

# Notification Authorising or Terminating Trust Account Signatories

<b>To:</b>	Manager, Trust Account Investigations, Queensland Law Society, 179 Ann Street, Brisbane Qld 4000
<b>Re:</b>	(the law practice')

**To be completed by Legal Practitioner:**

I, \_\_\_\_\_  
(insert full name of the principal)

being the principal of the abovementioned law practice advise that following persons are authorised to sign trust account cheques or otherwise effect, direct or give authority for the withdrawal of money (EFT) from a general trust account of the law practice.

Principal signature:

Date        /        /

**Note:** Section 46(2)(a) of the *Legal Profession Regulation 2017* requires a law practice to give the Society written notice either before, or within 14 days after, authorising or terminating the authority of an associate of the law practice or an Australian legal practitioner, to sign cheques drawn or otherwise to effect, direct or give authority for the withdrawal of money from a general trust account of the law practice.

BSB Number

Account Number

Name of Trust Account

**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 to access it online, please contact us on 1300 367 757.

**Authorised Australian Legal Practitioner (Solely)**

Full Name	Date Authorised	Date Withdrawn

**Authorised Associates (Jointly)**

Full Name	Residential Address	Position of Employment	Date Authorised	Date Withdrawn

*Note: 2 or more authorised associate (including non-solicitors) can be authorised **jointly** to sign trust account cheques. Authorised associates include law clerks, office staff, bookkeepers, etc.*

Enquiries and completed form (if applicable) –

Trust Account Investigations, Queensland Law Society, GPO Box 1785, Brisbane Qld 4001  
p 1300 367 757 | [managertai@qls.com.au](mailto:managertai@qls.com.au) | For more information visit [qls.com.au](https://www.qls.com.au) | ABN 33 423 389 441