

INCORPORATED LEGAL PRACTICE NOTICE OF INTENTION TO ENGAGE IN LEGAL PRACTICE IN NEW SOUTH WALES



THE LAW SOCIETY
OF NEW SOUTH WALES

THIS IS A NOTICE OF INTENTION TO ENGAGE IN LEGAL PRACTICE IN NEW SOUTH WALES AS AN INCORPORATED LEGAL PRACTICE IN ACCORDANCE WITH CHAPTER 3, PART 3.7 OF THE LEGAL PROFESSION UNIFORM LAW (NSW). AN ENTITY MUST GIVE THE LAW SOCIETY NOTICE, IN THIS FORM, AT LEAST 14 DAYS BEFORE STARTING TO ENGAGE IN LEGAL PRACTICE (S.104(1) OF THE LEGAL PROFESSION UNIFORM LAW (NSW) AND RULE 28 LEGAL PROFESSION UNIFORM GENERAL RULES 2015).

- An incorporated legal practice (ILP) is a corporation that satisfies the criteria set out in the definition of “incorporated legal practice” in s.6 of the *Legal Profession Uniform Law (NSW)*.
- All questions are mandatory except where indicated otherwise.

Required:

- ASIC documents: Company Certificate of Registration and current company search or extract as issued by ASIC listing the directors of the company
- Proof of registration of business name with ASIC (if relevant)
- Variation form for ILP principal(s) if a principal practising certificate is not already held
- Refer to page 4 for further information

1. CORPORATION DETAILS

Name of corporation:

Australian Company Number:

Business name:

Date from which the corporation intends to engage in legal practice in New South Wales: (DD/MM/YYYY):

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2. PRACTICE ADDRESS DETAILS (NOTE B)

Street address:

Street number and name:

City:

State:

Country:

Postcode:

DX:

Telephone:

Fax:

Mobile:

Email address:

Website:

Postal address:

PO Box Number:

City:

State:

Country:


Postcode:

This section continues on next page

2. PRACTICE ADDRESS DETAILS (NOTE B) CONTINUED

Other address details/branch details/interstate offices

Street number and name:			
City:	State:		
Country:	Postcode:	DX:	
Telephone:	Fax:		
Mobile:	Email address:		
Website:			

 Attach additional page if necessary.

3. IS THE CORPORATION TAKING OVER AN EXISTING LAW PRACTICE? (NOTE C)

Is this corporation taking over or acquiring the legal services of an existing law practice or entity?

Yes (please provide details below)

No

4. ILP PRINCIPAL (NOTE D)

Provide the full names of all Australian legal practitioners who will be principals of the incorporated legal practice.


Full name:
Full name:
Full name:
Full name:
Full name:

 Attach additional page if necessary.

5. EMPLOYED SOLICITORS

Provide the full names of all Australian legal practitioners employed by, or who are officers of, the incorporated legal practice (if any).


Full name:
Full name:
Full name:
Full name:
Full name:

 Attach additional page if necessary.

6. OTHER DIRECTORS (NOTE E)

Provide the full names of other directors who are not principals of the ILP (if any).

Full name:
Full name:
Full name:
Full name:
Full name:

 Attach additional page if necessary.

7. SIGNATURE

This form must be signed by a principal of the law practice or by a person authorised by the principal to do so. Please complete one of the following sections.

- I am a principal of the law practice and I certify that the information in this form is true and correct.
- I am a person authorised by the principal of the law practice and I certify that the information in this form is true and correct.

Signed:

Dated (DD/MM/YYYY):

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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GENERAL NOTES

REQUIREMENTS

- In respect of a company, please attach a copy of the Certificate of Registration issued by ASIC. In respect of a body corporate, please attach evidence of incorporation.
- In respect of a company, please attach a copy of the current ASIC record of office holders of the company (this print-out may be obtained from ASIC or a legal search company). In respect of any other body corporate, please attach evidence as to the office holders.
- If using a business name, please attach evidence of the registration issued by ASIC.
- Payment of professional indemnity insurance is required (s.212 *Legal Profession Uniform Law (NSW)*). Please contact Lawcover on 1800 650 748 concerning the amount payable or any enquiries regarding professional indemnity insurance. If the professional indemnity insurance policy has been issued in a state other than NSW, please provide evidence that the policy will cover the NSW office.
- Interstate ILP Principals – please attach a copy of your current practising certificate issued by your home jurisdiction.

EXPLANATORY NOTES

NOTE A: CORPORATION DETAILS

An entity must give The Law Society notice, in this form, at least 14 days before starting to engage in legal practice (s.104(1) of the *Legal Profession Uniform Law (NSW)* and Rule 28 *Legal Profession Uniform General Rules 2015*).

NOTE B: PRACTICE ADDRESS DETAILS

Please provide the details of the principal office in New South Wales and any branch offices (including interstate offices) here.

NOTE C: IS THE CORPORATION TAKING OVER AN EXISTING LAW PRACTICE

If an existing law practice is 'incorporating' for the purposes of Part 3.7 of the *Legal Profession Uniform Law (NSW)*, please answer 'Yes' to this question and provide further details.

NOTE D: ILP PRINCIPALS

A principal of an incorporated legal practice must hold a principal practising certificate **and** be a validly appointed director of the company. If a practitioner does not currently hold a principal practising certificate, then an application must be made by completing a 'Variation of a Practising Certificate to Practise as a Principal'. This form is available under "forms" on the Law Society's website at www.lawsociety.com.au/forms

NOTE E: OTHER DIRECTORS

Provision of the copy of the ASIC record of officeholders referred to in General Notes above will satisfy this requirement.