

IMPORTANT PRACTISING CERTIFICATE RENEWAL INFORMATION

Due date

The standard renewal period for practising certificates expires on **Friday, 7 June 2019** (Clause 4 of the *Legal Profession Uniform Law Application Regulation 2015*).

By **Friday, 7 June 2019**, the Bar Association will need to have received:

1. your completed practicing certificate renewal form (to be completed online only – no hard copies will be provided);
2. confirmation of payment of your renewal; and
3. confirmation from your insurance provider that you have insurance. If you have not secured insurance by 7 June, **do not delay lodging your completed renewal form and payment**. Preliminary processing of your practising certificate can begin whilst you are waiting for confirmation of your insurance. However, *your practising certificate cannot be issued until proof of professional indemnity insurance coverage has been received*.

Your practising certificate cannot be renewed until the Association receives all of the above documents and **payment has been cleared**.

It is an offence for you to practice (including doing chamber work), or to hold yourself out as a barrister if you do not hold a current practising certificate.
If you have not received your practising certificate by 1 July 2019 please contact the Certification Officer.

Late fee

A late fee of \$30 or 10% of the relevant practising certificate fee, whichever is the higher, applies where the practising certificate renewal form and/or fee is received after 7 June 2019 and before 1 July 2019.

Late fees will only be waived in the **most exceptional cases**. Late lodgment due to an oversight or absence from chambers during the renewal period is not sufficient cause for fee waiver.

Renewals not received and/or received but incomplete after 30 June 2019

After 30 June you cannot lodge an application for renewal. If you have not applied to renew your practising certificate on or before 30 June, you will be required to complete an application for a practising certificate and provide a statutory declaration confirming you did not practise between 1 July and the date of application for your practising certificate before any application can be processed. An additional fee of \$30 or 15% of the relevant practising certificate fee, whichever is the higher, applies to all applications received after 30 June where an application to renew should have been received on or before 30 June.

If you did apply to renew on or before 30 June, **but did not have professional indemnity insurance approved on or before 30 June and your renewal application is refused** it will be necessary for you

to complete and lodge an application for a practising certificate, pay the additional late fee, and provide a statutory declaration as outlined above.