

NOTES: Notification of change of information kept on register – law practice Section 6.2.24 *Legal Profession Act 2004*

INTRODUCTION

Section 6.2.24 of the *Legal Profession Act 2004* ("the Act") requires a law practice, a local legal practitioner or a locally registered foreign lawyer to notify the Board of any change in the information recorded in the register in respect of the practice, practitioner or lawyer within 14 days after it occurs. This form is to be used for notification of changes of information on the register regarding law practices only. Failure to notify the Board of changes to information within 14 days is an offence under the Act. The maximum penalty is 10 penalty units.

The term 'law practice' is defined in the Act as follows:

"law practice" means—

- (a) an Australian legal practitioner who is a sole practitioner; or*
- (b) a law firm; or*
- (c) a multi-disciplinary partnership; or*
- (d) an incorporated legal practice; or*
- (e) a community legal centre;*

The following information is required to be kept on the register in respect of law practices:

for each **local legal practitioner who is a sole practitioner—**

- (i) the practitioner's name, date of birth, date of admission to the legal profession and address for service;
- (ii) any conditions imposed on the practitioner's local practising certificate in relation to engaging in legal practice;
- (iii) any business names under which the practitioner carries on business.

for each **law firm** that engages in legal practice in this jurisdiction—

- (i) the firm's name and address for service; and
- (ii) any business name under which the firm carries on business; and
- (iii) the name of each partner of the firm;

for each **incorporated legal practice** that has given notice to the Board under section 2.7.7—

- (i) the practice's name and address for service; and
- (ii) any business name under which the practice carries on business; and
- (iii) the name of each director of the practice, indicating which are legal practitioner directors;

for each **multi-disciplinary partnership** in respect of which a legal practitioner partner has given notice to the Board under section 2.7.38—

- (i) the partnership's name and address for service; and
- (ii) any business name under which the partnership carries on business; and
- (iii) the name of each partner of the partnership, indicating which are legal practitioner partners;

for each **community legal centre—**

- (i) the centre's name and address for service; and
- (ii) the name of each supervising legal practitioner for the centre.

Notification of change of information kept on register – law practice

Section 6.2.24 *Legal Profession Act 2004*

Entity name:	Entity ID: E00 _ _ _ _ _
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This change relates to (please tick):

- | | |
|---|---|
| <input type="checkbox"/> Sole practitioner | <input type="checkbox"/> Incorporated legal practice |
| <input type="checkbox"/> Law firm | <input type="checkbox"/> Multi-disciplinary partnership |
| <input type="checkbox"/> Community legal centre | |

Change type (please tick all that apply):

- | | |
|---|-----------------|
| <input type="checkbox"/> Law practice name | Complete Part A |
| <input type="checkbox"/> Business name(s) | Complete Part A |
| <input type="checkbox"/> Address for service/ branch address | Complete Part B |
| <input type="checkbox"/> Non-legal Partner(s) in law firm | Complete Part C |
| <input type="checkbox"/> Non-Legal Director(s) of incorporated legal practice | Complete Part C |
| <input type="checkbox"/> Non-Legal Partner(s) in multi-disciplinary partnership | Complete Part C |

PART A

Previous entity name:
Previous ABN/ACN:
New entity name:
New ABN/ACN:

Date of change: / /

Previous business name(s):
New business name(s):

Date of change: / /

PART B

New address for service (note: address for service must be street address)

Branch address Change existing branch address Add (if insufficient space attach extra sheet)

Building, Level:	
Street:	
Suburb/Town:	
State:	Postcode:

Other new addresses (optional)

PO/GPO Box:	Suburb:
Postcode:	State:

DX No:	DX Suburb:
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Phone:	Fax:
Email:	
Website:	

Date of change: / /

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

PART C (Non-Legal Partners/Directors only)

Non-Legal Partner(s) or Director(s) commencing	Non-Legal Partner(s) or Director(s) ceasing	Date of change

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

Signature of Principal of law practice

Date

Name of Principal (please print)

Principal Practitioner ID

Position in law practice