

Registration Of Unincorporated Legal Practice (ULP) – Checklist

PREREQUISITE PRINCIPAL PRACTISING CERTIFICATE

Eligibility

- 1 ☐ Ensure that you are not subject to the supervised legal practice condition.
- ☐ Complete a Practice Management Course or submit a request to satisfy the Board's *Grant of a Principal Practising Certificate Policy* (this does not apply if you currently hold a principal practising certificate). You can find further information about this on our [website](#).

ENTITY DETAILS

Business name

- 2 ☐ The business name through which legal services will be provided will need to be registered with the Australian Taxation Office.

Registration and notification of ULP

- 3 ☐ Provide the Board at least 14 days' notice before commencing to provide legal services by completing this [form](#).

Professional Indemnity Insurance

- 4 ☐ Obtain professional indemnity insurance with the Legal Practitioners Liability Committee by providing them with the entity ID once the ULP is registered. You must provide a copy of the Certificate of Insurance (COI) to the Board.
- ☐ For an interstate ULP, a current COI must be submitted with the notice of intention to start providing legal services - ULP form. Additionally, details of each principal are also required. Please see below.

PRACTISING CERTIFICATE

No current practising certificate

- 5 ☐ If you do not hold a current practising certificate, you will need to complete an application for a grant of a principal practising certificate via your [LSB online](#) account.

Current practising certificate – not principal

- 6 ☐ Where you currently hold a practising certificate that is not a principal type, you will need to vary through [LSB online](#).

Current practising certificate – authorised as a principal

- 7 ☐ Upon registration of the ULP, you can update your details via your [LSB online](#) account. Your current principal certificate entitles you to engage in practice as a principal.

Interstate principal/s	
8	<input type="checkbox"/> For each interstate principal, the following is required: <ul style="list-style-type: none">• Current copy of practising certificate• Date of birth• Date of admission• State of admission
Trust money authorisation	
9	<input type="checkbox"/> For a grant of a practising certificate authorised for trust money, please refer to our website .