

# Professional Standards Scheme

## Participant Information – New Members

FOR THE PERIOD 1 JULY 2021 TO 30 JUNE 2022

### HOW TO APPLY

**FAX:** (08) 9324 8699

**ENQUIRIES:** (08) 9324 8624

**MAIL:** The Law Society of Western Australia  
PO Box Z5345, Perth WA 6831  
(DX 173 PERTH)

**IN PERSON:** The Law Society of Western Australia  
Level 4, 160 St Georges Terrace  
Perth WA 6000  
Office Hours 9.00 am - 4.00 pm

**EMAIL:** pss@lawsocietywa.asn.au

### PART 1 – LAW PRACTICE OR INCORPORATED LEGAL PRACTICE

**Q1.** Law Practice name: \_\_\_\_\_ **Note A**

**Q2** The Law Practice is an Incorporated Legal Practice.  
The Law Practice is not an Incorporated Legal Practice.

**Q3.** The Australian legal practitioners of the Law Practice who are listed in part 3 (below) will participate in the Scheme. **Note B**

### PART 2 – LAW PRACTICE DETAILS

**Q4.** Estimated total annual fee income for law practice for the financial year 1/7/2021 to 30/6/2022 **Note C**  
Up to and including \$5 million      More than \$5 million and up to \$10 million      More than \$10 million

**Q5.** Professional indemnity insurance for the financial year 1/7/2021 to 30/6/2022 **Note D**  
Standard Law Mutual (WA) policy  
Up to and including \$5 million      Name of Insurer and Policy Number: \_\_\_\_\_  
Up to and including \$10million      Name of Insurer and Policy Number: \_\_\_\_\_

### PART 3 – DETAILS OF PARTICIPATING MEMBERS

**ALL PARTICIPATING MEMBERS, INCLUDING ILPs, MUST BE CURRENT LAW SOCIETY MEMBERS.** **Note E**

**Q6.** Incorporated Legal Practice details  
If the Law Practice is an Incorporated Legal Practice that will participate in the Scheme, please specify details of the Incorporated Legal Practice below.

Incorporated Legal Practice Name	Law Society member number

**I confirm all legal practitioner Directors of the ILP who ordinarily reside and practise in Western Australia are Ordinary Members of the Law Society.**

**Q7.** Australian Legal Practitioner details

Australian Legal Practitioner name	Law Society member number

If there is insufficient space the information should be provided on a separate sheet/s.

**NOTE:** To gain full benefit of the Scheme, all Australian legal practitioners should participate

## PART 4 – DETAILS OF PERSON COMPLETING FORM

Full name: \_\_\_\_\_

Note F

Position held: \_\_\_\_\_

## PART 5 – PAYMENT ABN 41 434 516 549

### Fee per Incorporated Legal Practice specified in Part 3 \$50 (GST exempt)

\$50 Professional Standards Council Fee

### Fee per Australian legal practitioner specified in Part 3 \$50 (GST exempt)

\$50 Professional Standards Council Fee

Total number of Australian legal practitioners specified in Part 3 \_\_\_\_\_

Fee for all Australian legal practitioners specified in Part 3

\$ \_\_\_\_\_

Fee for Incorporated Legal Practice specified in Part 3

\$ \_\_\_\_\_

**TOTAL AMOUNT PAYABLE**

\$ \_\_\_\_\_

## WHAT HAPPENS NEXT?

Submit this completed application form via any of the nominated methods indicated in the 'How to Apply' section.

Please indicate below how you would like to finalise your payment:

Please send me a tax invoice with payment instructions

Please contact me via phone and I will provide my payment details

Please send a tax invoice to my firm with payment instructions as indicated in my 'Professional Contact Details' above

I have presented my application in person and arranged payment at the Law Society's office

**PRIVACY STATEMENT:** The information in this form is collected to enable the Law Society of Western Australia (the Law Society) to administer the Law Society Professional Standards Scheme and to comply with the requirements of the *Professional Standards Act 1997* (WA) ('Act'). Information in this form may be disclosed by the Law Society to the Professional Standards Council established under the Act, Law Mutual (WA) and the Legal Practice Board of Western Australia. The Law Society is bound by the National Privacy Principals set out in the *Privacy Act 1988* (Cth). The information you have provided on this form can be accessed by you in accordance with these principles by accessing the Privacy Collection Notice located on the Law Society's website [lawsocietywa.asn.au](http://lawsocietywa.asn.au)

## NOTES

### Note A LAW PRACTICE NAME

In the Scheme, the term 'Law Practice' has the same meaning as it has in the *Legal Profession Act 2008* (WA), as follows:

**Law Practice** means—

- an Australian legal practitioner who is a sole practitioner; or
- a law firm; or
- a multi-disciplinary partnership; or
- an incorporated legal practice.

### Note B AUSTRALIAN LEGAL PRACTITIONER

In the Scheme, the term 'Australian legal practitioner' has the same meaning as it has in the *Legal Profession Act 2008* (WA), as follows:

An Australian legal practitioner is an Australian lawyer who holds a current local practising certificate or a current interstate practising certificate.

### Note C ESTIMATED TOTAL ANNUAL FEE INCOME OF LAW PRACTICE

The cap applicable to a Participating Member will depend on a range of factors, including the total annual fee income of the Law Practice.

**Total Annual Fee Income** means the amount charged during a Financial Year for services provided by or on behalf of a Law Practice whose members are Participating Members.

The estimated amount to be charged by the Law Practice for services for the Financial Year **1 JULY 2020 to 30 JUNE 2021** must be specified.

### Note D PROFESSIONAL INDEMNITY INSURANCE

The cap applicable to a Participating Member will depend on a range of factors, including the insurance policies providing coverage to or benefitting a Participating Member.

Law Mutual (WA) does not issue a policy number. If the Law Practice has obtained further 'top-up' insurance and a policy number has been issued by the insurer, this should be specified.

### Note E DETAILS OF PARTICIPATING MEMBER

The details of any Law Practice which is an Incorporated Legal Practice and which will participate in the Scheme should be listed in the first table, (Q6).

In column 1 of the first table (Q6), the name of the Incorporated Legal Practice should be specified.

In column 2 of the first table (Q6), the Law Society member number allocated to the Incorporated Legal Practice should be specified. Please note that the Incorporated Legal Practice cannot participate in the Scheme unless it is a Law Society member. The Law Society member number of an Incorporated Legal Practice can be obtained by contacting Membership Services on (08) 9324 8692 or email [membership@lawsocietywa.asn.au](mailto:membership@lawsocietywa.asn.au).

The details of all Australian legal practitioners of the Law Practice who will participate in the Scheme should be listed in the second table, (Q7).

If there is insufficient space the information should be provided on a separate sheet/s. If you are not a current member of the Law Society please go to [lawsocietywa.asn.au](http://lawsocietywa.asn.au) to join.

In column 1 of the second table (Q7), the full name of the Australian legal practitioner should be supplied.

In column 2 of the second table (Q7), the Law Society member number of the legal practitioner should be specified. Please note that an Australian legal practitioner cannot participate in the Scheme unless he or she is a Law Society member. The Law Society member number of an Australian legal practitioner can be obtained by that legal practitioner contacting Membership Services on (08) 9324 8692, or email [membership@lawsocietywa.asn.au](mailto:membership@lawsocietywa.asn.au).

### Note F DETAILS OF PERSON COMPLETING THE FORM

In order for the Law Society to correctly address the confirmation letter of participation in the Scheme we need to know who completed the form.

**STANDARD DISCLAIMER:** The Professional Standards Scheme is administered by the Law Society of Western Australia. The Law Society is unable to provide any legal advice, and gives no warranties and makes no representations as to whether any claim brought against a Participating Member or Law Practice will be covered by the Scheme. Participating Members should rely on their own enquires and assessments, specifically as to the adequacy or otherwise of any insurance arrangements and as to the consistency or otherwise of such arrangements with either the Scheme or the Act, and seek their own independent legal advice.