in s.53(1)(a) or (b) of the Legal Profession Act, or the equivalent provision of a corresponding law.

This Rule commences on 1 July 2006.

5. Termination of retainer

5.1 A practitioner must complete the work or legal service required by the practitioner's retainer, unless —

5.1.1 the practitioner and the practitioner's client have otherwise agreed;

5.1.2 the practitioner is discharged from the retainer by the client; or

5.1.3 the practitioner terminates the retainer for just cause, and on reasonable notice to the client.

5.2 Despite the above Rule, a practitioner, who has accepted instructions to act for a Defendant required to stand trial in the Supreme Court or the District Court for a criminal offence, must not terminate the retainer and withdraw from the proceedings on the ground that the client has failed to make arrangements satisfactory to the practitioner for payment of the practitioner's costs, unless the practitioner has, at a time reasonably in advance of the date appointed for the commencement of the trial, or the commencement of the sittings of the Court in which the trial is listed —

5.2.1 served notice in writing on the client of the practitioner's intention to terminate the retainer and withdraw from the proceedings at the expiration of seven (7) days if the client fails, within that time, to make satisfactory arrangements for payment of the practitioner's costs, and

5.2.2 delivered a copy of that notice to the Registrar of the Court in which the trial is listed to commence.

5.3 Without limiting the general application of Rule 5.1, a practitioner, who is acting for a legally assisted client in any proceedings, may terminate the practitioner's retainer upon giving reasonable notice in writing to the client of the practitioner's intention so to do, if the client's grant of legal aid is withdrawn, or otherwise terminated, and the client is unable to make any other satisfactory arrangements for payment of the practitioner's costs which would be incurred if the retainer continued.

6A. Legal Aid Application - Criminal proceedings

6A.1 A practitioner, who has accepted instructions to act for an accused person required to stand trial for a criminal offence, subject to the person's obtaining a grant of legal aid, must assist that person to apply for the grant as soon as practicable after receiving instructions, and not later than thirty (30) days before the commencement of the trial.

6A.2 If instructions to apply for a grant are received within thirty (30) days of the trial, the practitioner must serve on the Registrar, or listing director of the Court, notice in writing that an application for legal aid has been made, and explaining the circumstances in which the application is made, and forward a copy of that notice to the Legal Aid Commission.

6A.3 The practitioner must, thereafter, consult with the Legal Aid Commission in respect of the application, and give notice of the application to the prosecution and, if necessary, apply to the Court for directions.

6B. Legal Aid: Court of Criminal Appeal proceedings

6B.1 A practitioner who accepts instructions from an accused person who is an appellant to the Court of Criminal Appeal must not terminate the retainer and withdraw from the proceedings on the ground that the client has failed to make arrangements satisfactory to the practitioner for payment of the practitioner's costs, unless the practitioner has, not later than thirty (30) days before the date appointed for the callover at which the hearing date of the Appeal will be set —

6B.1.1 served notice in writing on the client of the practitioner's intention to terminate the retainer and withdraw from the proceedings at the expiration of seven (7) days if the client fails, within that time, to make satisfactory arrangements for payment of the practitioner's costs, and

6B.1.2 delivered a copy of that notice to the Registrar of the Court of Appeal.

6B.2

6B.2.1 If a practitioner does not, in the circumstances described in Rule 6.1, terminate the retainer and withdraw from the proceedings, but undertakes to assist the appellant to apply for a grant of legal aid, the practitioner must ensure that the application for a grant of legal aid is lodged with the Legal Aid Commission as soon as practicable, and not later than ten (10) days prior to the callover, if that is practicable.

6B.2.2 If, in the circumstances, it is not practicable to lodge the application for legal aid earlier than ten (10) days prior to the callover, the practitioner must, before the callover date, serve on the Registrar of the Court of Criminal Appeal notice in writing of the lodgement of the Application for Legal Aid, containing an explanation for its late lodgement, and must serve a copy of that notice on the Legal Aid Commission.

6B.2.3 The practitioner must, thereafter, consult with the Legal Aid Commission in respect of the application, and give notice of the application to the other parties to

the Appeal and, if required by the Legal Aid Commission, apply to the Registrar of the Court for direction.

7. Litigation lending

A practitioner who has assisted a client to obtain a "litigation lending account" with a bank, or other financial institution, for the purpose of funding litigation, must not withdraw or cause or permit the withdrawal of money from the client's account for any purpose other than the following —

7.1 to reimburse the practitioner for disbursements (including Counsel's fees) already paid; or

7.2 to pay on behalf of the client, any accounts due for payment to a third party in accordance with the client's instructions, including the payment of costs due to a practitioner who has previously acted for the client where such a payment is required to obtain delivery of documents retained under a lien for unpaid costs claimed by that practitioner.

8. Ownership of clients' documents - Termination of retainer

8.1 The following Rules apply subject to any contrary order which may be made in respect of clients' documents by the Supreme Court of New South Wales under section 728 of the Legal Profession Act 2004.

8.2.1 A practitioner must retain, securely and confidentially, documents to which a client is entitled, for the duration of the practitioner's retainer and at least seven (7) years thereafter, or until such time as the practitioner gives them to the client or another person authorised by the client to receive them, or the client instructs the practitioner to deal with them in some other manner.

8.2.2 A practitioner is not entitled to recover from the client any costs for storage of documents as required by this Rule and is not entitled to charge any costs for retrieval from storage as requested by or on behalf of the client unless such costs have been disclosed to the client pursuant to the disclosure requirements set out in Part 3.2 of the Legal Profession Act 2004 or with the informed consent of the client.

8.2.3 "Costs" in this Rule includes fees, charges, disbursements, expenses and remuneration.

8.3 Upon completion or termination of a practitioner's retainer, a practitioner must, when requested so to do by the practitioner's client, give to the client, or another person authorised by the client, any documents related to the retainer to which the client is entitled, unless —

8.3.1 the practitioner has completed the retainer; or

8.3.2 the client has terminated the practitioner's retainer; or

8.3.3 the practitioner has terminated the retainer for just cause and on reasonable notice; and the practitioner claims a lien over the documents for costs due to the practitioner by the client.

8.4 Despite Rule 8.3, a practitioner who claims to exercise a lien for unpaid costs over a client's documents, which are essential to the client's defence or prosecution of current proceedings, must:

8.4.1 deal with the documents as provided in Rule 29, if another lawyer is acting for the client; or

8.4.2 upon the practitioner's costs being satisfactorily secured, deliver the documents to the client.

8.5 For the purposes of the above Rules —

The documents to which a client of a practitioner should be entitled will include:

8.5.1 documents prepared by a practitioner for the client, or predominantly for the purposes of the client, and for which the client has been, or will be, charged costs by the practitioner; and

8.5.2 documents received by a practitioner from a third party in the course of the practitioner's retainer for or on behalf of the client or for the purposes of a client's business and intended for the use or information of the client.

9. Acting for more than one party

9.1 For the purposes of Rules 9.2 and 9.3 —

"proceedings or transaction" mean any action or claim at law or in equity, or any dealing between parties, which may affect, create, or be related to, any legal or equitable right or entitlement or interest in property of any kind.

"party" includes each one of the persons or corporations who, or which, is jointly a party to any proceedings or transaction.

"practitioner" includes a practitioner's partner or employee and a practitioner's firm.

9.2 A practitioner who intends to accept instructions from more than one party to any proceedings or transaction must be satisfied, before accepting a retainer to act, that each of the parties is aware that the practitioner is intending to act for the others and consents to the practitioner so acting in the knowledge that the practitioner:

(a) may be, thereby, prevented from —

(i) disclosing to each party all information, relevant to the proceedings or transaction, within the practitioner's knowledge, or,

(ii) giving advice to one party which is contrary to the interests of another;
and

(b) will cease to act for all parties if the practitioner would, otherwise, be obliged to act in a manner contrary to the interests of one or more of them.

9.3 If a practitioner, who is acting for more than one party to any proceedings or transaction, determines that the practitioner cannot continue to act for all of the parties without acting in a manner contrary to the interests of one or more of them, the practitioner must thereupon cease to act for all parties.

10. Avoiding a conflict between a client's and a practitioner's own interest

10.1 A practitioner must not, in any dealings with a client —

10.1.1 allow the interests of the practitioner or an associate of the practitioner to conflict with those of the client;

10.1.2 exercise any undue influence intended to dispose the client to benefit the practitioner in excess of the practitioner's fair remuneration for the legal services provided to the client;

10.2 A practitioner must not accept instructions to act for a person in any proceedings or transaction affecting or related to any legal or equitable right or entitlement or interest in property, or continue to act for a person engaged in such proceedings or transaction when the practitioner is, or becomes, aware that the person's interest in the proceedings or transaction is, or would be, in conflict with the practitioner's own interest or the interest of an associate.

11. Receiving a benefit under a will or other instrument

11.1 A practitioner who receives instructions from a person to draw a Will appointing the practitioner an Executor must inform that person in writing before the client signs the Will —

11.1.1 of any entitlement of the practitioner or of a practitioner who is the attorney of the nominated executor to claim commission;

11.1.2 of the inclusion in the Will of any provision entitling the practitioner or of a practitioner who is the attorney of the nominated executor, or the practitioner's firm, to charge professional fees in relation to the administration of the Estate, and;

11.1.3 if the practitioner has an entitlement to claim commission, that the person could appoint as Executor a person who might make no claim for commission.

11.2 A practitioner who receives instructions from a person to —

11.2.1 draw a will under which the practitioner or an associate will, or may, receive a substantial benefit other than any proper entitlement to commission (if the practitioner is also to be appointed executor) and the reasonable professional fees of the practitioner or the practitioner's firm; or

11.2.2 draws any other instrument under which the practitioner or an associate will, or may, receive a substantial benefit in addition to the practitioner's reasonable remuneration, including that payable under a conditional costs agreement, must decline to act on those instructions and offer to refer the person, for advice, to another practitioner who is not an associate of the practitioner, unless the person instructing the practitioner is either:

11.2.3 a member of the practitioner's immediate family; or

11.2.4 a practitioner, or a member of the immediate family of a practitioner, who is a partner, employer, or employee, of the practitioner.

11.3 For the benefit of this rule:

"substantial benefit" means a benefit which has a substantial value relative to the financial resources and assets of the person intending to bestow the benefit.

12. Practitioner and client - Borrowing transactions

12.1 A practitioner must not borrow any money, nor assist an associate to borrow any money from a person —

12.1.1 who is currently a client of the practitioner, or the practitioner's firm;

12.1.2 for whom the practitioner or practitioner's firm has provided legal services, and who has indicated continuing reliance upon the advice of the practitioner, or practitioner's firm in relation to the investment of money; or

12.1.3 who has sought from the practitioner, or the practitioner's firm, advice in respect of the investment of any money, or the management of the person's financial affairs.

12.2 This Clause does not prevent a practitioner, or an associate of a practitioner borrowing from a client, which is a corporation or institution described in the Schedule to this Rule, or which may be declared by the Council of the Law Society to be exempt from this Rule.

12.3 A practitioner must not maintain a private finance company and invite, directly or indirectly, the deposit of money with the company on the basis of a representation that –

12.3.1 the money is repayable at call, or on short notice, if that is not assured when the money is deposited; or

12.3.2 that the deposit of the money is, or will be, secured, unless the money is specifically secured by an instrument identifying the lender, the amount deposited, and the security.

12.4 A practitioner must not borrow any money, or permit or assist an associate to borrow any money, from a private finance company which is operated or controlled by the practitioner or the associate of the practitioner.

12.5 A practitioner must not cause or permit a private finance company to pay to any depositors of money to the company a rate of interest on their deposits which is less than the rate charged by the company to borrowers.

The Schedule

1. A banker duly authorised to carry on banking business.
2. An insurance company duly authorised to carry on insurance business.
3. A company registered under the Life Insurance Act 1945 of the Commonwealth.
4. A building society registered under the Co-operation Act 1923 or listed in the Second Schedule to that Act.
5. A building society governed by the Financial Institutions Code 1992.
6. A credit union governed by the Financial Institutions Code 1992.
7. A trustee company mentioned in the First Part of the Third Schedule to the Trustee Companies Act 1964.
8. The Public Trustee.
9. A non-bank financial institution which is governed by the Financial Corporations Act 1974 of the Commonwealth or the Financial Institutions Code 1992.
10. A company the securities in which are listed on a member exchange of the Australian Associated Stock Exchanges or a foreign company the securities of which are quoted for trading on a stock exchange or in a market for the public trading in securities.
11. A government, governmental body, agency, department, authority or instrumentality, whether foreign, federal, state or local.
12. A company having the majority of its issued share capital to which voting rights attach owned by any government, governmental body, agency, authority or instrumentality, whether foreign, federal, state or local.

13. A company related to any of the companies referred to above or a company in which any entity of a type described above has a substantial shareholding as defined in Section 708(i) of the Corporations Law.

14. A member of the immediate family of the practitioner or a corporation, partnership, syndicate, joint venture or trust in which, or in the shares in which, the whole of the beneficial interest is presently vested in one or more members of the immediate family.

13. File register

A practitioner must, as soon as practicable after receiving instructions to provide legal services to a person —

13.1 record in a file assigned for the retention of documents and information on behalf of that person —

- (i) the full name and address of the person;
- (ii) the date of receipt of the practitioner's instructions;
- (iii) a short description of the services which the practitioner has agreed to provide; and
- (iv) an identifier; and

13.2 enter the name of the person and the identifier referred to in 13.1(iv) in a file register, which must be maintained in the practitioner's office for a period of not less than seven years from the date of the last entry in the register.

13.3 A practitioner will satisfy the requirements of clause 13.1 if the practitioner records the information therein described in a general file maintained for a particular person or in respect of a particular category of work.

14. Safe custody registers

A practitioner who is instructed by a person to hold for that person in safe custody, a will or any deed, document, or other valuable property, must record in a register maintained for that sole purpose in the practitioner's office —

- (i) the name and address of the person;
- (ii) a short description of the item held for the person in safe custody;
- (iii) the date of the practitioner's receipt of the item; and
- (iv) the identifier of the safe custody packet, in which the item is held by the practitioner.

15. Register of financial interests

A practitioner must disclose in a register maintained at the practitioner's principal place of practice the name and other identifying particulars of any company, partnership, or other entity, in which the practitioner has a financial interest and which engages in any dealing with trust money or controlled money (as defined by section 243 of the Act) received by the practitioner or the practitioner's firm.

16. Inspection of registers

16.1 A practitioner must, upon receipt of a request from a Trust Account Inspector, or an investigator appointed in accordance with Section 267 of the Legal Profession Act 2004, produce for inspection any file register, safe custody register or financial register maintained by the practitioner in accordance with Rules 13, 14 or 15. The information and records prescribed in Rules 13, 14 and 15 may be maintained in electronic form, provided that they can be produced in visible form on demand.

16.2 For the purposes of this Rule, "visible form" means production of information in permanent legible form in the English language.

Practitioner's Duties to the Court Rules 17 -24

Statement of Principles for Rules 17-24

Practitioners, in all their dealings with the courts, whether those dealings involve the obtaining and presentation of evidence, the preparation and filing of documents, instructing an advocate or appearing as an advocate, should act with competence, honesty and candour. Practitioners should be frank in their responses and disclosures to the Court, and diligent in their observance of undertakings which they give to the Court or their opponents.

17. Preparation of affidavits

17.1 If a practitioner is:

17.1.1 aware that a client is withholding information required by an order or rule of a court, with the intention of misleading the court; or

17.1.2 informed by a client that an affidavit, of the client, filed by the practitioner, is false in a material particular;

and the client will not make the relevant information available, or allow the practitioner to correct the false evidence; the practitioner must, on reasonable notice, terminate the retainer and, without disclosing the reasons to the court, give notice of the practitioner's withdrawal from the proceedings.

17.2 A practitioner must not draw an affidavit alleging criminality, fraud, or other serious misconduct unless the practitioner believes on reasonable grounds that:

17.2.1 factual material already available to the practitioner provides a proper basis for the allegation;

17.2.2 the allegation will be material and admissible in the case, as to an issue or as to credit; and

17.2.3 the client wishes the allegation to be made after having been advised of the seriousness of the allegation.

18. Duty not to influence witnesses

A practitioner must not, in relation to any matter or event which is the subject of adversarial proceedings before a Court, confer with or interview:

18.1 the opposing party in the proceedings including a person who may be represented or indemnified in the proceedings by an insurance company; or

18.2 where the opposing party, or a prospective opposing party, is a corporation, any person authorised to make admissions on behalf of the corporation, or to direct the conduct of the proceedings; unless —

18.3 the other person, if unrepresented by a practitioner, has been fully informed of the practitioner's purpose in conducting the interview, has been advised to seek and has had the opportunity of obtaining independent legal advice; or

18.4 the practitioner acting for the other person has agreed to the interview on conditions which may include the conduct of the interview in the presence of the practitioners for both parties.

19. Practitioner a material witness in client's case

A practitioner must not appear as an advocate and, unless there are exceptional circumstances justifying the practitioner's continuing retainer by the practitioner's client, the practitioner must not act, or continue to act, in a case in which it is known, or becomes apparent, that the practitioner will be required to give evidence material to the determination of contested issues before the court.

20. Admission of guilt

20.1 If a practitioner's client, who is the accused or defendant in criminal proceedings, admits to the practitioner before the commencement of, or during, the proceedings, that the client is guilty of the offence charged, the practitioner must not, whether acting as instructing practitioner or advocate —

20.1.1 put a defence case which is inconsistent with the client's confession;

20.1.2 falsely claim or suggest that another person committed the offence; or

20.1.3 continue to act if the client insists on giving evidence denying guilt or requires the making of a statement asserting the client's innocence.

20.2 A practitioner may continue to act for a client who elects to plead "not guilty" after admitting guilt to the practitioner, and in that event, the practitioner must ensure that the prosecution is put to proof of its case, and the practitioner may argue that the evidence is insufficient to justify a conviction or that the prosecution has otherwise failed to establish the commission of the offence by the client.

21. Admission of perjury

If a practitioner's client admits to the practitioner, during or after any proceedings, while judgment is reserved, that the client has given materially false evidence or tendered a false or misleading document in the proceedings, the practitioner must —

21.1 advise the client that the Court should be informed of the false evidence, and request the client's authority to inform the Court and correct the record; and

21.2 if the client refuses to provide that authority, withdraw from the proceedings immediately, and terminate the retainer.

22. Bail

22.1 A practitioner must not promote, or be a party to, any arrangement whereby the bail provided by a surety is obtained by using the money of the accused person, or by which the surety is given an indemnity by the accused person or a third party acting on behalf of the accused person.

22.2 A practitioner must not become the surety for the practitioner's client's bail.

23. Advocacy Rules

Rules A.15 to A.72 apply to all legal practitioners (whatever may be their predominant style of practice) when they are acting as advocates. The term "practitioner" is used throughout these Rules to refer to legal practitioners acting as advocates whether they are persons who practise only as barristers, or persons, who practise as solicitors, or as barristers and solicitors.

Efficient administration of justice

A.15. A practitioner must ensure that:

- (a) the practitioner does work which the practitioner is retained to do, whether expressly or impliedly, specifically or generally, in relation to steps to be taken by or on behalf of the client, in sufficient time to enable compliance with orders, directions, rules or practice notes of the court; and
- (b) warning is given to any instructing practitioner or the client, and to the opponent, as soon as the practitioner has reasonable grounds to believe that the practitioner may not complete any such work on time,

A.15A. A practitioner must seek to ensure that work which the practitioner is retained to do in relation to a case is done so as to:

- (a) confine the case to identified issues which are genuinely in dispute;
- (b) have the case ready to be heard as soon as practicable;
- (c) present the identified issues in dispute clearly and succinctly
- (d) limit evidence, including cross-examination, to that which is reasonably necessary to advance and protect the client's interests which are at stake in the case; and
- (e) occupy as short a time in court as is reasonably necessary to advance and protect the client's interests which are at stake in the case.

A.15B. A practitioner must take steps to inform the opponent as soon as possible after the practitioner has reasonable grounds to believe that there will be an application on behalf of the client to adjourn any hearing, of the fact and the grounds of the application, and must try with the opponent's consent to inform the court of that application promptly.

Duty to a client

A.16. A practitioner must seek to advance and protect the client's interests to the best of the practitioner's skill and diligence, uninfluenced by the practitioner's personal view of the client or the client's activities, and notwithstanding any threatened unpopularity or criticism of the practitioner or any other person, and always in accordance with the law including these Rules.

A.17 A practitioner must seek to assist the client to understand the issues in the case and the client's possible rights and obligations, if the practitioner is instructed to give advice on any such matter, sufficiently to permit the client to give proper instructions, particularly in connexion with any compromise of the case.

A.17A. A practitioner must inform the client or the instructing practitioner about the alternatives to fully contested adjudication of the case which are reasonably available to the client, unless the practitioner believes on reasonable grounds that the client already has such an understanding of those alternatives as to permit the client to make decisions about the client's best interests in relation to the litigation.

A.17B. A practitioner must (unless circumstances warrant otherwise in the practitioner's considered opinion) advise a client who is charged with a criminal offence about any law, procedure or practice which in substance holds out the prospect of some advantage (including diminution of penalty) if the client pleads guilty or authorises other steps towards reducing the issues, time, cost or distress involved in the proceedings.

Independence - Avoidance of personal bias

A.18. A practitioner must not act as the mere mouthpiece of the client or of the instructing practitioner and must exercise the forensic judgments called for during the case independently, after appropriate consideration of the client's and the instructing practitioner's desires where practicable.

A.19. A practitioner will not have breached the practitioner's duty to the client, and will not have failed to give appropriate consideration to the client's or the instructing practitioner's desires, simply by choosing, contrary to those desires, to exercise the forensic judgments called for during the case so as to:

- (a) confine any hearing to those issues which the practitioner believes to be the real issues;
- (b) present the client's case as quickly and simply as may be consistent with its robust advancement; or
- (c) inform the court of any persuasive authority against the client's case.

A.20. A practitioner must not make submissions or express views to a court on any material evidence or material issue in the case in terms which convey or appear to convey the practitioner's personal opinion on the merits of that evidence or issue.

Frankness in court

A.21. A practitioner must not knowingly make a misleading statement to a court on any matter.

A.22. A practitioner must take all necessary steps to correct any misleading statement made by the practitioner to a court as soon as possible after the practitioner becomes aware that the statement was misleading.

A.23. A practitioner will not have made a misleading statement to a court simply by failing to correct an error on any matter stated to the court by the opponent or any other person.

A.24. A practitioner seeking any interlocutory relief in an ex parte application must disclose to the court all matters which:

- (a) are within the practitioner's knowledge;
- (b) are not protected by legal professional privilege; and
- (c) the practitioner has reasonable grounds to believe would support an argument against granting the relief or limiting its terms adversely to the client.

A.24A. A practitioner who has knowledge of matters which are within Rule A.24(c):

- (a) must seek instructions for the waiver of legal professional privilege if the matters are protected by that privilege, so as to permit the practitioner to disclose those matters under Rule A.24; and
- (b) if the client does not waive the privilege as sought by the practitioner:
 - (i) must inform the client of the client's responsibility to authorise such disclosure and the possible consequences of not doing so; and
 - (ii) must inform the court that the practitioner cannot assure the court that all matters which should be disclosed have been disclosed to the court.

A.25. A practitioner must, at the appropriate time in the hearing of the case and if the court has not yet been informed of that matter, inform the court of:

- (a) any binding authority;
- (b) any authority decided by the Full Court of the Federal Court of Australia, a Court of Appeal of a Supreme Court or a Full Court of a Supreme Court;
- (c) any authority on the same or materially similar legislation as that in question in the case, including any authority decided at first instance in the Federal Court or a Supreme Court, which has not been disapproved; or
- (d) any applicable legislation; which the practitioner has reasonable grounds to believe to be directly in point, against the client's case.

A.26. A practitioner need not inform the court of matters within Rule A.25 at a time when the opponent tells the court that the opponent's whole case will be withdrawn or the opponent will consent to final judgment in favour of the client, unless the appropriate time for the practitioner to have informed the court of such matters in the ordinary course has already arrived or passed.

A.27. A practitioner who becomes aware of a matter within Rule A.25 after judgment or decision has been reserved and while it remains pending, whether the authority or legislation came into existence before or after argument, must inform the court of that matter by:

(a) a letter to the court, copied to the opponent, and limited to the relevant reference unless the opponent has consented beforehand to further material in the letter; or

(b) requesting the court to relist the case for further argument on a convenient date, after first notifying the opponent of the intended request and consulting the opponent as to the convenient date for further argument.

A.28. A practitioner need not inform the court of any matter otherwise within Rule A.25 which would have rendered admissible any evidence tendered by the prosecution which the court has ruled inadmissible without calling on the defence.

A.29. A practitioner will not have made a misleading statement to a court simply by failing to disclose facts known to the practitioner concerning the client's character or past, when the practitioner makes other statements concerning those matters to the court, and those statements are not themselves misleading.

A.30. A practitioner who knows or suspects that the prosecution is unaware of the client's previous conviction must not ask a prosecution witness whether there are previous convictions, in the hope of a negative answer.

A.31. A practitioner must inform the court in civil proceedings of any misapprehension by the court as to the effect of an order which the court is making, as soon as the practitioner becomes aware of the misapprehension.

A.31A. A practitioner must take all necessary steps to correct any express concession made to the court in civil proceedings by the opponent in relation to any material fact, case law or legislation:

(a) only if the practitioner knows or believes on reasonable grounds that it was contrary to what should be regarded as the true facts or the correct state of the law;

(b) only if the practitioner believes the concession was in error; and

(c) not (in the case of a concession of fact) if the client's instructions to the practitioner support the concession.

Delinquent or guilty clients

A.32. A practitioner whose client informs the practitioner, during a hearing or after judgment or decision is reserved and while it remains pending, that the client has lied in a material particular to the court or has procured another person to lie to the court or has falsified or procured another person to falsify in any way a document which has been tendered:

(a) must refuse to take any further part in the case unless the client authorises the practitioner to inform the court of the lie or falsification:

(b) must promptly inform the court of the lie or falsification upon the client authorising the practitioner to do so; but

(c) must not otherwise inform the court of the lie or falsification.

A.33. A practitioner retained to appear in criminal proceedings whose client confesses guilt to the practitioner but maintains a plea of not guilty:

(a) may cease to act, if there is enough time for another practitioner to take over the case properly before the hearing, and the client does not insist on the practitioner continuing to appear for the client;

(b) in cases where the practitioner continues to act for the client:

(i) must not falsely suggest that some other person committed the offence charged;

(ii) must not set up an affirmative case inconsistent with the confession; but

(iii) may argue that the evidence as a whole does not prove that the client is guilty of the offence charged;

(iv) may argue that for some reason of law the client is not guilty of the offence charged; or

(v) may argue that for any other reason not prohibited by (i) and (ii) the client should not be convicted of the offence charged.

A.34. A practitioner whose client informs the practitioner that the client intends to disobey a court's order must:

(a) advise the client against that course and warn the client of its dangers;

(b) not advise the client how to carry out or conceal that course; but

(c) not inform the court or the opponent of the client's intention unless:

(i) the client has authorised the practitioner to do so beforehand; or

(ii) the practitioner believes on reasonable grounds that the client's conduct constitutes a threat to any person's safety.

Responsible use of court process and privilege

A.35. A practitioner must, when exercising the forensic judgments called for throughout the case, take care to ensure that decisions by the practitioner or on the practitioner's advice to invoke the coercive powers of a court or to make allegations or suggestions under privilege against any person:

(a) are reasonably justified by the material already available to the practitioner;

(b) are appropriate for the robust advancement of the client's case on its merits;

(c) are not made principally in order to harass or embarrass the person; and

(d) are not made principally in order to gain some collateral advantage for the client or the practitioner or the instructing practitioner out of court.

A.36. A practitioner must not allege any matter of fact in:

(a) any court document settled by the practitioner;

(b) any submission during any hearing;

(c) the course of an opening address; or

(d) the course of a closing address or submission on the evidence; unless the practitioner believes on reasonable grounds that the factual material already available provides a proper basis to do so.

A.37. A practitioner must not allege any matter of fact amounting to criminality, fraud or other serious misconduct against any person unless the practitioner believes on reasonable grounds that:

(a) available material by which the allegation could be supported provides a proper basis for it; and;

(b) the client wishes the allegation to be made, after having been advised of the seriousness of the allegation and of the possible consequences for the client and the case if it is not made out.

A.38. A Practitioner must not make a suggestion in cross-examination on credit unless the practitioner believes on reasonable grounds that acceptance of the suggestion would diminish the witness's credibility.

A.39. A practitioner may regard the opinion of the instructing practitioner that material which is available to the practitioner is credible, being material which appears to the practitioner from its nature to support an allegation to which Rules A.36 and A.37 apply, as a reasonable ground for holding the belief required by those rules (except in the case of a closing address or submission on the evidence).

A.40. A practitioner who has instructions which justify submissions for the client in mitigation of the client's criminality and which involve allegations of serious misconduct against any other person not able to answer the allegations in the case must seek to avoid disclosing the other person's identity directly or indirectly unless the practitioner believes on reasonable grounds that such disclosure is necessary for the robust defence of the client.

Integrity of evidence

A.43. A practitioner must not suggest or condone another person suggesting in any way to any prospective witness (including a party or the client) the content of any particular evidence which the witness should give at any stage in the proceedings.

A.44. A practitioner will not have breached Rule A.43 by expressing a general admonition to tell the truth, or by questioning and testing in conference the version of evidence to be given by a prospective witness, including drawing the witness's attention to inconsistencies or other difficulties with the evidence, but must not coach or encourage the witness to give evidence different from the evidence which the witness believes to be true.

A.45. (deleted)

A.46. A practitioner must not confer with, or condone another practitioner conferring with, more than one lay witness (including a party or client) at the same time, about any issue:

(a) as to which there are reasonable grounds for the practitioner to believe it may be contentious at a hearing; or

(b) which could be affected by, or may affect, evidence to be given by any of those witnesses.

A.47. A practitioner will not have breached Rule A.46 by conferring with, or condoning another practitioner conferring with, more than one client about undertakings to a court, admissions or concessions of fact, amendments of pleadings or compromise.

A.48. A practitioner must not confer with any witness (including a party or client) called by the practitioner on any matter related to the proceedings while that witness remains under cross-examination, unless:

(a) the cross-examiner has consented beforehand to the practitioner doing so; or

(b) the practitioner:

(i) believes on reasonable grounds that special circumstances (including the need for instructions on a proposed compromise) require such a conference;

(ii) has, if possible, informed the cross-examiner beforehand of the practitioner's intention to do so; and

(iii) otherwise does inform the cross-examiner as soon as possible of the practitioner having done so.

A.49. A practitioner must not take any step to prevent or discourage prospective witnesses or witnesses from conferring with the opponent or being interviewed by or on behalf of any other person involved in the proceedings.

A.50. A practitioner will not have breached Rule A.49 simply by telling a prospective witness or a witness that the witness need not agree to confer or to be interviewed.

Duty to opponent

A.51. A practitioner must not knowingly make a false statement to the opponent in relation to the case (including its compromise).

A.52. A practitioner must take all necessary steps to correct any false statement unknowingly made by the practitioner to the opponent as soon as possible after the practitioner becomes aware that the statement was false.

A.53. A practitioner does not make a false statement to the opponent simply by failing to correct an error on any matter stated to the practitioner by the opponent.

A.54. A practitioner must not deal directly with the opponent's client unless:

(a) the opponent has previously consented;

(b) the practitioner believes on reasonable grounds that:

(i) the circumstances are so urgent as to require the practitioner to do so; and

(ii) the dealing would not be unfair to the opponent's client; or

(c) the substance of the dealing is solely to enquire whether the person is represented and, if so, by whom.

A.55. (deleted)

A.56. A practitioner must not, outside an ex parte application or a hearing of which the opponent has had proper notice, communicate in the opponent's absence with the court concerning any matter of substance in connexion with current proceedings unless:

(a) the court has first communicated with the practitioner in such a way as to require the practitioner to respond to the court; or

(b) the opponent has consented beforehand to the practitioner dealing with the court in a specific manner notified to the opponent by the practitioner.

A.57. A practitioner must promptly tell the opponent what passes between the practitioner and a court in a communication referred to in Rule A.56.

A.58. A practitioner must not raise any matter with a court in connexion with current proceedings on any occasion to which the opponent has consented under Rule A.56(b), other than the matters specifically notified by the practitioner to the opponent when seeking the opponent's consent.

Integrity of hearings

A.59. (deleted)

A.60. (deleted)

A.61. A practitioner must not in the presence of any of the parties or practitioners deal with a court, or deal with any practitioner appearing before the practitioner when the practitioner is a referee, arbitrator or mediator, on terms of informal personal familiarity which may reasonably give the appearance that the practitioner has special favour with the court or towards the practitioner.

Prosecutor's duties

A.62. A prosecutor must fairly assist the court to arrive at the truth, must seek impartially to have the whole of the relevant evidence placed intelligibly before the court, and must seek to assist the court with adequate submissions of law to enable the law properly to be applied to the facts.

A.63. A prosecutor must not press the prosecution's case for a conviction beyond a full and firm presentation of that case.

A.64. A prosecutor must not, by language or other conduct, seek to inflame or bias the court against the accused.

A.65. A prosecutor must not argue any proposition of fact or law which the prosecutor does not believe on reasonable grounds to be capable of contributing to a finding of guilt and also to carry weight.

A.66. A prosecutor must disclose to the opponent as soon as practicable all material (including the names of and means of finding prospective witnesses in connexion with such material) available to the prosecutor or of which the prosecutor becomes aware which could constitute evidence relevant to the guilt or innocence of the accused, unless:

(a) such disclosure, or full disclosure, would seriously threaten the integrity of the administration of justice in those proceedings or the safety of any person; and

(b) the prosecutor believes on reasonable grounds that such a threat could not be avoided by confining such disclosure, or full disclosure, to the opponent being a legal practitioner, on appropriate conditions which may include an undertaking by the opponent not to disclose certain material to the opponent's client or any other person.

A.66A. A prosecutor who has decided not to disclose material to the opponent under Rule A.66 must consider whether:

- (a) the defence of the accused could suffer by reason of such non-disclosure;
- (b) the charge against the accused to which such material is relevant should be withdrawn; and
- (c) the accused should be faced only with a lesser charge to which such material would not be so relevant.

A.66B. A prosecutor must call as part of the prosecution's case all witnesses:

- (a) whose testimony is admissible and necessary for the presentation of the whole picture;
- (b) whose testimony provides reasonable grounds for the prosecutor to believe that it could provide admissible evidence relevant to any matter in issue;
- (c) whose testimony or statements were used in the course of any committal proceedings; and
- (d) from whom statements have been obtained in the preparation or conduct of the prosecution's case; unless:
 - (e) the opponent consents to the prosecutor not calling a particular witness;
 - (f) the only matter with respect to which the particular witness can give admissible evidence has been dealt with by an admission on behalf of the accused; or
 - (g) the prosecutor believes on reasonable grounds that the administration of justice in the case would be harmed by calling a particular witness or particular witnesses to establish a particular point already adequately established by another witness or other witnesses; provided that:
 - (h) the prosecutor is not obliged to call evidence from a particular witness, who would otherwise fall within (a)-(d), if the prosecutor believes on reasonable grounds that the testimony of that witness is plainly unreliable by reason of the witness being in the camp of the accused;
 - (i) the prosecutor must inform the opponent as soon as practicable of the identity of any witness whom the prosecutor intends not to call on any ground within (f), (g) and (h), together with the grounds on which the prosecutor has reached that decision; and
 - (j) the prosecutor must call any witness whom the prosecutor intends not to call on the ground in (h) if the opponent requests the prosecutor to do so for the purpose of permitting the opponent to cross-examine that witness.

A.67. A prosecutor who has reasonable grounds to believe that certain material available to the prosecution may have been unlawfully or improperly obtained must promptly:

- (a) inform the opponent if the prosecutor intends to use the material; and
- (b) make available to the opponent a copy of the material if it is in documentary form;
- (c) inform the opponent of the grounds for believing that such material was unlawfully or improperly obtained.

A.68. A prosecutor must not confer with or interview any of the accused except in the presence of the accused's representative.

A.69. A prosecutor must not inform the court or the opponent that the prosecution has evidence supporting an aspect of its case unless the prosecutor believes on reasonable grounds that such evidence will be available from material already available to the prosecutor.

A.70. A prosecutor who has informed the court of matters within Rule A.69, and who has later learnt that such evidence will not be available, must immediately inform the opponent of that fact and must inform the court of it when next the case is before the court.

A.71. A prosecutor must not seek to persuade the court to impose a vindictive sentence or a sentence of a particular magnitude, but:

- (a) must correct any error made by the opponent in address on sentence;
- (b) must inform the court of any relevant authority or legislation bearing on the appropriate sentence;
- (c) must assist the court to avoid appealable error on the issue of sentence;
- (d) may submit that a custodial or non-custodial sentence is appropriate; and
- (e) may inform the court of an appropriate range of severity of penalty, including a period of imprisonment, by reference to relevant appellate authority,

A.72. A practitioner who appears as counsel assisting an inquisitorial body such as the National Crime Authority, the Australian Securities Commission, a Royal Commission or other statutory tribunal or body having investigative powers must act in accordance with Rules A.62, A.64 and A.65 as if the body were the court referred to in those Rules and any person whose conduct is in question before the body were the accused referred to in Rule A.64.

23A.

(1)

(a) Where a solicitor and barrister appears in a Court (on those occasions when barristers are expected to robe) and acts in the role of an advocate then that solicitor and barrister shall be entitled to robe in court dress in the same manner and style as a barrister.

(b) For the purposes of this rule, "court dress" means bar jacket, jabot or bar tie, robe and, where applicable, wig of Junior Counsel.

(2) Upon so appearing robed, the solicitor and barrister shall announce his or her appearance to the Court, including that he or she is a solicitor and barrister.

(3) It shall not be either unsatisfactory professional conduct or professional misconduct should a solicitor and barrister choose not to robe when appearing in his or her role as an advocate.

24. Former judicial officer resuming practice

A practitioner who has formerly held a judicial, or quasi-judicial office (other than by appointment as an acting or associate judge or judicial officer or as a court-appointed arbitrator) in a court or tribunal involving the hearing and determination of issues affecting rights between parties, shall not, for a period of two years after ceasing to hold that office, unless excused by the Council of the Law Society, appear in person in any proceedings before the court or tribunal in which the practitioner held office.

Relations with other practitioners Rules 25-31A

Statement of Principles for Rules 25-31A

In all of their dealings with other practitioners, practitioners should act with honesty, fairness and courtesy, and adhere faithfully to their undertakings, in order to transact lawfully and competently the business which they undertake for their clients in a manner that is consistent with the public interest.

25. Communications

A practitioner, in all of the practitioner's dealings with other practitioners, must take all reasonable care to maintain the integrity and reputation of the legal profession by ensuring that the practitioner's communications are courteous and that the practitioner avoids offensive or provocative language or conduct.

26. Undertakings

A practitioner who, in the course of the practitioner's practice, communicates with another practitioner orally, or in writing, in terms which expressly, or by necessary implication, constitute an undertaking on the part of the practitioner, to ensure the performance of some action or obligation, in circumstances where it might reasonably be expected that the other practitioner will rely on it, must honour the undertaking so given strictly in accordance with its terms, and within the time promised, or, if no precise time limit is specified, within a reasonable time.

27. [Undertakings]

A practitioner must not give to another practitioner an undertaking compliance with which requires the co-operation of a third party, who is not a party to the undertaking, and whose co-operation cannot be guaranteed by the practitioner.

28. [Undertakings]

A practitioner must not, in the course of the practitioner's practice, seek from another practitioner or that practitioner's employee, an undertaking, compliance with which would require the co-operation of a third party who is not a party to the undertaking, and whose co-operation could not be guaranteed by the practitioner or employee asked to give the undertaking.

29. Taking over a matter from another practitioner

29.1 Where a practitioner's retainer is terminated before the completion of the client's business to which it relates, and the client instructs another practitioner to take over the

conduct of the client's business, the following rules shall apply, subject to any orders which may be made by the Supreme Court in respect of the delivery of documents pursuant to Section 728 of the Legal Profession Act 2004.

29.2 The first practitioner must promptly, on receipt of a direction in writing from the client, deliver to the second practitioner all relevant documents to which the client is entitled and any information which is necessary for the proper conduct of the client's business, unless the first practitioner claims a lien over the documents for unpaid costs.

29.3 If the client has terminated the first practitioner's retainer, the first practitioner may retain possession of the documents until the practitioner's costs are paid, or their payment to the practitioner is satisfactorily secured.

29.4 If the first practitioner has terminated the retainer and the client's documents are essential to the defence or prosecution of proceedings which are continuing before a Court, the practitioner must surrender possession of the documents to the client, upon the terms prescribed in Rule 8.4.2 or to the second practitioner, if so directed by the client, and, provided that the second practitioner —

29.4.1 holds the documents subject to the first practitioner's lien, if that is practicable, and ensures the first practitioner's costs are satisfactorily secured; or

29.4.2 enters into an agreement with the client and the first practitioner to procure payment of the first practitioner's costs upon completion of the relevant proceedings.

29.5 A practitioner who receives a client's documents from another practitioner pursuant to an agreement between the client and both practitioners, providing that the practitioner receiving the documents will pay the first practitioner's costs from money recovered on the client's behalf in respect of the business or proceedings to which the documents relate, must do all things which are reasonably practicable on the practitioner's part to ensure compliance with the agreement.

30. Transfer of a practitioner's practice

30.1 When a practitioner intends to transfer to another practitioner the whole or part of the practitioner's practice, including clients' work in progress, and to put the other practitioner in possession of the documents held by the practitioner on behalf of clients, the practitioner must give to each client, fourteen (14) days (or such other period as may be reasonable in the circumstances), before the practitioner delivers possession of the practice to the practitioner acquiring it, notice in writing:

30.1.1 of the intended transfer of documents to the practitioner acquiring the practice, unless a contrary direction is received from the client; and

30.1.2 of the client's right to give to the practitioner a contrary direction in relation to the conduct of the client's affairs and the delivery of the client's documents.

30.2 The notice which is sent to any client, on whose behalf the practitioner holds money in trust or under the practitioner's control, must advise the client of —

30.2.1 the balance of money held on the client's behalf;

30.2.2 the practitioner's intention to transfer the relevant account to the practitioner acquiring the practice, unless advised by the client to the contrary; and

30.2.3 the client's right to give to the practitioner a contrary direction as to the manner in which the practitioner should deal with the account on the client's behalf.

30.3 The practitioner, in addition to giving notice to clients as required by paragraphs 30.1 and 30.2, must comply with all other legislative provisions applicable to the trust money or controlled money held by the practitioner.

30.4 Where a practitioner who is engaged in the conduct of a legal practice forms, with another practitioner, a partnership, which continues to conduct the practice, it will be a sufficient compliance with this Rule if the practitioner gives notice in writing of the admission of the partner to the clients of the practice within fourteen (14) days of that event.

31. Communicating with another practitioner's client

31.1 A practitioner who is acting on behalf of a party in any matter must not communicate in connection with that matter directly with any other party for whom, to the practitioner's knowledge, another practitioner is currently acting, unless-

31.1.1 notice of the practitioner's intention to communicate with the other party, in default of a reply from the other practitioner, has been given to that practitioner, who has failed, after a reasonable time, to reply;

31.1.2 the communication is made for the sole purpose of informing the other party that the practitioner has been unable to obtain a reply from that party's practitioner, and requests that party to contact the practitioner; and

31.1.3 the practitioner, thereafter, notifies the other practitioner of the communication.

31.2 A practitioner who receives notice from another practitioner that the practitioner's client has instructed or retained that practitioner may, after notifying the other practitioner, communicate with the former client for the purpose of confirming the client's instructions and arranging for the orderly transfer of the client's affairs to the other practitioner.

31.3 Rule 31.1 does not apply when the other party is represented by a barrister directly instructed by the party, and the barrister's retainer is so limited, in accordance with the rules of the New South Wales Bar Association, as to preclude the barrister from conducting correspondence on the party's behalf.

31A. Place of settlement

31 A. A practitioner when dealing with other practitioners for the purpose of determining the place of settlement of a conveyancing transaction must comply with the following rules:

31.A.1 When the settlement involves the completion of a sale of real property and the agreement for sale stipulates the place of settlement, then settlement must occur at that place unless the parties otherwise agree.

31.A.2 If the parties to a conveyancing transaction agree on a place for settlement of the transaction then settlement must occur at that place.

31.A.3 In the absence of agreement, and subject to Rule 31.A.4, settlement of a conveyancing transaction must occur at the place where the documents of title to the

relevant property are held or at a place nominated by the party presently entitled to the possession of the title documents or the solicitor for that party.

31.A.4 In the absence of a contrary agreement by the parties and if the practitioner acting for the purchaser in the relevant transaction so requires, settlement must occur at either the Land Titles Office in Sydney or a place where duty can be paid on settlement provided that the purchaser pays the additional costs, if any, which are reasonably incurred by the vendor, and/or another party holding the title documents, because they have attended at such place instead of the place required by paragraph 31.A.3.

31.A.5 When two or more transactions are to be settled at the same time the place of settlement must be determined by applying the above rules to the last transaction, the completion of which depends upon the receipt of money from an earlier transaction.

31.A.6 For the purposes of this Rule "conveyancing transaction" means a transaction in which an interest in real property is conveyed or surrendered and includes a sale and purchase, a mortgage, or discharge of mortgage.

Relations with third parties Rules 32-36

Statement of Principles for Rules 32-36

Practitioners should, in the course of their practice, conduct their dealings with other members of the community, and the affairs of their clients which affect the rights of others, according to the same principles of honesty and fairness which are required in relations with the courts and other lawyers and in a manner that is consistent with the public interest.

32. Contracting for services

A practitioner who deals with a third party on behalf of a client for the purpose of obtaining some service in respect of the client's business, must inform the third party when the service is requested, that the practitioner will accept personal liability for payment of the fees to be charged for the service or, if the practitioner is not to accept personal liability, the practitioner must inform the third party of the arrangements intended to be made for payment of the fees.

33. Undertakings

A practitioner who, in the course of providing legal services to a client, and for the purposes of the client's business, communicates with a third party orally, or in writing, in terms which, expressly, or by necessary implication, constitute an undertaking on the part of the practitioner to ensure the performance of some action or obligation, in circumstances where it might reasonably be expected that the third party will rely on it, must honour the undertaking so given strictly in accordance with its terms, and within the time promised (if any) or within a reasonable time.

34. Communications

A practitioner must not, in any communication with another person on behalf of a client:

34.1 represent to that person that anything is true which the practitioner knows, or reasonably believes, is untrue; or

34.2 make any statement that is calculated to mislead or intimidate the other person, and which grossly exceeds the legitimate assertion of the rights or entitlement of the practitioner's client; or

34.3 threaten the institution of criminal proceedings against the other person in default of the person's satisfying a concurrent civil liability to the practitioner's client; or

34.4 demand the payment of any costs to the practitioner in the absence of any existing liability therefor owed by the person to the practitioner's client.

34. Debt collection or mercantile agencies

A practitioner must not allow the practitioner's business name or stationery to be used by a debt collection, or mercantile, agent in a manner that is likely to mislead the public, and a practitioner who receives, from a debt collection or mercantile agent, instructions to act for a client creditor, must ensure that —

35.1 the practitioner's relationship to the agent is fully disclosed to the client;

35.2 the information required to be disclosed to the client by any relevant legislation and these Rules is communicated to the client;

35.3 the practitioner maintains direct control and supervision of any proceedings on behalf of the client; and

35.4 that any money recovered on behalf of the client is accounted for by the practitioner.

35. Practitioner members of local government councils

A practitioner must not act for a client in any dealing between that client and a local Council, of which the practitioner is a member, unless the relevant dealing:

36.1 involves a non-contentious matter of a relatively minor nature; or

36.2 is one within a class of dealings which the Council of the Law Society has declared to be exempt from this Rule; or

36.3 is declared by the Law Society Council to be exempt from this Rule upon the Application of the practitioner.

Legal Practice Rules 37-45

37. Conducting another business

37.1 A practitioner who engages in the conduct of another business concurrently, but not directly in association, with the conduct of the practitioner's legal practice must ensure that the other business is not of such a nature that the practitioner's involvement in it would be likely to impair, or conflict with, the practitioner's duties to clients in the conduct of the practice, and the practitioner must —

37.1.1 maintain separate and independent files, records and accounts in respect of the legal practice, and the other business;

37.1.2 disclose to any client of the practitioner, who, in the course of dealing with the practitioner, deals with the other business, the practitioner's financial or other interest in that business; and

37.1.3 cease to act for the client if the practitioner's independent service of the client's interest is reasonably likely to be affected by the practitioner's interest in the other business.

37.2 A practitioner will be deemed to be engaged in the conduct of another business where the practitioner, or an associate:

37.2.1 is entitled, at law or in equity, to an interest in the assets of the business which is significant or of relatively substantial value;

37.2.2 exercises any material control over the conduct and operation of the business; or

37.2.3 has an entitlement to a share of the income of the business which is substantial, having regard to the total income which is derived from it.

38. Referral fees - Taking unfair advantage of potential clients - Commissions

38.1 In the conduct or promotion of a practitioner's practice, the practitioner must not —

38.1.1 accept a retainer or instructions to provide legal services to a person, who has been introduced or referred to the practitioner by a third party to whom the practitioner has given or offered to provide a fee, benefit or reward for the referral of clients or potential clients, unless the practitioner has first disclosed to the person referred the practitioner's arrangement with the third party; or

38.1.2 seek instructions for the provision of legal services in a manner likely to oppress or harass a person who, by reason of some recent trauma or injury, or other circumstances, is, or might reasonably be expected to be, at a significant disadvantage in dealing with the practitioner at the time when the instructions are sought.

38.2 A practitioner must not act for a client in any dealing with a third party from whom the practitioner may receive, directly or indirectly, any fee, benefit or reward in respect of that dealing unless:

38.2.1 the practitioner is able to advise and, in fact, advises the client free of any constraint or influence which might be imposed on the practitioner by the third party;

38.2.2 the practitioner's advice is fair and free of any bias caused by the practitioner's relationship with the third party; and

38.2.3 the nature and value of any fee, benefit, or reward, which may be received by the practitioner, are fair and reasonable, having regard to objective commercial standards, and are disclosed fully in writing to the client before the dealing is commenced.

39. Sharing receipts (section 48F)

A practitioner must not, in relation to the conduct of the practitioner's practice, or the delivery of legal services, enter into any partnership, joint venture, or other arrangement for the sharing of receipts of the practice –

39.1 which contravenes the requirements of Rule 40 in respect of multi-disciplinary partnerships, or otherwise limits or restricts –

39.1.1 the exercise by the practitioner or by a practitioner-partner of the practitioner, of authority and responsibility for the management of the practice; or

39.1.2 compliance by the practitioner or by a practitioner-partner of the practitioner, with the Legal Profession Act, the Regulations made thereunder, and these Rules; or

39.2 which involves, or might result in, the sharing of receipts with a disqualified person (within the meaning of that expression as defined by section 48k of the Legal Profession Act) or a person who has been convicted of an indictable offence.

40. Multi-disciplinary partnerships (section 48G)

Deleted

41. Stationery- Business name

41.1 A practitioner must place, in legible form on any letterhead of the practitioner's practice, the name under which the practitioner practises; the address of the practitioner's principal place of practice; the practitioner's telephone number, and, if appropriate, any Document Exchange number and facsimile transmission number, and the practitioner must, in any written communications with clients or other parties, identify the author by name.

41.2 A practitioner must not conduct the practitioner's practice solely, or in association with another service provider, under a business name which might reasonably be expected to mislead or deceive a person, seeking the provision of legal or associated services, as to the nature and identity of the provider, or as to the nature and quality of the services offered.

41.3 A practitioner must not, in connection with the practitioner's practice, display on the premises at which the practice is conducted, or on any stationery or other material

distributed by the practitioner to clients or potential clients, a business name, title or description of the practitioner's practice which:

41.3.1 includes the words "legal centre", unless the practitioner is conducting or engaged in the operation of, a Community Legal Centre; or

41.3.2 includes words which might reasonably infer that the entity to which they relate is a Government or quasi Government body.

41.3.3 includes the name of a disqualified person.

42 – MCLE (Continuing Professional Development).

["Non exhaustive list of topics which will satisfy the components of 42.1.6"]

42.1 A practitioner must, during each year in which the practitioner holds a practising certificate, unless exempted by the Council, comply with a condition endorsed on the practitioner's practising certificate, requiring the practitioner to complete mandatory continuing legal education (Continuing Professional Development) by completing a course of education which satisfies the following requirements:

42.1.1 the course may consist of an education programme, seminar, workshop, lecture, conference or discussion group or a multimedia or website based programme or private study of audio or video material, or the research and preparation of an article published in a legal publication or such other publication approved by the Council, or any combination of two or more of those events;

42.1.2 the course must be of significant intellectual or practical content and must deal primarily with matters directly related to the practice of law;

42.1.3 the course must be conducted by persons who are qualified by practical or academic experience in the subject covered;

42.1.4 the course must be relevant to a practitioner's immediate or long term needs in relation to the practitioner's professional development and to the practice of law;

42.1.5 the course must have an aggregate value of ten (10) MCLE units; and

42.1.6 the course must include at least one (1) MCLE unit in each of the following fields:

42.1.6.1 Ethics and Professional Responsibility

42.1.6.2 Practice Management and business skills

42.1.6.3 Professional skills

42.2 A practitioner's engagement in a course of continuing legal education, which satisfies the requirements in Rule 42.1, will entitle the practitioner to one (1) MCLE unit for each hour of participation in the course.

42.3 A practitioner shall be entitled to claim one (1) MCLE unit to a maximum of five (5) MCLE units for every hour spent:

42.3.1 in a programme of private study of audio or video material specifically

designed for the purpose of updating legal knowledge determined by reference to contemporaneous records maintained by the practitioner engaged in the study.

- 42.3.2 in the preparation of written or oral material forming part of the formal instruction within any one course of continuing legal education or formal legal education.
- 42.3.3 in the presentation of written or oral material forming part of formal instruction within any one course of continuing education or formal legal education to a maximum of five (5) MCLE units for any one course.
- 42.4 A practitioner shall be entitled to one (1) MCLE unit to a maximum of five (5) MCLE units for every thousand words of an article published in a legal publication, or such other publication as the Council of the Law Society may approve (including an article which the practitioner has structurally edited or refereed).
- 42.5 42.5.1 A practitioner who is a member of a committee or Task Force of the Council of the Law Society, of the Executive Council of NSW Young Lawyers, of the Law Council of Australia, or a practice section of a professional association (which deals with substantive issues) and gives reasonable attendance at its meetings, is entitled to claim one (1) MCLE unit to a maximum of three (3) MCLE units for each period of two hours or more engaged in committee work, which is of substantial significance to the practice of law and is reasonably likely to assist the practitioner's professional development.
- 42.5.2 A practitioner cannot claim entitlement under this paragraph in respect of committee work for which the practitioner has claimed or intends to claim entitlement for CLE units under paragraphs 42.3 or 42.4
- 42.6 The Council may exempt a practitioner, in whole or in part, from compliance with the condition on the practitioner's practising certificate, requiring completion of a course of continuing legal education, if –
- 42.6.1 the practitioner has been in practice for a period exceeding forty (40) years, and does not practise as a principal; or
- 42.6.2 the practitioner, by reason of the practitioner's geographical location; any physical disability, or any particular exigencies of practice, may experience particular hardship or difficulty in completing the required number of MCLE units.
- 42.6.3 the practitioner has been or will be absent from practice because of parenting leave, unemployment or illness;
- 42.6.4 the practitioner has reduced hours of practice owing to part time or casual employment;
- 42.6.5 the practitioner's circumstances are such that the practitioner is required to hold a practising certificate but is not engaged in legal practice.
- Exemptions in relation to 42.6.3, 42.6.4 and 42.6.5 will generally be granted on a pro-rata basis.
- 42.7 The practitioner must, unless exempted by the Council, certify, when applying for renewal of the practitioner's practising certificate each year, that the practitioner has, within the period of twelve months ending on 31 March immediately prior to the practitioner's application for a practising certificate, completed ten (10) units of mandatory continuing legal education, in accordance with this Rule.

42.8 MCLE units accrued in the period 1 January – 31 March in any year may be carried forward into the following MCLE year but can only be counted in one MCLE year.

42.9 This Rule commences on 1 April 2009.

43. Sharing of premises

If a practitioner conducts the practitioner's practice in circumstances in which the practitioner shares premises, services or other facilities with other legal practitioners or service providers not otherwise associated with the practitioner's practice, the practitioner must maintain clients' files and records securely and separately from those of any other occupants of the shared accommodation.

44. Conducting a branch office

A practitioner must exercise effective control of each office maintained by the practitioner for the purpose of conducting the practitioner's practice and, in particular, the practitioner must ensure that at each office:

- (a) the practitioner or a partner of the practitioner undertakes personally, or supervises adequately, the work done and the legal services provided;
- (b) all work undertaken and all communications received are given prompt attention; and
- (c) the qualifications and status of the persons engaged in the practitioner's practice are represented accurately to any persons who have dealings with the practitioner's practice.

45. Solicitors advising on loan or security documents

45.1 Commencement of Rule

45.1.1 This Rule commences on the thirty-second day after its publication in the Gazette It replaces the current Solicitors Rule 45 which ceases to operate at midnight on the day preceding the date of commencement of this Rule.

45.2 Purpose of Rule

45.2.1 This Rule is published by the NSW Law Society. Its purpose is to state the approved practice to be followed by a solicitor (whether a principal or an employee) when engaged to advise a proposed signatory on loan or security documents ("the documents").

45.3 Application of this Rule

45.3.1 This Rule applies where the solicitor is engaged to give advice to a proposed signatory that will be:

- a borrower, or a security provider referred to as a borrower ("a borrower") in the documents; or

- a third party mortgagor, guarantor, surety mortgagor or indemnifier ("a guarantor") providing security for the borrower; and
- whether or not the documents relate to the provision of credit to which the Consumer Credit Code applies.

45.3.2 This Rule applies only where the solicitor has been asked to provide evidence of advice

45.4 Independence of the Advising Solicitor

45.4.1 The solicitor must not act for the lender in the transaction to which the documents relate.

45.4.2 The solicitor must not advise a proposed signatory in any circumstances where the interests of any signatory or proposed signatory conflict with those of the solicitor, or with those of any other client of the solicitor.

45.4.3 The solicitor's advice can be given to a proposed signatory, who is either a natural person, or a corporation subject to paras 45.4.5 and 45.4.6 of this Rule.

45.4.4 The solicitor must not advise a proposed signatory in the presence of any other signatory or proposed signatory of the documents, or in any circumstances where the interests of any signatory or proposed signatory of the documents conflict with those of any other such signatory or proposed signatory, except in accordance with the following principles laid down by the Privy Council in *Clark Boyce v Mouat* [1994] 1 AC 428 at 437:

- that where the interests of the parties to the transaction may conflict the solicitor may only act for more than one such party provided he/she has obtained the informed consent in writing of those parties to the solicitor acting for them,
- such consent being given in the knowledge that there is or may be a conflict between the parties, and as a result
- that the solicitor may be disabled from disclosing to each party the full knowledge which he/she possesses as to the transaction, or
- that the solicitor may be disabled from giving advice to one party which conflicts with the interests of the other or others.

45.4.5 Where the solicitor's advice is given to a proposed signatory who is a natural person, the solicitor must not act for, or give advice to, any other signatory or proposed signatory except with the written consent of all signatories or proposed signatories given in accordance with the principles specified in para 45.4.4 of this Rule.

45.4.6 Where the solicitor's advice is given to a proposed signatory that is a corporation, the solicitor must not act for, or give advice to, any other signatory or proposed signatory apart from a related corporation within the meaning of the Corporations Law, or a person who is the sole director or sole member of the signatory corporation, or otherwise except with the written

consent of all signatories or proposed signatories given in accordance with the principles specified in para 45.4.4 of this Rule.

45.5. Identification of Proposed Signatories of Documents

45.5.1 The solicitor must identify the proposed signatory as the person described by reference to one of the following documents means:

- (a) Passport
- (b) Driving Licence
- (c) Medicare Card
- (d) Credit Card
- (e) Rate Notice
- (f) Other.

45.6 Advice

45.6.1 The solicitor should advise a proposed signatory of those matters that the solicitor, in exercising the professional skill and judgment called for in the circumstances of the particular case, considers appropriate.

45.6.2 Without limiting the generality of 45.6.1, when advising a borrower, the solicitor should, where necessary, advise the borrower that:

45.6.2.1 by signing the documents the borrower will be liable for regular payments of interest and repayment of the amount of the loan at the due date;

45.6.2.2 if the borrower fails to make any payment on time, the lender can charge a higher rate of interest, and the lender's costs of rectifying that failure;

45.6.2.3 if the borrower fails to comply with any of the terms and conditions of the loan including the obligations to pay principal or interest,

- the lender can sue the borrower personally; and
- the lender may take possession of the borrower's property; and
- after notice, sell it to recover the amount owing together with interest and other costs including solicitor's costs, the costs of selling the property and the costs of maintaining the property; and
- if the proceeds of sale of the borrower's property are insufficient to satisfy the debt to the lender, the lender can sue the borrower for the deficit; and

45.6.2.4 if the Consumer Credit Code applies, additional obligations, rights and remedies may apply as set out in the loan documents.

45.6.3 Without limiting the generality of 45.6.1, when advising a guarantor, the solicitor should, where necessary, advise the guarantor that:

45.6.3.1 if the borrower fails to make any payment on time, the guarantor will be liable to remedy that failure, and that could involve the guarantor in payment to the lender of all amounts owed by the borrower to the lender including principal, interest, default interest and the lender's costs of rectifying the default;

45.6.3.2 if the guarantor fails to remedy any failure by the borrower to comply with the terms and conditions of the loan in any way, including the obligation to pay principal, interest, default interest, or other charges,

- the lender can sue the guarantor personally; and
- can take possession of the guarantor’s property secured to the lender and sell it to recover the amount owing together with interest and other costs, including solicitor’s costs, the costs of selling the property and the costs of maintaining the property; and
- if the proceeds of sale of the guarantor’s property are insufficient to satisfy the debt to the lender, the lender can sue the guarantor for the deficit;

45.6.3.3 if the guarantor is a proposed signatory to documents under which the guarantor’s liability can be increased, that fact, and the extent of the possible increase, and of any restriction or limitation of the guarantor’s rights or obligations in relation to the security and any other party to the documents;

45.6.3.4 the lender can exercise its rights against the guarantor even if it has not pursued the borrower;

45.6.3.5 the liability of the guarantor is limited to a specified sum, or is unlimited (whichever is the case) and may be affected by cross guarantees; and

45.6.3.6 if the Consumer Credit Code applies, additional obligations, rights and remedies may apply as set out in the loan documents.

45.6.4 In any case, the solicitor must advise the proposed signatory that:

45.6.4.1 the solicitor does not profess any qualification to give financial (as distinct from legal) advice; and

45.6.4.2 if the proposed signatory has any questions about any financial aspect of the transaction or the documents, the proposed signatory should consult an accountant or other financial counsellor of the proposed signatory’s choice before signing the documents.

45.7 Evidence of Advice

45.7.1 Any Statutory Declaration, in evidence of independent advice, provided by the borrower must be in the form of Schedules 1 or 1A or where provided by a borrower/trustee in the form of Schedule 1B.

45.7.2 Any Statutory Declaration, in evidence of independent advice, provided by a guarantor must be in the form of Schedules 2 or 2A.

45.7.3 A solicitor (e.g. a solicitor acting for the lender) must not aid, abet, counsel or procure any other solicitor to tender evidence otherwise than in conformity with this Rule and in the authorised form approved and published by the

NSW Law Society from time to time.

45.7.4 Where an interpreter is present at the conference when a signatory is advised by a solicitor instructed independently of the lender, the name of the interpreter must be included in the Statutory Declaration, and the interpreter must be asked to complete a certificate in the form of Schedule 3 before the conference is concluded.

45.8 Acknowledgment by Signatory

45.8.1 The solicitor giving the independent advice must obtain an acknowledgment, in the form set out in Schedules 4 or 4A (or in the case of a borrower/trustee Schedule 4B or 4C) below for retention on the solicitor's file (not to be sent to the lender or the lender's solicitor) together with a copy of the Statutory Declaration and a comprehensive list of the loan and security documents.

45.9 Consent by Signatory to Advice

45.9.1 If the solicitor is aware of a possible conflict of interest between the parties to the transaction, the solicitor must, before advising more than one of such parties, obtain the informed consent of each such party in writing in the form of Schedule 5 before such advice is given.

Schedule 1: Declaration by Borrower

I, _____(declarant)

of, _____

DO SOLEMNLY AND SINCERELY DECLARE AS FOLLOWS:

1. I am the borrower named in certain loan and security documents in favour of _____(lender)

relating to property located at _____

2. I have received independent legal advice regarding the loan and security documents referred to in paragraph 1.

3. After receiving that advice I have freely and voluntarily signed the following documents:
(Specify the documents produced for signature)

(a) _____

(b) _____

(c) _____

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing the contents to be true and by virtue of the *Oaths Act 1900*.

MADE AND SUBSCRIBED by) _____

the said Declarant at) _____

the _____ day of

_____ 20..

(Signatory)

Before me: _____
A Justice of the Peace/Solicitor

Schedule 1A: Declaration by Borrower (Corporation)

I, _____ (declarant)

of, _____

DO SOLEMNLY AND SINCERELY DECLARE AS FOLLOWS:

1. I am

- an officer of the borrower
- a person involved in the management of the borrower

(delete inapplicable reference)

named in certain loan and security documents in favour of _____ (lender)

relating to property located at _____

2. I have received independent legal advice regarding the loan and security documents referred to in paragraph 1.

3. After receiving that advice as

- an officer of the borrower
- a person involved in the management of the borrower

(delete inapplicable reference)

the borrower has signed the following documents:
(Specify the documents produced for signature)

(a) _____

(b) _____

(c) _____

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing the contents to be true and by virtue of the *Oaths Act 1900*.

MADE AND SUBSCRIBED by) _____

the said Declarant at) _____

the _____ day of

_____ 20..

(Signatory)

Before me: _____

A Justice of the Peace/Solicitor

Schedule 1B: Declaration by Borrower/Trustee

I, _____ (declarant)

of, _____

DO SOLEMNLY AND SINCERELY DECLARE AS FOLLOWS:

1. I am

- the borrower
- an officer of the borrower
- a person involved in the management of the borrower

(delete inapplicable reference)

named in certain loan and security documents in favour
of _____ (lender) relating
to _____ property located _____ at

being property vested in me/the borrower as duly appointed Trustee*
of the _____ Trust pursuant to a duly constituted
and subsisting Deed of Trust dated _____ or* as
duly appointed Trustee of the Estate
of _____ to whom a Grant of
Probate/Letters of Administration* was made
on _____

* Delete words that do not apply.

2. I have received independent legal advice regarding the loan and security documents referred to in paragraph 1 which I declare that I am/the borrower is legally entitled and authorised to execute as Trustee under such Trust/Grant of Probate/Letters of Administration and pursuant to the provisions of the *Trustee Act 1925*.

*Delete words that do not apply.

3. After receiving that advice I have/the borrower has freely and voluntarily signed the following documents:

(Specify the documents produced for signature)

(a) _____

(b) _____

(c) _____

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing the contents to be true and by virtue of the *Oaths Act 1900*.

MADE AND SUBSCRIBED by _____

the said Declarant at _____

the _____ day of _____ 20..

Before me:

A Justice of the Peace/Solicitor

Schedule 2: Declaration by Third Party Mortgagor, Guarantor, Surety Mortgagor or Indemnifier for the Borrower

I, _____ (declarant)

of, _____

DO SOLEMNLY AND SINCERELY DECLARE AS FOLLOWS:

1. I am the Third Party Mortgagor, **Guarantor**, Surety Mortgagor, Indemnifier for the Borrower

(delete inapplicable reference) named in certain loan and security documents

between _____ (borrower)

and _____ (lender)

relating to property located

at _____

2. I have received independent legal advice regarding the loan and security documents referred to in paragraph 1.

3. After receiving that advice I have freely and voluntarily signed the following documents: (Specify the documents produced for signature)

(a) _____

(b) _____

(c) _____

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing the contents to be true and by virtue of the Oaths Act 1900.

MADE AND SUBSCRIBED by _____

the said Declarant at _____

the _____ day of

_____ 20..

(Signatory)

Before me: _____

A Justice of the Peace/Solicitor

Schedule 2A: Declaration by Third Party Mortgagor, Guarantor, Surety Mortgagor or Indemnifier for the Borrower (Corporation)

I, _____ (declarant)

of, _____

DO SOLEMNLY AND SINCERELY DECLARE AS FOLLOWS:

1. I am
- an officer of, or
 - a person involved in the management of
 - ◇ the Third Party Mortgagor
 - ◇ the Surety Mortgagor
 - ◇ the Indemnifier for the Borrower
 - ◇ the Guarantor

(delete inapplicable reference) named in certain loan and security documents

between _____ (borrower)

and _____ (lender)

relating to property located

at _____

2. I have received independent legal advice regarding the loan and security documents referred to in paragraph 1.

3. After receiving that advice I have freely and voluntarily signed the following documents:

(Specify the documents produced for signature)

(a) _____

(b) _____

(c) _____

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing the contents to be true and by virtue of the *Oaths Act 1900*.

MADE AND SUBSCRIBED by _____

the said Declarant at _____

the _____ day of

_____ 20..

(Signatory)

Before me:

A Justice of the Peace/Solicitor

Schedule 3: Interpreter's Certificate

1. This Certificate is provided by:

Name: _____

Address: _____

Occupation: _____

2. On the _____ day of _____ 20..,

I attended a conference at the office of

_____ ("the Solicitor")

at _____

3. Present at the conference were

(the borrower/guarantor*)

and _____

The duration of the conference was _____

4. I spoke to the borrower/guarantor*

in the _____ language

and I established that is his/her customary language.

5. I am fluent in the English language and in the

_____ language

and I am competent to translate between both those languages.

6. During the conference and before any documents were signed, I translated all statements made by the solicitor and _____

from the English language to the

_____ language

and I translated all statements made by the borrower/guarantor* from the _____ language

to the English language.

7. I am not related to the borrower/guarantor*.

8. Other than payment for my professional service I receive no financial benefit from the transaction to which the documents relate.

*Delete word that does not apply.

DATE: _____

SIGNED: _____

(Signatory)

Schedule 4 Part 1: Acknowledgment of Legal Advice by Proposed Borrower

I, _____ (signatory)
acknowledge that,

1. I have instructed
_____ (name of Solicitor)
(my solicitor) to give me legal advice concerning the
following loan and security documents:

(i) Loan agreement/offer of loan
between _____ (the lender)

and _____ (the borrower)

(ii) Mortgage over property situated
at _____

(iii) Memorandum registered number _____

(iv) Charge over _____

(v) Other _____
(the loan documents)

2. I produced to my solicitor the following evidence as to my identity:

- (a) Passport
- (b) Driving Licence
- (c) Medicare Card
- (d) Credit Card
- (e) Rate Notice
- (f) Other

3. The advice given to me by my solicitor included that:

- (a) by signing the loan documents I will be liable for regular payments of interest and repayment of the amount of the loan at the due date;
- (b) if I fail to make any payment on time, the lender can charge a higher rate of interest, and the lender's costs of rectifying that failure;
- (c) if I fail to comply with any of the terms and conditions of the loan documents including the obligations to pay principal or interest,

- the lender can sue me personally; and
 - the lender may take possession of my property; and
 - after notice, sell my property to recover the amount owing together with interest and other costs including solicitor's costs, the costs of selling the property and the costs of maintaining the property; and
 - if the proceeds of the sale of my property are insufficient to satisfy the debt to the lender, the lender can sue me for the deficit; and
- (d) the additional obligations, rights and remedies set out in the loan documents if the consumer Credit Code applies.
- (e) by making a Statutory Declaration verifying the giving of the advice I am making a statement having the force of an Oath which can be relied upon by the lender.
4. Generally, in relation to the proposed transaction my solicitor advised me that:
- he/she does not profess any qualification to give financial (as distinct from legal) advice; and
 - if I have any questions about any financial aspect of the transaction or the documents, I should consult an accountant or other financial counsellor of my choice before signing the documents.
5. After receiving the above advice I freely and voluntarily signed the loan documents.

DATE: _____

SIGNED: _____
(Signatory)

Schedule 4 Part 2: Acknowledgment of Legal Advice by Proposed Guarantor

I, _____ (signatory)
acknowledge that,

1. I have instructed
_____ (name of Solicitor)

(my solicitor) to give me legal advice concerning the
following loan and security documents:

- (i) Loan agreement/offer of loan
between _____ (the lender)
and _____ the borrower
- (ii) Mortgage over property situated
at _____
- (iii) Memorandum registered number _____
- (iv) Charge over _____
- (v) Other _____
(the loan documents)

2. I produced to my solicitor the following evidence as to my identity:

- (a) Passport
- (b) Driving Licence
- (c) Medicare Card
- (d) Credit Card
- (e) Rate Notice
- (f) Other

3. The advice given to me by my solicitor included that:

- (a) if the borrower fails to make any payment on time, I as the guarantor will be liable to remedy that failure, and that could involve me in payment to the lender of all amounts owed by the borrower to the lender including principal, interest, default interest and the lender's costs of rectifying the default;
- (b) if as the guarantor I fail to remedy any failure by the borrower to comply with the terms and conditions of the loan in any way, including the obligation to pay principal, interest, default interest, or other charges,

- the lender can sue me personally; and
 - can take possession of my property secured to the lender and sell it to recover the amount owing together with interest and other costs, including solicitor's costs, the costs of selling the property and the costs of maintaining the property; and
 - if the proceeds of sale from my property are insufficient to satisfy the debt to the lender, the lender can sue me for the deficit;
- (c) my liability under the loan documents can be increased (set out the facts regarding the extent of the possible increase, and of any restriction or limitation of the guarantor's rights or obligations in relation to the security and any other party to the documents);
- (d) the lender can exercise its rights against me as the guarantor even if it has not pursued the borrower;
- (e) my liability under the loan documents is (eg limited to a specified sum, or is unlimited (whichever is the case) and may be affected by cross guarantees; and
- (f) the additional obligations, rights and remedies set out in the loan documents if the Consumer Credit Code applies.
- (g) by making a Statutory Declaration verifying the giving of the advice I am making a statement having the force of an Oath which can be relied upon by the lender.
4. Generally, in relation to the proposed transaction my solicitor advised me that:
- he/she does not profess any qualification to give financial (as distinct from legal) advice; and
 - if I have any questions about any financial aspect of the transaction or the documents, I should consult an accountant or other financial counsellor of my choice before signing the documents.
5. After receiving the above advice I freely and voluntarily signed the loan documents.

DATE: _____

SIGNED: _____
(Signatory)

**Schedule 4A Part 1: Acknowledgment of Legal Advice by Proposed Borrower
(Corporation)**

I, _____(signatory)

acknowledge that,

1. I am

- an officer of the borrower
- a person involved in the management of the borrower

and have instructed

_____ (name of Solicitor)

(my solicitor) to give me legal advice concerning the following loan and security documents:

(i) Loan agreement/offer of loan

between _____ (the lender)

and _____ (the borrower)

(ii) Mortgage over property situated

at _____

(iii) Memorandum registered number _____

(iv) Charge over _____

(v) Other _____
(the loan documents)

2. I produced to my solicitor the following evidence as to my identity:

- (a) Passport
- (b) Driving Licence
- (c) Medicare Card
- (d) Credit Card
- (e) Rate Notice
- (f) Other

3. The advice given to me by my solicitor included that:

- (a) by signing the loan documents the borrower will be liable for regular payments of interest and repayment of the amount of the loan at the due date;
- (b) if the borrower fails to make any payment on time, the lender can charge a higher rate of interest, and the lender's costs of rectifying that failure;

- (c) if the borrower fails to comply with any of the terms and conditions of the loan documents including the obligations to pay principal or interest,
- the lender can sue the borrower personally; and
 - the lender may take possession of the borrower's property; and
 - after notice, sell the borrower's property to recover the amount owing together with interest and other costs including solicitor's costs, the costs of selling the property and the costs of maintaining the property; and
 - if the proceeds of the sale of the borrower's property are insufficient to satisfy the debt to the lender, the lender can sue the borrower for the deficit; and
- (d) the additional obligations, rights and remedies set out in the loan documents if the Consumer Credit Code applies.
- (e) by making a Statutory Declaration verifying the giving of the advice I am making a statement having the force of an Oath which can be relied upon by the lender.

4. Generally, in relation to the proposed transaction my solicitor advised me that:
- he/she does not profess any qualification to give financial (as distinct from legal) advice; and
 - if I have any questions about any financial aspect of the transaction or the documents, I should consult an accountant or other financial counsellor of my choice before signing the documents.
5. After receiving the above advice I freely and voluntarily signed the loan documents.

DATE: _____

SIGNED: _____
(Signatory)

Schedule 4A Part 2: Acknowledgment of Legal Advice by Proposed Guarantor (Corporation)

I, _____ (signatory)
acknowledge that,

1. I am:

- an officer of the guarantor
- a person involved in the management of the guarantor

2. I have instructed

_____ (name of Solicitor)

(my solicitor) to give me legal advice concerning the following loan and security documents:

(i) Loan agreement/offer of loan

between _____ (the lender)

and _____ (the borrower)

(ii) Mortgage over property situated

at _____

(iii) Memorandum registered number _____

(iv) Charge over _____

(v) Other _____
(the loan documents)

3. I produced to my solicitor the following evidence as to my identity:

- (a) Passport
- (b) Driving Licence
- (c) Medicare Card
- (d) Credit Card
- (e) Rate Notice
- (f) Other

4. The advice given to me by my solicitor included that:
- (a) if the borrower fails to make any payment on time, the guarantor will be liable to remedy that failure, and that could involve payment by the guarantor to the lender of all amounts owed by the borrower to the lender including principal, interest, default interest and the lender's costs of rectifying the default;
 - (b) if the guarantor fails to remedy any failure by the borrower to comply with the terms and conditions of the loan in any way, including the obligation to pay principal, interest, default interest, or other charges,
 - the lender can sue the guarantor; and
 - can take possession of the guarantor's property secured to the lender and sell it to recover the amount owing together with interest and other costs, including solicitor's costs, the costs of selling the property and the costs of maintaining the property; and
 - if the proceeds of sale from the guarantor's property are insufficient to satisfy the debt to the lender, the lender can sue the guarantor for the deficit;
 - (c) the guarantor's liability under the loan documents can be increased (set out the facts regarding the extent of the possible increase, and of any restriction or limitation of the guarantor's rights or obligations in relation to the security and any other party to the documents);
 - (d) the lender can exercise its rights against the guarantor even if it has not pursued the borrower;
 - (e) the guarantor's liability under the loan documents is (eg limited to a specified sum, or is unlimited (whichever is the case) and may be affected by cross guarantees; and
 - (f) the additional obligations, rights and remedies set out in the loan documents if the Consumer Credit Code applies.
 - (g) by making a Statutory Declaration verifying the giving of the advice I am making a statement having the force of an Oath which can be relied upon by the lender.
5. Generally, in relation to the proposed transaction my solicitor advised me that:

- he/she does not profess any qualification to give financial (as distinct from legal) advice; and
- if I have any questions about any financial aspect of the transaction or the documents, I should consult an accountant or other financial counsellor of my choice before signing the documents.

6. After receiving the above advice I freely and voluntarily signed the loan documents.

DATE: _____

SIGNED: _____
(Signatory)

Schedule 4B Part 1: Acknowledgment of Legal Advice by Proposed Borrower/Trustee

I, _____ (signatory)
acknowledge that, as duly appointed Trustee*
of the _____ Trust,
pursuant to a duly constituted and subsisting Deed of Trust
dated _____ or * as duly appointed Trustee
of the Estate of _____
to whom a grant of Probate/Letters of Administration was made on

* Delete words that do not apply

1. I have instructed _____ (name of Solicitor)
(my solicitor) to give me legal advice concerning the following
loan and security documents:

- (i) Loan agreement/Offer of loan between _____
(the lender) and the borrower
- (ii) Mortgage over trust property situated at _____

- (iii) Memorandum registered number
- (iv) Charge over
- (v) Other(the loan documents)

2. I produced to my solicitor the following evidence as to my
identity and legal authority as Trustee:

- (a) Passport
- (b) Driving Licence
- (c) Medicare Card
- (d) Credit Card
- (e) Rate Notice
- (f) Deed of Trust or Grant of Probate/Letters of Administration*
dated _____
- (g) Other

* Delete words that do not apply.

3. The advice given to me by my solicitor included that:

(a) As Trustee I have a duty to the beneficiaries of

the _____ trust/estate

of _____ under

the Trustee Act 1925 and under the Trust/Will/Estate

of _____

* Delete words that do not apply.

Provided that there are no unsatisfied claims by the said beneficiaries or litigation concerning their interests affecting the said trust/estate, and subject to the powers and authorities contained in the said trust instrument/Will of the deceased, I am as Trustee legally empowered to enter into such loan/security documents on behalf of and for the benefit of the beneficiaries of the _____

Trust/Will/Estate* of _____

(c) by signing the loan documents I will be liable for regular payments of interest and repayment of the amount of the loan at the due date;

(d) if I fail to make any payment on time, the lender can charge a higher rate of interest, and the lender's costs of rectifying that failure;

(e) if I fail to comply with any of the terms and conditions of the loan documents including the obligations to pay principal or interest, the lender can sue me personally; and the lender may take possession of the trust property; and after notice, sell the trust property to recover the amount owing together with interest and other costs including solicitor's costs, the costs of selling the property and the costs of maintaining the property; and if the proceeds of the sale of the trust property are insufficient to satisfy the debt to the lender, the lender can sue me for the deficit; and regarding

(f) the additional obligations, rights and remedies set out in the loan documents if the Consumer Credit Code applies; and that

(g) I owe a professional duty of care as a trustee towards the persons entitled as beneficiaries under such Deed of Trust/Grant of Probate/Letters of Administration*; and that

(h) by making a Statutory Declaration verifying the giving of the advice I am making a statement having the force of an Oath which can be relied upon by the lender.

* Delete words that do not apply

4. Generally, in relation to the proposed transaction my solicitor advised me that:

he/she does not profess any qualification to give financial (as distinct from legal) advice; and

if I have any questions about any financial aspect of the transaction or the documents, I should consult an accountant or other financial counsellor of my choice before signing the documents.

5. After receiving the above advice I freely and voluntarily signed the loan documents.

DATED: _____

SIGNED: _____

Schedule 4C: Acknowledgment of Legal Advice by Proposed Borrower/Trustee (Corporation)

I, _____ (signatory)

acknowledge that, as

- an officer of
- a person involved in the management of the

duly appointed Trustee*

of the _____ Trust, pursuant to a duly constituted and subsisting Deed of Trust dated _____ or * as

- an officer of
- a person involved in the management of the

duly appointed Trustee

of the Estate of _____

to whom a grant of Probate/Letters of Administration was made on

* Delete words that do not apply

1. I have instructed _____ (name of Solicitor) (my solicitor) to give me legal advice concerning the following loan and security documents:

(i) Loan agreement/Offer of loan between _____ (the lender) and the borrower

(ii) Mortgage over trust property situated at _____

(iii) Memorandum registered number

(iv) Charge over

(v) Other (the loan documents)

2. I produced to my solicitor the following evidence as to my identity and legal authority as:

- officer of the Trustee
- person involved in the management of the Trustee

- (a) Passport
- (b) Driving Licence
- (c) Medicare Card
- (d) Credit Card
- (e) Rate Notice
- (f) Deed of Trust or Grant of Probate/Letters of Administration*
dated_____

(g) Other

* Delete words that do not apply.

3. The advice given to me by my solicitor included that:

(a) The Trustee has a duty to the beneficiaries of
the_____trust/estate
of_____under the
Trustee Act 1925 and under the Trust/Will/Estate
of_____

* Delete words that do not apply.

(b) Provided that there are no unsatisfied claims by the said beneficiaries or litigation concerning their interests affecting the said trust/estate, and subject to the powers and authorities contained in the said trust instrument/Will of the deceased, the Trustee is legally empowered to enter into such loan/security documents on behalf of and for the benefit of the beneficiaries of the_____Trust/Will/Estate*
of_____

(c) by signing the loan documents the Trustee will be liable for regular payments of interest and repayment of the amount of the loan at the due date;

(d) if the Trustee fails to make any payment on time, the lender can charge a higher rate of interest, and the lender's costs of rectifying that failure;

(e) if the Trustee fails to comply with any of the terms and conditions of the loan documents including the obligations to pay principal or interest, the lender can sue the Trustee; and the lender may take possession of the trust property; and after notice, sell the trust property to recover the amount owing together with interest and other costs including solicitor's costs, the costs of selling the property

and the costs of maintaining the property; and if the proceeds of the sale of the trust property are insufficient to satisfy the debt to the lender, the lender can sue the Trustee for the deficit; and regarding

- (f) the additional obligations, rights and remedies set out in the loan documents if the Consumer Credit Code applies; and that
- (g) The Trustee owes a professional duty of care as a trustee towards the persons entitled as beneficiaries under such Deed of Trust/Grant of Probate/Letters of Administration*; and that
- (h) by making a Statutory Declaration verifying the giving of the advice I am making a statement having the force of an Oath which can be relied upon by the lender.

* Delete words that do not apply

4. Generally, in relation to the proposed transaction my solicitor advised me that:

he/she does not profess any qualification to give financial (as distinct from legal) advice; and

if I have any questions about any financial aspect of the transaction or the documents, I should consult an accountant or other financial counsellor of my choice before signing the documents.

5. After receiving the above advice I freely and voluntarily signed the loan documents.

DATED: _____

SIGNED: _____

Schedule 5: Consent by *Borrower/Trustee/Guarantor to Legal Advice

I, _____ (Signatory)

acknowledge that

Mr/Ms _____ (name of solicitor)

(my solicitor) has been requested to advise me regarding certain loan or security documents between

_____ (borrower/trustee)

and _____ (lender)

relating to property located at _____

*in company with my co-borrower(s), sureties or co-guarantors, namely _____

and _____

* Delete words that do not apply

1. My Solicitor has informed me, before giving such advice:

- that where the interests of the parties to the transaction may conflict the solicitor may only act for more than one such party provided he/she has obtained the informed consent in writing of those parties to the solicitor acting for them,
- such consent being given in the knowledge that there is or may be a conflict between the parties, and as a result
- that the solicitor may be disabled from disclosing to each party the full knowledge which he/she possesses as to the transaction, or
- that the solicitor may be disabled from giving advice to one party which is contrary to or conflicts with the interests of the other or others.

I hereby confirm my consent to the solicitor advising me together with the abovenamed other parties to the transaction notwithstanding the possible conflict between the interests of the parties to the transaction.

Dated this _____ day of _____ 20..

Signed _____