Request to surrender Australian practising certificate

## Part A: legal practitioner details

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| **Practitioner name:** Click or tap here to enter text. |
| **Practitioner ID:** P00Click or tap here to enter text. |
| **Name of practice/employer:** Click or tap here to enter text. |
| **Reason(s) for surrendering your Australian practicing certificate:**  Transferring to Vic Bar  Transferring interstate (consider also applying for certificate of fitness)  Transferring overseas  Extended leave (parental leave, carers leave, extended personal leave etc.)  Other (please specify Click or tap here to enter text. |
| **Date you would like the surrender to be effective:** Click or tap to enter a date.  *(Note: effective date must be a date no earlier than the date of lodgment of this form with the Board.* |
| **Practising certificate type:**  Barrister practising certificate (provide completed form to Victorian Bar)  Principal practising certificate (continue to part B)  Employee practising certificate (continue to part D)  Corporate practising certificate (continue to part D)  Government practising certificate (continue to part D)  Volunteer practising certificate (continue to part D) |

## Part B: To be completed if holder of Principal Practising Certificate

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| **Practice type:**  Sole practice  Law firm  Incorporated legal practice  Unincorporated legal practice  Community legal service |
| **Principals remaining at practice:**  Yes – provide details below:  Click or tap here to enter text.  *(Note: A law firm must continue to have at least two Principals. Where your departure leaves one Principal remaining the law firm must be ceased and a new law practice registered that allows for one Principal).*  No – (Continue to Part C) |

## Part C: Law practice closure

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| If you are closing your law practice there are a number of steps you need to take, including notifying your clients, dealing with work in progress, transferring/storing documents and closing any trust accounts. More information can be found on the [closing a law practice page on the VLSB+C website](https://lsbc.vic.gov.au/lawyers/practising-law/running-law-practice/closing-law-practice). |
| **Notice of termination of law practice attached:**  Yes  No |
| **Trust account closure forms** [**submitted online**](https://forms.office.com/pages/responsepage.aspx?id=l6gvlJrcZ0u0xQbLhTrtHUsmZq3EqrdBppEWWX-zlohUNFRDM0JMV0tYOU5LVENVUUxNWTY0TkNOSiQlQCN0PWcu&route=shorturl)**:**  Yes  No |

## Part D: Authority

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| I, the above-named practitioner, certify that:  I am an Australian legal practitioner  I currently hold an Australian practising certificate issued by the Victorian Legal Services Board  I wish to surrender my practising certificate for the reasons outlined in this form  The contents of this form are true and correct | |
| **Signature:**  *Double click box on right sign* |  |
| **Name of Australian legal practitioner**:Click or tap here to enter text. | |
| **Date:** Click or tap to enter a date. | |

## Instructions for form completion

An incomplete form or one that is not accompanied by the requested information and supporting documents will be considered as incomplete and will not be processed.

## Lodgement of form

Please ensure that you have completed all sections of this form. If you are a Principal of a law practice please ensure you have read the Victorian Legal Services Board webpage about [closing a law practice](https://lsbc.vic.gov.au/lawyers/practising-law/running-law-practice/closing-law-practice) and [closing a trust account.](https://lsbc.vic.gov.au/lawyers/trust-accounts/closing-trust-account)

Please submit the completed form with any attachments to us via the [Lawyer enquiry form](https://lsbc.vic.gov.au/lawyers/lawyer-enquiry-form).

The Board will consider your request to surrender your practising certificate upon receipt of the completed form and any accompanying documents. The Board may then proceed to surrender your practising certificate.

Barristers may submit this completed form to the [Victorian Bar](https://www.vicbar.com.au/Web/Contact-Us.aspx?hkey=a6a614ba-ebbf-460d-80e3-fd2301089955) for processing.

## Certificate of Fitness

If you are surrendering your Australian practising certificate in Victoria to apply for a practising certificate in another jurisdiction you may be asked by that jurisdiction to provide a Certificate of Fitness.

Please visit the Board’s website for more information or to apply for a [Certificate of Fitness](https://lsbc.vic.gov.au/lawyers/practising-law/certificate-fitness).

## Privacy

The Victorian Legal Services Board complies with the privacy principles set out in the *Privacy and Data Protection Act 2014*. All personal information you provide will be handled in accordance with this Act. The collection of the information on this form is required by the *Legal Profession Uniform Law Application Act 2014*. Information held by the Victorian Legal Services Board may be disclosed to various organisations, including the Victorian Civil and Administrative Tribunal, the Law Institute of Victoria Ltd, Victorian Bar Inc., Victoria Police and corresponding interstate authorities in order to carry out its duties under the *Legal Profession Uniform Law Application Act 2014*.