

Law firm update notification

Form guidelines

Use this form to notify the New Zealand Law Society of any changes to a law firm or law firm branch.

If additional space is needed to answer a question, please use a separate sheet and attach to this form.

1 Existing firm details

Name of firm/branch

NZLS firm ID (if known)

2 Reason for notification

- | | |
|----------------------------|--------------------------------------|
| Firm closure | Change of trust account supervisor |
| Branch closed | Change to trust account number |
| Changes to contact details | Changes in directors or shareholders |
| Staff movements | |

Date change effective from

3 Change of name/contact details

Please provide new details where applicable or write 'no change'.

New name of firm/branch

Postal address

Postcode

DX

Country (if not New Zealand)

3 Change of name/contact details continued

Physical address

Telephone number

Mobile

Email

Website

4 Staff movements

Include newly appointed lawyers and changes to position of existing lawyers.

Positions:

- Barrister sole
- Employed barrister
- Partner in a partnership
- Sole practitioner
- Employed solicitor
- Director in an incorporated law firm
- Shareholder of an incorporated lawyer

Name

Position (please select one of the above)

Date approved to practice on own account

Date effective from

Name

Position

Date approved to practice on own account

Date effective from

Name

Position

Date approved to practice on own account

Date effective from

Name

Position

Date approved to practice on own account

Date effective from

5 Lawyer departures

Name

Date effective from

Destination (if known, e.g new firm's name)

Name

Date effective from

Destination

Name

Date effective from

Destination

Name

Date effective from

Destination

6 Changes of trust account details

Trust account number

Name of existing trust account supervisor

Name of new trust account supervisor

7 Signature

Name (must be signed by the authorised officer of the firm, or director of the incorporated law firm)

Signature

Date (dd/mm/yyyy)

Privacy and information handling

The Law Society will collect, use, hold and disclose your personal information only for the purposes of updating your firm's details, and as provided for under the Lawyers and Conveyancers Act 2006 and regulations, Privacy Act 2020 or otherwise as permitted or required by law. Only authorised staff will have access to your information which is held in a secure environment. Under the Privacy Act 2020 you may request access to and request correction of your personal information held by the Law Society. For more information about the Law Society's Privacy and Information Handling Policies please refer to www.lawsociety.org.nz/privacy. General information about the Privacy Act 2020 is also available on the website of the Privacy Commissioner at www.privacy.org.nz.

Sending this form

Please return via email:

✉ registry@lawsociety.org.nz

For further information, contact:

✉ registry@lawsociety.org.nz

☎ 0800 223 030

🌐 www.lawsociety.org.nz