

**APPLICATION FORM - EXISTING LAW PRACTICES\***

\* Law practices currently covered under the Law Mutual (WA) insurance arrangements.

All questions must be completed before this application can be accepted by Law Mutual (WA).

**1. LAW PRACTICE DETAILS**

Name of Legal Entity:

(If different to above) Law Practice Trading Name:

ABN:

ACN:

Practice Street Address:

Suburb:

State:

Postcode:

Office Contact Email:

Phone Number:

(If different to above) Postal Address:

Suburb:

State:

Postcode:

**2. GROSS FEE INCOME**

**This Application will not be processed if this question is not properly completed.**

What was your law practice's actual gross fee income for the period 1 January 2024 to 31 December 2024?

If you commenced operating your practice after 1 January 2024, please provide your best estimate of your GFI for 12 months from when you commenced operation.

Gross Fee Income (GFI) refers to the gross professional fees net of GST, not including disbursements that your law practice invoiced or received (as usually accounted for in your practice's income tax return).

Please note that the GFI declared may be subject to a verification process. For further details refer to the Annual Information Booklet 2025/2026.

**3. EMPLOYEE DETAILS**

**Names of Principals (Sole Practitioner, Partner or Legal Practitioner Director) who will hold practising certificates as at 1 July 2025**  
(attach list if insufficient space):

\* Practitioner Identification Number issued by the Legal Practice Board (PID) for practitioners who hold or will hold a WA practicing certificate.

Surname

Given Names

PID\*

**Names of Employed Solicitors who will hold practising certificates as at 1 July 2025 (exclude those listed above)** (attach list if insufficient space):

Surname

Given Names

Please tick  
if part-time

PID\*

## 4. CRIMINAL LAW DISCOUNT

Your law practice is entitled to a discount if 90% or more of its gross fee income is from undertaking criminal law work.

Mark this box if your practice qualifies for the **Criminal Law Discount**

## 5. OTHER DISCOUNTS

Your law practice may be entitled to discounts if it is an accredited practice under the Law Society's Quality Standard Scheme; or if it has qualified for a Risk Management discount. These entitlements will be determined from the Law Society's records.

## 6. DECLARATION AND UNDERTAKING

I declare that the information that has been provided on this Application is true and correct.

I undertake I will provide verification of any of the information in the Application if it is required by Law Mutual (WA).

Law Mutual (WA) will not process the Application unless all the required information in this application and any other information requested has been provided.

**If the Law Society determines there has been a breach of the declaration or undertaking, it may make a complaint to the Legal Services and Complaints Committee (LSCC) in accordance with Chapter 5 of the *Legal Profession Uniform Law (WA)*.** For example, if the actual gross fee income figure declared is inaccurate, a complaint may be made to the LSCC.

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

Must be signed by a Principal

Name of the Principal: \_\_\_\_\_

Name of authorised contact of business if different from the above: \_\_\_\_\_

Authorised contact phone number: \_\_\_\_\_

### TELL US NOW ABOUT ANY CLAIMS OR CIRCUMSTANCES

If the law practice or any practitioners named in this form are aware of any claims, or circumstances which may give rise to a claim, that have not previously been notified to Law Mutual (WA) they should provide full details to Law Mutual (WA) in writing immediately.

### DID YOU KNOW?

- Your law practice is entitled to a 5% discount on its Annual Contribution if it has a current Law Society Quality Practice Certificate. Contact the Law Society for further details.
- The Law Society provides its members with the opportunity to participate in the Professional Standards Scheme. This may limit the quantum of your law practice's liability in the event of a successful claim against it. Contact the Law Society for further details.
- Your law practice can receive a 5% discount on its Annual Contribution if it qualifies for a Risk Management Discount. Contact Law Mutual for further details about qualification.

## 7. WHERE TO SUBMIT THIS FORM

**POST:** Law Mutual (WA)  
PO BOX Z5345, PERTH WA 6831

**EMAIL:** applications@lawmutualwa.com.au

**IN PERSON:** The Law Society of Western Australia  
Level 4, 160 St Georges Terrace  
Perth WA 6000

**ENQUIRIES:** (08) 9481 3111

*Original copy not required. If sending by email, please scan and attach a signed copy of the completed form.*

**LAW MUTUAL (WA) COLLECTION NOTICE:** Law Mutual (WA) collects the personal information contained in this form pursuant to the provisions of the *Privacy Act, 1988* and the Australian Privacy Principles. The information is collected by Law Mutual (WA) to enable it to administer and conduct its professional indemnity scheme and to provide its services and benefits to its members and the public. Those services and benefits are set out in detail on the Law Mutual (WA) website (lawmutualwa.com.au). If the information collected in this form is not provided, Law Mutual (WA) may not be able to provide its services as effectively. Individuals who wish to access information held about them, who wish to make any complaints or who wish to obtain details about information which is disclosed by Law Mutual (WA) to overseas recipients may do so by accessing the Privacy Collection Notice located on the Law Mutual (WA) website or may contact the Law Mutual (WA) Privacy Officer.