

# Application for approval to take direct instructions

## Form guidelines

For barrister sole. Rule 14.7.2 Lawyers and Conveyancers Act (Lawyers: Conduct and Client Care) Rules 2008.

All questions are compulsory unless stated otherwise. If additional space is needed to answer a question, please use a separate sheet and attach to this form. If you do not answer questions fully, we may not be able to process your application, or your application may be delayed.

## Privacy and information handling policy

The personal information collected and held by the Law Society will be used to process and assess your application, and for purposes connected with the Law Society's regulatory functions.

Further information about how the Law Society handles information including personal information is set out in the Law Society's Information Handling Policy, which can be viewed at [lawsociety.org.nz/privacy](https://lawsociety.org.nz/privacy). This policy also contains information about your right to access and seek correction of your personal information. Please read the policy before completing this form. If you have any queries about the Information Handling Policy, please email our Privacy Officer at [privacy@lawsociety.org.nz](mailto:privacy@lawsociety.org.nz).

## 1 Personal details

Full name

Date of birth (dd/mm/yyyy)

NZLS lawyer ID (if known)

## 2 Contact information

Work email

Work mobile

### 3 Suitability to take direct instructions

Do you have upheld or pending complaints or disciplinary matters?

Yes No

If yes, please provide details


Do you have arrangements in place for any situation in which you may be wholly or partially incapacitated and/or unable to conduct your practice?

Yes No

Please provide details of your arrangements, including who the first point of contact should be for the Law Society.


Are there any other matters which may affect your suitability to take direct instructions (including practice related undertakings)?

Yes No

If yes, please provide details


### 4 Prescribed training

Which of the following prescribed training have you completed?

Barristerial module of Stepping Up post 1 July 2015

The New Intervention Rule – what you must know – Online CPD training module

Date completed (dd/mm/yy)

--

## 5 Statutory Declaration

I (your full legal name)

of (your full residential address and occupation)

solemnly and sincerely declare that:

- the contents of this application are true and correct;
- I understand that I must disclose to the Law Society, as soon as practicable, information that might affect this application,

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

**Applicant signature**

**Declared at** (place)

**On this date** (dd/mm/yyyy)

**Before me** (name of official witness)

**Signature of official witness**

**Stamp**

(For example, a Justice of the Peace, barrister and solicitor or another person authorised to take a statutory declaration)

## 6 Authority to make inquiries and confirmation

The Law Society may make independent inquiries about you to assess this application.

- I authorise the Law Society to make independent inquiries about me and to obtain from any person or entity any information about me which the Law Society considers necessary to assess this application. I authorise any person or entity contacted by the Law Society for this purpose to disclose information about me to the Law Society.
- I confirm I have read and understood the Information Handling Policy, which can be viewed at [lawsociety.org.nz/privacy](https://lawsociety.org.nz/privacy).

**Signed**

**Date** (dd/mm/yyyy)

## 7 Payment

**The fee is NZ \$61.00 including GST.**

Once your application has been received you will be emailed instructions on how to log in to registry to download your invoice and how to make payment.

Please refer to your invoice for our bank account details.

If you wish to pay by credit card, you can pay online when accessing your invoice.

**Payment by credit or debit card will incur a card payment surcharge.**

Please note that we cannot process your application until we have received payment.

**How would you prefer to pay for your application?**

Direct credit / internet banking

Credit card

Debit card

## Sending this form

Please return via email or post:

- ✉ [registry@lawsociety.org.nz](mailto:registry@lawsociety.org.nz)
- 📍 Registry, New Zealand Law Society  
PO Box 5041, Lambton Quay, Wellington 6145

For further information, contact:

- ☎ 0800 223 030
- ✉ [registry@lawsociety.org.nz](mailto:registry@lawsociety.org.nz)
- 🌐 [www.lawsociety.org.nz](http://www.lawsociety.org.nz)