

Checklist

Starting a practice

Principal Practising Certificate

Key action	Notes and resources
<input type="checkbox"/> Apply for a principal practising certificate	In order to apply for a principal practising certificate, you will need to complete or meet the requirements of the Practice Management Course and apply to upgrade your practising certificate to a principal practising certificate. <ul style="list-style-type: none"> • Application to upgrade to principal practising certificate

Practice structure

Key action	Notes and resources
<input type="checkbox"/> Decide on structure	Read the Queensland Law Society Practice structures factsheet . Incorporated legal practices: read the Queensland Law Society ILP information kit before deciding to structure your practice as an ILP. You should seek professional advice on structuring your practice.

Practice name

Key action	Notes and resources
<input type="checkbox"/> Name your practice	Ensure that there is nothing in your business name that is false and misleading or which is likely to mislead or deceive or is offensive or prohibited by law (see Rule 36 of the <i>Australian Solicitors Conduct Rules</i>). Check to see whether there are any existing legal practices using your preferred practice name.
<input type="checkbox"/> Register trading names	Register any business names with the ASIC business name registration service . Consider trademarking name and logo with IP Australia.
<input type="checkbox"/> Register domain name	Register the domain name for your website and email addresses, consider whether social media handles are available for your chosen name.

Compliance and notification

Key action	Notes and resources
<input type="checkbox"/> Notify Queensland Law Society (the Society)	Rule 18A of <i>Queensland Law Society Administration Rule 2005</i> requires solicitors to notify the Society if they are changing employment or starting a new practice. Incorporated Legal practices (ILPs) should use QLS Form 23 to notify the Society of their intention to offer legal services through a corporation.
<input type="checkbox"/> Obtain Professional Indemnity Insurance	Professional Indemnity Insurance is available through the Queensland Law Society insurer, Lexon Insurance. Complete the Society/Lexon Professional Indemnity Insurance questionnaire or contact the Society's Records and Member Services team on records@qls.com.au . Top-up insurance is available from a number of providers, including Lexon.
<input type="checkbox"/> Register with Australian Taxation Office	A new practice must meet the requirements of the Australian Taxation Office , register for an ABN/ACN and tax file number and make arrangements regarding GST, payroll tax, BAS, superannuation as applicable.

<input type="checkbox"/>	Ensure compliance with the <i>Australian Solicitors Conduct Rules</i>	The law practice management rules (Rules 36 to 43) of the <i>Australian Solicitors Conduct Rules</i> should be considered and for ILP appropriate management systems (see s 117(3) of the <i>Legal Profession Act 2007 (Qld)</i>).
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Banking

	Key action	Notes and resources
<input type="checkbox"/>	Organise trust account(s)	If you are planning to operate a trust account, you should read the <i>Trust Accounting Guide</i> and the <i>Guidelines for opening a trust bank account</i> .
<input type="checkbox"/>	Set up general account	You will need to have (a) practice account(s) separate from personal account(s).
<input type="checkbox"/>	Set up overdraft facility	Consider your cashflow needs. Keep a clear division between personal and business.

Staff

	Key action	Notes and resources
<input type="checkbox"/>	Prepare employment agreements	Read the <i>Queensland Law Society Guide to the Legal Services Award</i> in relation to terms and conditions for employing administrative staff.
<input type="checkbox"/>	Arrange superannuation	Read about your <i>Superannuation obligations</i> .
<input type="checkbox"/>	Workers compensation insurance	Every Queensland employer must have workers' compensation insurance. Most employers insure with <i>WorkCover Queensland</i> .

For more information please contact the QLS Ethics and Practice Centre's [Practice Advisory Service](#) for a complimentary consultation on 07 3842 5843 or ethics@qls.com.au.