

Notification Authorising or Terminating Trust Account Signatories

To:	Manager, Trust Account Investigations, Queensland Law Society, 179 Ann Street, Brisbane Qld 4000
Re:	(the law practice')

To be completed by Legal Practitioner:

I, _____
(insert full name of the legal practitioner)

being a legal practitioner associate of the abovementioned law practice advise that following persons are authorised to sign trust account cheques or otherwise effect, direct or give authority for the withdrawal of money (EFT) from a general trust account of the law practice.

Legal practitioner's signature: _____

Date / /

BSB Number
Account Number
Name of Trust Account

Privacy: Queensland Law Society ('the Society') is authorised to collect your personal information under the *Legal Profession Act 2007* and may use the personal information you have provided in this form for the purposes of carrying out the Society's statutory obligations and duties, and updating and maintaining details relating to your practice of law.

The information may be provided to various organisations, such as the Legal Services Commission and corresponding interstate and overseas authorities, in accordance with the *Legal Profession Act 2007*. It may also be provided to the person or entity with which the external examiner is registered or a member or, as appropriate, to the Chief Executive, Department of Justice and Attorney-General. By completing this form, you agree to the transfer of the information provided to overseas authorities and Australian Privacy Principle 8.1 will not apply to this disclosure.

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.

Note: Section 46(2)(a) of the *Legal Profession Regulation 2007* requires a law practice to give the Society written notice either before, or within 14 days after, authorising or terminating the authority of an associate of the law practice or an Australian legal practitioner, to sign cheques drawn or otherwise to effect, direct or give authority for the withdrawal of money from a general trust account of the law practice.

Authorised Australian Legal Practitioner (Solely)

Full Name	Date Authorised	Date Withdrawn

Authorised Associates (Jointly)

Full Name	Residential Address	Position of Employment	Date Authorised	Date Withdrawn

*Note: 2 or more authorised associate (including non-solicitors) can be authorised **jointly** to sign trust account cheques. Authorised associates include law clerks, office staff, bookkeepers, etc.*

Enquiries and completed form (if applicable) –

Trust Account Investigations, Queensland Law Society, GPO Box 1785, Brisbane Qld 4001
p 1300 367 757 | managertai@qls.com.au | For more information visit qls.com.au | ABN 33 423 389 441