

REGISTRATION OF LAW PRACTICE (NOT ILP OR 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

Trading name and business name

- 2 ☐ A sole trader/practitioner will operate in their own name but can register a business name.
- ☐ Register the business name with Australian Taxation Office.

Registration and notification of law practice

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

Professional Indemnity Insurance

- 4 ☐ Each sole practitioner principal must obtain professional indemnity insurance with the Legal Practitioners Liability Committee (LPLC). You will need to provide them with the entity ID once the law practice is registered. You must provide a copy of the Certificate of Insurance (COI) to the Board.
- ☐ A law firm must also hold an approved professional indemnity insurance policy with the LPLC. Once the law practice is registered and an entity ID assigned, this information will need to be provided to the LPLC. Additionally, you will need to submit a copy of the COI to the Board.
- ☐ The National Association of Community Legal Centres and Victorian Managed Insurance Authority offer approved policies to cover a CLS. A CLS must also provide the insurance policy.
- ☐ For an interstate law practice, a current COI must be submitted with the notification of new law practice (other than incorporated legal practice or unincorporated legal practice) form. Additionally, details of each principal are also required. Please see below.

PRINCIPAL 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 principal

7	<input type="checkbox"/> Upon registration of the ILP, 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 .