

1 July 2019 – 30 June 2020

**FORM C - APPLICATION BY INCORPORATED LEGAL PRACTICE**

All questions must be completed before this application can be accepted by Law Mutual (WA)

**1. LAW PRACTICE DETAILS**

Name of Legal Entity:

(If different to above) Law Practice Trading Name:

ABN:

ACN:

Practice Street Address:

Suburb:

State:

Postcode:

Office Contact Email:

Phone Number:

(If different to above) Postal Address:

Suburb:

State:

Postcode:

**2. GROSS FEE INCOME**

What was your law practice's **actual** gross fee income for the period 1 January 2018 to 31 December 2018?

If you were not operating for all of this period, please provide your best estimate of your gross fee income for 12 months from the commencement of your practice.

**3. EMPLOYEE DETAILS**

**Names of Directors who will hold practising certificates as at 1 July 2019** (attach list if insufficient space):

Surname

Given Names

Surname	Given Names

**Names of employed solicitors who will hold practising certificates as at 1 July 2019 (excluding directors listed above)** (attach list if insufficient space):

Surname

Given Names

Full-time: Part-time: Hrs/Wk (P/T):

Surname	Given Names	Full-time: Part-time: Hrs/Wk (P/T):

**General Employees (Non-practising employees only) as at 1 March 2019**

No. of employees who are employed more than 20 hours/week:

No. of employees who are employed less than 20 hours/week:

## 4. DISCOUNT ENTITLEMENTS

Does your law practice generate 90% or more of its gross fee income from undertaking criminal law work? Yes No

If yes, please note the undertaking in the declaration below.

A Legal Practice (other than a LFE) that derives at least 90% of its legal fees from the practice of criminal law during the 12 month period ending 31 December 2018 is entitled to a 30% Criminal Law discount on the Annual Contribution. A Legal Practice entitled to a Criminal Law discount is not entitled to any other discount.

Does your law practice have a Law Society of Western Australia's Quality Practice Certificate? Yes No

Does your law practice qualify for the Risk Management Discount? Yes No

A Legal Practice will qualify for a 5% discount (the Risk Management Discount) on its Annual Contribution if it has met the training requirements set out below:

- All of the Partners or Practitioner Directors and at least 80% of the employed Practitioners of the Law Practice have attended at least two (2) hours of Law Mutual (WA) approved risk management training in the period 1 March 2018 to 28 February 2019 (for the 2019/20 insurance year).

The approved training for the purpose of the Risk Management Discount is set out below:

- Risk management seminars held by Law Mutual (WA)
- Select CPD seminars held by the Law Society of Western Australia
- External training courses or in-house training approved by Law Mutual (WA)

## 5. UNDERTAKING, DECLARATION AND ACKNOWLEDGEMENT

I declare that the information that has been provided on this Application is true and correct.

I undertake that the Law Practice will produce, within 7 days of a written request by Law Mutual (WA), documentary proof that it has met any requirements entitling it to the Criminal Law or Risk Management Discount.

I undertake that if such documentary proof is not produced to the satisfaction of Law Mutual (WA), the Law Practice will immediately repay to Law Mutual (WA) the equivalent of the Discount it received together with the GST payable thereon. Further, I acknowledge the Law Practice will not again be entitled to the Discount until it has completed two consecutive years of the relevant requirements.

I undertake I will provide verification of any of the information in the Application if it is required by Law Mutual (WA).

Law Mutual (WA) will not process the Application unless all the required information in the Application and any other information requested has been provided.

**If the Law Society determines there has been a breach of the declaration and undertakings, it may make a complaint to the Legal Profession Complaints Committee (LPCC) in accordance with Section 409 of the *Legal Profession Act 2008*.** For example, if the actual gross fee income figure declared is inaccurate, a complaint may be made to the LPCC.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Must be signed by the Practitioner Director

Practitioner Director: \_\_\_\_\_

Name of authorised contact of business if different from the above: \_\_\_\_\_

Authorised contact phone number: \_\_\_\_\_

### TELL US NOW ABOUT ANY CLAIMS OR CIRCUMSTANCES

If the law practice or any practitioners named in this form are aware of any claims, or circumstances which may give rise to a claim, that have not previously been notified to Law Mutual (WA) they should provide full details to Law Mutual (WA) in writing immediately.

### DID YOU KNOW?

- Your law practice is entitled to a 5% discount on its Annual Contribution if it has a Law Society of WA Quality Practice Certificate? Contact the Law Society of Western Australia for further details.
- The Law Society of WA provides its members with the opportunity to participate in the Limitation of Liability Scheme. This may limit the quantum of your Law Practice's liability in the event of a successful claim against it. Contact the Law Society of Western Australia for further details.

## 7. WHERE TO SUBMIT THIS FORM

<b>POST:</b>	Law Mutual (WA) PO BOX Z5345, PERTH WA 6831 (DX 173 PERTH)	<b>EMAIL:</b>	applications@lawmutualwa.com.au
<b>ENQUIRIES:</b>	(08) 9481 3111	<b>IN PERSON:</b>	The Law Society of Western Australia Level 4, 160 St Georges Terrace Perth WA 6000

*Original copy not required. If sending by email, please scan and attach a signed copy of the completed form.*

**LAW MUTUAL (WA) COLLECTION NOTICE:** Law Mutual (WA) collects the personal information contained in this form pursuant to the provisions of the *Privacy Act, 1988* and the Australian Privacy Principles. The information is collected by Law Mutual (WA) to enable it to administer and conduct its professional indemnity scheme and to provide its services and benefits to its members and the public. Those services and benefits are set out in detail on the Law Mutual (WA) website (lawmutualwa.com.au). If the information collected in this form is not provided, Law Mutual (WA) may not be able to provide its services as effectively. Individuals who wish to access information held about them, who wish to make any complaints or who wish to obtain details about information which is disclosed by Law Mutual (WA) to overseas recipients may do so by accessing the Privacy Collection Notice located on the Law Mutual (WA) website or may contact the Law Mutual (WA) Privacy Officer.