

Practising fee refund application

Form information

Please use this form to notify the New Zealand Law Society (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)

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 will collect, use, hold and disclose your personal information only for the purposes of assessing your application, 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.

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 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. General information about the Privacy Act 1993 is also available on the website of the Privacy Commissioner at www.privacy.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 ss21-23 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

Any refund should be paid to

Account number

Email address of person to be notified of the refund

- 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