



THE LAW SOCIETY
OF NEW SOUTH WALES

Legal Profession Act 2004 INCORPORATED LEGAL PRACTICE

An incorporated legal practice [‘ILP’] is a corporation that engages in legal practice in this jurisdiction whether or not it also provides services that are not legal services. 134(1) Legal Profession Act 2004

NAME OF CORPORATION

AUSTRALIAN COMPANY NUMBER (‘ACN’)

BUSINESS NAME
(Business Names Act 2002)

Complete EITHER section 1, 2 or 3 below:

1. Notice of Intention to Start Providing Legal Services under s. 137(1)

Before a corporation starts to engage in legal practice in this jurisdiction, the corporation must give the Law Society written notice, in this form, of its intention to do so.

Date from which the corporation intends to
engage in legal practice in New South Wales

Please complete SECTION B of this form ➡

2. Notice of Engaging in Legal Practice under s. 137(3)

Date from which the corporation engaged
in legal practice in New South Wales

Please complete SECTION B of this form ➡

A corporation that starts to engage in legal practice in this jurisdiction without giving a notice under section 137(1) of the Legal Profession Act 2004 is in default of section 137 until it gives the Law Society written notice, in this form, of the failure to comply with subsection (1) and the fact that it has started to engage in legal practice.

Section 137(4) of the Legal Profession Act 2004 provides that the giving of a notice under section 137(3) does not affect a corporation’s liability under subsection (1) or (2).

3. Notice of Termination of Provision of Legal Services under s. 139(1)

A corporation must, within 14 days after it ceases to engage in legal practice in this jurisdiction as an incorporated legal practice, give the Law Society a written notice, in this form, of that fact.

Date from which the corporation ceased to engage
in legal practice in New South Wales

Please complete SECTION C of this form ➡

SECTION B – Details for s. 137 (1) and (3) Notices

PRACTICE ADDRESS

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POSTAL ADDRESS

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DX NO & LOCATION

BUSINESS PHONE NO

MOBILE PHONE NO

FAX NO

EMAIL ADDRESS

WEB SITE

FULL NAMES OF LEGAL PRACTITIONER DIRECTORS

*'Legal practitioner director' means 'a director of an incorporated legal practice who is an Australian legal practitioner holding **an unrestricted practising certificate**.*

*An incorporated legal practice is required to have **at least one legal practitioner director**: s.140(1) Legal Profession Act 2004*

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It is an offence if an incorporated legal practice does not have any legal practitioner directors for a period exceeding 7 days: s.142(1) Legal Profession Act 2004,

FULL NAMES OF DIRECTORS NOT BEING LEGAL PRACTITIONER DIRECTORS

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FULL NAMES OF AUSTRALIAN LEGAL PRACTITIONERS EMPLOYED BY OR OFFICERS OF THE INCORPORATED LEGAL PRACTICE

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Is this corporation taking over the business of an existing law practice?

Yes **No**

If "Yes", please furnish details of the existing law practice.

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REQUIREMENTS

1. In respect of a company, please attach a copy of the **Certificate of Registration** issued by ASIC. In respect of any other body corporate, please attach evidence of incorporation.
2. In respect of a company, please attach a copy of the **current ASIC record of office holders** of the company (this print-out may be obtained from ASIC or a legal search company). In respect of any other body corporate, please attach evidence as to office holders.
3. If using a business name, please attach a copy of the **Certificate of Registration of Business Name** issued by the Department of Fair Trading.
4. A Legal Practitioner Director must hold an **Unrestricted Principal Practising Certificate**. If the Legal Practitioner Director does not currently hold one, then an application must be made by completing an "Application for Change of Practising Certificate to Practice as a Principal or Solicitor on the Record". This form can be downloaded from the Forms Directory on the Law Society website at www.lawsociety.com.au/ForSolicitors/practisinglawinnsw/formsdirectory. To be sent the form, call the Law Society Registry on (02) 9926 0156.
5. Payment of **professional indemnity insurance** is required (s.144 Legal Profession Act 2004). Please contact LawCover on 1800 650 748 concerning the amount payable or any enquiries regarding professional indemnity insurance.
6. **Interstate Legal Practitioner Directors** – please attach a copy of your current practising certificate issued by your home state. Also, if your professional indemnity insurance policy has been issued in a state other than NSW, please provide evidence that the policy will cover the NSW office.

LEGAL PRACTITIONERS FIDELITY FUND CONTRIBUTION

An incorporated legal practice may be required to make payments to or on account of the Legal Practitioners Fidelity Fund: s.473 Legal Profession Act 2004.

UNDERTAKING

As a legal practitioner director of the above corporation intended to be conducted as an incorporated legal practice, I hereby undertake to pay to the Law Society, within 28 days of notification of the amount, such contribution in respect of the incorporated legal practice to the Legal Practitioners Fidelity Fund as may be determined in accordance with the provisions of the Legal Profession Act 2004.

Dated this.....day of.....20.....

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Legal Practitioner Director

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Legal Practitioner Director

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Legal Practitioner Director

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Legal Practitioner Director

ALL LEGAL PRACTITIONER DIRECTORS OF THE ILP NEED TO SIGN THIS UNDERTAKING

SIGNATURE

This form must be signed by a current legal practitioner director of the corporation.

I, (*insert name*),Director,

certify that the information in this form is true and complete.

Signature

Date Signed

SECTION C - Details for s. 139(1) Notice of Termination of Provision of Legal Services

This section **MUST** be completed if the incorporated legal practice has **CEASED** to provide legal services in NSW

FULL NAMES OF LEGAL PRACTITIONER DIRECTORS *immediately before the corporation ceased to engage in legal practice in New South Wales.*

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FULL NAMES OF AUSTRALIAN LEGAL PRACTITIONERS EMPLOYED BY OR OFFICERS OF THE INCORPORATED LEGAL PRACTICE *immediately before the corporation ceased to engage in legal practice in New South Wales.*

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Has another law practice taken over the business of the incorporated legal practice?

Yes No

If "Yes", please furnish details of that law practice.

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SIGNATURE

This form must be signed by a person who was a legal practitioner director of the corporation immediately before the corporation ceased to engage in legal practice in New South Wales.

I, (insert name), **Director,**
certify that the information in this form is true and complete.

Signature Date Signed

THIS FORM IS TO BE RETURNED TO:

Attention: The Registry
The Law Society of New South Wales
170 Phillip Street Sydney NSW 2000
DX 362 SYDNEY
Fax: (02) 9926 0257
Email: registry@lawsociety.com.au

OFFICE USE ONLY	PRACTICE NO.....	LSID
	RECEIPT NO.....	AMOUNT.....