



Surrender of an ACT Practising Certificate

Complete this form only if you will no longer need an ACT Practising Certificate.

This form must be completed and signed by the practitioner who is surrendering their practising certificate.

Your Details
Full Name:
Member ID or roll number:
Date ceased practising under current certificate:
Email address:
Current contact details:
Reason for surrendering practising certificate (tick one) <input type="checkbox"/> Moving interstate <input type="checkbox"/> Resigning from current employer <input type="checkbox"/> Maternity/parental leave <input type="checkbox"/> Long service leave <input type="checkbox"/> Retiring from practice <input type="checkbox"/> Other (please specify):

Refund
Refund balance of practising certificate fee? (tick one) <input type="checkbox"/> No refund required <input type="checkbox"/> Refund to me (complete details below) <input type="checkbox"/> Refund to former employer (complete details below)
Refund to my bank account: BSB Account number
Refund to my former employer: Contact Phone

Authorisation
By signing this form, I confirm that I no longer require an ACT Practising Certificate.
Name:
Signature:
Date signed:

Note: Regulation 66(2) of the Legal Profession Regulation 2007 requires a law practice to appoint an external examiner not later than 8 April in the trust accounting year; and give the law society council written notice each time it appoints an external examiner. Regulation 66(3) states that the notice given to the law society must not be later than one month after the appointment of the external examiner.

Send completed forms to:
Member Connect, ACT Law Society
by email to memberconnect@actlawsociety.asn.au