

# INCORPORATED LEGAL PRACTICE (ILP) LAW SOCIETY MEMBERSHIP APPLICATION



To qualify as an Incorporated Legal Practice Member (ILP Member) as defined in clause 1.1 of The Law Society of New South Wales Memorandum and Articles of Association, all of the legal practitioners in the ILP who hold a practising certificate issued by the Law Society and recorded as having their principal place of practice in New South Wales, must be Solicitor Members or Life Members.

## 1. INCORPORATED LEGAL PRACTICE (ILP) DETAILS

ILP Name:	
ACN:	ABN (if applicable):
Business Name:	
Law Practice ID:	
ILP Registered Office Address:	

## 2. AUTHORISED PRINCIPAL OF THE LAW PRACTICE

Name:	
LSID:	
Principal Place of Business Address:	
Email:	Phone:

## 3. MEMBER AGREEMENT AND DECLARATION

### I agree and declare that:

- The membership of the Incorporated Legal Practice (ILP) is subject to the Memorandum and Articles of Association of The Law Society of New South Wales (the Articles) (as amended from time to time).
- To qualify for, and maintain ILP membership, clause 2.2.4 of the Articles of Association requires each of the principals and Australian legal practitioners recorded by the Law Society as having their principal place of practice in New South Wales to hold Solicitor Membership or Life Membership of The Law Society of New South Wales.
- All Australian legal practitioners practising in New South Wales are governed by the *legal profession legislation* (as defined in s.3A of the *Legal Profession Uniform Law Application Act 2014*).
- With the authority of and on behalf of the ILP, I apply for ILP membership of The Law Society of New South Wales.
- I declare that the information provided in this application is true and correct. I have read the Personal Information Collection Notice on page 2 before providing the personal information contained in this application to the Law Society.

Signed:
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Dated (DD/MM/YYYY):

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## IMPORTANT NOTE: NOTIFICATION TO THE LAW SOCIETY

The *legal profession legislation* requires all legal practitioners to notify the Law Society of changes to their practice details within seven (7) days of any change, including directorship status of the ILP.

## 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**