

## INCORPORATED LEGAL PRACTICE (ILP) – TERMINATION CHECKLIST

### Notify the Legal Services Board

- 1 ☐ Notice of closure of an ILP must be provided no later than 14 days after a law practice ceases to engage in legal practice. You can use this [form](#) to notify of the cessation.

### Duties

- 2 ☐ Advise clients of intended date of closure, and of any critical dates leading up to the closure. For further details including work in progress and client's documents, please refer to the [closing a law practice](#) page of the Board's website.
- ☐ Where the practice operates a trust account, refer to the information on the Board's website regarding [closing a trust account](#).

### Practising certificate

- 3 ☐ If you have ceased to practice, you will either:
- Surrender your principal practising certificate
  - Retain your certificate in certain circumstances or
  - Need to vary your practising certificate
- Please contact the Licensing Team on (03) 9679 8001 or via the [Lawyer Enquiry Form](#) to discuss your options.

### Professional Indemnity Insurance

- 4 ☐ For enquiries relating to insurance and your insurance policy, please contact the Legal Practitioners' Liability Committee (LPLC) on (03) 9672 3800 or view their website [here](#).