

# Application for Grant of a Principal Practising Certificate – Upgrade from Non-Principal Practising Certificate

## Applicant details

(First names in BLOCK LETTERS)

\_\_\_\_\_

(Surname in BLOCK LETTERS)

\_\_\_\_\_

(Date)

wish to apply for a principal practising certificate for the year ending

30 June 20 \_\_\_\_\_

## Practice Management Course requirements

I am exempt from Practice Management Course requirements (ie, was admitted in Queensland prior to 17 December 1988)

I have completed the Practice Management Course

Date completed

I have been granted a waiver/deferment of the Practice Management Course

My Practice Management Statement is current

## Practice

(Complete either Part 1, 2 or 3)

**Part 1** – If commencing a sole practice, incorporated legal practice or multi-disciplinary legal practice.

I intend to engage in sole practice

I am entitled to hold a principal practising certificate

I intend to commence a new law practice

I intend to commence an incorporated legal practice – I attach QLS Form 23 (LPA) and supporting documentation

I intend to commence a multi-disciplinary legal practice – I attach QLS Form 27 (LPA) and supporting documentation

Name of practice

Address

Telephone

Date of commencement

I attach an insurance questionnaire

**Please note:** A tax invoice will be issued for the upgrading fees and professional indemnity insurance (where applicable) upon receipt of this application.

You should not advertise or hold yourself out as a 'partner', 'sole practitioner' or 'legal practitioner director' until your practising certificate is in order.

## Practice

(Complete either Part 1, 2 or 3)

**Part 2** – If entering an existing law practice, incorporated legal practice or multi-disciplinary legal practice

I am entitled to hold a principal practising certificate

I am entering an existing law practice

I am entering an existing multi-disciplinary partnership

I am entering an existing incorporated legal practice as a legal practitioner director

Name of practice

Date of commencement

I attach formal notification from an existing partner of the partnership appointment.

I will comply with the *Queensland Law Society Indemnity Rule 2005*

## Practice

(Complete either Part 1, 2 or 3)

**Part 3** – If seeking a limited principal practising certificate

I am entitled to hold a limited principal practising certificate because:

(a) I am the person in charge of a community legal service, or a person engaged by the community legal service and nominated by the person in charge for that purpose;

(b) I am the chief executive officer of Legal Aid Queensland appointed pursuant to section 64 of the *Legal Aid Queensland Act 1997* or I am a person employed by Legal Aid Queensland and nominated by the Legal Aid Board as either a primary or reserve holder pursuant to section 73A of the *Legal Aid Queensland Act 1997* for this purpose; or

(c) I am a legal practitioner engaged in legal practice on my own account as a sole practitioner or law practice whose legal practice consists only of matters pertaining to the assessment of costs under division 7 of part 3.4 of the *Legal Profession Act 2007* or otherwise.

For (a) and (b), I attach confirmation of appointment to that role.

For (c), I will comply with the *Queensland Law Society Indemnity Rule 2005*.

I undertake to surrender my limited principal practising certificate if I cease to be employed in that capacity.

Name of practice

Date of commencement

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 3842 5999 | records@qls.com.au | For more information visit qls.com.au | ABN 33 423 389 441

### Declare and sign

I solemnly and sincerely declare that the information and particulars set forth in this form are complete and accurate in every detail.

Signed

Date

### Privacy

Queensland Law Society ('the Society') is authorised to collect your personal information under the *Queensland Law Society Administration Rule 2005*, *Legal Profession Regulation 2017* and the *Legal Profession Act 2007* for the purpose of carrying out the Society's statutory obligations and duties.

In addition, the Society intends to use the personal information you have provided in this form for a number of other purposes including:

- updating and maintaining details relating to your practise 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.

In accordance with the *Electronic Transactions (Queensland) Act 2001*, the Society may provide notices, such as practising certificate renewals, to you by electronic communication. By completing this application, your consent to this form of contact is taken to be given.

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.

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](http://qls.com.au).

Certain information from this form appears on our website [qls.com.au](http://qls.com.au).

In accordance with r18A, *Queensland Law Society Administration Rule 2005*, 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 3842 5999 or email [records@qls.com.au](mailto:records@qls.com.au)) or you may amend the detail in your profile on our website.