Legal Services BOARD 10/330 Collins St Melbourne VIC 3000 GPO Box 4937 Melbourne VIC 3000 Melbourne VIC

NOTICE OF INTENTION TO START PROVIDING LEGAL SERVICES - INCORPORATED LEGAL PRACTICE - SECTION 2.7.7 LEGAL PROFESSION ACT 2004 (VIC)

APPLICABILITY OF FORM

You are required to complete this form if you intend to provide legal services as an Incorporated Legal Practice ("ILP").

The Legal Profession Act 2004 (Vic) ("the Act") defines an ILP as follows:

- "2.7.4 Nature of incorporated legal practice
 - (1) An incorporated legal practice is a corporation that engages in legal practice in this jurisdiction, whether or not it also provides services that are not legal services.
 - (2) However, a corporation is not an incorporated legal practice if-
 - (a) the only legal services that the corporation provides are any or all of the following services-
 - (i) in-house legal services, namely, legal services provided to the corporation concerning a proceeding or transaction to which the corporation (or a related body corporate) is a party;
 - (ii) services that are not legally required to be provided by an Australian legal practitioner and that are provided by an officer or an employee who is not an Australian legal practitioner; or
 - (b) this Part or the regulations so provide.
 - (3) The regulations may make provision for or with respect to the application (with or without specified modifications) of provisions of this Act to corporations that are not incorporated legal practices because of the operation of subsection (2).
 - (4) Nothing in this Part affects or applies to the provision by an incorporated legal practice of legal services in one or more other jurisdictions."

OBLIGATIONS

Section 6.2.24 of the Act requires a law practice to notify the Board of any change in the information recorded on the Register kept by the Board under section 6.2.23 within 14 days. This includes the establishment of a new law practice.

Furthermore, under section 2.7.7 of the Act, a corporation must give the Board written notice of its intention to engage in legal practice in this jurisdiction before it commences to do so.

Pursuant to section 2.7.10, an ILP must have at least one legal practitioner director. A legal practitioner director is defined in section 2.7.2 as follows:

"legal practitioner director means a director of an incorporated legal practice who is an Australian legal practitioner holding a practising certificate as a principal of a law practice;"

All other legal practitioners within the law practice must also ensure that they hold the appropriate practising certificate.

Law practices must obtain professional indemnity insurance ("PII") with the Legal Practitioners Liability Committee before commencing to engage in legal practice in Victoria, and must maintain PII at all times while engaged in legal practice in Victoria, unless exempted by the Board. A current certificate and/or schedule of insurance must be submitted with this form as evidence of PII, unless the law practice is seeking an exemption.

Please familiarise yourself with the additional obligations for ILPs under Part 2.7 of the Act.

INSTRUCTIONS FOR COMPLETION

Please ensure that you have completed all sections of this form and attached:

- certified copies of the current practising certificates of all interstate principals of the law practice; •
- a current certificate and/or schedule of insurance; and •
- if the law practice has more than one office, a separate page providing details for each office. •

Please return the completed form with attachments to the Legal Services Board by facsimile, e-mail or to one of the above addresses.

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LAW PRACTICE DETAILS

Entity Name (Registered Company Name)		
ACN	ABN	
Business/Trading Name(s)		
(provide all business names under which the entity intends to engage in legal practice)		
Date of Incorporation:		
Date for commencing engaging in legal practice		

ADDRESS FOR SERVICE (must be street address, not P.O. Box or DX)		
Building, Level		
Street		
Suburb/Town		
State	Postcode	

OTHER ADDRESSES (OPTIONAL)

PO/GPO Box	Suburb
Postcode	State

DX No	DX Suburb

Preferred mailing address (please tick) Address for Service (Street address) PO Box

OTHER CONTACT DETAILS

Phone	Fax
Email	
Web Address	

If the law practice has more than one office, please **attach** a separate page providing details for each office.

Legal Services **BOARD**

10/330 Collins St Melbourne VIC 3000

DX 170 Melbourne www.lsb.vic.gov.au

NAME OF EACH LEGAL PRACTITIONER DIRECTOR

Practitioner ID	Practitioner Name
If insufficient space	attach extra sheet

NAME OF EACH NON-PRACTITIONER DIRECTOR

Name	Date Commenced	Date terminated	
If insufficient space attach extra sheet			

PRIVACY

The Legal Services Board complies with the privacy principles set out in the *Information Privacy Act 2000*. All personal information you provide will be handled in accordance with these principles. The collection of the information on this form is required by the *Legal Profession Act 2004*. Information held by the Legal Services Board may be disclosed to various organisations, including the Victorian Civil and Administrative Tribunal, the Law Institute of Victoria Ltd, Victorian Bar Inc., Victoria Police and corresponding interstate authorities in order to carry out its duties under the *Legal Profession Act 2004*.

I have enclosed a current Professional Indemnity Insurance Certificate of Currency

I confirm that the information in this notice is true and correct

Signature of Legal Practitioner Director

Name of Legal Practitioner Director (please print)