

LEGAL PROFESSION ACT  
**RULES OF THE LAW SOCIETY  
OF THE NORTHWEST TERRITORIES, amendment**

**The Executive of the Law Society of the Northwest Territories, under section 8 of the *Legal Profession Act* and every enabling power, orders that the *Rules of the Law Society of the Northwest Territories*, established by regulation numbered R-044-2012, are amended by these regulations.**

**1. Rule 87.1 is repealed and the following is substituted:**

87.1. An active member may apply for permission to maintain status as an active member but to be exempted from the annual assessment, by submitting to the Executive Director

- (a) an application; and
- (b) an undertaking by the member not to engage in the practice of law.

**2. Subrule 119(4) is amended by**

- (a) striking out "or" at the end of paragraph (a);
- (b) striking out the period at the end of paragraph (b) and substituting "; or"; and
- (c) adding the following after paragraph 119(4)(b):

- (c) an active member who has submitted to the Executive Director an undertaking that he or she will not engage in the practice of law during a period of leave or sabbatical.

Dated December , 2017.



LEGAL PROFESSION ACT  
RULES OF THE LAW SOCIETY  
OF THE NORTHWEST TERRITORIES, amendment

The Executive of the Law Society of the Northwest Territories, under section 8 of the *Legal Profession Act* and every enabling power, orders that the *Rules of the Law Society of the Northwest Territories*, established by regulation numbered R-044-2012, are amended by these regulations.

1. Each of paragraphs 34(a), 35(a), 36(a) and 37(a) is amended by striking out “, date of birth”.
2. Subparagraph 40(1)(c)(i) is repealed and the following is substituted:
  - (i) the standing of the applicant;
3. Section 49 is amended by
  - (a) repealing "Affidavit of Principal" in subparagraph (b)(i) and substituting "Declaration of Principal";  
and
  - (b) repealing "Affidavit of Student-at-Law" in subparagraph (b)(ii) and substituting "Declaration of Student-at-Law".
4. Subparagraph 51(2)(c)(i) is repealed and the following is substituted:
  - (i) the standing of the applicant;
5. Subparagraph 52(2)(c)(i) is repealed and the following is substituted:
  - (i) the standing of the applicant;
6. The heading "CHANGE OF STATUS FROM INACTIVE TO ACTIVE MEMBER" preceding rule 57 and rule 57 are repealed and the following is substituted:

CHANGE OF MEMBERSHIP STATUS

57. (1) A member may apply to the Executive to change his or her status from that of
- (a) an active member to an inactive member; or
  - (b) an inactive member to an active member.
- (2) A member applying under subrule (1) shall submit to the Secretary
- (a) an Application for Change of Status from Active to Inactive Member in Form 2.20, or an Application for Change of Status from Inactive to Active Member in Form 2.21, whichever is applicable;
  - (b) where the member is applying to change his or her status from that of an inactive member to an active member and the member is a member of another provincial or territorial law society or comparable body, a certificate from each provincial or territorial law society or comparable body of which the applicant is a member dated not earlier than 45 days before the presentation of the application, stating
    - (i) the standing of the applicant, if the member is applying for a change of status from inactive member to active member,
    - (ii) the period of time during which the applicant has been listed as a member in the society or body,

- (iii) whether disciplinary proceedings are pending against the applicant, and
- (iv) the nature and disposition of any disciplinary action that has been taken against the applicant;
- (c) where the member is applying to change his or her status from that of an inactive member to an active member,
  - (i) an Accountant's Report in Form 2.2 or an Application and Lawyer's Undertaking in Form 2.3 or a statement indicating the member
    - (A) is joining a partnership that has filed a Certificate of Accountant and Member in Form 2.4, or
    - (B) is becoming associated with a member who has filed a Certificate of Accountant and Member in Form 2.4,
  - (ii) payment of the insurance levy, or if the member is exempt under subrule 119(4), proof that he or she is
    - (A) covered by errors and omissions insurance referred to in paragraph 119(4)(a), or
    - (B) exempt under paragraph 119(4)(b), and
  - (iii) payment of the assurance fund levy; and
  - (iv) payment of the fee for a change of status set out in paragraph (f) of item 1 in Schedule A.

- (3) The Executive may require a member applying to change his or her status from that of an inactive member to an active member under subrule (1), to pass such bar admission examinations as may be established under rule 39, if
  - (a) the applicant has not previously been admitted as an active member and had been granted a waiver of the requirement to take bar admission examinations before being admitted as an inactive member; or
  - (b) the applicant is shown on the Record as having been an inactive member for more than three years before the day the application is received by the Secretary.

(4) Where the Executive so directs, the Secretary shall refer an application made under subrule (1) to the Admissions Committee, which shall recommend to the Executive that the applicant's status either be changed, or not be changed.

- (5) The Executive shall consider each application and any recommendation made by the Admissions Committee, and shall
  - (a) approve the change of status of the applicant or refuse to approve the change of status of the applicant; and
  - (b) advise the applicant of its decision under paragraph (a).

(6) Where an application made under subrule (1) is approved under subrule (5), the change of status takes effect on the date the application is approved by the Executive or at a later date requested by the member and approved by the Executive.

(7) Where an application made under subrule (1) is not approved under subrule (5) or is withdrawn, the Secretary shall refund the fee for a change of status application and any other levies paid by the applicant in respect of the application.

(8) Where an application made under subrule (1) is not approved, the member may apply to the Supreme Court under section 19 of the Act.

**7. Subrule 58(1) is repealed and the following is substituted:**

- 58. (1) The Secretary shall, before February 1 in each year, send each member on the Record,
  - (a) a Notice to Pay Annual Fees and Assurance Levy in Form 2.22; and
  - (b) a blank Application for Renewal in Form 2.23.

**8. Paragraph 59(1)(a) is amended by**

- (a) repealing paragraph (a) and substituting the following:**

- (a) an Application for Renewal in Form 2.23;

**(b) repealing paragraph (c) and substituting the following:**

- (c) payment of the insurance levy, or if the applicant is exempt under subrule 119(4), proof that he or she is
  - (i) covered by errors and omissions insurance referred to in paragraph 119(4)(a), or
  - (ii) exempt under paragraph 119(4)(b);

**9. Rule 64 is repealed and the following is substituted:**

64. A member shall notify the Secretary of any change in the contact information last provided in the Application for Admission as Member in Form 2.1 or the Application for Renewal in Form 2.23.

**10. Rule 75 is amended by striking out “section 24.1 of the Act” and substituting “section 24 of the Act”.**

**11. Paragraph 82(1)(c) is amended by striking out "Form 2.22" and substituting "Form 2.23".**

**12. (1) Subrules 104(1) and (2) are repealed and the following is substituted:**

104. (1) A member who terminates a partnership or an association with another member shall, before continuing the practice of law in the Northwest Territories,

- (a) inform the Secretary of the termination;
- (b) file with the Secretary an Accountant's Report in Form 2.2, and, if required, an Application and Lawyer's Undertaking in Form 2.3; and
- (c) if the member intends to join a partnership or become associated with another member, inform the Secretary of that intention.

(2) A member who intends to commence the private practice of law in the Northwest Territories or ceases to be exempt under subsection 48(3) of the Act shall, before commencing the private practice of law,

- (a) file with the Secretary an Accountant's Report in Form 2.2; or
- (b) if the member intends to join a partnership or become associated with a member, inform the Secretary of that intention.

**13. Paragraph 149(2)(a) is repealed and the following is substituted:**

- (a) completed Application by Northwest Territories LLP in Form 9.1 or Application by Extra-Territorial LLP in Form 9.2, as applicable;

**14. Paragraph 152(2)(a) is repealed and the following is substituted:**

- (a) an Application for Registration by Territorial Law Professional Corporation in Form 10.1;

**15. Paragraph 153(2)(a) is repealed and the following is substituted:**

- (a) an Application for Registration by Extra-Territorial Law Professional Corporation in Form 10.2;

**16. Paragraph 156(1)(a) is repealed and the following is substituted:**

- (a) an Application for Annual Permit for Law Professional Corporation in Form 10.3;

**17. Paragraph 157(2)(a) is repealed and the following is substituted:**

- (a) an Application for Renewal of Annual Permit for Law Professional Corporation in Form 10.4;

**18. Schedule B repealed and the schedule, as set out in the appendix to these regulations, is substituted.**



**NOTICE OF ELECTION**  
*(Subrule 8(1))*

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TAKE NOTICE THAT an election of members to the Executive will be held on \_\_\_\_\_, \_\_\_\_\_ 20 \_\_\_\_,  
under the *Legal Profession Act* and the *Rules of the Law Society of the Northwest Territories*.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Secretary

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**INSTRUCTIONS TO VOTE**

For purposes of voting in an election of members to the Executive Committee, a member shall:

- (a) mark "X" opposite the name of each candidate on the ballot in Form 1.3 for whom the member desires to vote;
- (b) place the marked ballot in the accompanying envelope marked "Ballot"; and
- (c) place the envelope marked "Ballot" in an envelope addressed to the Secretary of the Law Society and mail or deliver the return envelope so that it will be at the registered office of the Law Society before 11 am on \_\_\_\_\_, \_\_\_\_\_, 20 \_\_\_\_\_.

NOTE: Any mark other than "X" renders the ballot invalid. A member shall not vote for more candidates than the number of Executive members to be elected.





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_____ <i>(name of candidate)</i>	<input type="checkbox"/>
_____ <i>(name of candidate)</i>	<input type="checkbox"/>
_____ <i>(name of candidate)</i>	<input type="checkbox"/>
_____ <i>(name of candidate)</i>	<input type="checkbox"/>

**Instructions:**

You may vote for not more than \_\_\_\_\_ candidates. Mark an "X" opposite the name of each candidate for whom you desire to vote.

**APPLICATION FOR  
ADMISSION AS MEMBER**  
*(Paragraph 40(1)(a))*

TO: The Secretary

Law Society of the Northwest Territories

I, \_\_\_\_\_, of \_\_\_\_\_ apply for admission as an  active  inactive  
*(full name)*  
member of the Law Society of the Northwest Territories.

1. My contact address is:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

For active members, your name and contact information will be published in the member directory of the website of the Law Society of the Northwest Territories. This information cannot be withheld (see s. 14 *Legal Profession Act* and rules 34-38).

2. My date of birth is: \_\_\_\_\_  
*(YYYY-MM-DD)*

3. I received a common law degree from \_\_\_\_\_ on \_\_\_\_\_  
*(name of university)* *(YYYY-MM-DD)*

4. (1) I am or have been a member of the following law societies, or comparable bodies, for the following periods of time:

_____	from	_____	to	_____
_____	from	_____	to	_____
_____	from	_____	to	_____

(2) I have been actively engaged in practising law in the following jurisdictions for the following periods of time:

_____	from	_____	to	_____
_____	from	_____	to	_____
_____	from	_____	to	_____

(3) No disciplinary proceedings are pending or have been taken against me as a member of the societies or bodies listed in subsection (1) except:

N/A  
*[check if not applicable]*

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(4) The results of any disciplinary proceedings taken against me were:

N/A  
*[check if not applicable]*

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(5) No claims for lawyer's professional liability insurance are pending or have been made against me as a member of the societies or bodies listed in subsection (1), other than:

N/A  
*[check if not applicable]*

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(6) The results of any claims for lawyer's professional liability insurance made against me were:

N/A  
*[check if not applicable]*

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5. I am presently practising law with the following firm:

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*(name of law firm)*

6. I will be principally practising law in:

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*(name of jurisdiction)*

7. (1) Instructions: Please respond to the following statements by marking YES or NO:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| (a) I have since attaining 18 years of age been convicted of an offence under the <i>Criminal Code</i> , the <i>Controlled Drugs and Substances Act</i> , the <i>Income Tax Act</i> , the <i>Income Tax Act (Canada)</i> , the <i>Bankruptcy and Insolvency Act</i> , the <i>Excise Tax Act</i> , legislation of any province or territory respecting securities or income tax or any legislation similar to any of the foregoing in any other jurisdiction. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (b) I have been adjudged a bankrupt in a legal proceeding.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (c) I have changed my name.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (d) I have had a civil judgment made against me relating to fraud.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (e) I am a judgment debtor.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (f) I have been found guilty in a disciplinary action instituted against me as a member of a professional organization.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (g) I have been held in civil contempt.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

(2) I have attached full particulars in respect of each affirmative response to the statements set out in paragraphs (a) to (g).

8. Annexed to this application are:

- (a) two letters of good character from members in good standing of a provincial or territorial law society or a comparable body of which the applicant is a member, or from judges of a provincial, territorial or superior court of the jurisdiction of the law society or body of which the applicant is a member;
- (b) a certificate from each provincial or territorial law society or comparable body of which I am a member dated not earlier than 45 days before the presentation of the application, stating
  - (i) my standing,
  - (ii) the period of time during which I have been listed as an active member of the society or body,
  - (iii) whether disciplinary proceedings are pending against me,
  - (iv) the nature and disposition of any disciplinary action that has been taken against me;
- (c) an Accountant's Report in Form 2.2 or my or an Application and Lawyer's Undertaking in Form 2.3 or a statement indicating the applicant indicating that I am
  - (i) joining a partnership that, or am becoming associated with a member who, has filed a Certificate of Accountant and Member in Form 2.4, or
  - (ii) becoming associated with a member who has filed a Certificate of Accountant and Member in Form 2.4;
- (d) if applicable, the insurance levy or proof of coverage or my Insurance Exemption Certificate and Undertaking attached;
- (e) if applicable, payment of the assurance fund levy;
- (f) payment of admission and annual fees as set out in Schedule A.

9. I certify that the information I have provided in or annexed to this application is correct.

10. I undertake with the Law Society of the Northwest Territories that I will, during my enrolment, well and faithfully keep and perform all my obligations as a barrister and solicitor and as a member of the Society and abide by the Legal Profession Act, the Rules of the Law Society of the Northwest Territories and the requirements of the Law Society.

11. I authorize the Law Society of the Northwest Territories to make enquiries of any person, other law societies, any government, any official or body, including the police or academic authority, with regard to any of the statements in this application or in any document provided in connection with this application. I authorize any law society of which I am or ever have been a member or any other persons or organizations enquired of, under this authorization, to provide all information requested.

12. I consent to receiving emails from the Law Society of the Northwest Territories apprising members and other interested parties of relevant information such as, but not limited to, key dates, meetings, events, general community notices and professional development opportunities. I understand that I may withdraw my consent at any time by clicking the "unsubscribe" link at the bottom of the emails. I understand that if I unsubscribe from the emails I assume full and sole responsibility for regularly visiting the website of the Society for regulatory and other Notices as well as general information relevant to my membership in the Society.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of applicant)

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.

**INSURANCE EXEMPTION  
CERTIFICATE AND UNDERTAKING**  
(Form 2.1)

TO: The Executive  
Law Society of the Northwest Territories

I, \_\_\_\_\_ CERTIFY THAT  
(print or type name)

- 1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
- 2. I am employed by, and my professional services are provided exclusively to:
  - (a) a government agency; or
  - (b) an employer who does not practice law.
- 3. I do not render or will not be rendering legal services of any kind to the public in the Northwest Territories with the possible exception of: providing *pro bono* professional services to the public through the Law Line Program or a similar program approved by the Law Society of the Northwest Territories.

- OR -

- 1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
- 2. I do not ordinarily reside or carry out my principal practice of law in the Northwest Territories.
- 3. I am covered by errors and omissions insurance which provides indemnification to a minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and which covers my practice of the law in the Northwest Territories, which insurance is carried through the following insurer or Law Society:  
\_\_\_\_\_
- 4. I will provide further information, upon request, respecting my insurance coverage.

I UNDERTAKE to notify the Law Society immediately if there is a change in my status such that the foregoing statements are no longer applicable.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature)

**ACCOUNTANT'S REPORT**

(Paragraphs 40(1)(d), 49(d), 51(d), 57(2)(c),  
83(1)(c), 104(1)(a) and 104(2)(a))

1. On \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_, I (or we) inspected the books of account of the law practice of \_\_\_\_\_.
2. The purpose of my (or our) attendance was to ascertain the nature of the books of account kept by the member.
3. Based on the inspection, I (or we) report that
  - (a) the books of account kept by the member are sufficient to meet the requirements of the rule 93 of the *Rules of the Law Society of the Northwest Territories*;
  - (b) the member has opened an account designated as a client's trust account for trust money as required by section 44 of the *Legal Profession Act*; and
  - (c) the fiscal year of the member ends on \_\_\_\_\_ in each year.

Accountant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION AND LAWYER'S UNDERTAKING**  
(Paragraphs 40(1)(d), 49(d), 51(2)(d), 52(2)(e), 57(2)(c), 82(1)(a),  
83(1)(c) and 104(1)(a))

TO: The Secretary

Law Society of the Northwest Territories

I, \_\_\_\_\_, of \_\_\_\_\_  
(full name)

UNDERTAKE THAT:.

*(Select those boxes that apply)*

- I am applying for membership in the Law Society of the Northwest Territories.
- I am applying for a change of status from an inactive to an active member of the Law Society.
- I will be employed at a law firm that maintains a trust account in the Northwest Territories.

I will not maintain a clients' trust account in the Northwest Territories with respect to this membership.

If I do set up a client's trust account in the Northwest Territories, I will immediately notify the Law Society and I will comply with the Rules of the Law Society of the Northwest Territories and any other requirements of the Law Society.

I make this undertaking in place of completing an Accountant's Report in Form 2.2 under the Rules of the Law Society of the Northwest Territories, conscientiously believing it to be true.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of applicant lawyer)



**CERTIFICATE OF ACCOUNTANT AND MEMBER**

*(Paragraphs 40(1)(d), 49(d), 57(2)(c), 82(1)(a), 83(1)(c), 104(1)(b), 104(2)(b) and rule 117)*

**INSTRUCTIONS:**

1. In this form, all references are to the Rules of the Law Society of the Northwest Territories.
2. This form must be completed for the 12-month fiscal period ending no earlier than June 1 of the year immediately preceding the year in which it is submitted to the Law Society, except where subsection 48(2) of the Legal Profession Act applies.
3. This form must be used - copies will not be accepted. If space is insufficient, attach schedules giving the information requested. Any schedule in Part B is to be submitted on the accountant's letterhead, and signed and dated on each page by that accountant.
4. Part A, any schedule to Part A and Part C are to be signed and dated,
  - (a) in the case of a sole practitioner, by the member;
  - (b) In the case of a law firm with two or more lawyers and only one partner, and where that partner is a resident member, by the partner; and
  - (c) in any other case, by two lawyers authorized to sign on clients' trust accounts, including at least one lawyer who is a resident member.

**PART A**

**This Part is to be completed by the member as specified in item 4 of the Instructions, before it is forwarded to the chartered accountant or certified general accountant and before the fieldwork is started.**

Reporting Period: \_\_\_\_\_ month(s), ending \_\_\_\_\_

1. Name under which law practice is conducted: \_\_\_\_\_

2. Indicate law practice arrangement:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Sole practitioner    | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Apparent partnership | <input type="checkbox"/> Other _____ |

3. Mailing Address:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

4. Indicate if, in addition to its main office in the Northwest Territories, this law practice is carried on at more than one location:

Yes                       No

If yes, are these other locations within the Northwest Territories?

Yes                       No

If yes, are these other locations outside of Canada?

Yes                       No

5. The practice maintains a system for logging and opening a file for each separate client matter whether or not trust funds are held:

Yes                       No

If not, in what circumstances is a file not opened?

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**For sections 6 through 8, if space is insufficient attach a schedule, signed and dated on each page.**

6. Details of the individual members of the firm at any time during the reporting period:

*(if less than the full reporting period, give dates)*

Name of Member	Position	Dates
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

7. Details of all individual members of the firm who, in addition to acting in the capacity of barrister and solicitor, acted alone as a personal representative of a person, or as a trustee (including as executor), where the appointment derived from a solicitor-client relationship:

Name of Member
<hr/>
<hr/>

8. List all clients' trust accounts, including term investments, operated during the reporting period. Include accounts and investments in respect of the appointments described in 7 above. *(If less than the full reporting period, give dates)*

Savings Institution Name and Branch	Account No.
<hr/>	<hr/>
<hr/>	<hr/>

I/We \_\_\_\_\_  
undertake to disclose all books, ledgers, journals, records and accounts of this law practice to my/our accountant.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART B**

**This Part is to be completed by a chartered accountant or certified general accountant, on the accountant's letterhead, after Part A has been fully completed.**

To: The Law Society of the Northwest Territories  
Box 1298  
YELLOWKNIFE NT X1A 2N9

Under section 48 of the *Legal Profession Act*, and in accordance with the Instructions to Accountants provided by the Law Society of the Northwest Territories, I/we have performed the following procedures in connection with the financial records and accounts of **[name of member]** maintained during the year ended **[year-end date]**:

**(list procedures)**

As a result of applying the above procedures, I/we can confirm that **(name of member)** appears to be in compliance, in all material respects, with the requirements of the *Legal Profession Act* and of the *Rules of the Law Society of the Northwest Territories*.

**OR, in the event of non-compliance:**

As a result of applying the above procedures, I/we can confirm that it appears that **(name of member)** is not fully in compliance with the requirements established by sections **(list relevant sections)** of the *Legal Profession Act* and rules **(list relevant rules)** of the *Rules of the Law Society of the Northwest Territories* as disclosed in the attached supplemental report **(attach a report listing all exceptions and qualifications on your letterhead signed and dated on each page.)**

These procedures do not constitute an audit of the member's financial records and accounts and therefore I/we express no opinion on the financial records and accounts of **[name of member]** maintained during the year ended **[year-end date]**.

This letter is for use solely in connection with the requirements of section 48 of the *Legal Profession Act*.

City or Town: \_\_\_\_\_

Signed: \_\_\_\_\_

Chartered Accountant(s)/Certified General Accountant(s)

Date: \_\_\_\_\_

**PART C**

This Part is to be completed by the member or members who signed Part A, after the accountant has completed Part B.

I/We, the member(s), certify that I/we have disclosed, to the above-named accountant, all books, ledgers, journals, records and accounts of this law practice, including all funds, securities and other investments

Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____

**APPLICATION FOR  
ADMISSION AS STUDENT-AT-LAW**  
*(Paragraph 41(1)(a))*

TO: The Secretary

Law Society of the Northwest Territories

I, \_\_\_\_\_, of \_\_\_\_\_  
*(full name)*

apply for admission to the Law Society of the Northwest Territories as a student-at-law.

1. My contact address is:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

For students-at-law, your name and contact information will be published in the member's directory of the website of the Law Society of the Northwest Territories. This information cannot be withheld (see s. 14 *Legal Profession Act* and rules 34-38).

2. My date of birth is: \_\_\_\_\_  
*(YYYY-MM-DD)*

3. I received a common law degree from \_\_\_\_\_ on \_\_\_\_\_  
*(name of university)* *(YYYY-MM-DD)*

4. (1) I am or have been a member of the following law societies, or comparable bodies, for the following periods of time:

_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____

(2) No disciplinary proceedings are pending or have been taken against me as a member of the societies or bodies listed in subsection (1) except:

N/A  
*[check if not applicable]*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(3) The results of any disciplinary proceedings taken against me were:

N/A  
*[check if not applicable]*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(4) No claims for lawyer's professional liability insurance are pending or have been made against me as a member of the societies or bodies listed in subsection (1), other than:

N/A  
[check if not applicable]

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(5) The results of any claims for lawyer's professional liability insurance made against me were:

N/A  
[check if not applicable]

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5. (1) Instructions: Please respond to the following statements by marking YES or NO:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| (a) I have since attaining 18 years of age been convicted of an offence under the <i>Criminal Code</i> , the <i>Controlled Drugs and Substances Act</i> , the <i>Income Tax Act</i> , the <i>Income Tax Act (Canada)</i> , the <i>Bankruptcy and Insolvency Act</i> , the <i>Excise Tax Act</i> , legislation of any province or territory respecting securities or income tax or any legislation similar to any of the foregoing in any other jurisdiction. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (b) I have been adjudged a bankrupt in a legal proceeding.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (c) I have changed my name.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (d) I have had a civil judgment made against me relating to fraud.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (e) I am a judgment debtor.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (f) I have been found guilty in a disciplinary action instituted against me as a member of a professional organization.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (g) I have been held in civil contempt.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

(2) I have attached full particulars in respect of each affirmative response to the statements set out in paragraphs (a) to (g).

6. Annexed to this application are (see subrule 41(1)):

- (a) two letters of good character from reputable persons;
- (b) proof from the proper authority of graduation from a law school approved by the Executive;
- (c) Articles of Clerkship in Form 2.6 duly signed, with two additional copies;
- (d) an education plan in a form approved by the Executive; and
- (e) payment of the application and admission fees set out in Schedule A.

7. I certify that the information I have provided in or annexed to this application is correct.

8. I undertake with the Law Society of the Northwest Territories that I will, at all times during my term as a student-at-law, well and faithfully keep and perform all my obligations as a student-at-law and abide by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories* and the requirements of the Law Society.

9. I authorize the Law Society of the Northwest Territories to make enquiries of any person, other law societies, any government, any official or body, including the police or academic authority, with regard to any of the statements in this application or in any document provided in connection with this application. I authorize any law society of which I am or ever have been a member or any other persons or organizations enquired of, under this authorization, to provide all information requested.

10. I consent to receiving emails from the Law Society of the Northwest Territories apprising members and other interested parties of relevant information such as, but not limited to, key dates, meetings, events, general community notices and professional development opportunities. I understand that I may withdraw my consent at any time by clicking the "unsubscribe" link at the bottom of the emails. I understand that if I unsubscribe from the emails I assume full and sole responsibility for regularly visiting the website of the Society for regulatory and other Notices as well as general information relevant to my membership in the Society.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.

THESE ARTICLES OF CLERKSHIP made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

BETWEEN:

\_\_\_\_\_ of \_\_\_\_\_ in the Northwest Territories,  
Barrister and Solicitor (the "Solicitor")

- AND -

\_\_\_\_\_ of \_\_\_\_\_ in the Northwest Territories,  
(the "Student-at-Law")

THESE ARTICLES OF CLERKSHIP WITNESS that the parties agree as follows:

1. The Student-at-Law binds himself or herself to the Solicitor as a Student-at-Law for the term of one year commencing on the day these articles of clerkship commence (the "term").
2. The Student-at-Law will, at all times during the term,
  - (a) faithfully and conscientiously serve the Solicitor as the Solicitor's student-at-law;
  - (b) readily obey the reasonable directions of the Solicitor;
  - (c) not absent himself or herself from the service of the Solicitor without the Solicitor's consent, but will conduct himself or herself with diligence, honesty and propriety;
  - (d) keep in strict confidence the affairs of the office of the Solicitor and its clients; and
  - (e) take proper care of and account for all property of the Solicitor, the office of the Solicitor and any of its clients that may be entrusted to the Student-at-Law.
3. The Solicitor will, for the term,
  - (a) accept the Student-at-Law as his or her student-at-law;
  - (b) use all reasonable means to advise and instruct the Student-at-Law in the profession of a barrister and solicitor; and
  - (c) at the expiration of the term, assist the Student-at-Law at the request and expense of the Student-at-Law to be admitted as a barrister and solicitor in the Northwest Territories, provided that the Student-at-Law has faithfully and diligently served his or her articles and has passed any examinations required of him or her and properly qualified himself or herself to be admitted to the practice of law in the Northwest Territories.
4. The Student-at-Law will, as part of his or her service under these articles:
  - (a) successfully complete a bar admission course and bar admission examinations as are required by the Executive of the Law Society; and
  - (b) successfully complete any further bar admission examinations as are established by the Executive of the Law Society.
5. Subject to the approval of the Executive of the Law Society, these articles commence on: \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_, or on a later date fixed by the Executive.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Signature of Student-at-Law)

\_\_\_\_\_  
(Signature of Solicitor)



THIS ASSIGNMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

BETWEEN:

\_\_\_\_\_ of \_\_\_\_\_ in the Northwest Territories,  
Barrister and Solicitor (the "Assignor")

- AND -

\_\_\_\_\_ of \_\_\_\_\_ in the Northwest Territories,  
(the "Student-at-Law")

- AND -

\_\_\_\_\_ of \_\_\_\_\_ in the Northwest Territories,  
Barrister and Solicitor (the "New Solicitor")

WHEREAS by articles of clerkship dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, between the Student-at-Law and the Assignor, the Student-at-Law was bound as student-at-law to the Assignor in the profession of a barrister and solicitor in the Northwest Territories for a term of one year from the day the articles of clerkship commenced (the "term");

AND WHEREAS it has been agreed that the Student-at-Law shall serve the unexpired residue of the term with the New Solicitor and the Assignor has agreed, with the consent of the Student-at-Law, to assign the articles of clerkship to the New Solicitor;

THESE ARTICLES OF CLERKSHIP WITNESS that the parties agree as follows:

1. The Assignor assigns the articles of clerkship to the New Solicitor to hold for the residue of the term.
2. The New Solicitor covenants with the Student-at-Law that
  - (a) he or she will take the Student-at-Law as his or her student-at-law in the profession of a barrister and solicitor in the Northwest Territories for the residue of the term; and
  - (b) he or she will perform all the covenants in the articles of clerkship as if the New Solicitor were named in the articles of clerkship instead of the Assignor.
3. The Student-at-Law covenants with the New Solicitor that
  - (a) he or she will faithfully serve the New Solicitor as the New Solicitor's student-at-law in the profession of a barrister and solicitor of the Northwest Territories for the residue of the term; and
  - (b) he or she will perform the covenants in the articles of clerkship as if the New Solicitor were named in the articles of clerkship instead of the Assignor.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Assignor)*

\_\_\_\_\_  
*(Signature of Student-at-Law)*

\_\_\_\_\_  
*(Signature of New Solicitor)*

**TEMPORARY ASSIGNMENT OF  
ARTICLES OF CLERKSHIP**  
*(Subrule 44(1))*

THIS ASSIGNMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

BETWEEN:

\_\_\_\_\_ of \_\_\_\_\_ in the Northwest Territories,  
Barrister and Solicitor (the "Assignor")

- AND -

\_\_\_\_\_ of \_\_\_\_\_ in the Northwest Territories,  
(the "Student-at-Law")

- AND -

\_\_\_\_\_ of \_\_\_\_\_ in the Northwest Territories,  
Barrister and Solicitor (the "Temporary Principal")

WHEREAS by articles of clerkship dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, between the Student-at-Law and the Assignor, the Student-at-Law was bound as student-at-law to the Assignor in the profession of a barrister and solicitor in the Northwest Territories for a term of one year from the day the articles of clerkship commenced (the "term");

AND WHEREAS it has been agreed that the Student-at-Law shall serve the unexpired residue of the term with the Temporary Principal and the Assignor has agreed, with the consent of the Student-at-Law, to assign the articles of clerkship to the Temporary Principal;

THESE ARTICLES OF CLERKSHIP WITNESS that the parties agree as follows:

1. The Assignor assigns the articles of clerkship to the Temporary Principal to hold for a fixed period. The temporary assignment shall commence on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and conclude on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Upon the conclusion of the temporary assignment, the articles of clerkship shall automatically and without further application revert to the Assignor.
2. The Temporary Principal covenants with the Student-at-Law that
  - (a) he or she will take the Student-at-Law as his or her student-at-law in the profession of a barrister and solicitor in the Northwest Territories for the residue of the term; and
  - (b) he or she will perform all the covenants in the articles of clerkship as if the Temporary Principal were named in the articles of clerkship instead of the Assignor.
3. The Student-at-Law covenants with the Temporary Principal that
  - (a) he or she will faithfully serve the Temporary Principal as the Temporary Principal's student-at-law in the profession of a barrister and solicitor of the Northwest Territories for the residue of the term; and
  - (b) he or she will perform the covenants in the articles of clerkship as if the Temporary Principal were named in the articles of clerkship instead of the Assignor.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
*(Signature of Assignor)*

\_\_\_\_\_  
*(Signature of Student-at-Law)*

\_\_\_\_\_  
*(Signature of Temporary Principal)*

TO: The Secretary

Law Society of the Northwest Territories

I, \_\_\_\_\_, of \_\_\_\_\_ apply for admission as a member of the  
(full name)  
Law Society of the Northwest Territories.

1. My contact address is:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

For active members, your name and contact information will be published in the member directory of the website of the Law Society of the Northwest Territories. This information cannot be withheld (see s. 14 *Legal Profession Act* and rules 34-38).

2. My date of birth is: \_\_\_\_\_  
(YYYY-MM-DD)

3. I was admitted to the Law Society of \_\_\_\_\_ as a student-at-law on \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

4. Annexed to this application are:

- (a) if applicable, my declaration respecting service under my articles of clerkship;
- (b) if applicable, the declaration of my principal (or principals) respecting service under my articles of clerkship;
- (c) proof that I have successfully completed the bar admission course as required by the Executive Committee of the Law Society;
- (d) an Accountant's Report in Form 2.2 or my Application and Lawyer's Undertaking in Form 2.3 or a statement indicating that I am joining a partnership that, or am becoming associated with a member who, has filed a Certificate of Accountant and Member in Form 2.4;
- (e) the insurance levy or my Insurance Exemption Certificate and Undertaking attached;
- (f) the assurance fund levy;
- (g) the prescribed application, admission and annual fees.

5. I certify that the information I have provided in or annexed to this application is correct.

6. I undertake with the Law Society of the Northwest Territories that I will, during my enrolment, well and faithfully keep and perform all my obligations as a barrister and solicitor and as a member of the Society and abide by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories* and the requirements of the Law Society.

7. I authorize the Law Society of the Northwest Territories to make enquiries of any person, other law societies, any government, any official or body, including the police or academic authority, with regard to any of the statements in this application or in any document provided in connection with this application. I authorize any law society of which I am or ever have been a member or any other persons or organizations enquired of, under this authorization, to provide all information requested.

8. I consent to receiving emails from the Law Society of the Northwest Territories apprising members and other interested parties of relevant information such as, but not limited to, key dates, meetings, events, general community notices and professional development opportunities. I understand that I may withdraw my consent at any time by clicking the "unsubscribe" link at the bottom of the emails. I understand that if I unsubscribe from the emails I assume full and sole responsibility for regularly visiting the website of the Society for regulatory and other Notices as well as general information relevant to my membership in the Society.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of applicant)

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.

**INSURANCE EXEMPTION  
CERTIFICATE AND UNDERTAKING**  
(Form 2.9)

TO: The Executive  
Law Society of the Northwest Territories

I, \_\_\_\_\_ CERTIFY THAT  
(print or type name)

- 1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
- 2. I am employed by, and my professional services are provided exclusively to:
  - (a) a government agency; or
  - (b) an employer who does not practice law.
- 3. I do not render or will not be rendering legal services of any kind to the public in the Northwest Territories with the possible exception of: providing *pro bono* professional services to the public through the Law Line Program or a similar program approved by the Law Society of the Northwest Territories.

- OR -

- 1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
- 2. I do not ordinarily reside or carry out my principal practice of law in the Northwest Territories.
- 3. I am covered by errors and omissions insurance which provides indemnification to a minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and which covers my practice of the law in the Northwest Territories, which insurance is carried through the following insurer or Law Society:  
\_\_\_\_\_
- 4. I will provide further information, upon request, respecting my insurance coverage.

I UNDERTAKE to notify the Law Society immediately if there is a change in my status such that the foregoing statements are no longer applicable.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature)

I, \_\_\_\_\_, a member of the Law Society of the Northwest Territories carrying on the practice of the profession of a barrister and solicitor at \_\_\_\_\_, in the Northwest Territories, declare that:

1. \_\_\_\_\_ (the "Student-at-Law") has well and faithfully served me as my student-at-law in the general practice of the profession of a barrister and solicitor in the Northwest Territories under articles of clerkship from \_\_\_\_\_, \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, \_\_\_\_\_, 20\_\_ at the office where I carry on my practice;

2. The Student-at-Law has been diligent and honest and conducted himself or herself with propriety throughout the whole term of his or her service and has not been engaged or concerned in any other profession, business or employment, other than:

N/A  
*[check if not applicable]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. The Student-at-Law has not at any time during the term of the articles of clerkship been absent from service to me without my permission, other than:

N/A  
*[check if not applicable]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. The Student-at-Law did not during the term of the articles of clerkship carry on any of my professional business other than at my office and under my personal supervision, or the supervision of an associate of mine duly qualified as a barrister and solicitor, other than:

N/A  
*[check if not applicable]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. The Student-at-Law is in my opinion a fit and proper person to be admitted as a member of the Law Society of the Northwest Territories.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
*(signature of Principal)*

I, \_\_\_\_\_, of \_\_\_\_\_, in the Northwest Territories, a student-at-law, declare that:

1. I have well and faithfully served \_\_\_\_\_ to the best of my ability as his or her student-at-law in the profession of a barrister and solicitor in the Northwest Territories under articles of clerkship from \_\_\_\_\_, \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, \_\_\_\_\_, 20\_\_ at the office where I carry on my practice;
2. During the term of my articles of clerkship, I have not engaged in any other profession or employment other than

N/A  
*[check if not applicable]*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I have not during the term of my articles been absent from service under my articles without the permission of my principal, other than

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
*(signature of student-at-law)*

**APPLICATION FOR  
RESTRICTED APPEARANCE CERTIFICATE**  
*(Paragraph 51(2)(a))*

TO: The Secretary

Law Society of the Northwest Territories

I, \_\_\_\_\_, of \_\_\_\_\_ apply for permission to appear or to act as an active  
*(full name)*  
member of the Law Society of the Northwest Territories on a single matter or for a number of closely-related matters over the period of time in respect of which I am applying.

1. My contact address is:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

For restricted appearance certificate holders, the information above will be published in the member directory of the website of the Law Society of the Northwest Territories. This information cannot be withheld (see s. 14 *Legal Profession Act* and rules 34-38).

2. My date of birth is: \_\_\_\_\_  
*(YYYY-MM-DD)*

3. I received a common law degree from \_\_\_\_\_ on \_\_\_\_\_  
*(name of university)* *(YYYY-MM-DD)*

4. The nature of the cause or matter on which I will be appearing or acting is:  
*(Please provide complete details of the matter (i.e., Defendant, Plaintiff, Supreme Court File Number, etc.))*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. (1) I am or have been a member of the following law societies, or comparable bodies, for the following periods of time:

_____	from	_____	to	_____
_____	from	_____	to	_____
_____	from	_____	to	_____

(2) No disciplinary proceedings are pending or have been taken against me as a member of the societies or bodies listed in subsection (1) except:

N/A  
*[check if not applicable]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



(3) The results of any disciplinary proceedings taken against me were:

N/A  
*[check if not applicable]*

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(4) The results of any disciplinary proceedings taken against me were:

N/A  
*[check if not applicable]*

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(5) No claims for lawyer’s professional liability insurance are pending or have been made against me as a member of the societies or bodies listed in subsection (1), other than:

N/A  
*[check if not applicable]*

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(6) The results of any claims for lawyer’s professional liability insurance made against me were:

N/A  
*[check if not applicable]*

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6. I am presently practising law with the following firm or employer, with address:

---

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7. (1) Instructions: Please respond to the following statements by marking YES or NO:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| (a) I have since attaining 18 years of age been convicted of an offence under the <i>Criminal Code</i> , the <i>Controlled Drugs and Substances Act</i> , the <i>Income Tax Act</i> , the <i>Income Tax Act (Canada)</i> , the <i>Bankruptcy and Insolvency Act</i> , the <i>Excise Tax Act</i> , legislation of any province or territory respecting securities or income tax or any legislation similar to any of the foregoing in any other jurisdiction. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (b) I have been adjudged a bankrupt in a legal proceeding.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (c) I have changed my name.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (d) I have had a civil judgment made against me relating to fraud.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (e) I am a judgment debtor.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (f) I have been found guilty in a disciplinary action instituted against me as a member of a professional organization.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (g) I have been held in civil contempt.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

(2) I have attached full particulars in respect of each affirmative response to the statements set out in paragraphs (a) to (g).

8. Annexed to this application are

- (a) two letters of good character as referred to in paragraph 51(2)(b) of the rules;
- (b) a certificate from each provincial or territorial law society of which I am a member stating
  - (i) my standing,
  - (ii) the period of time during which I have been listed as an active member of the society or body,
  - (iii) whether disciplinary proceedings are pending against me, and
  - (iv) the nature and disposition of any disciplinary action that has been taken against me;
- (c) an Accountant's Report in Form 2.2 or my Application and Lawyer's Undertaking in Form 2.3;
- (d) the insurance levy or my Insurance Exemption Certificate and Undertaking attached;
- (e) the assurance fund levy; and
- (f) the prescribed application and admission fees.

9. I certify that the information I have provided in or annexed to this application is correct.

10. I undertake with the Law Society of the Northwest Territories that I will, during my enrolment, well and faithfully keep and perform all my obligations as a barrister and solicitor and as a member of the Society and abide by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories* and the requirements of the Law Society.

11. I authorize the Law Society of the Northwest Territories to make enquiries of any person, other law societies, any government, any official or body, including the police or academic authority, with regard to any of the statements in this application or in any document provided in connection with this application. I authorize any law society of which I am or ever have been a member or any other persons or organizations enquired of, under this authorization, to provide all information requested.

12. I consent to receiving emails from the Law Society of the Northwest Territories apprising members and other interested parties of relevant information such as, but not limited to, key dates, meetings, events, general community notices and professional development opportunities. I understand that I may withdraw my consent at any time by clicking the "unsubscribe" link at the bottom of the emails. I understand that if I unsubscribe from the emails I assume full and sole responsibility for regularly visiting the website of the Society for regulatory and other Notices as well as general information relevant to my membership in the Society.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of applicant)

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.

**INSURANCE EXEMPTION  
CERTIFICATE AND UNDERTAKING**  
(Form 2.12)

TO: The Executive  
Law Society of the Northwest Territories

I, \_\_\_\_\_ CERTIFY THAT  
(print or type name)

- 1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
- 2. I am employed by, and my professional services are provided exclusively to:
  - (a) a government agency; or
  - (b) an employer who does not practice law.
- 3. I do not render or will not be rendering legal services of any kind to the public in the Northwest Territories with the possible exception of: providing *pro bono* professional services to the public through the Law Line Program or a similar program approved by the Law Society of the Northwest Territories.

- OR -

- 1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
- 2. I do not ordinarily reside or carry out my principal practice of law in the Northwest Territories.
- 3. I am covered by errors and omissions insurance which provides indemnification to a minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and which covers my practice of the law in the Northwest Territories, which insurance is carried through the following insurer or Law Society:  
\_\_\_\_\_
- 4. I will provide further information, upon request, respecting my insurance coverage.

I UNDERTAKE to notify the Law Society immediately if there is a change in my status such that the foregoing statements are no longer applicable.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature)

TO: The Secretary

Law Society of the Northwest Territories

I, \_\_\_\_\_, of \_\_\_\_\_ apply for admission to the  
*(full name)*  
the Law Society of the Northwest Territories as a Canadian Legal Advisor who is an  active  inactive member.

1. My contact address is:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

For active members, the information above will be published in the member directory of the website of the Law Society of the Northwest Territories. This information cannot be withheld (see s. 14 *Legal Profession Act* and rules 34-38).

2. My date of birth is: \_\_\_\_\_  
*(YYYY-MM-DD)*

3. I received a civil law degree from \_\_\_\_\_ on \_\_\_\_\_  
*(name of university)* *(YYYY-MM-DD)*

4. (1) I am or have been a member of the following law societies, or comparable bodies, for the following periods of time:

_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____

(2) No disciplinary proceedings are pending or have been taken against me as a member of the societies or bodies listed in subsection (1) except:

N/A  
*[check if not applicable]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(3) The results of any disciplinary proceedings taken against me were:

N/A  
*[check if not applicable]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(4) No claims for lawyer's professional liability insurance are pending or have been made against me as a member of the societies or bodies listed in subsection (1), other than:

N/A  
[check if not applicable]

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(5) The results of any claims for lawyer's professional liability insurance made against me were:

N/A  
[check if not applicable]

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5. (1) Instructions: Please respond to the following statements by marking YES or NO:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| (a) I have since attaining 18 years of age been convicted of an offence under the <i>Criminal Code</i> , the <i>Controlled Drugs and Substances Act</i> , the <i>Income Tax Act</i> , the <i>Income Tax Act (Canada)</i> , the <i>Bankruptcy and Insolvency Act</i> , the <i>Excise Tax Act</i> , legislation of any province or territory respecting securities or income tax or any legislation similar to any of the foregoing in any other jurisdiction. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (b) I have been adjudged a bankrupt in a legal proceeding.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (c) I have changed my name.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (d) I have had a civil judgment made against me relating to fraud.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (e) I am a judgment debtor.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (f) I have been found guilty in a disciplinary action instituted against me as a member of a professional organization.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (g) I have been held in civil contempt.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

(2) I have attached full particulars in respect of each affirmative response to the statements set out in paragraphs (a) to (g).

6. Annexed to this application are (see subrule 52(2)):

- (a) two letters of good character from reputable persons;
- (b) a certificate from the *Barreau du Québec* or *Chambre des notaires du Québec* as required by paragraph 52(2)(c);
- (c) proof of bachelor's degree in civil law in Canada or equivalent foreign degree with certificate from *Barreau* or *Chambre*;
- (d) an Accountant's Report in Form 2.2, an Application and Lawyer's Undertaking in Form 2.3 or a statement indicating the applicant is joining a partnership that, or is becoming associated with a member who, has filed a Certificate of Accountant and Member in Form 2.4
- (e) payment of insurance levy or proof applicant is covered by errors and omissions insurance or is exempt;
- (f) payment of assurance fund levy; and
- (g) payment of the application and admission fees set out in Schedule A.

7. I certify that the information I have provided in or annexed to this application is correct.

8. I undertake with the Law Society of the Northwest Territories that I will, during my enrolment, well and faithfully keep and perform all my obligations as a Canadian Legal Advisor and abide by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories* and the requirements of the Law Society.

9. I authorize the Law Society of the Northwest Territories to make enquiries of any person, other law societies, any government, any official or body, including the police or academic authority, with regard to any of the statements in this application or in any document provided in connection with this application. I authorize any law society of which I am or ever have been a member or any other persons or organizations enquired of, under this authorization, to provide all information requested.

10. I consent to receiving emails from the Law Society of the Northwest Territories apprising members and other interested parties of relevant information such as, but not limited to, key dates, meetings, events, general community notices and professional development opportunities. I understand that I may withdraw my consent at any time by clicking the "unsubscribe" link at the bottom of the emails. I understand that if I unsubscribe from the emails I assume full and sole responsibility for regularly visiting the website of the Society for regulatory and other Notices as well as general information relevant to my membership in the Society.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of applicant)

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.

TO: \_\_\_\_\_  
*(name of applicant)*

AND TO: The Clerk of the Supreme Court of the Northwest Territories

I \_\_\_\_\_, Secretary of the Law Society of the Northwest Territories, certify that  
\_\_\_\_\_ of \_\_\_\_\_ has been approved by the  
*(name of applicant)*

Executive as a member of the Law Society of the Northwest Territories and has paid the prescribed admission fee and is therefore entitled under section 21 of the *Legal Profession Act* to appear before a judge of the Supreme Court of the Northwest Territories to subscribe to the oath set out in subsection 21(2) of the *Legal Profession Act*, and to consequently be enrolled as a member of the Law Society.

Signed at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_  
under the Seal of the Law Society.

\_\_\_\_\_  
*(signature of Secretary of the Law Society of  
the Northwest Territories)*



TO: The Secretary, Law Society of the Northwest Territories

FROM: The Clerk of the Supreme Court of the Northwest Territories

I \_\_\_\_\_, Clerk of the Supreme Court of the Northwest Territories, certify that \_\_\_\_\_ of \_\_\_\_\_ took and subscribed the oath set out in subsection 21(2) of the *Legal Profession Act* before the Honourable Mr. or Madam Justice \_\_\_\_\_, one of the judges of the Supreme Court of the Northwest Territories, at \_\_\_\_\_, in the Northwest Territories, and I do so certify under subsection 21(3) of the *Legal Profession Act*.

SIGNED AND SEALED with the Seal of the Supreme Court of the Northwest Territories this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
under the Seal of the Law Society.

\_\_\_\_\_  
Clerk of the Supreme Court of the  
Northwest Territories

**CERTIFICATE OF ENROLMENT**

*(Paragraph 56(7)(a))*

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This is to certify that \_\_\_\_\_ of \_\_\_\_\_, took and subscribed the oath set out in section 21 of the *Legal Profession Act* before the Honourable Mr. or Madam Justice \_\_\_\_\_, one of the judges of the Supreme Court of the Northwest Territories, at \_\_\_\_\_, in the Northwest Territories and was, on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, enrolled as a member of the Law Society of the Northwest Territories.

SIGNED AND SEALED with the Seal of the Law Society of the Northwest Territories this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Secretary of the Law Society of the  
Northwest Territories

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THIS IS TO CERTIFY that \_\_\_\_\_ of \_\_\_\_\_  
has complied with the provisions of rule 51 of the *Rules of the Law Society of the Northwest Territories* and has been granted a  
Restricted Appearance Certificate, and on satisfying the Executive that he or she subscribed an oath before one of Her Majesty's  
superior courts in Canada in substantially the same form as the oath set out in subsection 21(2) of the *Legal Profession Act* was, on  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, enrolled as a member of the Law Society of the Northwest Territories to  
act or appear on behalf of \_\_\_\_\_ on the following matter or matters:

\_\_\_\_\_  
\_\_\_\_\_.

This Restricted Appearance Certificate has been granted for a period ending on \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

SIGNED AND SEALED with the Seal of the Law Society of the Northwest Territories this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Secretary of the Law Society of the  
Northwest Territories

THIS IS TO CERTIFY that \_\_\_\_\_ of \_\_\_\_\_  
has complied with the provisions of rule 52 of the Rules of the Law Society of the Northwest Territories and has been granted a Canadian Legal Advisor Certificate, and on satisfying the Executive that he or she subscribed an oath before one of Her Majesty’s superior courts in Québec in substantially the same form as the oath set out in subsection 21(2) of the *Legal Profession Act* was, on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, enrolled as a member of the Law Society of the Northwest Territories to act or appear as a Canadian Legal Advisor.

This Canadian Legal Advisor Certificate has been granted for a period ending on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED AND SEALED with the Seal of the Law Society of the Northwest Territories this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Secretary of the Law Society of the Northwest Territories

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THIS CERTIFIES that \_\_\_\_\_ of \_\_\_\_\_ is  
entitled to practise as a barrister and solicitor in the Northwest Territories for the period \_\_\_\_\_.

SIGNED AND SEALED with the Seal of the Law Society of the Northwest Territories this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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Secretary of the Law Society of the  
Northwest Territories

**APPLICATION FOR CHANGE OF STATUS  
FROM ACTIVE TO INACTIVE MEMBER**

*(Paragraph 57(2)(a))*

TO: The Secretary  
Law Society of the Northwest Territories

I, \_\_\_\_\_, of \_\_\_\_\_ apply to change my status from an active member to an  
(full name)  
inactive member of the Law Society of the Northwest Territories.

1. My contact address is:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

*For active members who become inactive, your name may be published in the member's directory of the website of the Law Society of the Northwest Territories. This information cannot be withheld (see s. 14 Legal Profession Act and rules 34-38).*

2. Check the box(es) that apply to you:

- I intend to cease the private practice of law in the Northwest Territories; or
- I intend to cease to be an active member of the Society.

3. You must submit, in accordance with subrule 62(2) of the Law Society Rules, a cessation of practice plan to the Executive not less than 14 days before the anticipated cessation of practice. Your plan must include (see rule 62)

- (a) the date when the anticipated cessation is to occur;
- (b) the intended disposition of all of the following that are within the control of the member and relate to his or her practice in the Northwest Territories:
  - (i) open and closed files,
  - (ii) wills, titles and other important or valuable documents,
  - (iii) non-documentary valuables, and
  - (iv) trust money, trust accounts and books of account.

4. You must, not more than 90 days after the cessation occurs, submit to the Executive a written report that includes a confirmation

- (a) of the disposition of those items referred to in paragraph 62(2)(b) of the Law Society Rules;
- (b) that all balances have been remitted to former clients or other persons on whose behalf they were held, or have, at the request of the former clients, been transferred to another active member with written instructions as to the conditions attaching to the balances; and
- (c) that the net interest earned on a pooled trust account has been remitted to the Northwest Territories Law Foundation in accordance with the Act.

5. (1) Since the later of my Application for Admission in Form 2.1 or my last Application for Renewal or Reinstatement in Form 2.22, no disciplinary proceedings are pending or have been taken against me as a member of the societies or bodies listed in subsection (1), other than:

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(2) The results of any disciplinary proceedings taken against me were:

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(3) Since the later of my Application for Admission in Form 2.1 or my last Application for Renewal or Reinstatement in Form 2.22, no claims for lawyer's professional liability insurance are pending or have been made against me as a member of the societies or bodies listed in subsection (1), other than:

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(4) The results of any claims for lawyer's professional liability insurance listed in subsection (5) were:

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5. I certify that the information I have provided in or annexed to this application is correct.

6. I undertake with the Law Society of the Northwest Territories that I will, during my enrolment, well and faithfully keep and perform all my obligations as a barrister and solicitor and as a member of the Society and abide by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories* and the requirements of the Law Society.

7. I authorize the Law Society of the Northwest Territories to make enquiries of any person, other law societies, any government, any official or body, including the police or academic authority, with regard to any of the statements in this application or in any document provided in connection with this application. I authorize any law society of which I am or ever have been a member or any other persons or organizations enquired of, under this authorization, to provide all information requested.

8. I consent to receiving emails from the Law Society of the Northwest Territories apprising members and other interested parties of relevant information such as, but not limited to, key dates, meetings, events, general community notices and professional development opportunities. I understand that I may withdraw my consent at any time by clicking the "unsubscribe" link at the bottom of the emails. I understand that if I unsubscribe from the emails I assume full and sole responsibility for regularly visiting the website of the Society for regulatory and other Notices as well as general information relevant to my membership in the Society.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
*(signature of applicant)*

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.



**APPLICATION FOR CHANGE OF STATUS  
FROM INACTIVE TO ACTIVE MEMBER**  
*(Paragraph 57(2)(a))*

TO: The Secretary  
Law Society of the Northwest Territories

I, \_\_\_\_\_, of \_\_\_\_\_ apply change my status from an inactive member to an  
*(full name)*  
active member of the Law Society of the Northwest Territories.

1. My contact address is:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

For active members, your name and contact information will be published in the member’s directory of the website of the Law Society of the Northwest Territories. This information cannot be withheld (see s. 14 *Legal Profession Act* and rules 34-38).

2. I have been an inactive member since \_\_\_\_\_

3. I will be principally practising law in: \_\_\_\_\_  
*(name of jurisdiction)*

4. As an active member, I will be practising law with the following firm or employer or under the following firm name and address:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

5. (1) I am or have been a member of the following law societies, or comparable bodies, for the following periods of time:

_____	from	_____	to	_____
_____	from	_____	to	_____
_____	from	_____	to	_____

(2) Since the later of my Application for Admission in Form 2.1 or my last Application for Renewal or Reinstatement in Form 2.22, I have been actively engaged in practising law in the following jurisdictions for the following periods of time:

_____	from	_____	to	_____
_____	from	_____	to	_____
_____	from	_____	to	_____

(3) Since the later of my Application for Admission in Form 2.1 or my last Application for Renewal or Reinstatement in Form 2.22, no disciplinary proceedings are pending or have been taken against me as a member of the societies or bodies listed in subsection (1), other than:

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(4) The results of any disciplinary proceedings taken against me were:

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(5) Since the later of my Application for Admission in Form 2.1 or my last Application for Renewal or Reinstatement in Form 2.22, no claims for lawyer's professional liability insurance are pending or have been made against me as a member of the societies or bodies listed in subsection (1), other than:

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(6) The results of any claims for lawyer's professional liability insurance listed in subsection (5) were:

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6. Annexed to this application are

- (a) a certificate from each provincial or territorial law society of which I am a member stating
  - (i) my standing,
  - (ii) the period of time during which I have been listed as an active member of the society or body,
  - (iii) whether disciplinary proceedings are pending against me, and
  - (iv) the nature and disposition of any disciplinary action that has been taken against me;
- (c) an Accountant's Report in Form 2.2 or my Application and Lawyer's Undertaking in Form 2.3 or a statement indicating that I am joining a partnership that, or becoming associated with a member who, has filed a Certificate of Accountant and Member in Form 2.4;
- (d) the insurance levy or my Insurance Exemption Certificate and Undertaking attached;
- (e) the assurance fund levy; and
- (f) the prescribed application and admission fees.

7. I certify that the information I have provided in or annexed to this application is correct.

8. I undertake with the Law Society of the Northwest Territories that I will, during my enrolment, well and faithfully keep and perform all my obligations as a barrister and solicitor and as a member of the Society and abide by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories* and the requirements of the Law Society.

9. I authorize the Law Society of the Northwest Territories to make enquiries of any person, other law societies, any government, any official or body, including the police or academic authority, with regard to any of the statements in this application or in any document provided in connection with this application. I authorize any law society of which I am or ever have been a member or any other persons or organizations enquired of, under this authorization, to provide all information requested.

10. I consent to receiving emails from the Law Society of the Northwest Territories apprising members and other interested parties of relevant information such as, but not limited to, key dates, meetings, events, general community notices and professional development opportunities. I understand that I may withdraw my consent at any time by clicking the "unsubscribe" link at the bottom of the emails. I understand that if I unsubscribe from the emails I assume full and sole responsibility for regularly visiting the website of the Society for regulatory and other Notices as well as general information relevant to my membership in the Society.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of applicant)

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.

**INSURANCE EXEMPTION  
CERTIFICATE AND UNDERTAKING**  
*(Form 2.21)*

TO: The Executive  
Law Society of the Northwest Territories

I, \_\_\_\_\_ CERTIFY THAT  
*(print or type name)*

- 1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
- 2. I am employed by, and my professional services are provided exclusively to:
  - (a) a government agency; or
  - (b) an employer who does not practice law.
- 3. I do not render or will not be rendering legal services of any kind to the public in the Northwest Territories with the possible exception of: providing *pro bono* professional services to the public through the Law Line Program or a similar program approved by the Law Society of the Northwest Territories.

- OR -

- 1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
- 2. I do not ordinarily reside or carry out my principal practice of law in the Northwest Territories.
- 3. I am covered by errors and omissions insurance which provides indemnification to a minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and which covers my practice of the law in the Northwest Territories, which insurance is carried through the following insurer or Law Society:  
\_\_\_\_\_
- 4. I will provide further information, upon request, respecting my insurance coverage.

I UNDERTAKE to notify the Law Society immediately if there is a change in my status such that the foregoing statements are no longer applicable.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
*(signature)*

**NOTICE TO PAY ANNUAL FEES AND  
ASSURANCE LEVY**  
*(Paragraph 58(1)(a))*

TAKE NOTICE that your annual fee and assurance fund levy for the year beginning April 1, 20 \_\_\_\_ and ending March 31, 20 \_\_\_\_ is required under the Rules of the Law Society to be paid on or before March 31, 20 \_\_\_\_ by cheque made payable to "The Law Society of the Northwest Territories" as follows:

- (a) The amount payable by an active member is \$ \_\_\_\_\_, consisting of the following:
  - (i) annual fee                      \$ \_\_\_\_\_
  - (ii) assurance fund levy        \$ \_\_\_\_\_
  - (iii) applicable taxes            \$ \_\_\_\_\_

- (b) The amount payable by an inactive member is \$ \_\_\_\_\_, consisting of the following:
  - (i) annual fee                      \$ \_\_\_\_\_
  - (ii) applicable taxes            \$ \_\_\_\_\_

TAKE NOTICE that the assurance fund levy is payable by each active member, whether a resident or non-resident member of the Law Society.

AND FURTHER TAKE NOTICE that each active member who is applying for an exemption from payment of the annual professional liability insurance levy must also complete and submit the attached Insurance Exemption Certificate and Undertaking.

AND FURTHER TAKE NOTICE that any member who fails to complete the attached Application for Renewal in Form 2.23 or fails to pay the required fee and levy on or before March 31, 20 \_\_\_\_ is, without further notice, automatically suspended as a member.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Secretary

**INSURANCE EXEMPTION  
CERTIFICATE AND UNDERTAKING**  
*(Form 2.22)*

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TO: The Executive  
Law Society of the Northwest Territories

I, \_\_\_\_\_ CERTIFY THAT  
*(print or type name)*

- 1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
- 2. I am employed by, and my professional services are provided exclusively to
  - (a) a government agency; or
  - (b) an employer who does not practice law.
- 3. I do not render or will not be rendering legal services of any kind to the public in the Northwest Territories with the possible exception of: providing *pro bono* professional services to the public through the Law Line Program or a similar program approved by the Law Society of the Northwest Territories.

- OR -

- 1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
- 2. I do not ordinarily reside or carry out my principal practice of law in the Northwest Territories.
- 3. I am covered by errors and omissions insurance which provides indemnification to a minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and which covers my practice of the law in the Northwest Territories, which insurance is carried through the following insurer or Law Society:  
\_\_\_\_\_.
- 4. I will provide further information, upon request, respecting my insurance coverage.

I UNDERTAKE to notify the Law Society immediately if there is a change in my status such that the foregoing statements are no longer applicable.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
*(signature)*

TO: The Secretary

Law Society of the Northwest Territories

I, \_\_\_\_\_, of \_\_\_\_\_ apply for renewal as an  active  inactive  
*(full name)*  
member of the Law Society of the Northwest Territories.

1. My contact address is:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

For active members, the information above will be published in the member directory of the website of the Law Society of the Northwest Territories. This information cannot be withheld (see s. 14 *Legal Profession Act* and rules 34-38).

2. I am presently practising law with the following firm or employer or under the firm name with address:

\_\_\_\_\_

3. (1) I am or have been a member of the following law societies, or comparable bodies, for the following periods of time:

_____	from	_____	to	_____
_____	from	_____	to	_____
_____	from	_____	to	_____

(2) During the past year, I have been actively engaged in practising law in the following jurisdictions for the following periods of time:

_____	from	_____	to	_____
_____	from	_____	to	_____
_____	from	_____	to	_____

(3) No disciplinary proceedings are pending or have been taken against me as a member of the societies or bodies listed in subsection (1) except:

N/A  
*[check if not applicable]*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(4) The results of any disciplinary proceedings taken against me were:

N/A  
[check if not applicable]

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(5) No claims for lawyer’s professional liability insurance are pending or have been made against me as a member of the societies or bodies listed in subsection (1), other than:

N/A  
[check if not applicable]

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(6) The results of any claims for lawyer’s professional liability insurance made against me were:

N/A  
[check if not applicable]

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4. Annexed to this application are

- (a) a continuing professional development report and plan in a form approved by the Executive;
- (b) a certificate, in a form approved by the Executive, certifying the existence of circumstances entitling the member to an exemption under subrule 119(4), if applicable;
- (c) the insurance levy or my Insurance Exemption Certificate and Undertaking attached;
- (d) the assurance fund levy, if applicable; and
- (e) the prescribed application and admission fees, including reinstatement fee if member is suspended.

5. I certify that the information I have provided in or annexed to this application is correct.

6. I undertake with the Law Society of the Northwest Territories that I will, during my enrolment, well and faithfully keep and perform all my obligations as a barrister and solicitor and as a member of the Society and abide by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories* and the requirements of the Law Society.

7. I authorize the Law Society of the Northwest Territories to make enquiries of any person, other law societies, any government, any official or body, including the police or academic authority, with regard to any of the statements in this application or in any document provided in connection with this application. I authorize any law society of which I am or ever have been a member or any other persons or organizations enquired of, under this authorization, to provide all information requested.



8. I consent to receiving emails from the Law Society of the Northwest Territories apprising members and other interested parties of relevant information such as, but not limited to, key dates, meetings, events, general community notices and professional development opportunities. I understand that I may withdraw my consent at any time by clicking the "unsubscribe" link at the bottom of the emails. I understand that if I unsubscribe from the emails I assume full and sole responsibility for regularly visiting the website of the Society for regulatory and other Notices as well as general information relevant to my membership in the Society.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of applicant)

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.

*NOTE: All fields on this form must be completed. One form must be submitted for each trust ledger account.*

**A. MEMBER OR FIRM INFORMATION**

Member or Firm Name: \_\_\_\_\_  
Member or Firm Address: \_\_\_\_\_  
Member or Firm  
Telephone Number: \_\_\_\_\_  
Responsible Lawyer: \_\_\_\_\_  
Firm File Number: \_\_\_\_\_

**B. CLIENT OR CLAIMANT INFORMATION**

File Name: \_\_\_\_\_  
Name and last known address of person who is entitled to funds:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*NOTE: If more than one person is entitled to funds, list names, amounts each is entitled to, and answer all applicable questions for each person individually.*

If person is a corporation, current status of corporation with Corporate Registry:  
\_\_\_\_\_

Length of time money held for client:  
\_\_\_\_\_

Attempts to contact client in past two years (*state dates, methods and addresses involved*):  
(a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_

Has the Public Trustee been contacted (if the client is a natural person only)?    **YES**             **NO**

If yes, state the results of the contact:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. FILE INFORMATION

Name of Action: \_\_\_\_\_

Name of Client: \_\_\_\_\_

Last Known Address: \_\_\_\_\_  
\_\_\_\_\_

Last Known Telephone Number: \_\_\_\_\_

Dollar Amount Enclosed and Date of Receipt of Money: \_\_\_\_\_

Information useful in confirming validity of client’s claim to these funds, including the nature of the trust and the circumstances in which it arose:

\_\_\_\_\_

Are these funds subject to trust conditions? YES  NO   
*(If yes give complete details)*

\_\_\_\_\_  
\_\_\_\_\_

D. CERTIFICATION

I, \_\_\_\_\_ of \_\_\_\_\_, Northwest Territories, certify that the foregoing information is complete and correct to the best of my knowledge.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
*(signature of member)*

*NOTE: All fields on this form must be completed.*

**A. CLAIMANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (Home): \_\_\_\_\_

(Work): \_\_\_\_\_

**B. LAW FIRM TO WHOM TRUST MONEY HAS BEEN PAID**

Law Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lawyer in charge of file: \_\_\_\_\_

File Number: \_\_\_\_\_

**C. CLAIM**

Total Amount: \_\_\_\_\_

Payments made to Law Firm:

Date: _____	Amount: _____
-------------	---------------

Disbursements on Claimant's Behalf by Law Firm

Date: _____	Amount: _____
-------------	---------------

**D. OTHER INFORMATION THAT MAY BE USEFUL IN VERIFYING THE CLAIM**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. CERTIFICATION

I, \_\_\_\_\_ of \_\_\_\_\_, Northwest Territories, certify that the foregoing information is complete and correct to the best of my knowledge.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
*(signature of member)*

TO: The Secretary  
Law Society of the Northwest Territories

This is an application by \_\_\_\_\_, a partnership  
for which the partners intend to (*check one only*)

- register a Northwest Territories Limited Liability Partnership (LLP) (i.e. the partners see certification by the Law Society of the Northwest Territories of the proposed LLP);
- renew a current LLP Permit.

1. The address of the partnership is:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

2. The following members of the Law Society of the Northwest Territories and others authorized by the Law Society of the Northwest Territories to practise law are partners in the partnership.  
*[If this space is insufficient, please add additional sheets as annexes to this form]*

Full Name	Roll Number	Professional Corporation Number (if applicable)

- 3. The applicants who have affixed their signatures to this application are authorized by the partnership to do so.
- 4. The partnership intends to apply for registration or is registered (in the case of a renewal) with the Government of the Northwest Territories as a Northwest Territories LLP under Part III.1 of the *Partnership Act* and will inform the Law Society of the Northwest Territories if it does not do so within 30 days after signing this form.
- 5. Each of the persons who will carry on the practice of a barrister and solicitor on behalf of the partnership is an active and insured member of the Law Society of the Northwest Territories.

6. The partnership will inform the Secretary of the Law Society of the Northwest Territories of any additions or deletions from the list of partners in the partnership, and will do so before or immediately after the addition or deletion takes place.

7. The name and address of the partner who is designated as the representative of the partnership in respect of matters relating to the partnership is:

---

City/Town:	_____	Territory/Province:	_____	Postal Code:	_____
Telephone:	_____	Fax:	_____		
Email:	_____				

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_  
*(name of partnership)* *(signature of partner signing on behalf of partnership)*

*FOR OFFICE USE ONLY*

**STATEMENT OF THE LAW SOCIETY'S CERTIFICATION**

I certify that the partnership named in this application has registered with the Law Society of the Northwest Territories, that the partners in the partnership who are members of the Law Society of the Northwest Territories are covered by liability insurance in the form and amount required for that purpose by the *Rules of the Law Society of the Northwest Territories*, and that the partnership and partners meet all other eligibility requirements for registration as an LLP that have been imposed by the Executive under the *Legal Profession Act*.

Date: \_\_\_\_\_  
Secretary

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.

TO: The Secretary  
Law Society of the Northwest Territories

This is an application by \_\_\_\_\_, a partnership for which the partners intend to (*check one only*)

- register an Extra-Territorial Limited Liability Partnership (LLP) (i.e. the partners see certification by the Law Society of the Northwest Territories of the proposed LLP);
- renew a current Extra-Territorial LLP Permit.

1. The address of the partnership is:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

2. The following members of the Law Society of the Northwest Territories and others authorized by the Law Society of the Northwest Territories to practise law are partners in the partnership.  
*[If this space is insufficient, please add additional sheets as annexes to this form]*

Full Name	Roll Number	Professional Corporation Number (if applicable)

- 3. The applicants who have affixed their signatures to this application are authorized by the partnership to do so.
- 4. Enclosed with this application is proof of registration of the partnership in every other jurisdiction in which it is registered.
- 5. The partnership intends to apply for registration or is registered (in the case of a renewal) with the Government of the Northwest Territories as a Northwest Territories LLP under Part III.1 of the *Partnership Act* and will inform the Law Society of the Northwest Territories if it does not do so within 30 days after signing this form.



6. Each of the persons who will carry on the practice of a barrister and solicitor on behalf of the partnership is an active and insured member of the Law Society of the Northwest Territories.

7. The partnership will inform the Secretary of the Law Society of the Northwest Territories of any additions or deletions from the list of partners in the partnership, and will do so before or immediately after the addition or deletion takes place.

8. The name and address of the partner who is designated as the representative of the partnership in respect of matters relating to the partnership is:

---

City/Town:	_____	Territory/Province:	_____	Postal Code:	_____
Telephone:	_____	Fax:	_____		
Email:	_____				

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_  
*(name of partnership)* *(signature of partner signing on behalf of partnership)*

*FOR OFFICE USE ONLY*

**STATEMENT OF THE LAW SOCIETY'S CERTIFICATION**

I certify that the partnership named in this application has registered with the Law Society of the Northwest Territories, that the partners in the partnership who are members of the Law Society of the Northwest Territories are covered by liability insurance in the form and amount required for that purpose by the *Rules of the Law Society of the Northwest Territories*, and that the partnership and partners meet all other eligibility requirements for registration as an LLP that have been imposed by the Executive under the *Legal Profession Act*.

Date: \_\_\_\_\_  
Secretary

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.

**APPLICATION FOR REGISTRATION BY  
TERRITORIAL LAW PROFESSIONAL CORPORATION**  
*(Subrules 152(2) and (3) and paragraph 156(1)(b))*

I \_\_\_\_\_, Professional Corporation,  
("Applicant")

having its registered office at \_\_\_\_\_, Northwest Territories, apply to register under section 6 of the *Professional Corporations Act* and rule 152 of the *Rules of the Law Society of the Northwest Territories*, as a law professional corporation.

1. This application is accompanied by the following:
  - (a) a copy of the Applicant's current articles or bylaws filed under the *Business Corporations Act and Business Corporations Regulations*;
  - (b) a copy of the Applicant's current Notice of Directors filed under the *Business Corporations Regulations*;
  - (c) the fee set out in item 7(b) of Schedule A.

*(The Applicant may be required to provide additional information as the Secretary requires.)*

2. The Applicant is in good standing with the Registrar of Corporations under the *Business Corporations Act*.
3. The name of the proposed law professional corporation is \_\_\_\_\_, Law Professional Corporation.
4. All the persons who are voting shareholders of the Applicant, each of whom is an active member of the Law Society of the Northwest Territories are as follows:

NAME	ADDRESS	CLASS OF VOTING SHARES	NUMBER OF SHARES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. All of the persons for whom any issued non-voting shares of the Applicant are not held in trust are as follows:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. (1) All persons for whom any issued non-voting shares of the Applicant are held in trust, and the respective trustees are as follows:

TRUSTEE ADDRESS	BENEFICIAL OWNER ADDRESS	CLASS OF VOTING SHARES IN TRUST	NUMBER OF SHARES IN TRUST
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(2) All persons for whom any issued non-voting shares of the Applicant are held in trust, and the respective trustees are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. All persons who are directors of the Applicant, each of whom is an active member of the Law Society of the Northwest Territories, are as follows:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

8. Each of the persons who will carry on the practice of a barrister and solicitor on behalf of the Applicant is an active member of the Law Society of the Northwest Territories.

9. The Applicant undertakes with the Law Society of the Northwest Territories that it will at all times, while it is the holder of a subsisting permit, well and faithfully keep and perform all of its obligations as a barrister and solicitor under the *Legal Profession Act* and the *Rules of the Law Society of the Northwest Territories*.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

(Applicant)

(Member signing on behalf of Applicant)

I, \_\_\_\_\_, being an active member of the Law Society of the Northwest Territories and a director of the Applicant, certify to the Law Society of the Northwest Territories that the information and particulars contained in this application are true and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Application as presented is approved by the Society under section 6 of the *Professional Corporations Act* and the *Rules of the Law Society of the Northwest Territories*. The Applicant is registered as a law professional corporation.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**APPLICATION FOR REGISTRATION BY EXTRA-TERRITORIAL LAW PROFESSIONAL CORPORATION**  
*(Subrules 152(2) and (3) and paragraph 156(1)(b))*

I \_\_\_\_\_, Professional Corporation,  
("Applicant")

having its registered office at \_\_\_\_\_, Northwest Territories, apply to register under section 6 of the *Professional Corporations Act* and rule 153 of the *Rules of the Law Society of the Northwest Territories*, as a law professional corporation.

1. This application is accompanied by the following:
  - (a) a copy of the Applicant's extra-territorial registration filed under the *Business Corporations Act*;
  - (b) a copy of the Applicant's current articles or bylaws filed under the *extra-territorial jurisdiction*;
  - (c) a current list of directors;
  - (d) the fee set out in item 7(c) of Schedule A.

*(The Applicant may be required to provide additional information as the Secretary requires.)*

2. The Applicant is in good standing with the Registrar of Corporations under the *Business Corporations Act*.

3. The name of the proposed law professional corporation is \_\_\_\_\_,  
Law Professional Corporation.

4. All the persons who are voting shareholders of the Applicant, each of whom is an active member of the Law Society of the Northwest Territories are as follows:

NAME	ADDRESS	CLASS OF VOTING SHARES	NUMBER OF SHARES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. All of the persons for whom any issued non-voting shares of the Applicant are not held in trust are as follows:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. (1) All persons for whom any issued non-voting shares of the Applicant are held in trust, and the respective trustees are as follows:

TRUSTEE ADDRESS	BENEFICIAL OWNER ADDRESS	CLASS OF VOTING SHARES IN TRUST	NUMBER OF SHARES IN TRUST
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(2) Describe how each of the above named persons qualifies as a non-voting shareholder under paragraph 4(1)(c) of the *Professional Corporations Act*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. All persons who are directors of the Applicant, each of whom is an active member of the Law Society of the Northwest Territories, are as follows:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

8. Each of the persons who will carry on the practice of a barrister and solicitor on behalf of the Applicant is an active member of the Law Society of the Northwest Territories.

9. The Applicant undertakes with the Law Society of the Northwest Territories that it will at all times, while it is the holder of a subsisting permit, well and faithfully keep and perform all of its obligations as a barrister and solicitor under the *Legal Profession Act* and the *Rules of the Law Society of the Northwest Territories*.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_

(Applicant)

(Member signing on behalf of Applicant)

I, \_\_\_\_\_, being an active member of the Law Society of the Northwest Territories and a director of the Applicant, certify to the Law Society of the Northwest Territories that the information and particulars contained in this application are true and complete.

Signature

Date

The Application as presented is approved by the Society under section 6 of the *Professional Corporations Act* and the *Rules of the Law Society of the Northwest Territories*. The Applicant is registered as a law professional corporation.

Secretary

Date

**APPLICATION FOR ANNUAL PERMIT  
FOR LAW PROFESSIONAL CORPORATION**  
*(Subrule 156(1))*

- Territorial Law Corporation
- Extra-Territorial Law Corporation

Registration Number: \_\_\_\_\_

I \_\_\_\_\_, Law Professional Corporation,  
("Applicant")

having its registered office at \_\_\_\_\_, having previously registered under section 6 of the *Professional Corporations Act* and rule 152 or 153 of the *Rules of the Law Society of the Northwest Territories*, as a law professional corporation, apply for an Annual Permit.

1. This application is accompanied by the following:
- (a) a copy of the endorsed Form 10.1 referred to in subrule 152(3) or the endorsed Form 10.2 referred to in subrule 153(3), as applicable;
  - (b) a copy of the Applicant's securities register;
  - (c) a copy of the Applicant's current articles or bylaws;
  - (d) a current list of directors;
  - (e) the fee set out in item 7(e) of Schedule A.

*(The Applicant may be required to provide additional information as the Secretary requires.)*

2. This permit ceases to be valid if
- (a) it is revoked under rule 160;
  - (b) a practising lawyer who is a voting shareholder in the law professional corporation dies or otherwise ceases to be a practising lawyer, and no provision is made in the articles of the law professional corporation for the immediate and automatic disposition of that lawyer's shares in that case;
  - (c) another law professional corporation that is a voting shareholder in the law professional corporation ceases to be registered as a corporation under the *Business Corporations Act* or ceases to hold a valid annual permit and no provision is made in the articles of the law professional corporation for the immediate and automatic disposition of the other professional corporation's shares in that case; or
  - (d) it is surrendered by the law professional corporation to the Secretary.

3. This permit is valid for one year from date of issue and may be renewed annually by submitting an Application for Renewal of Annual Permit for Law Professional Corporation in Form 10.4.

I, \_\_\_\_\_, being an active member of the Law Society of the Northwest Territories and a director of the Applicant, certify to the Law Society of the Northwest Territories that the information and particulars contained in this application are true and complete.

Signature	Date
The Application as presented is approved by the Society under section 6 of the <i>Professional Corporations Act</i> and the <i>Rules of the Law Society of the Northwest Territories</i> . The Applicant is registered as a law professional corporation.	
Secretary	Date

*Terms and Conditions—See attached sheets if applicable. Applicant must endorse Terms and Conditions for them to be valid.*

**APPLICATION FOR RENEWAL OF ANNUAL PERMIT  
FOR LAW PROFESSIONAL CORPORATION**

*(Paragraph 157(2)(a))*

- Territorial Law Corporation  
 Extra-Territorial Law Corporation

Registration Number: \_\_\_\_\_

I \_\_\_\_\_, Law Professional Corporation,  
("Applicant")

having its registered office at \_\_\_\_\_, having  
previously registered under section 6 of the *Professional Corporations Act* and rule 152 or 153 of the *Rules of the Law Society of the Northwest Territories*, as a law professional corporation, apply for an Annual Permit.

1. This application is accompanied by the following:

- (a) a certificate issued by the Registrar of Corporations, dated not earlier than 60 days before the date of the submission to the Secretary,
  - (i) under section 271 of the Business Corporations Act, confirming that the Applicant is an existing corporation and up to date in filing its annual returns under that Act, if the Applicant is a territorial law professional corporation, or
  - (ii) under section 293 of the Business corporations Act, confirming that the Applicant is registered and up to date in filing its annual returns under that Act, if the Applicant is an extra-territorial law professional corporation;
- (b) a copy of the Applicant's securities register;
- (c) a copy of the Applicant's current articles or bylaws, if they have changed since last filed with the Secretary;
- (d) a current list of directors;
- (e) the fee set out in item 7(f) of Schedule A.

*(The Applicant may be required to provide additional information as the Secretary requires.)*

2. This permit ceases to be valid if

- (a) it is revoked under rule 160;
- (b) a practising lawyer who is a voting shareholder in the law professional corporation dies or otherwise ceases to be a practising lawyer, and no provision is made in the articles of the law professional corporation for the immediate and automatic disposition of that lawyer's shares in that case;
- (c) another law professional corporation that is a voting shareholder in the law professional corporation ceases to be registered as a corporation under the Business Corporations Act or ceases to hold a valid annual permit and no provision is made in the articles of the law professional corporation for the immediate and automatic disposition of the other professional corporation's shares in that case; or
- (d) it is surrendered by the law professional corporation to the Secretary.

3. This permit expires December 31 of the calendar year it was issued and may be renewed annually by submitting an Application for Renewal of Annual Permit for Law Professional Corporation in Form 10.4.

I, \_\_\_\_\_, being an active member of the Law Society of the Northwest Territories and a director of the Applicant, certify to the Law Society of the Northwest Territories that the information and particulars contained in this application are true and complete.

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Signature

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Date

The Application as presented is approved by the Society under section 6 of the *Professional Corporations Act* and the *Rules of the Law Society of the Northwest Territories*. The Applicant is registered as a law professional corporation.

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Secretary

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Date

*Terms and Conditions—See attached sheets if applicable. Applicant must endorse Terms and Conditions for them to be valid.*