

**Authorisation to operate a statutory deposit account – Non-legal practitioner**

Please use this form to notify the Victorian Legal Services Board of a person who is not a legal practitioner and is authorised to operate your law practice or approved clerk statutory deposit account.

Please complete a separate form for each non-legal practitioner who is authorised to operate your statutory deposit account. The Board will only accept instructions in relation to your statutory deposit account from the nominated persons. The nominated persons will be given access to the SDA Transfers service in *LSB Online* which will enable them to lodge transfer requests online.

Please ensure you notify the Board when a person ceases to be authorised to operate your statutory deposit account. You can do this by completing the form, 'Notification of persons no longer authorised to operate SDA'. If you wish to nominate a person who is a legal practitioner, please complete the form entitled 'Authorisation to operate SDA – (legal practitioner)'. These forms are available on the Board and Commissioner website.

**Note: Non-legal practitioners must attach a certified copy of one form of photographic identification to this form.**

**Law practice/approved clerk details**

Name of law practice/approved clerk:		
Address:		Entity/Clerk ID: _____
Suburb:	State:	Postcode:

**Statutory deposit account details**

BSB:	Account number:
Account name:	

**Details of person authorised to operate statutory deposit account**

Title:	First name:	Surname:
Date of birth:	Position in law practice:	
Contact Tel:	Email:	
Signature:		

**Certified copy of photographic identification**

I have attached a certified copy of one form of photographic identification <input type="checkbox"/> Yes <input type="checkbox"/> No	
Acceptable forms of identification: <ul style="list-style-type: none"> <li>• Current Australian driver's licence</li> <li>• Current Australian Passport</li> <li>• Australian issued proof of age card</li> </ul>	Who can certify identification: <ul style="list-style-type: none"> <li>• An Australian legal practitioner with a current practising certificate</li> <li>• A Justice of the Peace</li> <li>• A police officer</li> <li>• A registrar or deputy registrar of a court</li> <li>• A notary public</li> <li>• A manager of a post office</li> <li>• Any other person who is authorised to witness statutory declarations under section 107A of the <i>Evidence (Miscellaneous Provisions) Act 1958</i> (Vic)</li> </ul>

**DECLARATION**

**NOTE: Declaration must be signed by a principal of the law practice or the approved clerk.**

I authorise the above-named person to operate the Statutory Deposit Account on behalf of the law practice/approved clerk detailed above.

Signature:		Date:
Name:	Practitioner / Clerk ID: _____	
Position:	Email:	

**Please return this form to:**

Victorian Legal Services Board  
Level 5, 555 Bourke Street Melbourne Vic 3000  
GPO Box 492 Melbourne Vic 3001  
Fax: 03 9679 8101  
Email: [registry@lsbc.vic.gov.au](mailto:registry@lsbc.vic.gov.au)  
DX 185 Melbourne

**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 these principles. The collection of the information on this form is required by the *Legal Profession Uniform Law Application Act 2014*. Information held by the 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*.