

Practising fee refund application

Form information

Please use this form to notify the New Zealand Law Society Te Kāhui Ture o Aotearoa (Law Society) that you wish to cancel your practising certificate and request a refund for the unused portion of your practising fees. This form must be completed **as soon as possible** by the practising certificate holder. Fee refunds will only be calculated from the date the application is received by the Registry Team or from the date that the lawyer's employment ceases – whichever is later.

1 Personal details

Full name

Date of birth (dd/mm/yyyy)

NZLS lawyer ID (if known)

Any refund should be paid to

Account number

Email address of person to be notified of the refund

Privacy and Information Handling Policy

The personal information collected and held by the Law Society will be used to process and assess your application for a refund of your practising fee, and for purposes connected with the Law Society's regulatory or representative functions, or both.

The provision of information by you is voluntary. However, if the requested information is not provided, it may impact the Law Society's ability to process your application. Further information about how the Law Society handles information including personal information is set out in the Law Society's Information Handling Policy, which can be viewed at lawsociety.org.nz/privacy. This Policy also contains information about your right to access and seek correction of your personal information. If you have any queries about the Information Handling Policy, please email our Privacy Officer at privacy@lawsociety.org.nz.

Office use only

Approved by Registry Manager (signature)

Date

Refund amount (\$)

2 Statutory declaration

I (your full legal name)

of (your full residential address and occupation)

solemnly and sincerely declare that:

- I wish to cancel my practising certificate from (last day of employment/practice) and from this date I will not undertake any legal services or describe myself as a lawyer or any of the descriptions under ss 21-23 of the Lawyers and Conveyancers Act 2006; and
- I will delete all electronic copies of my practising certificate and destroy any hard copies which have been made.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Applicant signature

Declared at (place)

On this date (dd/mm/yyyy)

Before me (name of official witness)

Signature of official witness

Stamp

(For example, a Justice of the Peace, barrister and solicitor or another person authorised to take a statutory declaration)

Sending this form

Please email your completed form to:

✉ registry@lawsociety.org.nz

For further information, contact:

✉ registry@lawsociety.org.nz

☎ 0800 223 030

🌐 www.lawsociety.org.nz