



The New South Wales Bar Association

**PRACTISING CERTIFICATE RENEWALS 2007-08**  
**RENEWALS UPDATE # 5**

**17 May 2007**

*PLEASE NOTE THAT ALL PRACTISING CERTIFICATE  
RENEWAL DOCUMENTATION AND PAYMENT MUST BE  
RECEIVED BY THE ASSOCIATION BY  
THURSDAY 7 JUNE 2007  
OTHERWISE A LATE FEE APPLIES.*

**COMPLETING RENEWAL DOCUMENTATION CORRECTLY**

The Bar Association has received a number of practising certificate renewal applications that will need to be returned to the applicant because the documentation is incomplete.

The most common mistakes and omissions are:

1. not answering every question;
2. not providing residential address details as required by clause 11(1)(a) of the *Legal Profession Regulation 2005* – this part of the renewal documentation *must* be completed even if you have previously provided this information to the Association as the information on record needs to be checked to ensure it is up to date;
3. not providing further information as required when answering some questions on the form; and
4. not completing the declaration.

Applications that are returned will have to go to the end of the processing queue. They also cause additional work for Association staff.

I would appreciate particular care being taken when the application documentation is being completed.

P A Selth  
Executive Director