

Steps to Obtaining Your Principal Certificate

A legal practitioner, who holds a current PMC Statement or is granted a waiver or deferment by the PMC committee, is eligible to be issued a principal practising certificate. Additionally, a legal practitioner who was admitted in Queensland before 17 December 1988 is eligible to be issued a principal practising certificate without holding a current PMC Statement (refer to Part 5, rule 40 of the Queensland Law Society Administration Rule 2005).

A practitioner who holds a principal practising certificate is entitled to engage in legal practice either as a partner of a law firm or as a sole practitioner or as a legal practitioner director subject to any restrictions, limitations or conditions as outlined in rule 13 of the Queensland Law Society Administration Rule 2005.

There are a number of questions you should ask and/or steps that you must follow **BEFORE** you are able to call yourself a 'partner', "sole practitioner' or 'legal practitioner director' or hang your shingle outside your new office.

Answer the following questions:

1. Was I admitted in Queensland prior to 17 December 1988?

Y — go to step 7 or 8

N — next step

2. Have I completed the PMC?

Y — next step

N — go to step 4

3. Is my PMC Statement current?

Y — go to step 7 or 8

N — next step

4. Have I registered for the PMC or PMC refresher?

Y — go to next step

N — register then go to next step

5. Have I submitted a waiver/deferment application?

Y — go to next step

N — submit application then go to next step

6. Has my waiver/deferment application been approved?

Y — go to step 7 or 8

N — await formal notification of approval from the QLS before proceeding. If application is denied, completion of the PMC will be required before a principal practising certificate can be issued.

7. Has your formal notification of partnership appointment been provided to QLS Records Department?

- Y — go to step 19
- N — provide notification then go to step 10

A tax invoice will be issued by Records for practising certificate fees.

8. Has your formal notification of intent to engage in sole practice been provided to QLS Records Department?

- Y — go to step 10
- N — provide notification then go to step 10

QLS Records will provide an insurance questionnaire. Upon completion of this a tax invoice will be issued for insurance and practising certificate fees.

9. Has your formal notification of appointment as a legal practitioner director, together with a copy of a current ACIS report, been provided to QLS Records Department?

- Y — go to step 10
- N — provide notification then go to step 10

A tax invoice will be issued by Records for practising certificate fees.

10. Have you returned your employee practising certificate if one has been issued for this current year?

- Y — go to step 11
- N — arrange for the practising certificate to be returned then go to step 11

11. Have you paid all relevant fees?

- Y — next step
- N — pay fees then go to next step

12. You are now entitled to engage in legal practice either as a partner of a law firm or as a sole practitioner or as a legal practitioner director and you will receive your principal practising certificate in due course.

If you have NOT completed these steps to stage 12 then you should NOT in any way advertise or hold yourself out to be a 'partner' or 'sole practitioner' or 'legal practitioner director' as such conduct may be considered misleading or deceptive.