

**APPLICATION FOR ISSUE OF AN
UNRESTRICTED PRACTISING CERTIFICATE
FOR AN IN-HOUSE LAWYER**

THIS IS AN APPLICATION FOR AN A.C.T. PRACTISING
CERTIFICATE AS A SOLICITOR BY:

(Print your full name in block letters)

FOR THE YEAR ENDING 30 JUNE 2016

Please tick the box indicating whether you are in category A, B or C.

A: Application for the RENEWAL of an ACT Unrestricted Practising Certificate

If you currently hold an ACT unrestricted practising certificate or have held an ACT unrestricted practising certificate within the last 5 years, and you would like to hold an unrestricted practising certificate entitling you to practise as an in-house lawyer for the year ending 30 June 2016, complete **Parts 1 and 2**.

B: Application for a FIRST ACT Unrestricted Practising Certificate

If you have not previously held an ACT unrestricted practising certificate and would like to hold an unrestricted practising certificate entitling you to practise as an in-house lawyer for the year ending 30 June 2016, complete **Parts 1 and 3**.

C: Application for an ACT Unrestricted Practising Certificate if your previous ACT Unrestricted Practising Certificate EXPIRED 5 years ago or longer.

If you held an ACT unrestricted practising certificate that expired 5 years ago or longer and you would like to hold an unrestricted practising certificate entitling you to practise as an in-house lawyer for the year ending 30 June 2016, complete **Parts 1 and 3**.

the law society of the australian capital territory
level 4 1 farrell place canberra act 2601
gpo box 1562 canberra act 2601
dx 5623 canberra
telephone 02 6274 0300 facsimile 02 6247 3754
register@actlawsociety.asn.au www.actlawsociety.asn.au

a member of the law council of Australia

Note: unless otherwise specified, section numbers refer to the *Legal Profession Act 2006* and *Legal Profession Regulation 2007*.

PART 1 – ALL APPLICANTS TO COMPLETE

Title	Full name (please print)	Member ID:	<input type="text"/>
1. I,	<input type="text"/>	<input type="text"/>	
of (residential address):	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
Postcode	<input type="text"/>	Date of birth	<input type="text"/>
Phone No: (BH)	<input type="text"/>	(AH)	<input type="text"/>
(Mobile)	<input type="text"/>		
Email: (Work)	<input type="text"/>		
Email: (Home)	<input type="text"/>		
Postal address (if differs from residential/office address):	<input type="text"/>		
<input type="text"/>			

apply for the issue of an **Unrestricted Practising Certificate** under the *Legal Profession Act 2006* authorising me to engage in legal practice for the year ending 30 June 2016.

- I am admitted as an Australian lawyer (ss 7 and 41(1)).
- If I am successful in this application, I will not hold a practising certificate in another State or Territory from the time I am granted this certificate until this certificate expires or is surrendered (ss 35(3)).
- I practise / will practise as an employee of:
- The physical address(es) at which I practise / will practise principally is / are
- The postal address (if different) is
 DX

TRUST MONEY AND TRUST ACCOUNT AUDIT

- (a) I did not at any time in the year ended 31 March 2015 receive or hold trust money or controlled money. (applicant to initial);
OR
(b) I received or held trust money or controlled money at some time in the year ended 31 March 2015. My law practice appointed an external examiner to examine the trust records and gave the ACT Law Society written notice of this appointment (s 241 and Regulation 66).
 (applicant to initial);

6. I understand that it is a condition of this practising certificate that I will not, at any time during the year ending 30 June 2016, receive or hold trust money or controlled money (s 47).

CONDITION REGARDING IN-HOUSE PRACTISE

7. I do not intend to and will not engage in legal practice otherwise than:
- (i) as an in-house lawyer providing in-house legal services to a corporation that is not an incorporated legal practice; and/or
 - (ii) for the ACT Law Society's Legal Advice Bureau; and/or
 - (iii) as a volunteer for any "complying community legal centre" as defined in s 208; and/or
 - (iv) in any other capacity that is specifically approved by the ACT Law Society.

I understand that it is a condition of this practising certificate that I practise only in the capacities stated at (i) to (iv) (s 47).

OTHER NOTIFIABLE INFORMATION

8. I understand that it is a condition of this practising certificate that I must notify the ACT Law Society as soon as is reasonably practicable every time my practice details change (s 47).
9. I understand that it is a condition of this practising certificate that I must notify the ACT Law Society in writing within 7 days if I am charged with a "**serious offence**" (defined in the Dictionary to the Act) or convicted of any offence that would require disclosure under the admission rules in relation to an application for admission to the legal profession under the Act. (s51)
10. I understand that I must **attach** to this application a written statement about any "**show-cause events**" (defined in the Dictionary to the Act) that have occurred in relation to me since my admission to the legal profession and that have not been previously notified to the ACT Law Society. The written statement must explain why, despite the show-cause event or events, I consider myself to be a fit and proper person to hold a practising certificate (s60). Should a "**show-cause event**" occur while I am holding this practising certificate, I must give the ACT Law Society written notice within 7 days of the event and further information within 28 days (s 61).
11. I understand that the ACT Law Society cannot grant me a practising certificate unless satisfied that I am a 'fit and proper person' to hold the certificate (ss 44(3) and (4)). Sections 11 and 36 contain criteria that are relevant to whether a person is a 'fit and proper person'.

- (a) This application form contains all relevant information as to whether I am a 'fit and proper person';

OR

- (b) I have **attached** a statement containing all additional relevant information.

12. Mandatory Continuing Professional Development (CPD)

Holders of ACT practising certificates must complete 10 units of Continuing Professional Development between 1 April and 31 March each year. At least one unit must be completed in each of the following core areas:

1. Ethics and professional responsibility
2. Practice management and business skills
3. Professional skills
4. Substantive law and procedural law

Practitioners must keep their own CPD records and supporting documentation. Random audits are conducted by the Society.

I understand that it is a condition of this practising certificate that I complete 10 CPD units **between 1 April 2015 and 31 March 2016**.

Note: if this practising certificate is issued part-way through the CPD year, your CPD obligations will be pro-rated (Guideline 13, CPD Guidelines).

PART 2 – RENEWAL APPLICANTS ONLY TO COMPLETE

13. I currently hold, or within the last five years held, an ACT unrestricted practising certificate issued by the ACT Law Society (applicant to initial).

14. (a) I have fulfilled the minimum CPD requirements for the 2014 – 2015 CPD year (10 CPD units covering three core areas). applicant to initial)

OR

(b) I have not fulfilled the minimum CPD requirements for the 2014 – 2015 CPD year. (applicant to initial)

Note: if, under the CPD guidelines, you were required to complete fewer than 10 CPD units and you have completed those units, please select (a). If you were granted an extension of time and have now completed your required CPD, please select (a).

Note: if you are renewing a current ACT practising certificate and you initialled (b), please complete an application for exemption or extension of time. See www.actlawsociety.asn.au/for-members/mandatory-cpd/cpd-forms

Note: you must keep your own CPD records and supporting documentation. Random audits are conducted by the Society.

PART 3 – PLEASE COMPLETE IF THIS IS YOUR FIRST ACT UNRESTRICTED PRACTISING CERTIFICATE OR IF YOUR PREVIOUS ACT UNRESTRICTED PRACTISING CERTIFICATE EXPIRED FIVE YEARS AGO OR LONGER

15. (a) I currently hold a ^{Insert category} [] practising certificate issued by []
[] **Unless issued by ACT Law Society, you must attach a copy;**

OR

- (b) I do not currently hold a practising certificate. I was originally admitted as a []
of the Supreme Court of [] on []
Roll No: [] **(Please attach a copy of your Admission Certificate)**

16. I previously held an ACT practising certificate from [] until []
(Please complete only if you have previously held an ACT practising certificate).

17. (a) I have **attached** my Practice Management Course Certificate;

OR

- (b) I undertake to complete an approved Practice Management Course within a time frame set by the ACT Law Society should I leave employment in the in-house sector to commence employment in the private sector. It is a condition of my practising certificate that I fulfill this undertaking (s47).

18. The table in Regulation 10 sets out criteria that must be met by applicants for an unrestricted practising certificate. The **attached** statutory declaration identifies the item number and reasons that I believe I am **qualified** under that regulation.

19. Optional: I identify as Aboriginal or Torres Strait Islander.

I declare that the information contained in or with this application is true and correct and that I have not omitted any relevant information.

Applicant's Signature:

Dated: