

APPLICATION FORM - NEW LAW PRACTICES*

* Law practices currently covered under the Law Mutual (WA) insurance arrangements.

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

This Application will not be processed if this question is not properly completed.

Commencement date of the law practice if after 30 June 2021:

What is your best estimate of gross fee income for the 12 months beginning from your commencement date?: *(Mandatory)*

("Gross fee income" refers to your gross professional fees, not including disbursements, that your law practice invoiced or received, or usually accounted for in your income tax return.)

3. EMPLOYEE DETAILS

Names of Principals (Sole Practitioner, Partner or Legal Practitioner Director) who will hold practising certificates from commencement date
(attach list if insufficient space):

Surname

Given Names

Names of employed solicitors who will hold practising certificates from commencement date (excluding those listed above)
(attach list if insufficient space):

Surname

Given Names

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

4. DISCOUNT ENTITLEMENTS

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

Your law practice may be entitled to discounts if it is an accredited practice under the Law Society's Quality Standard Scheme; or if it has qualified for a Risk Management discount. These entitlements will be determined from the Law Society's records.

5. DECLARATION AND UNDERTAKING

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

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 this application and any other information requested has been provided.

If the Law Society determines there has been a breach of the declaration or undertaking, 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 Principal

Principal: _____

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?

- The Law Society of WA provides its members with the opportunity to participate in the Professional Standards 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.

6. WHERE TO SUBMIT THIS FORM

POST:	Law Mutual (WA) PO BOX Z5345, PERTH WA 6831 (DX 173 PERTH)	EMAIL:	applications@lawmutualwa.com.au
ENQUIRIES:	(08) 9481 3111	IN PERSON:	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.