

## Application for a principal practising certificate

**Note:** Use this form if you are applying for a new principal practising certificate, or varying an existing practising certificate to that of a principal, and need to satisfy the Victorian Legal Services Board that you possess the qualifications and experience to be a principal of a law practice.

The term 'principal' is defined in s. 6 of the Legal Profession Uniform Law (Victoria):

### Section A – Application

1. I, \_\_\_\_\_, of \_\_\_\_\_,  
(name of applicant) (address of applicant)

hereby request that I be granted an Australian practising certificate which allows me, pursuant to section 47 of the Legal Profession Uniform Law (Victoria) to commence practice as the principal of a law practice, as defined by section 6(1) of the Uniform Law.

2. My application is based upon:

- within the last three years, I completed a legal practice management course in an Australian or overseas common law jurisdiction (*please complete Section B*); or
- I can demonstrate a reasonable length and level of experience as a principal of a law practice, with comparable responsibilities and obligations to those contained within the Uniform Law in an Australian or comparable overseas common law jurisdiction (*please complete Section C*); or
- other grounds (*please complete Section D*).

### Section B – Completion of practice management course (*if applicable*)

3. On \_\_\_\_\_, I completed a legal practice management course at \_\_\_\_\_  
(date) (name of provider)  
in \_\_\_\_\_, which was a prerequisite for obtaining a principal practising  
(Australian or overseas jurisdiction)  
certificate in that jurisdiction. This course is of a comparable length and subject matter to the practice management courses offered in Victoria.

*Please attach a copy of your certificate of completion and a course outline that details the topics, duration, mode of delivery and assessment criteria for the practice management course.*

**Section C – Demonstration of a reasonable length and level of experience as a principal a law practice (if applicable)**

4. Do you hold, or within the last 3 years have you held a practising certificate in an Australian or overseas common law jurisdiction that permits you to practise as the principal of a law practice?

- No
- Yes

5. Are you currently practising as a principal?

- No
- Yes

6. Date on which you ceased practice as a principal:

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7. Jurisdiction(s) in which you have practised (or are practising) as a principal:

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8. Capacity and length of time in which you practised (or are practising) as a principal:

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Please provide satisfactory evidence of your answers to questions 3 to 8 above.

*Note: A Certificate of Good Standing, or equivalent (if you are relying on a period outside of Victoria), or statutory declaration supporting your answer to questions 3 to 7 above may be satisfactory evidence of those answers.*

9. Do you have any skills or experience that demonstrates that you are suitable to practise as the principal of a law practice? In particular, please comment on your skills and experience in financial administration, governance and risk management, supervision and development of employees, process and systems management, business planning, strategy and leadership in relation to managing a law practice.

- No
- Yes – Please provide details below.

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*(Please attach separate pages if insufficient space.)*

10. Are there any suitability matters or show cause events that the Board should take into account in considering if you are a fit and proper person to practise as the principal of a law practice?

- No  
 Yes – Please provide details below.

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*(Please attach separate pages if insufficient space.)*

Please provide satisfactory evidence of your answers to questions 9 and 10 above.

*Note: Please refer to rule 13 of the Legal Profession Uniform General Rules 2015 for suitability matters, and sections 86 and 90 of the Uniform Law for the meaning of 'automatic show cause event' and 'designated show cause event'.*

### Section D – Other grounds

11. Please provide information about any other knowledge and/or experience you have which demonstrates that you possess the necessary skills and expertise to manage a law practice, competently, diligently and successfully.

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*(Please attach separate pages if insufficient space.)*

Please provide satisfactory evidence of your answer to question 11 above.

*Note: Satisfactory evidence may include a statutory declaration outlining your previous experience and knowledge, your curriculum vitae, letters from professional associations of which you are/were a member, letters from employers, etc.*

### Section E – For your information

Applicants seeking to be authorised to receive trust money must also comply with the requirements as set out in the Board's *Grant of Trust Authorisation Policy*.

The Board will notify you in writing of its consideration of your request as soon as practicable. However, notification may be delayed if the Board requires further information from you (or third parties) regarding this request.

### Section F – Certification

I certify that the information set out in this form is true and correct and I have not omitted any relevant information.

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_