

New law firm notification

Form guidelines

Use this form to notify the New Zealand Law Society Te Kāhui Ture o Aotearoa (Law Society) of new law firms, including incorporated law firms and branches, barrister practices and Kings Counsel.

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

Please ensure you complete and return all relevant sections of this form.

Incorporated Law Firms

Before completing this form please refer to the Lawyers and Conveyancers Act (Lawyers: Practice Rules) Regulations 2008 (Practice Rules). Under reg 16(1) of the Practice Rules, an incorporated law firm must, immediately after it is formed, advise the Law Society of:

1. its name; and
2. its directors and shareholders.

Thereafter, the incorporated law firm must advise the Law Society, as soon as practicable, of every change in the name of the incorporated law firm and its directors and shareholders. The incorporated law firm will promptly upon request by the Law Society supply to the Law Society all such information and material relating to its structure, directors or shareholders as is required by the Law Society in order for the Law Society to carry out its regulatory functions.

Privacy and information handling policy

The personal information collected and held by the Law Society will be used for purposes connected with the Law Society's regulatory functions.

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 an individual's right to access and seek correction of their personal information. Please read this Policy before completing this form. If you have any queries about the Information Handling Policy, please email our Privacy Officer at privacy@lawsociety.org.nz.

1 Type of organisation

Please choose one

- | | |
|------------------------------|---------------------------------|
| Law Firm | Barrister practice |
| Law Firm branch | Incorporated Barrister practice |
| Incorporated Law Firm | Kings Counsel practice |
| Incorporated Law Firm branch | |

Trust account? Yes No

2 Law firm details

Name of law firm/branch

Trading as (if incorporating)

Name of law firm prior to incorporation (if applicable)

Company number (if law firm has incorporated)

Date law firm commenced/will commence

Yes No

Is the law firm operated by a sole practitioner/director? (only applies to barristers and solicitors)

If yes, please provide name of your attorney

If yes, please also provide name of your alternate attorney

Trust account number (if applicable)

Name of Trust Account Supervisor (if applicable)

3 Law firm contact details

Postal address

Postcode

DX (if applicable)

Country (if not New Zealand)

Physical address (if different from postal)

Telephone number

Website

Email

4 Staff

Please list the name of every lawyer in the law firm, or every director and holder of voting shares if the law firm is incorporated.

Please note directors and holders of voting shares must be lawyers who are actively involved in the provision of regulated services. Lawyers with non-voting shares in the incorporated law firm must be entitled to practise on own account.

Positions:

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

Name

Position (please select one of the above)

Date approved to practise on own account

Percentage of voting shares held

Date effective from

Name

Position (please select one of the above)

Date approved to practise on own account

Percentage of voting shares held

Date effective from

Name

Position (please select one of the above)

Date approved to practise on own account

Percentage of voting shares held

Date effective from

Name

Position (please select one of the above)

Date approved to practise on own account

Percentage of voting shares held

Date effective from

Name

Position (please select one of the above)

Date approved to practise on own account

Percentage of voting shares held

Date effective from

5 Non-lawyer shareholders

Name

Name of lawyer you are related to

Relationship to lawyer (e.g. spouse, partner, parent)

Name

Name of lawyer you are related to

Relationship to lawyer (e.g. spouse, partner, parent)

Name

Name of lawyer you are related to

Relationship to lawyer (e.g. spouse, partner, parent)

Name

Name of lawyer you are related to

Relationship to lawyer (e.g. spouse, partner, parent)

6 Signature

I confirm:

- I am authorised to sign this form on behalf of the law firm;
- the contents of this form are true and correct;
- I am authorised to disclose the name and other personal information of individuals named in this form;
- I have read and understood the Information and Handling Policy which can be viewed at lawsociety.org.nz/privacy.

Name

Signature

Date (dd/mm/yyyy)

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