

THE LAW SOCIETY OF NEW SOUTH WALES PROFESSIONAL STANDARDS SCHEME  
**APPLICATION FOR DISCRETIONARY HIGHER CAP**

To be completed by Law Practices choosing a Discretionary Higher Monetary Ceiling.  
 This form must be submitted with or after an Application for Participation in The Law Society of New South Wales Professional Standards Scheme.  
 All higher cap applications will be referred to the Scheme Administration Committee for consideration at its monthly meeting.  
 This form must be lodged seven (7) days prior to the Committee meeting for it to be considered at that month's meeting.

Clauses 5.1 and 5.2 of The Law Society of New South Wales Professional Standards Scheme (the Scheme) provide –

- 5.1 The Law Society Council has discretionary authority, on application by a Participating Member, to specify in relation to the Participating Member, a higher maximum amount of liability than would otherwise apply under the Scheme in relation to him or her either in all cases or in any specified case or class of case.
- 5.2 If, in the exercise of discretion under clause 5.1, the Law Society Council has specified a higher maximum amount of liability than would otherwise apply under the Scheme in relation to a Participating Member, after satisfying itself that there is evidence of top up Professional Indemnity Insurance commensurate with the higher maximum amount of liability sought, then the maximum amount of liability in relation to that Participating Member is that higher maximum amount.

**1. APPLICANT DETAILS**

Law Practice name:	Law Practice number:
--------------------	----------------------

**Business address:**

**2. HIGHER MONETARY CEILING**

The Law Practice applies for a higher maximum amount of liability as follows:

**Limitation amount (You must complete section 2A, 2B or 2C below)**

**Current limitation amount** under the Scheme for this Law Practice:

\$  million

**Higher maximum amount** of liability sought:

\$  million

**SECTION 2A - THIS APPLICATION IS MADE IN RESPECT OF ALL CASES**

- Yes (continue to section 3)
- No (complete either sections 2B or 2C below)

**SECTION 2B - IF APPLICATION IS MADE IN RESPECT OF A CLASS OF CASE, PLEASE PROVIDE DETAILS HERE OR BY ANNEXURE**

Dates you seek the higher cap to apply:

From:  /  /  to:  /  /

Class of case:

Transaction type:

Attach additional page if necessary.

Attach additional page if necessary.

## 2. HIGHER MONETARY CEILING (CONTINUED)


### SECTION 2C - IF APPLICATION IS MADE IN RESPECT OF A SPECIFIED CASE, PLEASE PROVIDE DETAILS HERE OR BY ANNEXURE


Dates you seek the higher cap to apply:

From:   /   /   to:   /   /

Specified case:


Transaction type:

 Attach additional page if necessary.

 Attach additional page if necessary.

## 3. NOTIFICATION TO CLIENTS OF HIGHER CAP

The Law Practice will notify those clients affected by the specification of the higher maximum amount of liability in the following manner:

 Attach additional page if necessary.

## 4. EVIDENCE

Attached is a current certificate of professional indemnity insurance (PII) relating to the PII cover for the Law Practice and which is commensurate with the higher maximum amount of liability sought under this application.

## 5. DECLARATION

With the authority of and on behalf of the Law Practice, I:

1. Authorise the Law Society, for the purposes of this application, to make relevant enquiry of the client(s) or other relevant person(s), to provide particulars of the application to other relevant person(s) or bodies including Law Societies in other States and Territories in which the applicant practises, and to record particulars of the applicant, details of the cases to which the exercise of the discretion is to apply, and any specified higher maximum amount of liability, on its database;
2. Undertake to notify the Law Society of any subsequent change in the circumstances referred to in this application, that is relevant to the Law Society's exercise of its discretionary authority, including any relevant changes in professional indemnity insurance (PII) arrangements;
3. Undertake to apply, if appropriate, to the relevant occupational association in the other jurisdictions of which the applicant is a member, for a higher maximum amount of liability that is consistent with the amount specified by the Law Society, where a scheme applies to the Law Practice under Professional Standards Legislation of another State or Territory;
4. Agree that any reasonable period of notice may be given to the Law Practice by the Law Society of a change to the higher maximum amount of liability where the Law Society, in its absolute discretion, determines that the period of notice is reasonable in the circumstances, including where the Law Practice cease/s to have the benefit of PII at an appropriate standard and level;
5. Undertake to provide the Law Society with a copy of the PII policy wording and Schedule of the PII policy, submitted in support of this application, immediately upon request by the Law Society;
6. Undertake that I will immediately advise the Law Society when a PII notification or claim approaches the Law Practice's applicable monetary ceiling under the Scheme, and will provide such further information as requested by the Council of the Law Society;
7. Undertake to notify clients of any higher maximum amount of liability in the nature and manner specified in this application;
8. Declare that the contents of this application are true and correct.

Authorised signatory's name: (Must be a Solicitor Member and principal of the Law Practice):

Law Practice name:

Signed:

Dated (DD/MM/YYYY):

/   /

## 2018 – 2019 SCHEME ADMINISTRATION COMMITTEE TIMETABLE

The lodgment dates for 2018-2019 Scheme Administration Committee meetings can be obtained by contacting the Law Society Scheme team on (02) 9926 0189 or by email to [scheme@lawsociety.com.au](mailto:scheme@lawsociety.com.au).

### PERSONAL INFORMATION COLLECTION NOTICE

By completing this form you are providing personal information to The Law Society of New South Wales (we, us, or our).

#### Who do we collect the personal information from?

We generally collect your personal information directly from you. However, in some cases, we may receive your personal information from a third party (for instance if we receive a complaint) and when it is relevant to our statutory responsibilities (for instance other regulators who have dealt with you).

#### What are the purposes for which we collect personal information?

We collect your personal information to:

- fulfil our functions and responsibilities under, and facilitate compliance with, the *Legal Profession Act 2004 (NSW)*, *legal profession legislation* (as defined in the *Legal Profession Uniform Law Application Act (2014)*), the *Corporations Act 2001 (Cth)* and associated regulations (which require and authorise us to collect certain information) including to maintain regulatory and corporate records;
- fulfil our role as your professional association including:
  - maintaining membership records
  - communicating with you to offer products, services and events and when you obtain a product or service or come to an event
  - to conduct research and provide public representation; and
  - provide information to third parties as authorised or required by law.

#### What if we didn't collect this personal information?

Without your personal information we may not be able to process your application or request, perform our statutory functions or provide you with some or all of the services of the Law Society as a professional association.

#### Who are the types of bodies and persons to whom we usually disclose your personal information?

Your personal information may be provided to:

- entities distributing information relevant to you as a legal practitioner or member of the Law Society;
- LawCover and other professional indemnity insurers and practising certificate funders;
- our professional advisors and contractors (strictly on the basis that the information is to be used only for providing services to the Law Society and must not be disclosed);
- Australian regulators and government entities (such as the Office of the Legal Services Commissioner) and overseas regulators; and
- organisations that represent the legal profession such as the Law Council of Australia and Regional Law Societies.

#### Disclosure overseas

If you practise in a foreign country (or apply to do so) we may send your personal information overseas in response to an inquiry from the relevant authority in that place.

#### You can access and correct your personal information

Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. Our privacy policy is accessible via a link appearing at the foot of each web page at [www.lawsociety.com.au](http://www.lawsociety.com.au).

#### How to contact us

##### PRIVACY OFFICER

Corporate Legal Services  
The Law Society of New South Wales  
170 Phillip Street, SYDNEY NSW 2000

Telephone: (02) 9926 0333

Fax: (02) 9231 5809

Email: [corplegal@lawsociety.com.au](mailto:corplegal@lawsociety.com.au)

**Please do not return this form to the privacy officer**