

Application for renewal of practising certificate

Applications for practising certificates in Queensland are made in accordance with ss24 and 50 of the *Legal Profession Act 2007* which, in general, requires all practitioners, other than those fully employed as a government legal officer, to hold current practising certificates.

| Applicant details | <i>*mandatory fields</i> |
|---|--------------------------|
| *Full name (BLOCK LETTERS) | |
| *First name | |
| *Middle name/s | |
| *Surname | |
| I wish to apply for renewal of my practising certificate for the year ending 30 June 20 _____ | |
| Your practising certificate will be sent to you electronically in PDF. If you would also like a hardcopy version, tick the box below. <input type="checkbox"/> Yes, I would like hardcopy practising certificate in addition to an electronic version. | |

| Personal details | <i>*mandatory fields</i> |
|--|--------------------------|
| *Title (<i>Mr, Mrs, Miss, Ms, Other – please specify</i>) | |
| *Date of birth | |
| Are you an Australian Aboriginal person and/or Torres Strait Islander? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Gender <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| Residential address | |
| Postcode | |
| Private telephone number <i>(Include area code)</i> | |
| Mobile telephone number | |
| Private email address | |

| Employment details | <i>*mandatory fields</i> |
|--|--------------------------|
| <i>Please complete the following details about your firm or employer. If associated with more than one firm or employer, please append additional details.</i> | |
| *Law practice/employer | |
| *Street address | |
| Postcode | |
| *Postal address | |
| Postcode | |
| *Telephone number <i>(Include area code)</i> | |
| *Facsimile number <i>(Include area code)</i> | |
| *Email address | |
| *Employment status | |
| <input type="checkbox"/> law practice <input type="checkbox"/> judicial | |
| <input type="checkbox"/> partner <input type="checkbox"/> locum tenens | |
| <input type="checkbox"/> sole practitioner <input type="checkbox"/> teaching institution | |
| <input type="checkbox"/> legal practitioner director <input type="checkbox"/> retired | |
| <input type="checkbox"/> employee <input type="checkbox"/> MDP legal practitioner partner | |
| <input type="checkbox"/> consultant <input type="checkbox"/> unemployed | |
| <input type="checkbox"/> community legal centre <input type="checkbox"/> other <i>(Please specify)</i> | |
| <input type="checkbox"/> corporation | |
| <input type="checkbox"/> government | |
| <input type="checkbox"/> government department | |
| <input type="checkbox"/> government agency | |
| <input type="checkbox"/> local government | |
| *Date of commencement in above status | |

| Declaration and disclosure requirements | *mandatory fields |
|---|-------------------|
| <p>*Have you been subject to any of the suitability matters mentioned in ss9 and 46 of the <i>Legal Profession Act 2007</i> which may affect your eligibility to hold a practising certificate?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'Yes', have you previously disclosed any such matter to the Society</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'No', provide a notice and statement (<i>Attach to this form</i>)</p> | |
| <p>*Have you been subject to any 'show cause event' as defined in Schedule 2 of the <i>Legal Profession Act 2007</i> which may affect your eligibility or fitness to hold a practising certificate?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'Yes', have you provided a notice and statement as required by s68(1) of the <i>Legal Profession Act 2007</i> to the Society?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'No', provide a notice and statement (<i>Attach to this form</i>)</p> | |
| <p><input type="checkbox"/> *I will comply with the <i>Queensland Law Society Indemnity Rule 2005</i> in respect of professional indemnity insurance.</p> | |
| <p>If you are a government legal officer or a corporate solicitor, do you intend to undertake free legal work for a community legal service or corporation specified in s6 of the <i>Legal Profession Regulation 2007</i> and/or a pro bono project approved by the National Pro Bono Resource Centre (ACN 102 444 557)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | |

| Privacy |
|---|
| <p>Queensland Law Society ('the Society') is authorised to collect your personal information under the <i>Queensland Law Society Administration Rule 2005</i>, <i>Legal Profession Regulation 2007</i> and the <i>Legal Profession Act 2007</i> for the purpose of carrying out the Society's statutory obligations and duties.</p> <p>In addition, the Society intends to use the personal information you have provided in this form for a number of other purposes including:</p> <ul style="list-style-type: none"> • updating and maintaining details relating to your practice of law • providing your practising certificate history and employment history to members of the public • publishing any of the business details in any of the Society's publications • providing you with important information about matters affecting your practising certificate and some of the services offered by the Society (and on occasion providing that information to third parties in order to distribute those materials to you) • providing you with important information about membership of the Society • conducting research to identify the ongoing needs of the profession • providing the business details to members of the public through the Society's website search functions, and • providing to the Law Council of Australia, aggregate and anonymous data to identify the number of Indigenous practitioners in Queensland for research purposes. <p>In accordance with the <i>Electronic Transactions (Queensland) Act 2001</i>, the Society may provide notices, such as practising certificate renewals, and other statutory notices to you by electronic communication. By completing this application, your consent to this form of contact is taken to be given.</p> <p>The Society may also use third parties to administer and deliver services and communications to practitioners such as newsletters, weekly updates and online surveys by email or mail. Some third party suppliers or their products and services are located overseas. Business details and personal information you choose to provide on this application may be transferred to an overseas recipient and stored overseas to administer such services and communications to you. By completing this application, you agree to this transfer and Australian Privacy Principle 8.1 will not apply to this disclosure. The Society will also take steps to obtain your express consent to this prior to you choosing to participate in any online survey.</p> <p>If you do not wish your details to be used for any one or more of the above purposes, you should advise the Records section of the Society, GPO Box 1785, Brisbane Qld 4001 in writing. Further details about the Society's Privacy Statement, Plan and Code of Practice and the collection of personal information may be found on the Society's website, qls.com.au. Certain information from this form appears on our website qls.com.au.</p> |

| CPD requirements | *mandatory fields |
|--|-------------------|
| <p>*Have you completed your minimum CPD requirements?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'No', outline why your CPD requirements have not been met</p> | |

| Declare and sign |
|--|
| <p>In accordance with r18A, <i>Queensland Law Society Administration Rule 2005</i>, it is the responsibility of each solicitor to provide any change of address or place of employment to Queensland Law Society in writing (GPO Box 1785 Brisbane Qld 4001 or facsimile number 07 3220 0616 or email records@qls.com.au) or you may amend the detail in your profile on our website.</p> <p>I solemnly and sincerely declare that the information and particulars set forth in this form are complete and accurate in every detail.</p> |
| <p>Signed</p> |
| <p>Date</p> |

| Pro bono hours |
|--|
| <p>QLS would like to identify the number of pro bono hours the profession in Queensland completes annually so that we can highlight this contribution to the community.</p> <p>*Please provide an estimate of the number of pro bono hours (providing legal advice or representation for clients for which no fee or a reduced fee was rendered) you will complete from 1 July 2015 to 30 June 2016.</p> <p>*What area of law do the pro bono hours relate to?</p> |

Payment form for renewal of practising certificate



This is not part of the QLS FORM 2 (LPA) version 10

| Fees | | | |
|------------------------------------|-----|-----|---------------------|
| This application is accompanied by | | | |
| | Fee | GST | Total (include GST) |
| Practising certificate fee | \$ | \$ | \$ |
| Fidelity guarantee fund | \$ | \$ | \$ |
| TOTAL | \$ | \$ | \$ |

| Payment of fees | |
|---|---|
| Total payment (inc. GST) \$ | |
| <input type="checkbox"/> Cash (must be made personally at 179 Ann Street, Brisbane) | |
| <input type="checkbox"/> Cheque (made payable to Queensland Law Society Inc and stapled to this form) | |
| <input type="checkbox"/> Credit card (Diners Club is not accepted) | |
| <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex | |
| Card number | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Cardholder name | <input type="text"/> |
| Expiry date | <input type="text"/> / <input type="text"/> Amount \$ <input type="text"/> |
| Cardholder signature | <input type="text"/> |

This document will be a tax invoice for GST purposes when you make payment. Please retain a copy of this for GST records.

Enquiries and completed payment details (if applicable) –

Records and Member Services, Queensland Law Society, GPO Box 1785, Brisbane Qld 4001
p 1300 367 757 | f 07 3220 0616 | records@qls.com.au | For more information visit qls.com.au | ABN 33 423 389 441