

**THE LAW SOCIETY OF UPPER CANADA
APPLICATION FOR SURRENDER OF LICENCE TO
PROVIDE LEGAL SERVICES
(under By-Law 4)**

Guide to Application:

Complete all sections. The Law Society of Upper Canada (LSUC) may investigate or verify any information supplied on this application form, 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 form
 - all outstanding Law Society 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 engaged in the provision of legal services in Ontario during the last 3 years) – page 2**
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 engaged in the provision of legal services in Ontario during the last 3 years) – page 2**
- all information regarding location of active or closed files, has been provided – page 4
 - explanation indicating the reason for the surrender of licence request – other relevant details (where required) should also be included on this page – page 2
 - your insurance information and signed release authorizing the release of information to the LSUC – page 6

Mail your completed application to:

**Administrative Compliance
The Law Society of Upper Canada
Osgoode Hall
130 Queen Street West
Toronto, Ontario M5H 2N6**

For inquiries, contact the Administrative Compliance department at:

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