

# New law firm notification

## Form guidelines

**Use this form to notify the New Zealand Law Society (Law Society) of new law firms, including incorporated law firms and branches, barrister practices and Queens 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 regulation 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

By signing this notification the director/s undertake to inform the Law Society of any changes in the name of the incorporated law firm, its directors and shareholders, that 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.

## 1 Type of organisation

**Please choose one**

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

**Trust account?**      Yes      No

## 2 Firm details

**Name of firm/branch**

**Trading as** (if incorporating)

**Name of firm prior to incorporation** (if applicable)

## 2 Firm details continued

Company number (if firm has incorporated)

Date firm commenced/will commence

Is the firm operated by a sole practitioner/director? (only applies to barristers and solicitors)    Yes    No

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 Firm contact details

Postal address

Postcode

DX

Country (if not New Zealand)

Physical address

Telephone number

Mobile

Email

Website

## 4 Staff

Please list the names of every lawyer in the law firm, or every director and holders of voting shares if the 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 practice on own account.

### Positions:

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

**Name**

**Position** (please select one of the above)

**Date approved to practice on own account**

**Percentage of voting shares held**

**Date effective from**

**Name**

**Position** (please select one of the above)

**Date approved to practice on own account**

**Percentage of voting shares held**

**Date effective from**

**Name**

**Position** (please select one of the above)

**Date approved to practice on own account**

**Percentage of voting shares held**

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**Name**

**Position** (please select one of the above)

**Date approved to practice on own account**

**Percentage of voting shares held**

**Date effective from**

**Name**

**Position** (please select one of the above)

**Date approved to practice on own account**

**Percentage of voting shares held**

**Date effective from**

## 5 Non-lawyer shareholders

Name

Name of lawyer related to

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

Name

Name of lawyer related to

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

Name

Name of lawyer related to

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

Name

Name of lawyer related to

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

## 6 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 1993 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 1993 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 1993 is also available on the website of the Privacy Commissioner at [www.privacy.org.nz](http://www.privacy.org.nz).

## Sending this form

Please return via email:

✉ [registry@lawsociety.org.nz](mailto:registry@lawsociety.org.nz)

For further information, contact:

✉ [registry@lawsociety.org.nz](mailto:registry@lawsociety.org.nz)

☎ 0800 223 030

🌐 [www.lawsociety.org.nz](http://www.lawsociety.org.nz)