

Renewal of membership	<i>*mandatory fields</i>
<b>*Full name (BLOCK LETTERS)</b>	
*First name	
*Middle name/s	
*Surname	
<input type="checkbox"/> I wish to renew my membership of Queensland Law Society.	

Personal details	<i>*mandatory fields</i>
<b>*Title</b> ( <i>Mr, Mrs, Miss, Ms, Mx, Other – please specify</i> )	
*Date of birth	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not specified	
Residential address	
Postcode	
Private telephone number <i>(Include area code)</i>	
Mobile telephone number	
*Private email address	

Notice of election
You will receive notifications for the 2019 QLS election by email. Would you prefer paper notices instead?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment details	<i>*mandatory fields</i>
<i>Please complete the following details about your firm or employer. If associated with more than one firm or employer, please append additional details.</i>	
*Firm name/employer	
*Street address	
Postcode	
*Postal address	
Postcode	
*Telephone number <i>(Include area code)</i>	
*Facsimile number <i>(Include area code)</i>	
*Email address	

Limitation of Liability Scheme
Membership of the Society confers upon you membership of the Society's Limitation of Liability Scheme unless:
(a) you wish to be exempted from the scheme;
(b) you hold a corporate practising certificate; or
(c) you hold a government practising certificate.
Please help us administer the scheme by ticking one of the three boxes below, if applicable. If you do not tick a box you will be charged an administration fee for the scheme.
<input type="checkbox"/> I wish to be exempt from the scheme
<input type="checkbox"/> I hold a corporate practising certificate
<input type="checkbox"/> I hold a government practising certificate

Disclosure Requirements <span style="float: right;">*mandatory fields</span>
<p>*Have you been subject to any of the suitability matters mentioned in ss9 and 46 of the <i>Legal Profession Act 2007</i>?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If <b>'Yes'</b> have you previously disclosed any such matter to the Society</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If <b>'No'</b>, provide a notice and statement (Attach to this form)</p>
<p>*Have you been subject to any 'show cause event' as defined in Schedule 2 of the <i>Legal Profession Act 2007</i>?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If <b>'Yes'</b> have you provided a notice and statement as required by s68(1) of the <i>Legal Profession Act 2007</i> to the Society?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If <b>'No'</b>, provide a notice and statement as required (Attach to this form)</p>
<p>*Have you been disqualified from managing corporations under any law in place in Australia, including the <i>Corporations Act 2001</i> (Cth)</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>

Specialist Accreditation <span style="float: right;">*mandatory fields</span>
<p>If you are an accredited specialist, do you wish to renew your specialist accreditation?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If <b>'No'</b>, please advise why you will not be reaccrediting.</p>
<p>*Have you completed your minimum CPD requirements in accordance with your accreditation?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If <b>'No'</b>, outline why your CPD requirements have not been met.</p>

Electronic Transactions Act
<p>In accordance with the <i>Electronic Transactions (Queensland) Act 2001</i>, the Society may provide notices, such as membership renewals and notices for Council Elections, to you by electronic communication. By completing this application, your consent to this form of contact is taken to be given.</p>

Declare and sign
<p>I confirm I understand my obligation to advise the Society of any change in my details in accordance with r14(3) of the <i>Legal Profession (Society) Rules 2007</i>.</p> <p>I solemnly and sincerely declare that the information and particulars set forth in this form are complete and accurate in every detail.</p>
<p>Signed</p>
<p>Date</p>

## Privacy statement

### Collection notice

The Queensland Law Society Incorporated (we, us, our) collects your personal information on this form to assess your application for renewal of your membership. 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 contacting corresponding authorities in other states or territories or through CPD audits for accredited specialists.

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, administer membership services (including the Limitation of Liability Scheme and Specialist Accreditation) 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.

If your application is successful, the information you provide will be used to contact you regarding your membership and products, services and events we offer to members, including the **Limitation of Liability Scheme**, **Specialist Accreditation**, CPD, QLS update and Proctor. We may contact you regarding research we are conducting. If requested by Member Benefits Australia, we may verify that you are a member of the Society.

If you declare that you have been subject to a suitability matter or a show cause event, disqualified from managing corporations or you have not met the minimum CPD requirements (for accredited specialists), the information you provide will be used to decide whether to renew your membership.

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.

### Who do we disclose information to?

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

- the public, through the **online referral** function on our website
- the Law Council of Australia ('Employment details' only, so that they can send you correspondence)
- 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 membership and any other associated fees (for example, fees for renewal of practising certificate, Limitation of Liability Scheme, Specialist Accreditation)
- Westpac Banking Corporation (Westpac), if you or your employer has arranged Westpac to pay for your membership and other related fees
- the Specialist Accreditation Board, if you declare you have not met the minimum CPD requirements (see **Specialist Accreditation Scheme Candidate Handbook** on our website for further information)
- third parties we use to distribute communication to you.

Aggregated and de-identified data may be used, disclosed and published by the Society. De-identified information is disclosed to the Professional Standards Board under the *Professional Standards Act 2004*.

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.

# Payment form for renewal of membership



This is not part of the QLS FORM 2 (SR)

## Area of practice

To enable Queensland Law Society to keep you up-to-date with information important to you, please select a maximum of 3 areas of practice.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Administrative   | <input type="checkbox"/> Family                            | <input type="checkbox"/> Natural Resources and Mining – Land Access |
| <input type="checkbox"/> Banking and Finance  | <input type="checkbox"/> Family – Domestic Violence        | <input type="checkbox"/> Personal Injuries                          |
| <input type="checkbox"/> Building and Construction  | <input type="checkbox"/> Franchising                       | <input type="checkbox"/> Planning and Environment                   |
| <input type="checkbox"/> Building and Construction: Building and Construction Industry Payments Act | <input type="checkbox"/> Immigration                       | <input type="checkbox"/> Professional Misconduct                    |
| <input type="checkbox"/> Commercial and Contract  | <input type="checkbox"/> Insurance                         | <input type="checkbox"/> Property                                   |
| <input type="checkbox"/> Competition and Consumer   | <input type="checkbox"/> Restructuring/Insolvency          | <input type="checkbox"/> Property – Commercial                      |
| <input type="checkbox"/> Corporations   | <input type="checkbox"/> Intellectual Property             | <input type="checkbox"/> Property – Residential                     |
| <input type="checkbox"/> Criminal   | <input type="checkbox"/> Litigation and dispute resolution | <input type="checkbox"/> Superannuation                             |
| <input type="checkbox"/> Elder  | <input type="checkbox"/> Maritime and Fisheries            | <input type="checkbox"/> Tax and Revenue                            |
| <input type="checkbox"/> Employment and Industrial  | <input type="checkbox"/> Natural Resources and Mining      | <input type="checkbox"/> Wills and Estates/Succession               |

## Fees

This application is accompanied by

	Fee	GST	Total (include GST)
Membership fee	\$	\$	\$
Limitation of liability scheme	\$	\$	\$
Mediator fee	\$	\$	\$
Specialist accreditation	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## Payment of fees

Total payment (inc. GST) \$

Credit card (Diners Club is **not** accepted)

Visa       Mastercard       Amex

Card number     

Cardholder name

Expiry date      /      Amount \$

Cardholder signature

Cheque (made payable to Queensland Law Society Inc and stapled to this form)

This document will be a tax invoice for GST purposes when you make payment. Please retain a copy of this for GST records.

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