

**Authorisation to operate statutory deposit account – legal practitioner**

Please use this form to notify the Victorian Legal Services Board of legal practitioners in your law practice who are authorised to operate your law practice’s Statutory Deposit Account (SDA). The Board will only accept instructions in relation to your Statutory Deposit Account from the nominated legal practitioners. The nominated legal practitioners will be given access to the SDA Transfers service in LSB Online which will enable them to lodge transfer requests online.

Please ensure you notify the Board when a legal practitioner ceases to be authorised to operate your statutory deposit account. You can do this by completing the form, ‘*Notification of Persons No Longer Authorised to Operate Statutory Deposit Account*’. If you wish to nominate individuals who are not legal practitioners, please complete the form entitled ‘*Authorisation to Operate Statutory Deposit Account – Non-Legal Practitioner*’.

**LAW PRACTICE DETAILS**

Name of law practice:		Entity ID: E _____
Address:		
Suburb:	State:	Postcode:

**STATUTORY DEPOSIT ACCOUNT DETAILS**

BSB:	Account number:
Account name:	

**LEGAL PRACTITIONERS AUTHORISED TO OPERATE STATUTORY DEPOSIT ACCOUNT**

First name:	Surname:	Practitioner no.	Email address:	Signature:
		P0 _____		
		P0 _____		
		P0 _____		
		P0 _____		
		P0 _____		
		P0 _____		
		P0 _____		
		P0 _____		
		P0 _____		
		P0 _____		

Please turn over to complete declaration on page 2.

**DECLARATION**

**NOTE: Declaration must be signed by a principal of the law practice.**

I authorise the above-named persons to operate the Statutory Deposit Account on behalf of the law practice detailed above.

Signature:	Date:
Name:	Practitioner no:
Position:	Email:

**Please return this form to:**

Victorian Legal Services Board  
Level 5, 555 Bourke Street, Melbourne Vic 3000  
GPO Box 492, Melbourne Vic 3001  
Fax: 03 9679 8101  
Email: [edp@lsbc.vic.gov.au](mailto:edp@lsbc.vic.gov.au)  
DX 185 Melbourne

**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 these principles. The collection of the information on this form is required by the *Legal Profession Uniform Law Application Act 2014*. Information held by the 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*.