

RENEWAL OF PRACTICISING CERTIFICATE **AND MEMBERSHIP**

REG.16(2) OF THE LAWYERS AND CONVEYANCERS ACT (CONVEYANCERS: REGISTRATION AND PRACTICE) REGULATIONS 2008

INFORMATION TO APPLICANTS

1. PRACTISING CERTIFICATE

1. All Conveyancing Practitioners must hold a current Practising Certificate issued under The Lawyers and Conveyancers Act 2006 (only Conveyancing Practitioners (and lawyers) may provide regulated services);
2. This Practising Certificate is to be renewed annually;
3. You must ensure you hold a current Practising Certificate at all times. It is your responsibility to ensure that you hold a current Practising Certificate – not your employer's;
4. You need to complete the enclosed application and Statutory Declaration to enable your Practising Certificate to be renewed if you wish to practice as a Conveyancing Practitioner;
5. **All outstanding fees and charges owed by you to the Society are required to be paid prior to your Practising Certificate being renewed**, whether you are employed as a Conveyancing Practitioner or in practice on your own account. This includes payment of the annual practising fee, the annual contribution to the Conveyancing Practitioners' Fidelity Fund (if applicable), any fees and costs that you have become liable to in respect of an inspection of your trust account, and any special levies imposed by the Society.

Fees

- | | | |
|---|---|--------------------|
| 1. Annual Practising fee | = | \$675.50 incl. GST |
| 2. Annual Contribution to Conveyancing Practitioners' Fidelity Fund (if applicable) | = | \$337.50 incl. GST |

Plus any fees and costs that you may have become liable to in respect of an inspection of your Trust Account, and any Special levies imposed by the Society.

Information that must be provided:

In order to allow the Society to consider your application you must ensure that the following information is included in the application form or appended to it:

1. Completed Application form (enclosed)
2. Completed Statutory Declaration (enclosed)
3. Documentary evidence of Professional Indemnity Insurance held by your practice

Please note that all of the information referred to above must be submitted together with the form. If you do not provide any of this information then it will take longer to process your application



APPLICATION FOR RENEWAL OF PRACTICISING CERTIFICATE AS A REGISTERED CONVEYANCER

REG.16(2) OF THE LAWYERS AND CONVEYANCERS ACT (CONVEYANCERS: REGISTRATION AND PRACTICE) REGULATIONS 2008

Full Name: _____
Physical Address: _____
Postal Address: _____
Phone: _____ Mobile: _____
Email: _____

Business/Employer: _____
Physical Address: _____
Postal Address: _____
Contact Person: _____
Phone: _____ Mobile: _____

Renewal of Practising Certificate (delete whichever does not apply)

- 1. 12 months from 1 July to 30 June of each year \$675.50 (incl. GST) _____
2. 9 months from 1 October to 30 June of each year \$575.50 (incl. GST) _____
3. 6 months from 1 January to 30 June of each year..... \$475.50 (incl. GST) _____
4. 3 months from 1 April to 30 June of each year..... \$375.50 (incl. GST) _____

Direct Credit payments to:
BNZ 020816-0047741-00 Paid electronically \$ _____

I confirm that my completed Statutory Declaration to accompany my Application for Renewal of my Practising Certificate is attached.

I consent to the making of inquiries of, and the exchange of information with, the authorities and relevant professional bodies in New Zealand and or in any other jurisdiction regarding matters relevant to this renewal, should it be necessary, including criminal history, and any complaints or disciplinary action that may have been drawn to the attention of a relevant professional body.

I agree to provide the Society with evidence of my renewed Professional Indemnity Insurance as soon as applicable and to pay all fees that are outstanding by me to the Society prior to issue of my renewed Practising Certificate.

SIGNATURE: _____ Date: _____

REGISTRATION NO: _____



2. MEMBERSHIP

NB: MEMBERSHIP IS VOLUNTARY;
MEMBERSHIP IS AT THE DISCRETION OF THE SOCIETY

Although membership is voluntary, members will continue to receive the benefits for the services being provided by the New Zealand Society of Conveyancers.

Membership

Any person may apply to join the Society either as:

- 1. A **full member** (Conveyancing Practitioners only);
- 2. An **affiliate member** (persons with an interest in Conveyancing who are not Conveyancing practitioners);
- 3. A **student member**

in which case they will pay a membership subscription to cover the representative functions of the Society.

Payment (Rule 48 LCA (Conveyancing Practitioners) Conduct & Client Care) Rules 2008

Electronic payment of the appropriate subscription to be made to the Society's bank account
BNZ 020816-0047741-01 – an invoice/receipt will only be issued on request.

NB Please ensure your payment includes your surname & a reference eg membership

Renewal of Membership

I would like to renew my membership **YES / NO** (delete which one does not apply)

Membership Subscription (* Life membership – Free)

- Full Membership** (Conveyancing Practitioner only) \$337.50 (incl. GST) _____
- Affiliate Membership** (Person with an interest in Conveyancing only) \$168.75 (incl. GST) _____
- Student Membership** (Conveyancer Trainee only) \$56.25 (incl. GST) _____

Account for Direct Credit payments:
BNZ 020816-0047741-01

Paid electronically \$ _____

SIGNATURE: _____ **Date:** _____

MEMBERSHIP NO: _____

Statutory Declaration: Application for Practising Certificate

REG.16 (3) OF THE LAWYERS AND CONVEYANCERS ACT (CONVEYANCERS: REGISTRATION AND PRACTICE) REGULATIONS 2008

IMPORTANT: This document should be attached to your application form.

Applicant Name:

I, _____
(full name)
of _____
(Residential Address)

do solemnly and sincerely declare as follows:

1. No matter has arisen since my registration as a Registered Conveyancer or receipt of my last Practising Certificate (whichever is more recent) that does or might affect my fitness to hold a Practising Certificate. *
2. There are no conditions imposed on my grant of registration; **or** I have complied with or am complying with any condition imposed on my grant of registration. * **[Delete whichever does not apply]**
3. I am not subject to any applicable orders of the Standards Committee, the Legal Complaints Review Officer and the Disciplinary Tribunal; **or** I have complied with applicable orders of the Standards Committee, the Legal Complaints Review Officer and the Disciplinary Tribunal. * **[Delete whichever does not apply]**
4. I intend to commence practice as a Conveyancing Practitioner immediately / by _____ as a sole practitioner / with an incorporated Conveyancing firm / as an employee of a Conveyancing practitioner or incorporated Conveyancing firm. **[Delete whichever does not apply].**
5. I will not practice as a Conveyancing Practitioner in a law firm, or with an incorporated law firm or be an employee of a law practitioner or incorporated law firm.
6. I am the person named in the documents submitted together with my application.
7. The documents submitted with the application are complete and correct.

* If you have answered in the affirmative please provide details:

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature of Person making this Declaration

Note: you must sign this declaration in the presence of the witness.

THIS SECTION MUST BE COMPLETED BY THE WITNESS

Declared at _____ on the _____ day of _____ 20 _____
before me, being a person authorised under the Oaths and Declarations Act 1957.

Signature of Witness: _____

Print Full name: _____

Address: _____

Qualification of Witness: _____