

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. 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.

Status

Please tick any boxes which apply to you from the selection - principal, associate, consultant, employee, notary.

Other Firms/Trading Names

If you are involved in more than one firm or operate more than one trading name please give details of the additional name and address in the box provided. If you are involved in more than 3 additional firms please detail in Additional Information Box.

Other Jurisdictions

Complete the "Other Country" boxes. If you hold more than two additional practising certificate in another jurisdiction please detail in Additional Information Box.

Regulatory Posts

Every Private Practice firm requires a Client Relations Partner, Designated Cashroom Partner, and Money Laundering Reporting Officer (otherwise known as the Nominated Officer). It is also helpful to the Society to identify ARTL and Risk Partners. Completing these boxes keeps the Society's records up to date and helps us communicate with the correct individuals.

Information

The Society offers a range of membership benefits through approved parties who may send you information and offers by post on a restricted basis. Ticking the box will ensure that your information is not passed to third parties (See Data Protection Act below)

Fee Payable (the fee section in your application will be pre-printed)

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

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

Note: payment of the Roll Retention Fee only, does not confer membership of the Society and carries no voting or attendance rights at meetings of the Society nor the right to receive Society communications including the Journal.

Payment - firms receive a remittance advice together with a form of application for practising certificate for each member detailed on that advice. Only sterling cheques and bank drafts on which charges have been paid will be accepted. Should you need to amend the fee payable section on the first page of the form please contact the Registrar's Department on 0131 226 7411 prior to returning the forms to verify any recalculation.

Declarations

1. Generally Principals in Private Practice include partners of a firm, members of a limited liability partnership and directors of an incorporated practice providing legal services directly to the public. Such Principals should tick box 1(a) and all others should tick box 1(b).
2. Generally Principals should tick box 2(a) and submit the Law Society copy of the Master Policy Insurance Certificate. All others should tick box 2(b). Where box 2(a) is ticked no Practising Certificate will be issued by the Society without sight of the firm's Insurance Certificate.
3. Generally Principals should tick box 3(a) and all others box 3(b)
4. Generally all those applying for a Practising Certificate should tick box 4(a). Only those who have failed to comply or who seek exemption should tick box 4(b) and supply details of their non-compliance or exempt status Additional Information Box.
5. Members should ensure all details given are correct and note the importance of the declaration they make in applying for a Practising Certificate.

Notes

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.

If the remittance advice does not include members who have recently joined your firm you should add new members to the remittance advice and obtain their Practising Certificate renewal form from their former employers. If the remittance advice includes parties who have recently left your firm please amend the remittance advice by deleting their details and confirming (if you know it) their new employer details. The renewal form itself should be forwarded to the individual or returned to the Society if you do not have details of their whereabouts. Start and leaving dates should be supplied in all cases.

Late Application

Practising Certificates issued prior to 5pm on 30th of November will be dated 1 November. Thereafter certificates will be dated as at the date of issue. This creates the possibility that you are practising without a Practising Certificate and in addition to professional issues this may affect your Master Policy cover.

Forms which are not correctly completed will be returned for rectification with all the other forms relating to the firm in order that all the firms forms can be processed together. This will delay the issuing of Practising Certificates to all the solicitors in your firm. For the avoidance of doubt the Society accept no responsibility for losses consequential or otherwise as a result of incomplete forms or forms which fail to arrive at the Society in good time.

Scottish Legal Complaints Commission (SLCC)

In terms of the legislation all solicitors holding a Practising Certificate are liable to pay this levy. SLCC have the right to vary the levy for certain categories of solicitor entirely at their discretion. We would anticipate that they will set their budget and consult with us on the budget, payment categories and amounts between January and April. Ultimately however the categories and levy payable are determined by SLCC. We will advise members as soon as we are informed by SLCC of proposed payment arrangements. Intimation of retiring from business or otherwise without formal surrender of a Practising Certificate may create a continuing liability for the levy.

Identification Cards - the Society optionally provide ID cards to solicitors holding a Practising Certificate and trainees. The Courts, police stations and prisons may deny access to members unable to display an ID card valid for the current practice year. Application forms are enclosed and additional forms can be downloaded at www.lawscot.org.uk. The form should be returned with two colour passport photographs and a cheque for £10.00. If you held an ID card for the previous practice year it is not necessary to send photographs provided they remain a reasonable likeness. Cards are normally processed within 28 days.



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 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.

Making Payment

Should you need to amend the fee payable section on the first page of the form please contact the Registrar's Department on 0131 226 7411 prior to returning the forms to verify any recalculation.

Cheques (in Sterling) should be made payable to The Law Society of Scotland

Bank Drafts in Sterling on which charges have been paid will be accepted.

BACs payments should incorporate in the payment reference the letter "R" and the firms ID which can be found on the invoice. Your letter returning your application papers should confirm payment has been made by BACs and quote the payment reference number and date payment was processed by your bank.

Lombard. If Lombard have formally agreed to make payment direct to us, as opposed to providing you with funds to do so, please confirm that when returning your application papers.

Contact Details: registrar@lawscot.org.uk Tel. 0131 226 7411.