

Application for Grant of a Principal Practising Certificate – Upgrade from Non-Principal Practising Certificate

Applicant details	
<i>(First names in BLOCK LETTERS)</i>	

<i>(Surname in BLOCK LETTERS)</i>	

wish to apply for a principal practising certificate for the year ending	<i>(Date)</i> 30 June 20 _____

Practice Management Course requirements	
<input type="checkbox"/>	I am exempt from Practice Management Course requirements (ie, was admitted in Queensland prior to 17 December 1988)
<input type="checkbox"/>	I have completed the Practice Management Course
	Date completed
<input type="checkbox"/>	I have been granted a waiver/deferment of the Practice Management Course
<input type="checkbox"/>	PMC not required as I am seeking a limited principal practising certificate under rule 10 of the <i>Queensland Law Society Administration Rule 2005</i>
<input type="checkbox"/>	My Practice Management Statement is current

Practice <i>(Complete either Part 1, 2 or 3)</i>	
Part 1 – If commencing a sole practice, incorporated legal practice or multi-disciplinary legal practice.	
<input type="checkbox"/>	I intend to engage in sole practice
<input type="checkbox"/>	I am entitled to hold a principal practising certificate
<input type="checkbox"/>	I intend to commence a new law practice
<input type="checkbox"/>	I intend to commence an incorporated legal practice – I attach QLS Form 23 (LPA) and supporting documentation
<input type="checkbox"/>	I intend to commence a multi-disciplinary legal practice – I attach QLS Form 27 (LPA) and supporting documentation
Name of practice	
Address	
Telephone	Date of commencement
<input type="checkbox"/>	I attach an insurance questionnaire

Practice <i>(Complete either Part 1, 2 or 3)</i>	
Part 2 – If entering an existing law practice, incorporated legal practice or multi-disciplinary legal practice	
<input type="checkbox"/>	I am entitled to hold a principal practising certificate
<input type="checkbox"/>	I am entering an existing law practice
<input type="checkbox"/>	I am entering an existing multi-disciplinary partnership
<input type="checkbox"/>	I am entering an existing incorporated legal practice as a legal practitioner director
Name of practice	
Date of commencement	
<input type="checkbox"/>	I attach formal notification from an existing partner of the partnership appointment.

Practice <i>(Complete either Part 1, 2 or 3)</i>	
Part 3 – If seeking a limited principal practising certificate	
<input type="checkbox"/>	I am entitled to hold a limited principal practising certificate because:
<input type="checkbox"/>	(a) I am the person in charge of a community legal service, or a person engaged by the community legal service and nominated by the person in charge for that purpose;
<input type="checkbox"/>	(b) I am the chief executive officer of Legal Aid Queensland appointed pursuant to section 64 of the <i>Legal Aid Queensland Act 1997</i> or I am a person employed by Legal Aid Queensland and nominated by the Legal Aid Board as either a primary or reserve holder pursuant to section 73A of the <i>Legal Aid Queensland Act 1997</i> for this purpose; or
<input type="checkbox"/>	(c) I am a legal practitioner engaged in legal practice on my own account as a sole practitioner or law practice whose legal practice consists only of matters pertaining to the assessment of costs under division 7 of part 3.4 of the <i>Legal Profession Act 2007</i> or otherwise.
<input type="checkbox"/>	For (a) and (b), I attach confirmation of appointment to that role.
<input type="checkbox"/>	I undertake to surrender my limited principal practising certificate if I cease to be employed in that capacity.
Name of practice	
Date of commencement	

Please note: A tax invoice will be issued for the upgrading fees and professional indemnity insurance (where applicable) upon receipt of this application. You should not advertise or hold yourself out as a 'partner', 'sole practitioner' or 'legal practitioner director' until your practising certificate is in order.

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

Electronic Transactions Act

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.

Privacy statement

WE RESPECT YOUR PRIVACY. This form asks for *personal information*. Please refer to our **Personal Information Collection Notice** for more details. The notice can be accessed **here**. If you have any questions or are unable access it online, please contact us on 1300 367 757.

Declare and sign

I solemnly and sincerely declare that the information and particulars set forth in this form are complete and accurate in every detail.

Signed

Date