

External Examination Report

Prescribed Report Content

Report Header

- a) Title – stating that the report is an external examination report prepared in accordance with either s 241 or s 244 of the Act
- b) Addressee – the report should be addressed to the principals of the law practice being examined
- c) the Name of the examiner
- d) the Period covered by the examination
- e) the name of the legal entity operating the practice, along with the ABN under which the practice trades
- f) contact details for the person(s) responsible for addressing trust account queries raised by the Society
- g) the trust accounting software (including version #), if any, used by the practice
- h) the notional amount, within the meaning of s 69(3) of the Regulation, for the trust accounting year to which the report relates

Conclusion

- i) whether the law practice has in all material respects complied with the requirements of the *Legal Profession Act 2006 (ACT)* and the *Legal Profession Regulation 2007 (ACT)* insofar as those requirements relate to the practice's dealings with trust money
- j) whether, during the course of the examination, the law practice complied, within a reasonable time, with all requests for information made by the external examiner
- k) having regard to the guidance issued by the Society and the examiner's professional judgement, any findings in relation to the law practice's compliance activities or compliance framework of which the Society should be made aware.