

**TO: NEW ZEALAND SOCIETY OF CONVEYANCERS**  
PO Box 8052, Cherrywood, Tauranga, 3145

**FROM: THE PRINCIPAL / THE DIRECTOR**

**EMPLOYER INDEMNITY – ISSUE OF A PRACTISING CERTIFICATE BY NZSOC TO AN EMPLOYEE**

I, \_\_\_\_\_ *[full name of Principal/Director]*  
of \_\_\_\_\_ *[Name of firm / company]*  
Address \_\_\_\_\_

\_\_\_\_\_ confirm as follows:

1. **THAT** \_\_\_\_\_ is an employee / director and / or shareholder of our firm *[delete which one is not applicable]*
2. **THAT** our firm/company has its own trust account and trust supervisor being \_\_\_\_\_ *[full name of trust supervisor]*
3. **THAT** our trust account supervisor will be handling the Conveyancing clients' money.
4. **THAT** the New Zealand Society of Conveyancers will not be responsible for the trust account records for audit purposes.
5. **THAT** I am a member of the NZ Law Society.
6. **THAT** we hold Professional Indemnity insurance policy with a minimum of \$1m cover, which meets the requirements of S25 Lawyers and Conveyancers Act (Conveyancers: Registration and Practice) Regulations, and also covers Fair Trading Act liability.
7. **THAT** we undertake to maintain a current Professional Indemnity insurance cover (as set out in Clause 7 above) during the time \_\_\_\_\_ is an employee of our firm / company and holds a current Practising Certificate issued by the NZ Society of Conveyancers.
8. **THAT** while \_\_\_\_\_ is an employee of firm / company no claim will be made against the NZ Society of Conveyancers' fidelity fund.

Signed: \_\_\_\_\_  
**Principal / Director**

Date: \_\_\_\_\_