

## NOTES: Notice of intention to start providing legal services - corporation Section 2.7.7 *Legal Profession Act 2004*

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### INTRODUCTION

The *Legal Profession Act 2004* ("the Act") entitles a corporation to provide legal services in Victoria unless it is otherwise prohibited from doing so by another law.

The term 'legal services' is defined in the Act as follows:

*"legal services" means work done, or business transacted, in the ordinary course of legal practice;*

An incorporated legal practice is not itself required to hold an Australian practising certificate. Section 2.7.7 of the Act requires a corporation to give the Legal Services Board a written notice of its intention to start providing legal services before it starts to engage in legal practice. The attached form is the approved form of notice under section 2.7.7(1).

### REQUIREMENT FOR LEGAL PRACTITIONER DIRECTOR

Section 2.7.10 of the Act provides that an incorporated legal practice is required to have at least one legal practitioner director. 'Legal practitioner director' is defined in Part 2.7 of the Act:

*"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;*

For the purposes of the Act, each legal practitioner director of an incorporated legal practice is responsible for the management of the legal services provided in Victoria by the incorporated legal practice.

If an incorporated legal practice ceases to have any legal practitioner directors, the incorporated legal practice must notify the Board as soon as possible. It is an offence under the Act for an incorporated legal practice to provide legal services in Victoria during any period it is default of the director requirements in section 2.7.12 of the Act.

### PROFESSIONAL INDEMNITY INSURANCE

Before commencing to engage in legal practice in Victoria a law practice must obtain, and at all times while engaged in legal practice must maintain professional indemnity insurance. The insurance cover is to be taken out with the Liability Committee. Please ensure evidence of cover is attached to this form.

## Notice of intention to start providing legal services – corporation

### Section 2.7.7 *Legal Profession Act 2004*

#### Practice Details

Corporation Name	ACN
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#### Business Name(s) and Address for service (must be street address, not P.O. Box or DX).

Business Name(s)	
(provide all business names under which the corporation intends to engage in legal practice)	
Building, Level	
Street	
Suburb/Town	
State	Postcode

#### Name of each director of the incorporated legal practice

Name	Legal Practitioner Director (please tick)
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
If insufficient space attach extra sheet	

#### The following **MUST** be enclosed with this notice (Please tick)

- Current Professional Indemnity Insurance Certificate of Currency

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

\_\_\_\_\_  
Signature of legal practitioner director

\_\_\_\_\_  
Name (please print)

Date:            /            /