

# Application



## Compulsory Professional Liability Insurance for Part-time Practice

845 Cambie Street, Vancouver, BC, Canada V6B 4Z9  
t 604.669.2533 | BC toll-free 1.800.903.5300  
Membership 604.605.5311 | f 604.687.0135  
TTY 604.443.5700  
Email memberinfo@lsbc.org | lawsociety.bc.ca

You may apply for an insurance fee discount if you are engaged in the private practice of law, related professional services and activities that further those services for an average of 25 hours per week or less.

The term “activities that further those services” includes but is not limited to practice management, administration and promotion, and professional duties or representation on bodies such as the Law Society of British Columbia, the Canadian Bar Association, the Continuing Legal Education Society and other organizations. The term “an average of 25 hours per week or less” means 25 hours per week or less **on average** over successive six-month periods (January to June; July to December), starting from the effective date of your part-time practice and ending when you notify the Law Society of a change in your practice status.

**Before completing this form, please read through and sign the information sheet attached. The sheet provides information about the part-time discount, including the requirements for eligibility.**

PART A: Name and identification			
1. Given Name(s)		Surname	
2. Firm Name			
Street			City
Province/State	Country		Postal/ZIP code
Telephone	Fax	Email	
PART B: Insurance information			
3. Effective date of insurance			
PART C: Professional history and experience			
4. Describe the activities you have engaged in during the past five years that you believe are relevant to the conditions stipulated in Law Society rules 2-88 to 2-90. Please also confirm “ <i>how often</i> ” you engaged in these activities (e.g., hours per week)			
From (YYYY/MM)	To (YYYY/MM)	Name of employer	Brief description of employment

**PART D: Practice arrangement****5. Please indicate your practice arrangement (check one)**

- Sole practitioner or independent contractor with no lawyer employees
- Sole practitioner or independent contractor with lawyer employees
- Employee of a law firm (includes associates and employee of sole practitioners)
- Partner of a law firm

**PART E: Refund of insurance fees (if applicable)****5. In the space below, indicate to whom the refund should be paid.****Payee**

<b>Street</b>		<b>City</b>
<b>Province</b>	<b>Country</b>	<b>Postal</b>
<b>Telephone</b>	<b>Fax</b>	<b>Email</b>

**PART F: Undertaking and declaration of applicant**

1. I undertake to engage in the private practice of law, related professional services and activities that further those services for an average of 25 hours per week or less, beginning on the effective date that I indicated in Part B of this form.
2. I declare that I have not had a professional liability insurance claim in the past five calendar years in BC or any other jurisdiction for which an indemnity payment has been made.
3. I undertake to contact the Law Society as soon as possible if a change in circumstances arises that would alter any part of this undertaking and declaration.
4. I declare that as a condition of approval of my application, I will make available to the Law Society or its agents all information, including books, accounts and records, which it requires to confirm my eligibility for this discount.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of applicant**

*The information in this form is collected under sections 30(3)(a) and 30(4)(b) of the Legal Profession Act and Law Society Rule 3-45. The information provided will be used to process your application for a discount for compulsory professional liability insurance. If you have any questions about the collection and use of this information, contact a Member Services Representative at the Law Society of British Columbia.*

## Part-time practice activities

These activities include but are not limited to:

- any professional services for which the insurance policy extends coverage;
- practice management;
- firm administration, and marketing;
- continuing professional development (CPD)\*, other continuing legal education such as participation in Canadian Bar Association sections, and other voluntary activities associated with the practice of law or provision of professional services such as mediation training;
- professional duties or representation on bodies such as the Law Society, the Canadian Bar Association, the Continuing Legal Education Society and other organizations; and
- professional services undertaken but delegated to others (e.g to an articled student or a paralegal).

\* If the CPD is subject to a maximum credit allowance, you need include only that maximum in your calculation of hours. If you are a teacher or student at a post-secondary institution, those activities are not part-time practice activities, even if claimed as CPD, and are not included in your calculation of hours.

### *Part-time practice hours*

You may occasionally practise more than 25 hours per week, as long as on average, over consecutive six-month periods, you practise 25 hours per week or less, starting from the effective date of your part-time practice and ending when you notify the Law Society of a change in your practice status. Part-time does not mean practising full-time for a portion of the year and not practising at all for a portion or the balance of the year.

I, \_\_\_\_\_, confirm that I have read and understood the contents of this information sheet.

Date \_\_\_\_\_