

Queensland Law Society Professional Standards Scheme (the Scheme) offers members peace of mind by protecting you from uncapped damages claims for occupational liability, relieving many of the need for top-up insurance.

Full guidance on the Scheme, including information on disclosure requirements, can be found on the Society's website at qls.com.au.

Please note The Scheme does not apply to incorporated legal practices (as separate entities) or to personal injury work, although membership is recommended to protect individual liability. Members are also strongly encouraged to read the *Professional Standards Scheme: Guidance for members* in relation to these and other exemptions, claims aggregation, claims made insurance versus occurrence based scheme and other areas of concern. Enquiries to: 1300 367 757, psscheme@qls.com.au.

Section A: Practice details

Law practice name

Business address

Suburb

State

Postcode

Section B: Class of cap

To be completed on behalf of practices only, not individual notifications.

The Scheme limits the liability of members as follows:

Class 1 – \$1.5 million limit

Participating Members who were at the Relevant Time in a Law Practice consisting of up to and including 20 Principals and where the Law Practice generates total annual fee income for the financial year at the Relevant Time up to and including \$10 million.

Class 2 – \$10 million limit

- (a) Participating Members who were at the Relevant Time in a Law Practice consisting of greater than 20 Principals; or
- (b) Participating Members who were at the Relevant Time in a Law Practice where the Law Practice generates total annual fee income for the financial year at the Relevant Time greater than \$10 million.

Discretionary higher cap

Pursuant to s25 of the *Professional Standards Act 2004* (Qld), the Scheme confers on the Society a discretionary authority to specify, on application of a Participating Member, a higher monetary ceiling (maximum amount of liability) in all cases or in any specified case or class of case than would otherwise apply under the Scheme in relation to the Participating Member.

Class of cap (please select)

- Class 1 (\$1.5 million) Class 2 (\$10 million) Discretionary higher cap

Please note If you have indicated that your practice either falls in Class 2, or wishes to apply for a discretionary higher cap, you are required to provide insurance documentation and complete a separate form, available from qls.com.au.

Section C: Scheme participants

The Scheme, for the most part, operates on a 'one-in, all-in basis'. From a practical perspective, to gain the full benefit of any cap, all solicitors within the practice should be members of both Queensland Law Society and of the Scheme.

Practices wishing to benefit from the cap should therefore ensure that:

- all solicitors listed below are members of Queensland Law Society
- all solicitors renew their membership of both the Scheme and of Queensland Law Society on an annual basis; and
- all new solicitor principals or employees retain or immediately gain membership of both the Scheme and of Queensland Law Society.

The solicitors listed below are

- All the solicitors within the practice
- Additions to solicitors within the practice who are already members of the Scheme

Names

Please complete and return this form to –

Queensland Law Society, GPO Box 1785, Brisbane Qld 4001 | p 1300 367 757
f 07 3842 5999 | psscheme@qls.com.au | For more information visit qls.com.au | ABN 33 423 389 441

Section D: Declare and sign	
I/the law practice: 1. confirm the above information is true and accurate 2. confirm that all solicitors named, and the practice in general, agree to abide by all requirements of the Scheme.	
Signed (must be a Practice Principal)	
Name	
Law practice name	
Date	

Section E: Payment	
Fee per legal practitioner specified in Section B is \$165 (including GST)	
Total number of legal practitioners specified in Section C	
Total amount payable (including GST) \$	
<input type="checkbox"/>	My cheque payable to Queensland Law Society Inc is enclosed
<input type="checkbox"/>	Please debit my credit card (Diners Club is not accepted)
<input type="checkbox"/>	<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"/> <input type="text"/>	
Cardholder name	
Expiry date /	Amount \$
Cardholder signature	

Privacy
<p>Queensland Law Society ('the Society') is authorised to collect your personal information under the <i>Professional Standards Act 2004</i> (Qld) for the purpose of carrying out the Society's statutory obligations and duties.</p> <p>In addition, the Society intends to use the personal information you have provided in this form for a number of other purposes including:</p> <ul style="list-style-type: none"> • updating and maintaining details relating to your practice of law, including publishing any of the business details in any of the Society's publications • providing the business details to members of the Public through the Society's website search functions. <p>The information may be provided to various third parties such as the Professional Standards Council and Lexon Insurance Pte Ltd.</p> <p>In accordance with the <i>Electronic Transactions (Queensland) Act 2001</i>, the Society may provide notices, to you by electronic communication. By completing this application, your consent to this form of contact is taken to be given.</p> <p>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.</p> <p>If you do not wish your details to be used for any one or more of the above purposes, you should advise Records and Member Services of the Society, GPO Box 1785, Brisbane Qld 4001 in writing.</p> <p>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.</p> <p>Certain information from this form appears on our website qls.com.au.</p>

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