



Application for Renewal of Accreditations

1 May 2022 – 30 April 2023



Renewal Applications Close
30 April 2022

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:

- Advocacy
- Business Law
- Business & Personal Tax
- Children's Law
- Commercial Litigation
- Criminal Law
- Dispute Resolution
- Employment & Industrial Law
- Family Law
- Government & Administrative Law
- Immigration Law
- Mediation
- Personal Injury
- Planning and Environment Law
- Property Law
- Wills & Estates 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 2022.

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 2021 – 30 April 2022, 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 2021 – 30 April 2022, 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 No

5. In the period 1 May 2021 – 30 April 2022, I have undertaken 10 Continuing Professional Development (CPD) points in the area(s) of accreditation.

Note, specialists reaccrrediting for the first time:

In the period 1 May 2021 – 30 April 2022 I have undertaken 5 CPD points.

Yes No

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 or a disciplinary body under a law relating to the legal profession of unsatisfactory professional conduct or professional misconduct
- A charge for a criminal offence where attendance is required before a court or tribunal
- A conviction by a court or tribunal for a criminal offence
- A regulatory body (other than a disciplinary body specific to the legal profession) has referred the practitioner to a court or specialist tribunal for disciplinary action, or the court or Tribunal has made an adverse finding in such proceedings
- Any matter where a practitioner has been advised a complaint has been made against them and an investigation has been commenced into that complaint by a disciplinary body under a law relating to the Legal Profession
- A court (including the coroner) has referred a matter to a disciplinary body under a law relating to the legal profession for consideration of disciplinary action or the court has made personal costs order against the solicitor.

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- A Government agency has removed the practitioner from a panel of legal practitioners it has established to provide legal services to third parties arising out of or in connection with misconduct related to that panel's work
- Any other finding, allegation or matter involving the specialist which, in the reasonable opinion of the specialist (or applicant) 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:

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

7. In addition, should any of the events referred to in the above occur during the period ending 30 April 2022 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 consent and authorise, including for the purposes of the Privacy Act and section 462 of the Legal Profession Uniform Law, the Professional Standards Department of the Law Society of NSW, the NSW Bar Association and the Legal Services Commissioner (or any equivalent bodies in another Australian state or Territory), to advise the Specialist Accreditation Board and release to the Specialist Accreditation Board any information in relation to any matter (however described) that is required to be disclosed under clause 6 (whether or not that matter has been disclosed by me to the Board).

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:

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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 2021 – 30 April 2022.
- CPD units cannot be 'carried forward' from year to year.
- New specialists reaccrrediting for the first time must have undertaken 5 CPD points between 1 November 2021 – 30 April 2022.
- 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.

Section E - Fees

The annual accreditation fee for each area of law is \$410.00 (inc GST).

The discounted annual fee for sole practitioners and government solicitors for each area of law is \$325.00 (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 Direct Bank transfer

Please make payments to:

Account Name: The Law Society NSW

Bank: National Australia Bank

BSB: 082-080

Account number: 483397259

Ref: Your Name and LAWID

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:

\$

Credit Card Type:

Visa Mastercard

American Express

Credit Card Number:

Expiry

/

Cardholder's Name

Signature

Note: Given the current circumstances, it is strongly encouraged that payment is made via credit card or by bank transfer if possible.



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.

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 - COURIER OR POST**

Mail to:

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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