

# PRACTISING CERTIFICATE (PC) APPLICATION CHECKLIST



Have you:

<b>1. Completed the form fully, marking the appropriate box at each question?</b>	<input type="checkbox"/> YES <input type="checkbox"/> N/A
<b>2. Signed and dated the application form?</b>	<input type="checkbox"/> YES <input type="checkbox"/> N/A
<b>3. Provided further information and documents as required in relation to any of the disclosure requirements?</b> <small>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.</small>	<input type="checkbox"/> YES <input type="checkbox"/> N/A
<b>4. Submitted your Annual CPD Certificate?</b> <small>Required from all practitioners who held a NT PC at any time during the last CPD year (CPD year ends 31 March).</small>	<input type="checkbox"/> YES <input type="checkbox"/> N/A
<b>5. Arranged professional indemnity insurance if applicable?</b> <small>i.e. you are a sole practitioner, principle of a law firm or barrister.</small>	<input type="checkbox"/> YES <input type="checkbox"/> N/A
<b>6. Provided a certified copy of your Admissions Certificate(s) from each jurisdiction in which you have been admitted? Required from first time PC applicants only.</b>	<input type="checkbox"/> YES <input type="checkbox"/> N/A
<b>7. Provided a Certificate of Fitness?</b> <small>Required from first time and new PC applicants only who must submit an original and current Certificate of Fitness (sometimes called a Certificate of Good Standing and valid for 28 days only) from the legal regulator of any jurisdiction where you have been admitted and from any organisation, association or body that has previously issued you with a PC. Alternatively, have the relevant legal regulator, organisation, association or body email a copy directly to <a href="mailto:pcapp@lawsocietynt.asn.au">pcapp@lawsocietynt.asn.au</a></small>	<input type="checkbox"/> YES <input type="checkbox"/> N/A
<b>8. Attached the reports required under the Corporations Act 2001 s. 292 for the last financial year?</b> <small>Required for incorporated legal practice directors but only if s. 292 applies to your company.</small>	<input type="checkbox"/> YES <input type="checkbox"/> N/A
<b>9. Requested a Legal Practitioners Fidelity Fund tax invoice be emailed to you for:</b> <input type="checkbox"/> PC fees <input type="checkbox"/> Annual contribution (if applicable) <input type="checkbox"/> Late fee (if applicable) <small>A late fee is payable for all renewal applications lodged after 1 June or lodged but not fully compliant by 1 June.</small>	<input type="checkbox"/> YES <input type="checkbox"/> N/A

## PC PAYMENT OPTIONS – Applications are not compliant until payment is received

Please allow for two business days for the invoice to be processed and emailed to you (ensure that you have checked your junk/spam emails).

- 1. INVOICE** – For PC renewal applications, complete the Invoice Request Form and email it to [lo@lawsocietynt.asn.au](mailto:lo@lawsocietynt.asn.au)

For all other PC applications an invoice will be emailed to the email address nominated in the PC application.

- 2. PAYMENT OPTIONS UPON RECEIPT OF INVOICE** – choose A, B or C

### A) Pay by EFT

We recommend PayID LPFF: **PayID 98920201769** – or

Direct deposit to Legal Practitioners Fidelity Fund: **BSB 085 933 Account No. 408070168**

Email the remittance advice to [remittance@lawsocietynt.asn.au](mailto:remittance@lawsocietynt.asn.au)

**B) Pay by credit card (online only):** Follow the link in the LPFF invoice email, enter credit card details online and receive an immediate receipt.

**C) Provide your LPFF invoice to your premium finance provider for payment by the due date.**