

**Notes – Notice of termination of provision of legal services:
Law practice other than an ILP
Section 104(3) & (5) - Legal Profession Uniform Law (Victoria)
Rules 29 & 30 – *Legal Profession Uniform General Rules 2015***

Applicability of this form

You are required to complete this form if you are a law practice other than an *incorporated legal practice* (ILP) and intend to cease engaging in legal practice.

Please note that this form applies to *law practices* only. Individual legal practitioners within a law practice must notify the Victorian Legal Services Board separately of their intent to cease legal practice through the Board's web portal: LSB Online.

Instructions for completion

Please ensure that you have completed all sections of this form.

Please return the completed form to us via our Lawyer Enquiry form:
<https://lsbc.vic.gov.au/lawyers/lawyer-enquiry-form>

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Law practice other than an incorporated legal practice
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Law practice details

Entity name:	Entity ID: E00
ACN:	ABN:

Termination details

Date for ceasing engaging in legal practice:
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Closed Firm Files

If applicable please indicate where the safe custody documents are located. Please include address, contact details, firm names or any other arrangements. It is important to provide this information to assist the Board in the event the General Public contact us to locate their documents after the cessation of your practice.

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Privacy

The Victorian Legal Services Board complies with the privacy principles set out in the *Privacy and Data Protection Act 2014*. All personal information you provide will be handled in accordance with this Act. The collection of the information on this form is required by the *Legal Profession Uniform Law Application Act 2014*. Information held by the Victorian 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 Uniform Law Application Act 2014*.

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

Signature of Principal

Date

Name of Principal (please print)

Practitioner ID