



THE LAW SOCIETY OF UPPER CANADA
APPLICATION FOR AN OCCASIONAL PRACTICE PERMIT
FOR LAWYERS FROM QUEBEC AND THE TERRITORIES OF CANADA
(Part VII of By-Law 4)

Note: Occasional Practice Permits are issued by calendar year. The permit entitles you to practise law in Ontario on up to 10 matters. You must apply for a new permit each year in order to continue to work in Ontario on an occasional basis. Applications must be accompanied by a certified cheque or postal money order in the amount of **\$113.00** (\$100.00 + HST), payable to the Law Society of Upper Canada.

APPLICANT'S INFORMATION	
1. Personal Contact Information	
Last Name:	First Name:
Address:	
Telephone/Mobile:	Email:
2. Business Contact Information	
Address:	Business Name:
Telephone:	Fax:
Email:	
3. Quebec or Territory Membership Information	
Member/Licence Number:	Year of Call/Licence Date:
4. Other Canadian Membership Information	
I am also (or have also been) a member of the following Law Society:	
Member/Licence Number:	Year of Call/Licence Date:
5. Legal Profession Membership Information Outside Canada	
I am (or have been) a member of the following Law Society or foreign governing body:	
Jurisdiction/Country:	Year of Call/Licence Date:
Member/Licence Number:	Status:
NOTE: This application cannot be processed until the Law Society has received the following:	
1) Original and certified (with seal) Certificate(s) of Standing (dated within the last 30 days) from your home jurisdiction Law Society and any other jurisdiction of which you <u>are or have been</u> a member of the legal profession. To be forwarded directly from the governing or regulatory body to the Administrative Compliance department at the Law Society of Upper Canada, 130 Queen Street West, Toronto Ontario M5H 2N6. (Your Certificate(s) of Standing must be replaced if they become more than 60 days old at the time your application is ready to be approved by Administrative Compliance.)	
2) Proof of professional liability Insurance coverage demonstrating that the professional services provided in Ontario are insured with a minimum occurrence or claim limits for indemnity of \$1,000,000 and \$2,000,000 per member aggregate	

AUTHORIZATION AND DECLARATION (OCCASIONAL PRACTICE PERMIT)

I hereby authorize the Law Society of Upper Canada to make inquiries of any person or government, any official or body, including, without limitation, any police or academic authority, about my background or character. I will furnish any additional specific authorization or any release that is required for the purpose of enabling the Law Society of Upper Canada to obtain information related to my background or character.

I hereby undertake not to practise law or provide legal services in Ontario beyond any permission granted by the Law Society of Upper Canada and I understand that if I am issued an Occasional Practice Permit that I am limited to up to 10 matters per year.

I undertake that if I am granted an Occasional Practice Permit, I will comply with the *Law Society Act*, By-Laws, the *Rules of Professional Conduct*, and all other rules, regulations and requirements of the Law Society of Upper Canada.

I am entitled to practise in my home jurisdiction and acknowledge that I must continue to maintain my practising membership in my home jurisdiction.

I understand that I have a continuing obligation to immediately provide written notification of any change to the information that I have provided to the Law Society of Upper Canada in connection with this application.

I _____ solemnly declare that all information provided by me with respect to this application, and in the documents furnished in connection with this application, is true, accurate, and complete.

DECLARED BEFORE ME)

at _____ , _____)

on the ____ day of _____, 20____)

Signature of Applicant

A Commissioner for Taking Affidavits
commissaire aux affidavits

Print Name

(for office use only)

Approved by: _____ Approval date: _____



Remittance Slips

Complete this remittance slip and submit the original with your application.

APPLICATION FEE FOR OCCASIONAL PRACTICE PERMIT FOR LAWYERS FROM QUEBEC AND THE TERRITORIES OF CANADA (Part VII of By-Law 4)

*Any application received without the application fee cannot be processed.
Application fee is non-refundable and non-transferable.*

▲ FULL NAME _____

Return **ALL PARTS** of this remittance slip together with your payment and enclose it with your application. Please print your name and phone number clearly on the front of your certified cheque or money order.

- Certified Cheque or Money Order – payable to the Law Society of Upper Canada; OR
 Charge my Credit Card
 VISA MasterCard AMEX

Credit Card No.: _____

Card Holder Name: _____

Expiry Date (mm/yy): _____

Card Holder Signature: _____

<input type="checkbox"/> Application Fee:	\$ 100.00
HST: #121712863	\$ 13.00
Total:	\$ 113.00

- Yes, I would like a receipt. Mail to the following address: (Please print)

Tel: _____

Forward completed applications and required documents to:

**The Law Society of Upper Canada
Accounts Receivable
(for Administrative Compliance)
130 Queen Street West
Toronto, Ontario M5H 2N6**

Questions? Contact Administrative Compliance at (416) 947-3315 or
1-800-668-7380 ext. 3315 or e-mail: lsforms@lsuc.on.ca



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Card Holder Signature: _____

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