

# Application for approval to take direct instructions

## Form guidelines

For Barrister sole. Rule 14.7.2 LCA (Lawyers: Conduct and Client Care Rules) 2008.

All questions are compulsory unless stated otherwise. If additional space is needed to answer a question, please use a separate sheet and attach to this form.

## 1 Personal details

Full name

Date of birth (dd/mm/yyyy)

NZLS lawyer ID (if known)

## 2 Contact information

Work email

Direct dial

## 3 Suitability to take direct instructions

Do you have upheld or pending complaints or disciplinary matters?

Yes    No

If yes, please provide details


### 3 Suitability to take direct instructions continued

Do you have arrangements in place for any situation in which you may be wholly or partially incapacitated and/or unable to conduct your practice?

Yes      No

Please provide details of your arrangements, including who the first point of contact should be for the Law Society.


Are there any other matters which may affect your suitability to take direct instructions (including practice related undertakings)?

Yes      No

If yes, please provide details


### 4 Prescribed training

Which of the following prescribed training have you completed?

Barristerial module of Stepping Up post 1 July 2015

The New Intervention Rule – what you must know – Online CPD training module

Date completed (dd/mm/yy)

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## Privacy and information handling

The information you provide helps the Law Society to assess your application and enables the Law Society to carry out its regulatory and representative functions under the Lawyers and Conveyancers Act 2006.

The Law Society may need to obtain personal information from other sources (including but not limited to any person or entity, any information about you that the Law Society considers necessary or desirable to obtain in order to process this application. By completing this form, you authorise the Law Society to make enquiries directly with third parties and to receive and collect personal information relevant to your application. The Law Society will collect, use, hold and disclose your personal information only for the purposes of assessing your application or any future applications, 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. The provision of information by you is voluntary. However, if you do not provide full information, the Law Society may not be able to assess your application.

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](http://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](http://www.privacy.org.nz).

## 5 Statutory Declaration

I (your full legal name)

of (your full residential address and occupation)

Solemnly and sincerely declare that:

- The contents of this application are true and correct;
- I understand that I must disclose to the Law Society, as soon as practicable, information that might affect this application; 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)

## 6 Authority to make inquiries

I authorise the New Zealand Law Society to obtain from any person or entity, any information about me that the New Zealand Law Society considers necessary or desirable to obtain in order to process this application, and I authorise any such person or entity to release this information to the New Zealand Law Society.

**Signed**

**Date** (dd/mm/yyyy)

## 7 Payment

### The fee is NZ \$55.00 including GST.

Once your application has been received you will be emailed instructions on how to log in to registry to download your invoice and how to make payment.

Please refer to your invoice for our bank account details.

If you wish to pay by credit card, you can pay online when accessing your invoice.

Please note that we cannot process your application until we have received payment.

### How would you prefer to pay for your application?

Direct credit / internet banking      Credit card

## Sending this form

Please return via email or post:

- ✉ [registry@lawsociety.org.nz](mailto:registry@lawsociety.org.nz)
- 📍 Registry, New Zealand Law Society  
PO Box 5041, Lambton Quay, Wellington 6145

For further information, contact:

- ☎ 0800 223 030
- ✉ [registry@lawsociety.org.nz](mailto:registry@lawsociety.org.nz)
- 🌐 [www.lawsociety.org.nz](http://www.lawsociety.org.nz)