

PRACTISING CERTIFICATE APPLICATION CHECKLIST



Have you:

<input type="checkbox"/> YES <input type="checkbox"/> N/A	Completed the form fully, marking the appropriate box at each question?
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Signed and dated the application form?
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Provided further information and documents as required in relation to any of the disclosure requirements? These include conviction of an offence, charged with a serious offence, show cause event, any suitability matters or information relevant to whether or not you are a fit and proper person to hold a practising certificate. Approved forms for ss. 61(1), 62(1) and 76 disclosures are available from the Society's website.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Provided a certified copy of your Certificate of Admissions and/or original Certificates of Fitness? Required from first time and new practising certificate applicants only.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Attached the reports required under the Corporations Act 2001 s. 292 for the last financial year? Required for incorporated legal practice directors but only if s. 292 applies to your company.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Submitted your Annual CPD Certificate? Required from all practitioners who held a NT practising certificate at any time during the last CPD year (CPD year ends 31 March)
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Arranged professional indemnity insurance and provided a copy of the Certificate of Currency to the Society? Some practitioners are exempt from the requirement – check with your employer or the Society if you are unsure.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Paid the application fee for the practising certificate?
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Paid the Fidelity Fund Annual Contribution? Required from all unrestricted practising certificate holders and barristers who operate a trust account.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Paid the late fee? A late fee is payable for all renewal applications lodged after 31 May or lodged but not fully compliant by 31 May.

Payment options

- Cheque: Made payable to Legal Practitioners Fidelity Fund
- Credit card: *Credit card payment authority* is attached to the *Schedule of fees*
- Finance: Seeking premium funding finance
- Eftpos via bank account: Legal Practitioners Fidelity Fund – BSB 085 933 – Account 40 807 0168
- Cash