

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

Applicant details	
<i>(First names in BLOCK LETTERS)</i>	

<i>(Surname in BLOCK LETTERS)</i>	

wish to apply for a principal practising certificate for the year ending	<i>(Date)</i> 30 June 20 _____

Practice Management Course requirements	
<input type="checkbox"/>	I am exempt from Practice Management Course requirements (ie, was admitted in Queensland prior to 17 December 1988)
<input type="checkbox"/>	I have completed the Practice Management Course
	Date completed
<input type="checkbox"/>	I have been granted a waiver/deferment of the Practice Management Course
<input type="checkbox"/>	My Practice Management Statement is current

Practice	
<i>(Complete either Part 1, 2 or 3)</i>	
Part 1 – If commencing a sole practice, incorporated legal practice or multi-disciplinary legal practice.	
<input type="checkbox"/>	I intend to engage in sole practice
<input type="checkbox"/>	I am entitled to hold a principal practising certificate
<input type="checkbox"/>	I intend to commence a new law practice
<input type="checkbox"/>	I intend to commence an incorporated legal practice – I attach QLS Form 23 (LPA) and supporting documentation
<input type="checkbox"/>	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
<input type="checkbox"/>	I attach an insurance questionnaire

Practice	
<i>(Complete either Part 1, 2 or 3)</i>	
Part 2 – If entering an existing law practice, incorporated legal practice or multi-disciplinary legal practice	
<input type="checkbox"/>	I am entitled to hold a principal practising certificate
<input type="checkbox"/>	I am entering an existing law practice
<input type="checkbox"/>	I am entering an existing multi-disciplinary partnership
<input type="checkbox"/>	I am entering an existing incorporated legal practice as a legal practitioner director
Name of practice	
Date of commencement	
<input type="checkbox"/>	I attach formal notification from an existing partner of the partnership appointment.

Practice	
<i>(Complete either Part 1, 2 or 3)</i>	
Part 3 – If seeking a limited principal practising certificate	
<input type="checkbox"/>	I am entitled to hold a limited principal practising certificate because:
<input type="checkbox"/>	(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;
<input type="checkbox"/>	(b) I am the chief executive officer of Legal Aid Queensland appointed pursuant to section 64 of the <i>Legal Aid Queensland Act 1997</i> 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 <i>Legal Aid Queensland Act 1997</i> for this purpose; or
<input type="checkbox"/>	(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 <i>Legal Profession Act 2007</i> or otherwise.
<input type="checkbox"/>	For (a) and (b), I attach confirmation of appointment to that role.
<input type="checkbox"/>	I undertake to surrender my limited principal practising certificate if I cease to be employed in that capacity.
Name of practice	
Date of commencement	

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.

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

Electronic Transactions Act

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.

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 statement**Collection notice**

The Queensland Law Society Incorporated (we, us, our) collects your personal information on this form to assess your application to upgrade your practising certificate. If you do not provide full details in the mandatory fields, your application cannot be assessed. We may verify the information you have provided, for example, by checking Practice Management Course and admission records or by contacting the law practice you have listed on this form.

We may receive your personal information from third parties, for example a corresponding authority, the Legal Services Commission or a member of the public through a complaint or claim on the fidelity guarantee fund.

Relevant legislation

We are authorised to collect your personal information under the *Legal Profession Act 2007* ('the Act'), *Legal Profession Regulation 2017* ('the Regulation'), *Legal Profession (Society) Rules 2007*, *Queensland Law Society Indemnity Rule 2005* and the *Queensland Law Society Administration Rule 2005*. Our use and disclosure of your personal information is governed by the Act, the *Information Privacy Act 2009* (Qld) and the *Privacy Act 1988* (Cth).

What do we do with the information you provide?

Information will be used by us to update our database and carry out our functions under the Act, the Regulation and rules made under the Act. We use and disclose your personal information as detailed below and as authorised or required by law.

The information you provide may be used in disciplinary action against you, including referral to the Legal Services Commission, if any of the information is false, inaccurate, misleading or otherwise warrants such action being taken.

If your application is successful, the information you provide will be used to contact you regarding:

- your practising certificate (including renewal)
- your law practice (if you are a principal)
- your obligations under the Act and statutory instruments made under the Act
- membership and services offered by the Society including events and professional development
- our research, relevant to the profession.

If you are or if you become a member of the Society, the information you provide will be used by the Society to administer membership services and to contact you about your membership and products, services and events we offer to members, including the **Limitation of Liability Scheme**, CPD, QLS update and Proctor. If requested by Member Benefits Australia, we may verify that you are a member of the Society.

Who do we disclose information to?

We disclose the type of information collected on this form to:

- the public, for example through the **'Register of Solicitors'** function on our website, pursuant to s 81 and s 210 of the Act
- Lexon Insurance Pte Ltd, our wholly owned subsidiary
- the Legal Services Commission pursuant to the information sharing agreement made pursuant to s 704 of the Act
- corresponding authorities under arrangements made pursuant to s 481 of the Act
- your employer (if applicable) for advice about whether your employer will be paying for the renewal of your practising certificate and other associated fees
- Westpac Banking Corporation (Westpac), if you or your employer has arranged Westpac to pay for your practising certificate and other related fees
- third parties we use to distribute communication to you.

Aggregated and de-identified data may be used, disclosed and published by the Society.

We may send your personal information to service providers or third parties who store data or operate outside Australia. If we do this, we make sure there are arrangements in place to protect your information.

Privacy policy

Our privacy policy contains information about how you may access and apply to amend your personal information as well as how to complain about a breach of your privacy. View our **Privacy Policy** for full details.