



# Transfer of an ACT Practising Certificate

**Complete this form if you are changing employers, but maintaining your ACT Practising Certificate.** This form must be completed and signed by the practitioner who is transferring from one employer to another.

This form is not to be completed if your change in employment requires a change to certificate type. Please contact [memberconnect@actlawsociety.asn.au](mailto:memberconnect@actlawsociety.asn.au)

Your Details
Full Name:
Member ID or roll number:
Your email address:
Your mobile number:

Previous Employer
Previous employer:
Date ceased practising with previous employer:

Refund
Refund balance of practising certificate fee? (tick one) <input type="checkbox"/> No refund required <input type="checkbox"/> Refund to me (complete details below) <input type="checkbox"/> Refund to former employer (complete details below)
Refund to my bank account: BSB                      Account number
Refund to my former employer: Contact Phone

New Employer																				
New employer:																				
Date commenced practising with new employer:																				
Address of new employer:																				
Contact person at new employer (i.e. accounts or HR): Contact Phone																				
Employment category: <table border="0"><tr><td>Associate</td><td>Consultant</td></tr><tr><td>Director</td><td>Employee</td></tr><tr><td>Foreign lawyer</td><td>Legal practitioner director</td></tr><tr><td>Locum</td><td>Managing director</td></tr><tr><td>Managing partner</td><td>Office manager</td></tr><tr><td>Partner</td><td>Practice manager</td></tr><tr><td>Principal (sole practitioner)</td><td>Retiree</td></tr><tr><td>Senior associate</td><td>Senior consultant</td></tr><tr><td>Special counsel</td><td>Student</td></tr><tr><td>Not employed as a solicitor</td><td></td></tr></table>	Associate	Consultant	Director	Employee	Foreign lawyer	Legal practitioner director	Locum	Managing director	Managing partner	Office manager	Partner	Practice manager	Principal (sole practitioner)	Retiree	Senior associate	Senior consultant	Special counsel	Student	Not employed as a solicitor	
Associate	Consultant																			
Director	Employee																			
Foreign lawyer	Legal practitioner director																			
Locum	Managing director																			
Managing partner	Office manager																			
Partner	Practice manager																			
Principal (sole practitioner)	Retiree																			
Senior associate	Senior consultant																			
Special counsel	Student																			
Not employed as a solicitor																				

Authorisation
Name:
Signature:
Date signed:

## Send completed forms to:

Member Connect, ACT Law Society  
by email to [memberconnect@actlawsociety.asn.au](mailto:memberconnect@actlawsociety.asn.au)

Note: Regulation 66(2) of the Legal Profession Regulation 2007 requires a law practice to appoint an external examiner not later than 8 April in the trust accounting year; and give the law society council written notice each time it appoints an external examiner. Regulation 66(3) states that the notice given to the law society must not be later than one month after the appointment of the external examiner.