

Application for Incorporated Legal Practice Membership

HOW TO APPLY

Simply complete this application form and return it to our Member Services Team via your preferred method from the options below.

EMAIL: membership@lawsocietywa.asn.au

MAIL: The Law Society of Western Australia
PO Box Z5345, Perth WA 6831

ENQUIRIES: (08) 9324 8692

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

OFFICE USE ONLY: MEM

LAW PRACTICE DETAILS

Entity Name (Registered Company Name):

Please list all Legal Practitioner Directors of the ILP who usually carry on practice in Western Australia:

ACN:

ABN:

Business/ Trading Name(s): (Provide all business names under which the entity intends to engage in legal practice)

BUSINESS ADDRESS

Building/Level:

Street:

Suburb/Town:

State:

Postcode:

OTHER ADDRESS

PO Box:

State:

Suburb/Town:

DX No:

Postcode:

Preferred mailing address: Business DX PO Box

CONTACT DETAILS

Phone:

Fax:

Email address:

Web address:

DETAILS OF PERSON COMPLETING FORM

In order for the Law Society to correctly address the confirmation of membership we need to know who completed the form.

Full name:

Position Held:

Date:

INCORPORATED LEGAL PRACTICE MEMBERSHIP CATEGORY (1 July 2024 - 30 June 2025)

Membership Category	Fees (Inc GST)
Incorporated Legal Practice	\$225

DISCLOSURE OF MEMBERSHIP

Unless you notify the Law Society otherwise in writing it is assumed that the Law Society is authorised to disclose the fact of your membership to any reputable organisation which the Law Society might be associated with if that association results in a benefit to the Law Society.

PROFESSIONAL STANDARDS SCHEME

On 1 July 2024 the Law Society launched a Professional Standards Scheme (Scheme) for the benefit of its members. Further information about the Scheme may be found on the Law Society's website at lawsocietywa.asn.au/pss.

Incorporated Legal Practice (ILP) members, Ordinary members and Life members of the Law Society who hold an Australian Practising Certificate are automatically members of the Scheme unless exempted by the Law Society from participation on application by the member.

To allow the Law Society to administer the Scheme appropriately, and to calculate the monetary ceiling (maximum amount of liability) which may apply in any given case, the Law Society requires each applicant for Ordinary membership who holds an Australian Practising Certificate, and each applicant for ILP membership, to complete a form headed "Professional Standards Scheme Participant Information".

Any application for Ordinary membership (by a person who holds an Australian Practising Certificate) or ILP membership must be accompanied by:

- a) a completed "Professional Standards Scheme Participant Information" form OR
- b) in the case of a person seeking exemption, subject to s30(4) of the *Professional Standards Act 1997*, an Application for Exemption from participation in the Scheme.

Are you completing an application for Ordinary or ILP membership of the Law Society?

↓ Yes

Do you wish to retain the benefits of participation in the Scheme?

→
No

Complete the Professional Standards Scheme **Exemption Form** at the same time as you complete the application for Law Society Ordinary or ILP membership. [CLICK HERE](#) to access the online form or find it at lawsocietywa.asn.au/pss/

↓ Yes

Complete the Professional Standards Scheme **Participant Information Form** at the same time as you complete the application for Law Society Ordinary or ILP membership. [CLICK HERE](#) to access the online form or find it at lawsocietywa.asn.au/pss/

If you have any questions regarding the Professional Standards Scheme contact the Scheme Coordinator at pss@lawsocietywa.asn.au or call (08) 9324 8652.

MEMBER AGREEMENT

I acknowledge and agree that:

- (a) the membership of the Incorporated Legal Practice (ILP) is subject to the Constitution of the Law Society (as amended from time to time);
- (b) as a requirement for ILP membership, the Constitution of the Law Society requires each Legal Practitioner Director of the ILP usually carrying on practice in Western Australia to be an Ordinary member of the Law Society
- (c) My membership is subject to the Law Society's Constitution, which might be amended from time to time.
- (d) My membership is conditional upon me continuing to hold a current Australian practising certificate or otherwise being lawfully entitled to practice in Western Australia.
- (e) My membership means that the Professional Standards Scheme (PSS) applies to me. I will therefore be required each year to:
 - (i) submit a PSS Participation Information Form if I want to remain in the scheme;
 - (ii) submit an application for exemption from the scheme; or
 - (iii) be a person on whose behalf an application for exemption has been made by my firm.

Signed: _____

Date: _____

Capacity: _____

PAYMENT PLAN

A part-payment plan is available for eligible members to pay their membership fees in 12 instalments. ([Refer to the Information Sheet for eligibility criteria.](#))

If you have any queries regarding part-payment participation please contact Member Services on (08) 9324 8692 or email membership@lawsocietywa.asn.au.

Please tick the appropriate subscription payment:

Annual Payment

Part Payment

WHAT HAPPENS NEXT?

Submit this completed application form to Member Services via any of the nominated methods indicated in the '[How to Apply](#)' section.

Please indicate below how you would like to finalise your payment:

Please send me a tax invoice with payment instructions

Please contact me via phone and I will provide my payment details

Please send a tax invoice to my firm with payment instructions as indicated in my '[Business Address](#)' above

I have presented my application in person and arranged payment at the Law Society's office

LAW SOCIETY OF WA (INC) COLLECTION NOTICE: The Law Society collects the personal information contained in this form pursuant to the provisions of the *Privacy Act, 1988*, the Australian Privacy Principles/APP. The information is collected by the Law Society to enable it to deal with the matters the subject of this form and to provide its services and benefits (and the benefits and services of the Law Council of Australia) to its members and the public. Those services and benefits are set out on the Law Society's website (lawsocietywa.asn.au). If the information collected in this form is not provided, the Law Society 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 the Law Society to overseas recipients may do so by accessing the Privacy Collection Notice located on the Law Society's website or may contact the Law Society's Privacy Officer. **USE OF PHOTOGRAPHY:** The Law Society reserves the right to use photography and filming from its events for future promotional use. Please advise a Law Society staff member at each event if you wish to opt out.