

Registration Of Incorporated Legal Practice (ILP) – Checklist	
PREREQUISITE PRINCIPAL PRACTISING CERTIFICATE	
Eligibility	
1	<input type="checkbox"/> Ensure that you are not subject to the supervised legal practice condition. <input type="checkbox"/> Complete a Practice Management Course or submit a request to satisfy the Board’s <i>Grant of a Principal Practising Certificate Policy</i> (this does not apply if you currently hold a principal practising certificate). You can find further information about this on our website .
ENTITY DETAILS	
Trading name and company registration	
2	<input type="checkbox"/> Register a company with Australian Securities and Investment Commission. <input type="checkbox"/> Appoint a legal director who will also be an authorised principal of the ILP.
Registration and notification of ILP	
3	<input type="checkbox"/> Provide the Board at least 14 days’ notice before commencing to provide legal services by completing this form .
Professional Indemnity Insurance	
4	<input type="checkbox"/> Obtain professional indemnity insurance with the Legal Practitioners Liability Committee (LPLC) by providing them with the entity ID once the ILP is registered. You must provide a copy of the Certificate of Insurance (COI) to the Board. <input type="checkbox"/> For an interstate ILP, a current COI must be submitted with the notice of intention to start providing legal services - ILP form. Additionally, details of each principal are also required. Please see below.
PRINCIPAL PRACTISING CERTIFICATE	
No current practising certificate	
5	<input type="checkbox"/> If you do not hold a current practising certificate, you will need to complete an application for a grant of a principal practising certificate via your LSB online account.
Current practising certificate – not principal	
6	<input type="checkbox"/> Where you currently hold a practising certificate that is not a principal type, you will need to vary through LSB online .
Current practising certificate –authorised as principal	

Last updated: Sophie Cleak 11 July 2024

7	<input type="checkbox"/> Upon registration of the ILP, you can update your details via your LSB online account. Your current principal certificate entitles you to engage in practice as a principal.
Interstate principal/s	
8	<input type="checkbox"/> For each interstate principal, the following is required: <ul style="list-style-type: none">• Current copy of practising certificate• Date of birth• Date of admission• State of admission
Trust money authorisation	
9	<input type="checkbox"/> For a grant of a practising certificate authorised for trust money, please refer to our website .