

## NOTES: Notification of change of information kept on register – local legal practitioner Section 6.2.24 *Legal Profession Act 2004*

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### 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 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 local legal practitioners 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.

In relation to local legal practitioners, information recorded in the register is:

- (i) the practitioner's name, date of birth, date of admission to the legal profession and address for service; and
- (ii) any conditions imposed on the practitioner's local practising certificate in relation to engaging in legal practice;
- (iii) for each local legal practitioner who is an employee of a law practice—the name of the law practice;

### N.B. NOT TO BE USED FOR APPLICATION FOR VARIATION OF PRACTISING CERTIFICATE

**DO NOT USE** this form to apply for variation to a practising certificate. Use instead the Application for / Variation of Practising Certificate Individual Legal Practitioners form.

## Notification of change of information kept on register – local legal practitioner

Section 6.2.24 *Legal Profession Act 2004*

### Practitioner details as currently recorded

Surname	First name
Date of birth	Practitioner ID

### Change to practitioner name

(Note: please provide copy of change of name certificate e.g.: marriage certificate, deed poll certificate, drivers licence etc)

Surname:	First name:
Title (Ms, Mr, Mrs, Dr, etc):	Date of change:

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

Do not show on public register

(Note: Public register option refers to the Boards' website only, however still available on the register kept at the Board's office which is available for public viewing in accordance with the *Legal Profession Act 2004* s.6.2.23).

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

Phone:	Fax:
Email:	

Date of change:        /        /

Preferred mailing address (please tick)     Address for Service (Street address)     Use Law Practice address

## Previous position details

Name of law practice/ non-legal entity:	
Position type:	Date ceased:        /        / 20
<b>Please tick</b> <input type="checkbox"/> Left law practice <input type="checkbox"/> Overseas / Interstate <input type="checkbox"/> Commenced as Partner / Director <input type="checkbox"/> Retirement <input type="checkbox"/> Gone to Bar <input type="checkbox"/> Judicial Appointment <input type="checkbox"/> Incorporation <input type="checkbox"/> Dissolved Partnership <input type="checkbox"/> Firm ceased <input type="checkbox"/> Firm merged <input type="checkbox"/> Gone to Crown <input type="checkbox"/> Other _____	

## New position details

Name of law practice/ non-legal entity:	
Date commenced:        /        / 20	
<b>Position type</b> <input type="checkbox"/> Sole Practitioner <input type="checkbox"/> Partner <input type="checkbox"/> Employee <input type="checkbox"/> Supervising Legal Practitioner <input type="checkbox"/> Corporate <input type="checkbox"/> Director <input type="checkbox"/> Volunteer	

## Change to approved clerk details (barristers only)

Previous clerk name:
New clerk name:

## 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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Practitioner ID