

# Notification of establishment of and/or any change to an Incorporated Legal Practice in the ACT

Send to: Nicole Crossley, The Law Society of the ACT, [nicole.crossley@actlawsociety.asn.au](mailto:nicole.crossley@actlawsociety.asn.au)

## About this form

Legal practitioners should use this form to notify the Law Society:

- of the business details of an incorporated legal practice (**Part A**);
- of the names of directors and officers of the incorporated legal practice (**Part B**);
- of the intention of the incorporated legal practice to engage in legal practice (**Part C**);
- of the intention that the incorporated legal practice will cease to engage in legal practice (**Part C**); and
- that the incorporated legal practice has ceased to have a legal practitioner director (**Part C**).

Legal practitioners should also use relevant sections of the form to update the Law Society of any change to the notified details (such as a change in business details or to the legal practitioner directors).

An incorporated legal practice is defined under s 101 of the *Legal Profession Act 2006*.

### Part A: Business details

Name of corporation	
Trading name / business name	
Australian Business Number (ABN)	
Phone Number	
Street Address	
Postal Address (if different)	
DX number and location (if applicable)	
Website	

## Part B: Directors and officers

**Legal practitioner directors:** Full names of legal practitioner directors of the incorporated legal practice and the jurisdiction in which their current practising certificate was issued. *Note: legal practitioner directors must hold an unrestricted practising certificate.*

Full name/s

Jurisdiction in which current unrestricted practising certificate was issued

**Non-legal practitioner directors:** Full names of all directors of the incorporated legal practice that are not legal practitioner directors. *Note: this may include legal practitioners who hold restricted practising certificates or directors who are not legal practitioners.*

Full name/s

Jurisdiction in which current practising certificate was issued

**Employee legal practitioner officers:** Full names of all non-director Australian legal practitioners who are employed by or are officers of the incorporated legal practice.

Full name/s

Jurisdiction in which current practising certificate was issued

Part C: Notifications *(Complete only those sections that are relevant.)*

1. Notification of intention to start engaging in legal practice

Under s 104 of the *Legal Profession Act 2006*, before a corporation starts to engage in legal practice in the ACT, the corporation must give the Law Society written notice of its intention to do so.

The corporation intends to start engaging in legal practice in the ACT from *(insert date)*:

2. Default for engaging in legal practice without due notification

Under s 104 of the *Legal Profession Act 2006*, a corporation commits an offence if it engages in legal practice in the ACT without giving written notice to the law society. A corporation that fails to give the notice remains in default until it gives the Law Society written notice of its failure to comply with the notification requirement.

The corporation was in default of s 104 of the *Legal Profession Act 2006*. The corporation started to engage in legal practice in the ACT on *(insert date)*:

3. Notice of ceasing to engage in legal practice

Under s 106 of the *Legal Profession Act 2006*, a corporation commits an offence if it ceases to engage in legal practice in the ACT as an incorporated legal practice and fails to give the Law Society written notice of that fact within 14 days after the day it ceases to engage in legal practice.

The corporation ceased or will cease to engage in legal practice on *(insert date)*:

4. Notice that the corporation has ceased to have a legal practitioner director

Under s 109 of the *Legal Profession Act 2006*, an incorporated legal practice commits an offence if it ceases to have at least one legal practitioner director and fails to tell the Law Society as soon as possible, but no later than 7 days after the day it ceases to have any legal practitioner directors.

The corporation ceased or will cease to have any legal practitioner directors on/from *(insert date)*:

Send completed forms to:

Nicole Crossley, Executive Secretary, ACT Law Society,  
nicole.crossley@actlawsociety.asn.au

or GPO Box 1562, Canberra ACT 2601

Enquiries:

Phone 02 6274 0300.

Authorised person completing this form:

Legal Practitioner Director's name:

Legal Practitioner Director's signature:

Date: