

Supporting documents required for an application for grant of practising certificate (PC)

The requirements are set out in s 50 of the Legal Profession Act 2007 (Qld) (Act) and rule 16(2) Queensland Law Society Administration Rule 2005 (Administration Rule).

To make a complete application for grant of PC you must complete the online PC application form and provide all supporting documents. You must also pay the prescribed fees (rule 19 of the Administration Rule) and all moneys owing under the Queensland Law Society Indemnity Rule 2005 (Indemnity Rule). Incomplete applications will not be considered and will be dismissed.

If granted, your PC will be issued from the date you make a complete application. You must provide these supporting documents by uploading them with your online PC application. The documents in paragraph 1 are required for all applications. Those in paragraphs 2 and 3 are only required for the particular applications specified.

1. All applications –

Have you previously held a PC issued by the Society?

a. if **no**, please provide:

i. certified copy of certificate of admission from every jurisdiction where you are admitted;

ii. if you are admitted only in Queensland and have not engaged in legal practice elsewhere, a statutory declaration stating you have not engaged in legal practice;

iii. if you have been admitted in any jurisdiction other than in Queensland and/or engaged in legal practice elsewhere including as a Barrister in Queensland:-

(a) a statutory declaration outlining your admission and practice history.
and

(b) a certificate of fitness or good standing (not more than 30 days old) from the relevant regulatory authority in every jurisdiction where you have held a PC (including a Queensland barrister's PC) or are admitted.

iv. if you were admitted under the *Mutual Recognition (Queensland) Act 1992* (Qld) or the *TransTasman Mutual Recognition (Queensland) Act 2003* (Qld), a copy of the documents lodged with the Registrar of the Supreme Court for the purpose of making that application.

OR

b. If **yes**, please provide:

i. a statutory declaration stating you have not engaged in legal practice since you last held a PC issued by the Society;

- ii. a certificate of fitness or good standing (not more than 30 days old) from the relevant regulatory authority in each jurisdiction where you have held a PC (including a Queensland barrister's PC) since last holding a PC issued by the Society.

2. Applications for unrestricted PC

A restricted PC is subject to a condition requiring the holder to engage in supervised legal practice.

If you are applying for the first unrestricted PC to be issued to you by the Society, then you must provide a statutory declaration addressing the requirements of section 56(1) or (3) of the Act.

3. Applications for Principal PC

If you are applying for a principal PC, you must provide:

- a. PMC statement;
- b. application for PMC exemption or deferment;
- c. document certifying that you have completed the equivalent of PMC in another jurisdiction and application for PMC exemption; or
- d. document certifying that you are registered to practise on your own account in New Zealand, including whether you are entitled to operate a trust account in New Zealand.

For a new law practice, you must provide a complete application for professional indemnity insurance or exemption.