

## Guidance for Completion of Non Practising Member & Retention Form – 2011/2012

### General

It is important that the Society's record of you and your career status is accurate, if there are any inaccuracies in the pre-printed sections of the form please amend in ink. Applicants are referred to the Solicitors (Scotland) Act 1980 and the Society's Rules. Please also refer to the Society's website.

### Principal Address

Our record of your principal address, telephone number and e-mail will appear here if we already have details. Please provide an e-mail address specific to you, rather than a generic address for the firm such as [info@solicitors.com](mailto:info@solicitors.com). This will assist us in our communications with you. The Society is increasing its use of e-mail communication with members in the interests of efficiency and as part of its environmental strategy.

### Information

Ticking the box will ensure that your information is not passed to third parties (See Data Protection Act below)

### Fees

Full non-practising membership fee of £220.00 (including statutory retention fee of £70.00).

The reduced fee for non-practising membership of the Society of £145.00 (including statutory retention fee of £70.00)

The statutory retention fee which entitles a member to remain on the Roll of Solicitors has been fixed at £70.00.

### For those not renewing their Practising Certificate

Non practising membership (NPM): Roll Retention Fee £70 + full rate £150	=	£220
NPM: (solicitors not in gainful employment) Roll Retention Fee £70 + concessionary rate £75	=	£145
Roll Retention fee only:	=	£70

### Full Practising Certificate:

Practising membership: Roll Retention Fee £70 + Annual subscription £550 (pro rata)	=	£620
Concessionary rate: (during first two years following qualification) Roll Retention Fee £70 + £275	=	£345
Guarantee Fund contribution for principals in private practice:	=	£239
Accounts Fee:	=	£341
Incidental Financial Business: (See Solicitors (Scotland) (Incidental Financial Business) Practice Rules 2004)		
Separate charge per firm:	=	£70
Individual person charge:	=	£60

### Changes to your Employment/Place of Business

Members are obliged to keep the Society informed as to their status in terms of section 8 (2) of the Solicitors (Scotland) Act 1980. The Society regard it as reasonable to allow 30 days for such intimations following changes. Failure to intimate changes in status promptly, may breach your statutory obligations.

### Notary Public

Please remember that Notaries may not act as such unless they hold a Practising Certificate – Legal Profession & Legal Aid (Scotland) Act 2007.

### Data Protection Act 1998

The information provided by you during PC renewal will be processed by the Society, which as data controller is responsible for it.

That information will be processed to help the Society perform its functions including: (1) those under the Solicitors (Scotland) Act 1980 and other legislation (2) discharging its professional obligations such as administering the Master Policy for Professional Indemnity (3) formulating and implementing professional practice rules (4) developing and offering training (5) providing members' services (6) carrying out its public affairs programme, representing the interests of the profession and the public. Visit [www.lawscot.org.uk](http://www.lawscot.org.uk) for more on these functions and the purposes for which that information may be processed. The Society may contact you by post, telephone, fax or email in connection with these purposes.

The Society may pass your name and address to third parties for marketing purposes. Third parties' applications are assessed on the basis of their interest and benefit to members, in accordance with the Society's licensing scheme. They pay a fee to the Society in return, the proceeds of which are used to support the Society's activities. If you do not wish your details to be passed to third parties for this purpose please tick the appropriate box on the Application form. Ticking that box will not exempt you from Society communications connected with the Society functions outlined above.

The Society will continue to provide that information as a service to members, to certain other organisations including Butterworths (to allow the production of the White Book), Crown Office, SLAB and other third parties carefully selected by the Society. If you do not wish your details to be used for this purpose please contact the Data Protection Officer detailed below. Note you cannot opt out where the Society has a statutory obligation to provide information.

Contact Details: [registrar@lawscot.org.uk](mailto:registrar@lawscot.org.uk) Tel. 0131 226 7411.