

Application for Recognition as an Incorporated Practice

PLEASE TYPE OR PRINT IN BLOCK LETTERS

Section 1 – Nature of Application

Do you wish to convert an existing practice unit into an incorporated practice? Yes/No

If “Yes” please complete the following details of the existing practice unit:

Practice Unit Society ID

Practice Unit Name

If “No”, do you wish to create a new practice unit as an incorporated practice? Yes/No

If “Yes” please complete and return with this application a PUI1 form (available on the Society’s website) and draft proposal of letterhead.

Is the proposed incorporated practice being created solely for the purpose of holding an interest in another practice unit? (Note: such an incorporated practice may not offer any services to the public). Yes/No

Section 2 – Details of Proposed Incorporated Practice

Practice Unit Name

Business Address

Post Code:	Country:
DX Address:	

Manager who will sign on behalf of the proposed incorporated practice and who can respond to queries on this matter:

Name

Society ID

	Business	Mobile
Telephone No(s)	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Registered office of proposed incorporated practice (if different from address above):

Registered number of proposed incorporated practice:

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Date of incorporation of proposed incorporated practice:

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Requested date for recognition as incorporated practice:

(Application and supporting documents must be submitted at least 1 month prior to this date: Rule D5.3)

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Section 3 - Form of Incorporation

The proposed incorporated practice will carry on business:

As a limited/unlimited company (please provide Memorandum & Articles of Association and Certificate of Incorporation)

with unlimited liability. ✓

limited by guarantee. ✓

limited by share capital. ✓

As a limited liability partnership (please provide LLP Agreement and Certificate of Incorporation) ✓

Section 4 – Details of Directors/Members

Note: Members/Directors of an incorporated practice may only include Scottish solicitors (“SOL”), existing practice units recognised by the Society (“PU”), registered European lawyers (“REL”) and registered foreign lawyers (“RFL”). Please insert the appropriate acronym into the column headed “Status”. All such persons should have a Society ID.

All members/directors of an incorporated practice which has been incorporated with limited liability are required to grant an irrevocable undertaking to the Council of the Society in respect of reimbursement of certain grants paid out of the Guarantee Fund. For details and the form of undertaking required please see the Society’s website. All required undertakings should accompany this form and recognition as an incorporated practice will not be granted until all such undertakings have been received.

If you have not already made contribution to the Guarantee Fund you will require to do so before commencement of the incorporated practice.

If any member or director of the proposed incorporated practice is a RFL or a multi-national practice (“MNP”) then the proposed incorporated practice will also have to be a MNP. A separate process for approval of entry into a MNP applies. For details please see the Society’s website.

Name	Society ID	Status	Business Address/Registered Office (as applicable)

Section 5 - Declaration

No person listed in Section 4 has ever been disqualified from being a company director (including by way of undertaking) or been disqualified or otherwise removed by a court from a position of business responsibility.

I authorise the Society to seek confirmation from third parties of any matters pertinent to a proper consideration of this form.

I am authorised to sign this form on behalf of the proposed incorporated practice and on behalf of the persons listed in Section 4. The information given in this form is correct and complete to the best of the knowledge and belief of all of such persons.

Signature

Date

Returning the Form:

Before returning the form please check the following and only submit if the application is complete with all necessary documentation:

Has payment been made by bank transfer/card payment over the phone? ✓

Have you included signed Guarantee Fund undertakings for all members/Directors? ✓

Have you included payment of Guarantee Fund for anyone listed in Section 4 who is liable and has not already paid? ✓

Have you enclosed the Certificate of Incorporation? ✓

Have you enclosed Memorandum & Articles of Association or LLP Agreement? (as appropriate) (To facilitate scanning of your application please do not submit bound documents.) ✓

Has any additional information been labelled with relevant section and title and securely attached to the form? ✓

Please return the form, supporting documents and list of enclosures to :

Member Registration Team, Law Society of Scotland
member.registration@lawscot.org.uk