



# Renewal Guide 2018

**Guide to completing your online  
renewal application form**

(for practitioners and members)

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# Guide to completing your online renewal application form

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This guide will help you to complete your online renewal application forms for your Queensland Law Society (QLS) membership and practising certificate. Correspondence directing you to the renewal application forms on myQLS will be emailed to you on Tuesday 1 May 2018, and will be available in the **messages** tab of myQLS.

## 1. Why renew your practising certificate and QLS membership?

Applications for practising certificates in Queensland are made in accordance with sections 24, 49 and 50 of the *Legal Profession Act 2007* which, in general, require all practitioners, other than those fully employed as government legal officers, to hold current practising certificates.

You can renew your QLS membership at the same time as renewing your practising certificate. Membership provides access to a large range of services and [member benefits](#).

Practitioners who are members of the Society are entitled to be participants in the QLS Limitation of Liability Scheme. See further information about the Limitation of Liability Scheme [here](#). In prior years, this Scheme has been administered on an 'opt in' basis. This year, all members entitled to participate in the Scheme will be included in it unless they are exempted. So, we are asking you this year to opt out by asking to be exempt if you do not wish to participate rather than asking you to decide to join. This is an important matter to discuss with your employer before making this selection when completing your renewal forms.

## 2. Before you start: Fees, limitation of liability and CPD

To make your online renewal process as quick and easy as possible, please ensure that:

### a. You know how to log in to your myQLS profile

Go to [qls.com.au/myQLS](http://qls.com.au/myQLS) and log in using your QLS username and password. If you cannot remember it, there are prompts at the bottom of that page. If you require additional help logging in, please contact our Records & Member Services team by email at [records@qls.com.au](mailto:records@qls.com.au) or telephone on 1300 367 757.

### b. You have checked your details

Please check that your name, contact details and employment details are correct. Go to [qls.com.au/myQLS](http://qls.com.au/myQLS), log in, and check the details in both the personal profile and practitioner profile. If your details are not correct, please contact our Records & Member Services team by email at [records@qls.com.au](mailto:records@qls.com.au) or telephone on 1300 367 757.

### c. You know who will be paying your fees (you or your employer)

Will you pay your own practising certificate and membership fees?

Do you have an agreement with your employer that it will pay your fees?

#### **d. If you are paying, have a credit card ready**

If you are paying your own fees, you can pay by credit card at the time of submitting your online renewal application form.

#### **e. You have discussed QLS' Limitation of Liability Scheme with your employer**

If you do not wish to participate in QLS' Limitation of Liability Scheme, you may opt out. This is a change from prior years where you were required to opt in to this scheme. Please ensure you have discussed this with your employer before opting out as part of completing your renewal application. For enquiries, email [capscheme@qls.com.au](mailto:capscheme@qls.com.au) or telephone 1300 367 757.

#### **f. You are CPD compliant**

Ensure you have achieved your minimum CPD requirement of 10 units by 31 March 2018. This includes at least one CPD unit in each of the compulsory core areas of professional skills, practical legal ethics and practice management and business skills. For further information on CPD read the [CPD Guide](#) or contact the CPD administrator at [cpd@qls.com.au](mailto:cpd@qls.com.au) or telephone 1300 367 757. If you have stored your CPD history on your myQLS profile, you can check your CPD units in the **CPD history** tab.

### **3. Where do I find my online renewal application form?**

Your online renewal application form will appear on your myQLS profile on 1 May 2018 and you will then receive an email directing you to it. Go to [qls.com.au/myQLS](http://qls.com.au/myQLS) and log in using your QLS username and password. If you cannot remember these details, there are prompts at the bottom of that page. If you require additional help logging in please contact our Records & Member Services team by email at [records@qls.com.au](mailto:records@qls.com.au) or telephone on 1300 367 757.

From 1 May you will be able to find the **renewal walkthrough** tab on the far right of your myQLS menu. Click on **renewal walkthrough**, review your details, and click start renewal at the bottom of the page. If your details are not correct on this page, please contact our Records & Member Services team before proceeding further. Incorrect information here may cause problems with your invoice or practising certificate.

Under rule 18A of the *Queensland Law Society Administration Rule 2005* it is the responsibility of each practitioner to provide any change of address or place of employment to QLS within seven days of the change occurring. Changes should be notified in writing to [records@qls.com.au](mailto:records@qls.com.au).

### **4. What is the deadline for renewal applications?**

You can renew online from 1 May 2018. All renewal application forms must be successfully submitted online and prescribed fees received by QLS on or before 31 May 2018 (rule 17(1) of the *Queensland Law Society Administration Rule 2005*).

Renewal applications may be made between 1 and 30 June 2018 if accompanied by a late fee of \$250 (rule 17(2) of the *Queensland Law Society Administration Rule 2005*).

A renewal application is only complete when all fees have been received by the Society.

Renewal applications cannot be made after 30 June 2018.

## 5. When is the due date for payments?

Before you log in to complete your practising certificate renewal application, you must know who is paying your fees. Practising certificates will not issue until all fees are paid. All fees are due on 31 May 2018.

## 6. Late fees

A late fee of \$250 applies to any renewal application made between 1 and 30 June (rule 17(2) and rule 19(4) of the *Queensland Law Society Administration Rule 2005*).

## 7. Payment options

Fees may be paid as soon as you have submitted your online renewal application forms. If your employer is paying your fees (practising certificate and/or membership), please ensure you discuss this with them as part of your renewal processes. This will help you to ensure that no overpayments are made by you or your employer.

Payment options for individuals are as follows:

### a. Credit card

You can pay by credit card at the time of completing your renewal forms. Simply click on 'pay now by credit card' on the payment review page.

### b. BPay

BPay details will be on your pro forma invoice which will be emailed to you after you submit your renewal forms.

### c. Bank deposit

**Bank:** Commonwealth Bank of Australia

**BSB:** 064 000

**Account Number:** 244 257

**Account Name:** Queensland Law Society Inc.

In the reference field, please include your QLS number followed by your name (or as much of your name as will fit). If you cannot locate your QLS number, or do not know it, contact our Records & Member Services team by email at [records@qls.com.au](mailto:records@qls.com.au) or telephone on 1300 367 757.

## 9. When will I receive my practising certificate?

In an effort to provide our members with a more efficient process, and to align with our commitment to a more sustainable future, your practising certificate will be issued electronically as a PDF and emailed to your nominated email address once your renewal application is successfully submitted, all prescribed fees are received, and all requirements are met.

With this in mind, if you are joining/renewing your membership with QLS, we will not be issuing a hard copy membership booklet. Instead, we encourage all members to review the membership pages on our website to see the special professional and social offers only available to members.

## 10. Do you need further information?

If you have any questions or require assistance during the renewal period, please contact our Records & Member Services team on 1300 367 757 or email [records@qls.com.au](mailto:records@qls.com.au).