

Application for Renewal of Accreditation

from 1 May 2019 - 30 May 2020



**Renewal Applications Close
30 April 2019**

Full Name:

Firm Name:

Address:

Section A - Practising Details

Note: Please mark up any changes to details which will be provided to the Registry department of the Law Society who manage member details.

Member Number:

Email Address:

Phone Number:

Principal Place of Practice:

Town/Suburb:

Section B - Renewal of Application

I wish to reaccredit in the following area(s) of Law:

- | | |
|--|--|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Government & Administrative Law |
| <input type="checkbox"/> Business Law | <input type="checkbox"/> Immigration Law |
| <input type="checkbox"/> Business & Personal Tax | <input type="checkbox"/> Mediation |
| <input type="checkbox"/> Children's Law | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Commercial Litigation | <input type="checkbox"/> Planning and Environment Law |
| <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Property Law |
| <input type="checkbox"/> Dispute Resolution | <input type="checkbox"/> Wills & Estates Law |
| <input type="checkbox"/> Employment & Industrial Law | |
| <input type="checkbox"/> Family Law | |

OR I do not wish to accredit because of:

- Retirement
- Moving to the Bar
- Change of practice focus
- Other (please specify):

Note: If you are not renewing your accreditation please fill in the above, sign, date and return this form to Specialist Accreditation by the 30 April 2019.

Privacy Notice: The data listed above is extracted from information held by the Law Society's Registry. The Law Society of New South Wales ("the Law Society") deals with the collection, security, quality, use and disclosure of personal information in accordance with the *Privacy Act 1988* (Cth), and that a copy of the Law Society's Privacy Statement is available on request.

Specialist Accreditation

T: (02) 9926 0305 E: specialists@lawsociety.com.au

www.lawsociety.com.au/specialists



Section C - Declaration

Note: Please make a selection for **all** of the following declaration points. Should a selection not be made, the renewal form will not progress.

Clarification of renewal requirements can be found in the [Information for Accredited Specialists](#).

Declaration Points

1. I hold a current solicitor¹ practising certificate and propose to renew.

¹ As defined in the Legal Profession Uniform Law Act (NSW)

Note: Interstate practitioners are requested to provide a copy of their Practising Certificate.

Yes No

2. I am a current solicitor member of the Law Society of NSW or a current full solicitor member of an equivalent body in an Australian State or Territory.

Note: Practitioners who move to the Bar after 1 January 2009 cannot renew their Specialist Accreditation.

Note: Interstate practitioners are requested to provide a copy of their membership.

Yes No

3. I am a government solicitor or sole practitioner (as defined in the Legal Profession Uniform Law Act (NSW)) eligible for the discounted annual accreditation fee.

Yes No

4. In the period 1 May 2018 - 30 April 2019, I have maintained substantial involvement in the area(s) of accreditation not less than 25% of normal full-time practice.

Note: Mediation specialists only: In the period 1 May 2018 - 30 April 2019, I have undertaken at least 12.5 hours of mediation as a mediator using the Law Society mediation model (as required to maintain accreditation as a National Mediator).

Yes No¹

5. In the period 1 May 2018 - 30 April 2019, I have undertaken 10 Continuing Professional Development (CPD) points in the area(s) of accreditation.

Note: specialists reaccrediting for the first time:

In the period 1 November 2018 to 30 April 2019 I have undertaken 5 CPD points.

Yes No¹

¹ If you have answered 'No' to points 4 or 5, you will need to request that the Board's exercise its discretion or apply for an extension. Please refer to pages 9 and 10 of the [Information for Accredited Specialists](#) document for detailed instructions. This form must be included with any application or request.

6. Since your last renewal have you been subject to adverse action by a regulatory authority?

Note: For the purposes of this renewal, adverse action means:

- A finding by a Court or Tribunal of unsatisfactory professional conduct or professional misconduct; or
- A decision by a Regulatory or Law Enforcement Agency/ Authority to refer the specialist to a Court or Tribunal;
- A finding against the specialist by a Regulatory Authority resulting in the imposition of a caution, reprimand or fine; and/or
- Any other finding, allegation or matter involving the specialist which, in the view of the Board, would likely bring the Scheme into disrepute.

Yes No

If you have been the subject of adverse action, you must provide a written statement to the Specialist Accreditation Board providing:

- A statement of the facts; and
- An explanation as to the circumstances; and
- Why, despite the adverse action taken against you, you consider yourself to be fit to hold Specialist Accreditation.

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7. In addition, should any of the events referred to in the above occur during the period ending 30 April 2019 you undertake, within twenty-one (21) days of the occurrence of the event, to:

- (i) Notify the Council of the Law Society of the said event; and
- (ii) Provide a written statement explaining why, despite the disclosed event, you consider yourself fit to hold Specialist Accreditation.

8. I authorise the Professional Standards Department of the Law Society of NSW (or the equivalent body in an Australian state or Territory) and the Legal Services Commissioner to advise the Specialist Accreditation Board any information in relation to any referral to a Disciplinary Body or any adverse conduct finding that may be made against me at any time.

9. I also authorise Specialist Accreditation to contact me with information about upcoming Specialist CPD events and to publish my contact information on the Law Society website as an Accredited Specialist.

I declare that the contents of this application are true and correct.

Signature:

Date:

Section D - CPD Requirements

The following are requirements for completion of the CPD towards renewal of accreditation:

- 10 CPD units must have been undertaken between 1 May 2018 - 30 April 2019.
- CPD units cannot be 'carried forward' from year to year.
- New specialists reaccrording for the first time must have undertaken 5 CPD points between 1 November 2018 to 30 April 2019.
- Only report CPD activities towards renewal of Specialist Accreditation, **not** towards Practising Certificate renewal.
- CPD activities cannot be used for both Specialist Accreditation renewal and Practising Certificate renewal.

Note: Information on calculating CPD and activities to be claimed can be found in the [Information for Accredited Specialists](#) document.

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Section E - Fees

The annual accreditation fee for each area of law is \$395.00 (inc GST).

The discounted annual fee for sole practitioners and government solicitors for each area of law is \$315.00 (inc GST).

I am eligible for the discounted annual fee:

Yes No

I am renewing more than one accreditation:

Yes No

Total fees payable:

\$

Payment details:

A tax invoice will be sent once your payment is received and re-accreditation is confirmed. Our ABN is 98 696 304 966.

Payment will be made:

By cheque - please make cheques payable to The Law Society of New South Wales

By credit card - please complete the details below if you wish to pay by credit card

Please charge the following credit card for the amount of:

\$

Visa

Mastercard

American Express

Card Number:

Expiry date:

/

Cardholder's Name:

Signature:

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Form Checklist

The following must be completed before lodging the renewal form for processing:

- Fully completed and signed Section C – Declaration.
- Renewal form accompanied by the relevant renewal fee/s.
- A copy of the completed renewal form made by the specialist for personal records, or in the event Specialist Accreditation requests another copy.
- All hand writing is legible.

Processing Procedure

- Processing of renewal forms can take up to 3 weeks from receipt.
- A tax invoice and confirmation will be sent to specialists once payment is received, processed and re-accreditation confirmed.
- The onus is on the specialist to ensure that their renewal has been received.
- From the 1 May 2017, any specialists with applications still being processed will not have their accreditation listed on the Law Society of NSW website.

Specialist Accreditation endeavours to have as quick a turnaround as possible.

Submitting Renewal Form

Please select only ONE of the following two options for submission of the renewal form:

Option 1 - by email

Emailed to specialists@lawsociety.com.au

Note: Please ensure your form is scanned double sided where relevant and does not exceed the file size of 4MB. The onus is on the individual to ensure that their renewal has been received by Specialist Accreditation by the due date.

OR

Option 2 - by courier or post

Specialist Accreditation
The Law Society of New South Wales
170 Phillip Street, Sydney NSW 2000

OR DX 362 SYDNEY

Note: We do not accept faxed renewal forms.

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