

Notes – Notice of termination of provision of legal services:

Incorporated legal practice

Clause 104(3) & (5) – Legal Profession Uniform Law (Victoria)

Rules 29 & 30 – *Legal Profession Uniform General Rules 2015 (Vic)*

Applicability of this form

You are required to complete this form if you are an *incorporated legal practice* (ILP) and intend to cease engaging in legal practice.

Please note that this form applies to ILPs only. Individual legal practitioners within the ILP must notify the Victorian Legal Services Board separately of their intention to cease legal practice through the Board's web portal: LSB Online.

Obligations

A law practice is required to notify the Board when it ceases to provide legal services within 14 days.

The Uniform Law provides as follows:

s.104 Notice of intention to engage in or terminate legal practice

- (3) If a law practice to which this Division applies ceases to engage in legal practice in this jurisdiction, it must give the designated local regulatory authority a notice of that fact within the period specified in the Uniform Rules.

Civil penalty: 50 penalty units.

Instructions for completion

Please ensure that you have completed all sections of this form.

Please return the completed form to the Board by facsimile, email or to the above address.

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Law practice details

Entity name (registered company name):	Entity ID: E00
ACN:	ABN:

Termination details

Date for ceasing engaging in legal practice:
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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*.

I confirm that the information in this notice is true and correct

Signature of legal practitioner Director

Date

Name of Legal practitioner Director (please print)

Practitioner ID