

Notice of a Corporation's Intention to Engage in Legal Practice in Queensland

Queensland | *Legal Profession Act 2007* | section 114(1)

QLS FORM 23 (LPA) | version 9

QLS FORM 8 (SR) | version 4

Before a corporation starts to engage in legal practice in Queensland, it must use this form to give the Queensland Law Society ('QLS') notice of its intention to do so.

If there is insufficient space in any section of the form, please attach an additional page. Only complete the relevant parts of this form.

1. Details of proposed incorporated legal practice ('ILP')

Name of the corporation

Australian Company Number

Business or trading names (if any)

Registered office

Practice address

Postcode

Postal address

Postcode

DX number and location

Telephone number

Facsimile number

Email address

Website

2. Structure of proposed ILP

Under the LPA, an LPD is defined as a director who is an Australian legal practitioner ('ALP') (as defined in s6(1)) holding a principal practising certificate. An ILP must have at least one LPD. If it ceases to do so, it must use QLS Form 26 (LPA) to notify Queensland Law Society as soon as possible.

Full name and address of each legal practitioner director ('LPD')
(as notified to the Australian Securities and Investments Commission ('ASIC'))

(Insert name/s)

(Insert address/es)

If there is more than one LPD, who do you nominate as the contact person for correspondence?

(Insert name)

Full name and address of each director who is an ALP (as notified to ASIC), but who is not a principal practising certificate holder and is therefore not a legal practitioner director

(Insert name/s)

(Insert address/es)

Full name and address of each director who is not an ALP (as notified to ASIC)

(Insert name/s)

(Insert address/es)

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 | For more information visit qls.com.au | ABN 33 423 389 441

Page 1 of 2

QLS FORM 23 (LPA)
version 8

2. Structure of proposed ILP *cont.*

Full name and job title of each other ALP (*other than those named above*) who is the holder of an employee level practising certificate

(Insert name/s)

(Insert address/es)

3. Date corporation intends to start engaging in legal practice in Queensland

Proposed start date

4. Will the proposed ILP be taking over the business of an existing law practice?

☐ yes ☐ no

If 'yes', please state the name of the existing law practice

ILP Membership

ILP membership of the Society is free.

It is essential if the law practice is to participate in the QLS Professional Standards Scheme. That participation involves an annual payment of a licensing fee to the Professional Standards Authority, the national schemes administrative authority. That payment is currently \$55.

Participation in the Scheme requires all practising certificate holders engaged in the law practice to be both full members of the Society and to participate in the Scheme. This is as well as the ILP participating through ILP membership of the Society. For all necessary details about the Scheme please see <https://www.qls.com.au/About-us/Services-and-benefits/Business-Services/Professional-Standards-Scheme>.

☐ ILP membership please

☐ No thank you

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 <https://www.qls.com.au/Content-Collections/Policies/Personal-Information-Collection-Notice>. If you have any questions or are unable access it online, please contact us on 1300 367 757.

5. Supporting documents

- (a) Please attach a copy of the certificate of registration issued by ASIC. In respect of another body corporate prescribed by regulation under s110 of the LPA, please attach evidence of incorporation.
- (b) Please attach a copy of the current ASIC record of officeholders of the company. In respect of another body corporate prescribed by regulation under s110 of the LPA, please attach evidence of the officeholders.
- (c) If the corporation operates under a business or trading name, please attach a copy of the certificate of registration of business name issued by ASIC.

6. Certification

This certification must be signed by an LPD.

I certify that the information set out in this form is true and correct.

Signature

Full name

Date

Payment

Fee for participation on the Professional Standards Scheme is \$55 (including GST)

Total amount payable (including GST) \$ 55

☐ My cheque payable to Queensland Law Society Inc is enclosed

☐ Please debit my credit card (Diners Club is **not** accepted)

☐ Visa ☐ Mastercard ☐ Amex

Card number

Cardholder name

Expiry date /

Amount \$

Cardholder signature

Send to
Queensland Law Society
Level 2, Law Society House
179 Ann Street
Brisbane Qld 4000
GPO Box 1785
Brisbane Qld 4001