

# LIV LIMITATION OF LIABILITY SCHEME NOTIFICATION FORM



Law  
Institute  
Victoria

**FOR THE PERIOD 1 JULY 2011 TO 30 JUNE 2012**

**Enquiries:** Professional Standards **Ph** (03) 9607 9563 **Email** lls@liv.asn.au **Web** www.liv.asn.au

**Send form to: Professional Standards Limitation of Liability Scheme, Law Institute of Victoria**

470 Bourke Street, Melbourne VIC 3000 GPO Box 263, Melbourne VIC 3001 or DX 350 Melbourne or **Fax** (03) 9602 5270

## PART I – LAW PRACTICE

**1. Law Practice Name:** .....

Note A

The legal practitioners of the Law Practice who are listed at Part IV **will participate** in the Scheme. **Proceed to #2.**

or  The legal practitioners of the Law Practice listed above are **applying for exemption** from participation in the Scheme. **Proceed to #5 and #6.**

Note B

## PART II – DETAILS OF LAW PRACTICE

**2. Number of Principals of Law Practice**

Note C

up to and including 20  greater than 20

**3. Estimated Total Annual Fee Income of Law Practice for the Financial Year 1/7/11 to 30/6/12**

Note D

up to and including \$10 million  greater than \$10 million

**4. Professional Indemnity Insurance for the Financial Year 1/7/11 to 30/6/2012**

Note E

standard LPLC policy  Top-up policy Policy Number/s: .....

## PART III – DETAILS OF PRACTITIONER COMPLETING FORM

**5. Full Name:** .....

Note F

**6. Position held:** .....

## PART IV – DETAILS OF SCHEME PARTICIPANTS

**7. To be eligible all legal practitioners must be current LIV members. Please specify all legal practitioners of the Law Practice who will participate in the Scheme**

Note G

If there is insufficient space, please provide the required information on a separate sheet/s.

Legal Practitioner Name	LIV Member Number	Legal Services Board Practitioner Number	Type Of Practising Certificate Principal, Employee or Volunteer



### Note C NUMBER OF PRINCIPALS OF LAW PRACTICE

The Scheme will cap the liability of Scheme participants to an amount of \$2 million or \$10 million depending on the insurance policies, total revenue of the Law Practice and number of Principals of the Law Practice, and to the extent that liability can be limited under the *Professional Standards Act 2003* (Vic).

In order for the LIV to administer the Scheme, the LIV must ascertain the number of Principals within the Law Practice.

In the Scheme, the term "Principal" has the same meaning as it has in the *Legal Profession Act 2004* (Vic), as follows:

a **principal** of a law practice is an Australian legal practitioner who is—

- a. a sole practitioner (in the case of a law practice constituted by the practitioner); or
- b. a partner in the law practice (in the case of a law firm); or
- c. a legal practitioner director in the law practice (in the case of an incorporated legal practice); or
- d. a legal practitioner partner in the law practice (in the case of a multi-disciplinary partnership); or
- e. a supervising legal practitioner of a community legal centre.

The number of Principals in the Law Practice for the financial year **1 July 2011 to 30 June 2012** should be specified.

### Note D ESTIMATED TOTAL ANNUAL FEE INCOME OF LAW PRACTICE

As specified in Note C, the cap applicable to a Scheme participant will depend on a range of factors, including the total revenue of the Law Practice. The Scheme contains a definition of the term "Total Annual Fee Income", as follows:

**"Total Annual Fee Income"** means the amount charged during a Financial Year for services provided by or on behalf of a Law Practice some of whose members are Participating Members.

The **estimated** amount to be charged by the Law Practice for services for the Financial Year **1 July 2011 to 30 June 2012** should be specified.

### Note E PROFESSIONAL INDEMNITY INSURANCE

As specified in Note C, the cap applicable to a Scheme participant will depend on a range of factors, including the insurance policies providing coverage to or benefiting a Scheme participant.

The Legal Practitioners' Liability Committee does not issue a policy number. If however the Law Practice has obtained further 'top-up' insurance, and a policy number has been issued, this should be specified.

### Note F DETAILS OF PERSON COMPLETING THE FORM

In order for the LIV to be able to correctly address the confirmation letter of participation we need to know who completed the form.

### Note G DETAILS OF SCHEME PARTICIPANTS

The details of all legal practitioners of the Law Practices who will participate in the Scheme should be listed in the table. If there is insufficient space the information should be provided on a separate sheet/s. If you are not a current member of the LIV please go to [www.liv.asn.au](http://www.liv.asn.au) to join.

In column 1 of the table, the name of the legal practitioner should be specified.

In column 2 of the table, the LIV member number of the legal practitioner should be specified. Please note that a legal practitioner cannot participate in the Scheme unless he or she is an LIV member. The LIV member number of a legal practitioner can be obtained by that legal practitioner contacting LIV Member Services on (03) 9607 9470.

In column 3 of the table, the Legal Services Board practitioner number should be specified. The practitioner number of a legal practitioner is specified on the practising certificate issued by the Legal Services Board to the legal practitioner. It can also be obtained by that legal practitioner contacting the Legal Services Board on (03) 9679 8000.

In column 4 of the table, the type of practising certificate held by the legal practitioner should be specified. The type of practising certificate held by a legal practitioner will be indicated on the practising certificate itself. This information can also be obtained by that legal practitioner contacting the Legal Services Board on (03) 9679 8000.

### Note H PAYMENT

The fee each legal practitioner to participate in the Scheme is \$105.00. This fee will need to be paid for all legal practitioners specified in Part V.