

Notification of Appointment or Replacement of External Examiner

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

To be completed by Law Practice:

(Insert name of legal practitioner)

I,

being a legal practitioner associate of the abovementioned law practice confirm that:

(Insert full name of External Examiner)

has been appointed as the external examiner of the practice and advise that the date of appointment was:

(Insert date of appointment)

In accordance with s267(3) of the *Legal Profession Act 2007*, I advise I satisfied myself that the external examiner has the qualifications or experience prescribed under s65 of the *Legal Profession Regulation 2017*, namely, he/she is:

(please tick the appropriate box)

registered as an auditor under the *Corporations Act 2001* (Cth); or

a member of CPA Australia Ltd ACN 008 392 452 who is entitled to use the letters 'CPA' or 'FCPA' and have satisfied the requirements for practice as a public accountant; or

a member of Chartered Accountants Australia and New Zealand ABN 50 084 642 571 who is entitled to use the letters 'CA' or 'FCA' and have satisfied the requirements for practice as a public accountant; or

a member of the Institute of Public Accountants ACN 004 130 643 who is entitled to use the letters 'MIPA', or 'FIPA', has completed a tertiary course of study in accounting with an auditing component from a university or an institute prescribed under the *Corporations Act 2001* (Cth), s1280(2A) and have satisfied the requirements for practice as a public accountant; or

a person who the Chief Executive, Department of Justice and Attorney-General considers has appropriate qualifications as an auditor under the *Corporations Act 2001* (Cth);

and is not disqualified from being an external examiner under s278 of the *Legal Profession Act 2007*.

Legal practitioner's signature

Date

To be completed by External Examiner:

(Insert name of External Examiner)

I,

(Insert address of External Examiner)

of

Postcode

practising as a member of the accounting firm:

(Insert name of accounting firm if applicable)

Email

Phone

Fax

consent to act as an external examiner of the trust records of the abovementioned law practice.

Date

Sign

Note: The *Legal Profession Act 2007* requires a law practice to appoint an external examiner within 14 days of receiving trust money in this jurisdiction (ss267(1) and 240) or within 14 days of the cessation of an external examiner (ss267(2)).

Section 270(1) and (3) of the *Legal Profession Act 2007* require a law practice to notify the Society within 30 days of becoming a law practice in this jurisdiction or the cessation of an external examiner. Penalties for non-compliance may apply.

Privacy

Queensland Law Society ('the Society') is authorised to collect your personal information under the *Legal Profession Act 2007* and the *Legal Profession Regulation 2017*, and may use the personal information you have provided in this form for a number of purposes including:

- carrying out the Society's statutory obligations and duties;
- updating and maintaining details relating to your practise 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 whom the external examiner is registered or a member or, as appropriate, to the Chief Executive, Department of Justice and Attorney-General.

If you do not wish your details to be used for any one or more of the above purposes, you should advise the Trust Account Investigations section of the Society, GPO Box 1785, Brisbane Qld 4001 in writing.

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.

Enquiries and completed form (if applicable) –

Trust Account Investigations, Queensland Law Society, GPO Box 1785, Brisbane Qld 4001
p 1300 367 757 | f 07 3220 0616 | managertai@qls.com.au | For more information visit qls.com.au | ABN 33 423 389 441