

# MEMORANDUM

**TO: All Applicants**  
**RE: Change of Status from an Inactive to an Active Member**

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The procedure for a change to status from Inactive membership to Active membership is:

1. You must make application to change your status by [signing into your account through the member portal](#) and following the steps to apply for reinstatement. You will be required to upload current Certificates of Standing from any other Law Society of which you are a member;
2. You will be required to enroll in our Society's mandatory insurance program unless you are eligible for an exemption under Rule 90 of the Rules of the Law Society, in which case the enclosed Insurance Exemption Certificate and Undertaking must be submitted *without alteration*.
3. You must provide a notarized copy of a piece of photo identification, such as driver's license or passport.

The fees required for reinstatement are:

Change-of-Status fee*	\$205.00
Differential between Inactive and Active	1040.00
Assurance Fund levy	0
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	\$1245.00
Federal Goods & Services Tax (5%)	62.25
<b>TOTAL:</b>	<hr/> <b>\$1307.25</b> <hr/>

**\*NOTE:** This Change of Status fee will be waived if you have moved from active status to inactive, and now seek to move back to active status, within the same membership year.

Please be aware that your reinstatement will be effective only as of the date your application is approved by the Executive of the Law Society.