

Declaration and disclosure requirements **mandatory fields*

*Have you been subject to any of the suitability matters mentioned in ss9 and 46 of the *Legal Profession Act 2007* which may affect your suitability to hold a practising certificate?

Yes No

If **'Yes'**, have you previously disclosed any such matter to the Society

Yes No

If **'No'**, provide a notice and statement (*Attach to this form*)

*Have you been subject to any 'show cause event' as defined in Schedule 2 of the *Legal Profession Act 2007* which may affect your fitness to hold a practising certificate?

Yes No

If **'Yes'**, have you provided a notice and statement as required by s68(1) of the *Legal Profession Act 2007* to the Society?

Yes No

If **'No'**, provide a notice and statement (*Attach to this form*)

*Have you been disqualified from managing corporations under any law in place in Australia, including the *Corporations Act 2001* (Cth)

Yes No

CPD requirements **mandatory fields*

*Have you completed your minimum CPD requirements?

Yes No

If **'No'**, outline why your CPD requirements have not been met

Pro bono hours

QLS would like to identify the number of pro bono hours the profession in Queensland completes annually so that we can highlight this contribution to the community.

*Please provide an estimate of the number of pro bono hours (providing legal advice or representation for clients for which no fee or a reduced fee was rendered) you will complete from 1 July this year to 30 June next year.

Electronic Transactions Act

In accordance with the *Electronic Transactions (Queensland) Act 2001*, the Society may provide notices, such as practising certificate renewals, and other notices to you by electronic communication. By completing this application, your consent to this form of contact is taken to be given.

Declare and sign

In accordance with r18A, *Queensland Law Society Administration Rule 2005*, it is the responsibility of each solicitor to provide any change of address or place of employment to Queensland Law Society in writing (GPO Box 1785 Brisbane Qld 4001 or facsimile number 07 3842 5999 or email records@qls.com.au) or you may amend the detail in your profile on our website.

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 for renewal of 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 contacting corresponding authorities in other states or territories or through CPD audits.

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.

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, the information you provide will be used to decide whether to renew your certificate under s 51(1)(b) or s 69 of the Act.

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 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 CPD Committee, if you declare you have not met the minimum CPD requirements (see [CPD Guide](#) on our website for further information)
- 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.

The Society sends aggregate and anonymous data to the Law Council of Australia to identify the number of Indigenous practitioners in Queensland for research purposes. Aggregated and de-identified data may be used, disclosed or published by the Society, for example, the number of pro-bono hours the profession completes.

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 practising certificate



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

Fees			
This application is accompanied by			
	Fee	GST	Total (include GST)
Practising certificate fee	\$	\$	\$
Fidelity guarantee fund	\$	\$	\$
TOTAL	\$	\$	\$

Payment of fees	
Total payment \$	
<input type="checkbox"/> Credit card (Diners Club is not accepted)	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex	
Card number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Cardholder name	_____
Expiry date	_____ / _____ Amount \$
Cardholder signature	_____
<input type="checkbox"/> Cheque (made payable to Queensland Law Society Inc and attached 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