



A Your details (as at 1 July 2015)

Law Society number: (if known)

Full name:

Date of NSW admission (if known): / / (dd/mm/yyyy)

Certificate type:

Conditions/Undertaking:

Practice Name(s) or Employer:

Practice address:
State P/code

Principal place of practice:

DX number and location:

Business phone number: () or mobile

Business email address:

Business fax number: ()

Practice's principal address (if different from above):
State P/code

Residential address:
State P/code

Personal telephone number: () or mobile

B Intent to renew

- 1 Will you be renewing your practising certificate?
- Yes **Go to Q2 below (Section C – Renewal details).**
- No **Go to Q12 on page 3 (Section E – Non-renewal).**

C Renewal details

- 2 How will the payment be made?
- EFTPOS (payments are to be made in person at the Law Society)
- Cheque/Money Order (made payable to the Law Society of NSW and stapled to the front of this page)
- Credit Card
- Loan company (what is the name of the loan company?)

Please note: send the **original** form to the Law Society and a **copy** of the front page to the loan/finance company.

Use the **Scale of Fees** on page 8 to confirm payment amount.

Practising Certificate Fee
\$

Fidelity Fund Contribution
\$

Membership Fee (inc \$36.00 GST)
\$

Total
\$

Due date
15 MAY 2015

Extensions of time are not available.
Refer to pages 6 and 8 for further information on membership and fees.

Office Use Only (receipt no.)

► Now go to page 2 to complete Section D.



You can renew your practising certificate online at www.lawsociety.com.au/pcrenewals.

D Renewal details continued

3 Are you currently declared **bankrupt**?

No

Yes Your practising certificate may be issued subject to an undertaking.

4 Are you a *legal practitioner partner* in a **multi-disciplinary partnership (MDP)** as authorised by s.166 of the Legal Profession Act 2004?

No

Yes Has the Law Society previously been advised of this?

Yes

No Please complete a *Notice of intention to start practice in a Multi-disciplinary Partnership* – available at www.lawsociety.com.au/forms.

5 Are you a *legal practitioner director* in an **incorporated legal practice (ILP)** as authorised by Part 2.6 of the Legal Profession Act 2004?

No

Yes Has the Law Society previously been advised of this?

Yes

No Please complete a *Notification of Incorporated Legal Practice* – available at www.lawsociety.com.au/forms.

Note: Legal Practitioner Directors – if a financial report is required to be prepared under s. 292 of the Corporations Act 2001, copies of the most recent reports lodged with ASIC must accompany this application.

6 Mandatory Continuing Legal Education:

Please note: Compliance includes **the 3 compulsory fields** and satisfying **Clause 176 Legal Profession Regulation 2005** (refer to page 7).

- Tick “Yes” if you completed 10 MCLE units between 1 April 2014 and 31 March 2015.
- If you commenced practice after 1 July 2014 and completed 5 MCLE units before 31 March 2015, tick “Yes” as you have complied with the MCLE Rules.
- If you commenced practice after 1 January 2015, tick “Yes” as you are not required to complete any MCLE units and you have complied with the MCLE Rules.

➔ Have you complied with the **Mandatory Continuing Legal Education** requirements in NSW?

Yes


No Please complete either a Request for an Extension of Time or an Exemption form found at www.lawsociety.com.au/forms.

Exempt You should only tick this box if you have already been granted an exemption by the Licensing Committee.

7 Are you paying your fees by **credit card**?

No

Yes Please provide credit card details below.

Amount to be charged: \$	<input type="text"/>	Use the Scale of Fees on page 8 to confirm payment amount.	
Card type:	<input type="checkbox"/> AMEX	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry date:	<input type="text"/>	/	<input type="text"/> (mm/yy)
Cardholder's name:	<input type="text"/>		
Cardholder's signature:	<input type="text"/>		

8 Do you want to be issued with a **2015/16 ID card**?

No

Yes Would you like a photo on your ID card?

No

Yes Re-use existing photo or follow instructions 1 to 3 (right) for new photos

(1) Glue a passport size photo here.

(2) Please write your name on the back of the photo and sign it in case it becomes detached from this form.

(3) Use a photo that is less than 12 months old.

9 Do you identify as being Aboriginal and/or Torres Strait Islander (optional)?

No

Yes

10 Select your main areas of practice (you may select up to **four**) (optional).

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

11 I declare that the contents of this application are true and correct and that I have not been the subject of any disciplinary (professional) proceedings or convicted of or charged with an indictable offence in any jurisdiction which has not previously been disclosed since my last application for a practising certificate. *(If you are unable to complete this declaration, amend the declaration and attach a letter detailing the reasons.)*

Signature

<input type="text"/>	
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Date

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	(dd/mm/yyyy)
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▶ Now go to page 5 to complete the survey.

You must print this document, sign it and return it.



Who should complete this section?

Complete this section if you are not intending to renew your practising certificate (if you ticked "No" at Q1).

E Non-renewal and associate membership

12 Date of ceasing to practise in NSW

Input fields for date (dd/mm/yyyy)

13 Are you (or were you) a principal in a practice?

No Yes Go to Q16.

14 Has your law practice closed?

No Yes Who has the files?

Text input field for who has the files

15 Is there a successor to the practice?

No Yes What is their name?

Text input field for successor name

16 What is the main reason for not renewing your practising certificate (optional)?

Text input field for reason

17 If you are not renewing your practising certificate, you can apply to become an associate member. The cost is \$264 if you have an Australian postal address and \$270 if you have an overseas postal address. Membership is from 1 July 2015 to 30 June 2016.

Do you want to apply for associate membership of the Law Society?

No Yes Go to Q19 (Declaration).

18 Are you paying your associate membership fees by credit card?

No Yes Please staple your cheque to the front page of this form. Please provide your credit card details below.

Credit card details form including amount to be charged, card type (AMEX, MasterCard, Visa), card number, expiry date, cardholder's name, and signature.

19 I will not be practising as a solicitor in NSW with a NSW practising certificate after 30 June 2015 and do not wish to renew my practising certificate as at 1 July 2015.

Signature

Signature input field

Date

Date input fields (dd/mm/yyyy)

Associate Membership Fees

Table with 2 columns: Fee description and Amount. Rows include fees for Australian and overseas postal addresses.



As the largest and most influential membership organisation for solicitors in Australia, the Law Society of New South Wales provides strong leadership and effective representation for the profession and the support you need to be a successful legal practitioner.

We've set out some of the key benefits members enjoy. For a full listing and more information go to www.lawsociety.com.au/benefits.

Benefits	Solicitor member	Associate member
Education and training – Access exclusive discounts on Law Society CPD seminars and podcasts, and gain access to industry-leading practice management training for solicitors and support staff.	✓	
Tailored content – Subscribe to our range of cutting edge e-newsletters – including Monday Briefs – tailored to your practice and offering insights into careers, practice management, legal updates, news and more. Access the Law Society website for more exclusive content – including the award-winning CareerHub and Small Practice Portal – as well as discounts at the Law Society shop and e-shop.	✓	✓
LSJ – Receive your monthly hardcopy edition of the award-winning LSJ, which is now also available via app for Apple and Android. Read the latest in exclusive legal updates, news, views, features, and everything the modern lawyer needs to know for optimal practice and performance.	✓	
Insurance – Limit your civil liability and protect your practice through the Law Society of New South Wales Scheme. (Conditions apply).	✓	
Specialist accreditation – Stand out from the pack by having the opportunity to gain specialist accreditation across 13 areas of practice. * ACT solicitors only	✓	✓*
Library resources – Borrow from a wide and practical collection of legislation, precedents, law reports, textbooks, loose-leaf practice books and digital resources from the Law Society Library.	✓	
Support and assistance – Obtain assistance with ethics, costs and regulatory compliance online or over the phone from the Professional Standards Department. Receive telephone assistance to legal enquiries in numerous areas of law, including business, criminal, employment, family, general litigation, property, wills and estates, and powers of attorney.	✓	
Lead the profession – Seize the opportunity to influence state and federal laws by joining one of the many Law Society or Young Lawyers committees. ** Limitations apply	✓	✓**
Business development and networking – Receive invitations to a range of exclusive Law Society events, including our hugely popular Thought Leadership Series, to capitalise on networking and business development opportunities within the profession.	✓	✓
Partner benefits – Access a wide range of discounts and benefits on personal products and business services from over 25 premium commercial organisations via our exclusive Member Connexions and Practice Connexions programs.	✓	✓

Member and Practice Connexions

Benefits include discounts and preferential access to a broad range of business and lifestyle products and services, including:

- Law Society American Express Credit Cards
- AMP home loans
- OnePath life and income protection insurance
- Bupa Health Insurance
- Fitness First
- MBA Car Assist
- Qantas Club
- PowerBuy IT
- Thomson Reuters
- Buyers Domain property buyer's agent
- Barratt Jennings commercial property advisers
- BOAB IT
- Grace Information & Records Management
- Sofitel Sydney Wentworth

Visit the Law Society website for more information, www.lawsociety.com.au/memberconnexions and www.lawsociety.com.au/practiceconnexions.



Please return this survey in the envelope provided.

Please answer all questions and follow the skip instructions.
Apart from Question 5, all other questions are single response only.

1. GENERAL INFORMATION

a) Gender:

- ¹ Male ² Female

b) How old are you?

- ¹ Less than 25 years of age ⁴ 35-39 years
 ² 25-29 years ⁵ 40-49 years
 ³ 30-34 years ⁶ 50 or over

c) Do you identify as being Aboriginal and/or Torres Strait Islander (optional)?

- ¹ Yes ² No

2. PAID WORK IN THE LEGAL PROFESSION

a) Do you currently do paid work as a legal practitioner?

- ¹ Yes, full time
 ² Yes, part time
 ³ No ► **GO TO 2e**
 ⁴ Currently on leave ► **GO TO Q3**

b) How many days a week do you usually work as a legal practitioner? days.

c) How many hours a week do you usually work as a legal practitioner? hours.

d) What is the postcode where your main employment/practice is located?

e) Have you done any unpaid, voluntary or pro-bono work as a legal practitioner in the last year?

- ¹ Yes (Please answer 2f below.)
 ² No ► **GO TO Q3**

f) Approximately how many hours of unpaid, voluntary or pro-bono work have you done as a legal practitioner in the last year?




3. YEARS SINCE ADMISSION

a) How long is it since you were first admitted as a solicitor in Australia? years.

The Law Society is committed to providing the most appropriate services to solicitors in New South Wales. The survey provides the Law Society with valuable demographic information about the profession which assists the Law Society to fulfil its responsibilities to solicitors now and into the future. The results from the survey are documented annually in a report that is available to all members upon request. Please note that all information collected is anonymous and confidential and cannot be linked to your Practising Certificate renewal form.

4. CATEGORIES OF PRACTITIONERS

a) Which ONE category best describes your main work?

- 1 Private practitioner in a law practice 
- 2 Community Legal Centre
- 3 Corporate Legal 
- 4 Government Legal 
- 5 In non-legal employment
- 6 Retired (holding a PC)
- 7 Unemployed
- 8 Other (please specify)

b) Your role in the firm:

- 1 Equity partner
- 2 Salaried partner
- 3 Legal Practitioner Director
- 4 Sole practitioner
- 5 Employee
- 6 Locum

c) The size of the firm:

- 1 1-4 partners/principals
- 2 5-10 partners/principals
- 3 11-20 partners/principals
- 4 21-39 partners/principals
- 5 40-49 partners/principals
- 6 50+ partners/principals

d) What is your role in the organisation?

- 1 Head of legal team / General Counsel
- 2 Senior Lawyer / Senior Legal Counsel
- 3 Lawyer / Legal Counsel
- 4 Graduate lawyer
- 5 Paralegal
- 6 Other (please specify)

e) The number of lawyers in your legal team:

- 1 Only you
- 2 2-5
- 3 6-10
- 4 11-20
- 5 21-50
- 6 51+

f) What is your role in the organisation?

- 1 Head of legal team
- 2 Principal Lawyer / Principal Legal Officer
- 3 Senior Lawyer / Senior Legal Officer
- 4 Lawyer / Legal Officer
- 5 Graduate lawyer
- 6 Paralegal
- 7 Other (please specify)

g) The number of lawyers in your legal team:

- 1 Only you
- 2 2-5
- 3 6-10
- 4 11-20
- 5 21-50
- 6 51+

5 DOMINANT AREAS OF PRACTICE

a) Please select your main areas of practice:

- | | |
|---|---|
| <input type="checkbox"/> 1 Administrative Law | <input type="checkbox"/> 14 Information technology / Telecommunications |
| <input type="checkbox"/> 2 Advocacy | <input type="checkbox"/> 15 Intellectual Property |
| <input type="checkbox"/> 3 Banking/Finance | <input type="checkbox"/> 16 Litigation - general |
| <input type="checkbox"/> 4 Civil Litigation | <input type="checkbox"/> 17 Personal Injury |
| <input type="checkbox"/> 5 Commercial Law | <input type="checkbox"/> 18 Planning/Local Govt |
| <input type="checkbox"/> 6 Conveyancing/Real Property | <input type="checkbox"/> 19 Small Business |
| <input type="checkbox"/> 7 Corporate Law | <input type="checkbox"/> 20 Taxation |
| <input type="checkbox"/> 8 Criminal Law | <input type="checkbox"/> 21 Trade Practices Law |
| <input type="checkbox"/> 9 Debts/Insolvency | <input type="checkbox"/> 22 Wills and Estates |
| <input type="checkbox"/> 10 Employment/Industrial Law | <input type="checkbox"/> 23 Other (please specify) |
| <input type="checkbox"/> 11 Environmental Law | <input type="checkbox"/> 24 Not applicable to my situation |
| <input type="checkbox"/> 12 Family Law | |
| <input type="checkbox"/> 13 Immigration Law | |

6 INCOME

a) What was your gross (pre-tax) income in the financial year ending 30 June 2014?

i) Approximate total figure:

\$

OR

ii) Which category does your income fit into?

- | | |
|--|---|
| <input type="checkbox"/> 1 \$20,000 or less | <input type="checkbox"/> 7 \$45,001 - \$50,000 |
| <input type="checkbox"/> 2 \$20,001 - \$25,000 | <input type="checkbox"/> 8 \$50,001 - \$60,000 |
| <input type="checkbox"/> 3 \$25,001 - \$30,000 | <input type="checkbox"/> 9 \$60,001 - \$75,000 |
| <input type="checkbox"/> 4 \$30,001 - \$35,000 | <input type="checkbox"/> 10 \$75,001 - \$100,000 |
| <input type="checkbox"/> 5 \$35,001 - \$40,000 | <input type="checkbox"/> 11 \$100,001 - \$150,000 |
| <input type="checkbox"/> 6 \$40,001 - \$45,000 | <input type="checkbox"/> 12 \$150,001 - \$200,000 |
| | <input type="checkbox"/> 13 \$200,001 + |

7. CAREER

a) Are you considering leaving the profession in the next 5 years?

- 1 Yes
- 2 No **▶ GO TO Q8**

If yes in 7a, please answer 7b and 7c below.

b) When are you considering leaving the profession?

- 1 Next 12 months
- 2 1-2 years
- 3 3-5 years

c) What is your ONE MAIN reason for leaving the legal profession?

- 1 Retirement
- 2 Better salary
- 3 Lifestyle
- 4 Career change
- 5 Lack of work
- 6 Other (please specify)

8. LONG TERM ILLNESS AND DISABILITY

a) Do you have a disability or long term illness?

- 1 Yes
- 2 No

b) If yes, what is your disability or illness?

Thank you for your time.



Disclosure of offences and bankruptcy incidents

Please refer to Part 2.4 of the Legal Profession Act 2004 to determine if you are required to provide a notification of an offence or show cause event with this application. If you have not previously made a disclosure, suitable forms are available at www.lawsociety.com.au/forms or contact the Professional Standards Department on (02) 9926 0390 for assistance.

Mandatory Continuing Legal Education (MCLE)

MCLE is a mandatory condition attached to all NSW practising certificates. MCLE information can be found at www.lawsociety.com.au/mcle.

Completing the 3 Compulsory Fields each year

Practitioners must include at least one unit every year in each of the following compulsory fields:

- 1) Ethics & Professional Responsibility
- 2) Practice Management and Business skills
- 3) Professional Skills.

Satisfying Clause 176 Legal Profession Regulation 2005

Additionally, Clause 176 of the Legal Profession Regulation 2005 requires that every three years at least one of the units must cover:

- equal employment opportunity;
- discrimination and harassment;
- occupational health and safety law; and
- employment law.

The Clause 176 unit may be claimed towards the compulsory fields of Ethics & Professional Responsibility **or** Practice Management and Business Skills in the year it is completed.

An MCLE audit is conducted each year and practitioners may be required to submit details of their MCLE activities.

LawCover payments

Practising certificates for unrestricted principals in private practice can only be issued after LawCover has confirmed payment. Payments must be made by 15 May 2015.

Professional indemnity insurance payments should be sent directly to LawCover, Level 13, 383 Kent Street, Sydney 2000 or DX 13013 SYDNEY MARKET STREET.

Declaration (on page 2)

As part of the regulatory role of the Law Society in the developing national legal services market and in order to maintain the integrity and standing of practitioners in New South Wales, the Society requires practitioners to declare if they are subject to disciplinary (professional) proceedings or convicted of or charged with an indictable offence in any

jurisdiction since their last application for a practising certificate. Practitioners do not have to disclose minor offences such as parking fines or minor traffic infringements.

Expiry of your 2014/2015 practising certificate

Expiry of your 2014/2015 practising certificate occurs on 30 June 2015. You cannot practise as a solicitor in NSW after 30 June 2015 if you have not applied for the renewal of your practising certificate (unless you hold a current interstate practising certificate in your home jurisdiction).

Membership of the Law Society

Membership of the Law Society is optional. If you do not wish to take out membership of the Law Society, please cross out the Membership Fee shown on the front of this form. You will still need to pay the Practising Certificate Fee and Fidelity Fund Contribution in order to renew your practising certificate.

Payment of the Membership Fee will be regarded by the Society as an application to be a Solicitor Member of the Law Society. Your Membership will be administered in accordance with the Articles of Association of the Society. Please note that information you have previously provided to the Law Society will be utilised to effect and administer your membership of the Law Society.

Help

Professional indemnity insurance	
<i>LawCover</i>	<i>1800 650 748</i>
Bankruptcy Declaration/Disclosures	
<i>Professional Standards Department</i>	<i>Ph 9926 0390</i>
MCLE	
<i>MCLE Officer</i> <i>Refer also to www.lawsociety.com.au/mcle.</i>	<i>Ph 9926 0243</i>
All other practising certificate enquiries	
<i>The Law Society Registry</i>	<i>Ph 9926 0156</i>

Return this form

Please return the form before 15 May 2015.

You may submit this form by post, fax or email. If your form is submitted by fax or email, an original is not required.

Phone: (02) 9926 0156

Email: registry@lawsociety.com.au

Fax: (02) 9926 0257



By completing this form you are providing personal information to the Law Society of New South Wales (**we, us, or our**).

Who do we collect the personal information from?

We generally collect your personal information directly from you. However, in some cases, we may receive your personal information from a third party (for instance if we receive a complaint) and when it is relevant to our statutory responsibilities (for instance other regulators who have dealt with you).

For what purposes do we collect personal information?

We collect your personal information to:

- fulfil our functions and responsibilities under, and facilitate compliance with, the Legal Profession Act 2004 (NSW), the Corporations Act 2001 (Cth) and associated regulations (which require and authorise us to collect certain information) including to maintain regulatory and corporate records;
- fulfil our role as your professional association including:
 - maintain membership records
 - communicating with you to offer products, services and events and when you obtain a product or service or come to an event
 - to conduct research and provide public representation; and
- provide information to third parties as authorised or required by law.

What if we didn't collect this personal information?

Without your personal information we may not be able to process your application or request, perform our statutory functions or provide you with some or all of the services of the Law Society as a professional association.

Who are the types of bodies and persons to whom we usually disclose your personal information?

Your personal information may be provided to:

- entities distributing information relevant to you as a legal practitioner or member of the Law Society;

- LawCover and other professional indemnity insurers and practising certificate funders;
- our professional advisors and contractors (strictly on the basis that the information is to be used only for providing services to the Law Society and must not be disclosed);
- Australian regulators and government entities (such as the Office of the Legal Services Commissioner) and overseas regulators; and
- organisations that represent the legal profession such as the Law Council of Australia and Regional Law Societies.

Disclosure overseas

If you practise in a foreign country (or apply to do so) we may send your personal information overseas in response to an inquiry from the relevant authority in that place.

You can access and correct your personal information

Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. Our privacy policy is accessible via a link appearing at the foot of each web page at www.lawsociety.com.au.

How to contact us

Privacy Officer
Corporate Legal Services
The Law Society of New South Wales
170 Phillip Street, SYDNEY NSW 2000
Phone: (02) 9926 0333
Fax: (02) 9231 5809
Email: CorpLegal@lawsociety.com.au

Please do not return this form to the privacy officer.

Scale of fees 2015/2016

Your fees are determined by your employment classification. If your employment classification has changed (e.g. from corporate to private practice) or will change by 1 July 2015, your fees may have changed. Please check the Scale of Fees below and, if necessary, change your payment amount accordingly.

2015/16 Scale of Fees							
Category of Practice	Practising Certificate Fee		Fidelity Fund Fee		Membership Fee *		Total
Private Practice or Incorporated Legal Practice	\$360	+	\$60	+	\$396	=	\$816
Corporate (i.e. In-house solicitors)	\$360	+	\$0	+	\$396	=	\$756
Government or Prescribed Corporation** or Community Legal Centre	\$360	+	\$0	+	\$396	=	\$756

* All Membership fees include \$36.00 GST.

** Prescribed corporations under s. 430(7) Legal Profession Act 2004.