

**THE LAW SOCIETY OF UPPER CANADA
APPLICATION FOR EXEMPTION FROM THE
REQUIREMENT TO PAY ANNUAL FEE AND TO SUBMIT
THE PARALEGAL ANNUAL REPORT
(under By-laws 5 & 8)**

Guide to Application:

Complete all sections. The Law Society of Upper Canada (LSUC) may investigate or verify any information supplied on this application, and may require further explanation from you before your application is approved. **Omissions or inaccuracies in your answers will delay processing.** If the space provided for any answer is insufficient, complete your answer on a separate sheet, sign and date the sheet and staple it to this application form.

Applicant's Checklist:

- your completed application
- all outstanding Paralegal Annual Report(s)

evidence from your bank that all open trust/mixed trust accounts have been closed and have a zero balance – **applies to: (Sole Practitioners providing legal services in Ontario during the last 3 years) – Part C**

OR

proof that you no longer have signing authority over all trust/mixed trust accounts; provide a letter from the signing partner or your bank – **applies to: (Partners, Employees and Associates providing legal services in Ontario during the last 3 years) – Part B**

- all information regarding location of files has been provided – Part G
- explanation on “Specifics” page where required – Part F
- your completed Undertaking to the Law Society of Upper Canada – Part I
- payment of any outstanding fees that have accrued
- a letter from a qualified medical practitioner indicating that you are suffering from a permanent illness or disability and are unable to provide legal services in Ontario (**if incapacitated**)

Mail your completed application to:

**By-Law Administration Services
The Law Society of Upper Canada
Osgoode Hall
130 Queen Street West
Toronto, Ontario M5H 2N6**

For inquiries, contact the By-Law Administration Services department at:

General line: (416) 947-3315, Toll-free 1-800-668-7380, or Email: bylawadmin@lsuc.on.ca