

# Application by practitioner for amendment or cancellation of practising certificate

To: Queensland Law Society, 179 Ann Street, Brisbane Qld 4000

(Insert name of practitioner)

I,

(Insert address of practitioner)

of

Postcode

hereby make an application for: (Please tick appropriate box)

amendment; or

cancellation

of my practising certificate which was issued to me on (Date of issue of practising certificate)

Date

Signed

## Privacy

Queensland Law Society ('the Society') is authorised to collect your personal information under the *Legal Profession Act 2007* for the purpose of carrying out the Society's statutory obligations and duties.

In addition, the Society intends to use the personal information you have provided in this form for a number of other purposes including:

- updating and maintaining details relating to your practise of law
- providing your practising certificate history and employment history to members of the public
- publishing any of the business details in any of the Society's publications
- providing you with important information about matters affecting your practising certificate and some of the services offered by the Society (such as educational and professional development programs) (and on occasion providing that information to third parties in order to distribute those materials to you)
- conducting research to identify the ongoing needs of the profession
- providing the business details to members of the public through the Society's website search functions, and
- providing to the Law Council of Australia, aggregate and anonymous data to identify the number of Indigenous practitioners in Queensland for research purposes.

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.

The Society may also use third parties to administer and deliver services and communications to practitioners by email or mail. Some third party suppliers or their products and services are located overseas. Business details and personal information you choose to provide on this application may be transferred to an overseas recipient and stored overseas to administer such services and communications to you. By completing this application, you agree to this transfer and Australian Privacy Principle 8.1 will not apply to this disclosure.

If you do not wish your details to be used for any one or more of the above purposes, you should advise the Records 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](http://qls.com.au).

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 3220 0616 or email [records@qls.com.au](mailto:records@qls.com.au)) or you may amend the detail in your profile on our website.

## For your information

Upon receipt of your application, if necessary, a submission will be prepared for the consideration of the Council of Queensland Law Society. The Council will provide to you written notice of its decision.

## Reason for seeking amendment/cancellation of the practising certificate

(Should there be insufficient space to complete a full response please annex particulars and mark with the letters 'AN 1'. Should you seek to rely upon any documents or any other material in respect of your application a copy of the relevant document or material should be attached to this application.)

Enquiries and completed form (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](mailto:records@qls.com.au) | For more information visit [qls.com.au](http://qls.com.au) | ABN 33 423 389 441