



**ABOUT FOREIGN LEGAL CONSULTANT PERMITS**

By-Law 14 requires lawyers licensed outside of Canada to apply to the Law Society of Ontario for a permit to give legal advice in Ontario respecting the law of a foreign jurisdiction. Applicants must meet the conditions outlined in the By-Law to qualify for a permit and must apply annually to the Law Society of Ontario to renew their permit.

**APPLICATION CHECKLIST – Please submit the following:**

**NOTE: If submitting more than one application on behalf of a firm, a separate document is required for each application.**

**1. Complete original application form – DO NOT FAX OR EMAIL**

The Law Society of Ontario may investigate or verify any information supplied in this application, and may require further information from you before the application is approved. **Omissions or inaccuracies in responses may delay processing.**

If the space provided for any answer is insufficient, attach a separate sheet that is signed and dated by the applicant and staple it to the application.

**2. Proof of payment or payment in the form of either:**

- A receipt for payment by credit card from the Law Society Store. To pay:
  - For licensees, login to the Law Society Portal at <https://portal.lso.ca>. Select “LSO Store” in the left panel and then “Other Fees”. Choose “FLC Permit Renewal Application Fee”.  
**Attach the receipt to your application.**
  - For non-licensees, visit the Law Society Store at <https://store.lso.ca/flc>.

**OR**

- A certified cheque or money order in Canadian funds payable to the “Law Society of Ontario”.

Application Fee:	\$250.00
<u>HST: #121712863</u>	<u>\$32.50</u>
<b>Total:</b>	<b>\$282.50</b>

**The application fee is non-refundable and non-transferable.**

The Law Society will not process applications submitted without proof of payment or a certified cheque or money order.

**3. Certificate(s) of Standing:**

Original and certified (with seal) Certificate(s) of Standing (dated within the last 30 days) from each jurisdiction of which you are or have been a member, inside and outside of Canada.

**To be forwarded directly from the governing or regulatory body to the Law Society (address below).**

**NOTE:** Do not submit a Certificate of Standing from the Law Society of Ontario if you are a licensee.

**4. Proof of Insurance:**

Attach a copy of your insurance policy for professional liability insurance for the giving of legal advice in Ontario respecting the laws of each foreign jurisdiction(s) for which you are applying for a permit, which is at least equivalent to that required of a lawyer who is licensed to practise law in Ontario (currently at least \$1,000,000 CAD per claim and \$2,000,000 CAD in the aggregate).

**5. Supervising Foreign Legal Consultant Letter (if applicable):**

Attach an **original** letter from the supervising Foreign Legal Consultant who has agreed to supervise you confirming the supervision agreement.

**QUESTIONS?**

Please direct questions about the review and approval of this application to:

**Complaints & Compliance**

Phone: 416-947-3315 (ask to be transferred)

Email: [lsforms@lso.ca](mailto:lsforms@lso.ca)

**MAILING ADDRESS**

Mail original applications and supporting documents to:

Law Society of Ontario, Complaints & Compliance  
Osgoode Hall, 130 Queen Street West, Toronto, Ontario M5H 2N6

**DO NOT FAX OR EMAIL**



## **PART A – APPLICANT'S INFORMATION**

### **1. PERSONAL INFORMATION**

Applicant's Full Name:

### **2. HOME CONTACT INFORMATION**

Home Address (street, city, province, postal code):

Phone:

Mobile:

Email:

### **3. BUSINESS CONTACT INFORMATION**

Business/Employer Name and Address (street, city, province, postal code):

Phone:

Mobile:

Fax:

Email:

**Which address should be used for contacting you? Circle one:**

HOME      BUSINESS

**Please notify the Law Society immediately after any change in contact information.**

### **4. GOVERNING BODY AND MEMBERSHIP INFORMATION**

An original and certified (with seal) Certificate(s) of Standing (dated within the last 30 days) from each jurisdiction of which you are or have been a member, inside and outside of Canada, is to be **forwarded directly from the governing or regulatory body to:**

Law Society of Ontario, Complaints & Compliance  
130 Queen Street West, Toronto Ontario, Canada M5H 2N6

**NOTE:** Do not submit a Certificate of Standing from the Law Society of Ontario if you are a licensee.

**Provide the following information for each Law Society or governing body of the legal profession of which you are now, or have been, a member:**

**Name of Law Society/Governing Body:**

Jurisdiction:

Address:

Phone:

Year of Call/Licence Date:

Law Society Number:

Status:

Name used (if different from the personal contact information in question 1):

**Name of Law Society/Governing Body:**

Jurisdiction:

Address:

Phone:

Year of Call/Licence Date:

Law Society Number:

Status:

Name used (if different from the personal contact information in question 1):

**Name of Law Society/Governing Body:**

Jurisdiction:

Address:

Phone:

Year of Call/Licence Date:

Law Society Number:

Status:

Name used (if different from the personal contact information in question 1):

**5. For which foreign jurisdiction(s) do you currently hold a Foreign Legal Consultant Permit in Ontario?**

**6. a) When you first applied for a Foreign Legal Consultant Permit, did you require a supervisor?**

YES                      NO                      N/A (I am licensed to practise law in Ontario as a barrister and solicitor)

If YES:

**b) Have you been lawfully engaged in the practice of law in the foreign jurisdiction(s) for which you are applying for a permit for at least 3 of the last 5 years immediately before this application?**

YES                      NO

If NO:

I undertake to be supervised directly by: \_\_\_\_\_  
who has a current Foreign Legal Consultant Permit from the Law Society of Ontario, who is authorized to practise law in the jurisdiction for which I am applying for a permit, and has satisfied the 3 year practice requirement.

**7. Are you authorized to practise law in the foreign jurisdiction(s) for which you are applying for a permit?**

YES                      NO

If NO, attach a written explanation.

## **PART B – GOOD CHARACTER**

**If you answer YES to any of the questions in this part, provide full details on a separate sheet and attach any relevant documents including orders and/or judgments.**

- 8.** Are you currently the subject of criminal proceedings or proceedings for any other offence under any statute in Canada or elsewhere?

YES            NO

- 9.** Have you ever been found guilty of, or convicted of, any offence under any statute in Canada or elsewhere? Exclude speeding and parking tickets.

YES            NO

- 10.** Has judgment ever been entered against you in an action involving fraud?

YES            NO

- 11.** Are there any outstanding civil judgments against you?

YES            NO

- 12.** Have you ever disobeyed an order of any court requiring you to do any act or to abstain from doing any act?

YES            NO

- 13.** While attending a post-secondary institution (for example a university or college), have allegations of misconduct ever been made against you or have you ever been suspended, expelled or penalized by a post-secondary institution for misconduct?

YES            NO

- 14.** Have you ever been refused admission in a professional/regulatory/governing body?

YES            NO

- 15.** Are you now or have you ever been suspended, disqualified, censured, the subject of a conduct, capacity or competence proceeding or otherwise the subject of discipline in any jurisdiction(s) where you are or were licensed to practise law or provide legal services?

YES            NO

- 16.** Are you now or have you ever been a member of a professional/regulatory/governing body (other than those listed in Question 4 in any jurisdiction)?

YES            NO

**17.** Have you ever been denied a licence or permit, or had any licence or permit revoked for failure to meet good character requirements?

YES            NO

**18.** Are you now the subject of a prosecution or have you ever been prosecuted, suspended, disqualified, censured, the subject of a conduct, capacity or competence proceeding or otherwise disciplined by any professional organization?

YES            NO

**19.** Are you aware of any complaint or charge pending against you in your professional capacity, which has not yet come to the attention of your Law Society or professional/regulatory/governing body?

YES            NO

**20.** Are you now or have you ever been the subject of an insurance claim alleging fraud or dishonesty under a policy for professional liability insurance?

YES            NO

**21.** Have you ever been discharged from any employment where the employer alleged there was cause?

YES            NO

**22.** Have you ever been disciplined by an employer, or been a respondent in proceedings alleging a violation of the *Human Rights Code* or similar legislation in any jurisdiction (e.g., sexual harassment, racial discrimination)?

YES            NO

**23.** Are you or any company or partnership of which you are or were a director, officer or employee currently subject to a petition or assignment in bankruptcy or a proposal to creditors under the *Bankruptcy and Insolvency Act*, or similar legislation in any jurisdiction and/or have you or any company or partnership of which you are or were a director, officer or employee ever been bankrupt or insolvent, under any statute?

YES            NO

**24.** Are there events, circumstances or conditions, other than those mentioned above, that are potentially relevant to your ability to give legal advice in Ontario respecting the law of a foreign jurisdiction?

YES            NO

## **PART C – DETAILS OF INSURANCE (Complete A or B below)**

Attach a copy of your professional liability insurance policy for the giving of legal advice in Ontario respecting the law of the foreign jurisdiction(s) for which you are applying for a permit, which is at least equivalent to that required of a lawyer who is licensed to practise law in Ontario (currently at least \$1,000,000 CAD per claim and \$2,000,000 CAD in the aggregate).

**NOTE:** The per claim and aggregate limits of liability apply to each Foreign Legal Consultant individually.

The LAWPRO Standard Policy (#001), which is required for all Ontario lawyers in private practice, can be reviewed on the LAWPRO website at [www.lawpro.ca](http://www.lawpro.ca). The Law Society's By-Law 6, Professional Liability Insurance, is available at [www.lso.ca](http://www.lso.ca).

**A. I have obtained professional liability insurance for the giving of legal advice in Ontario respecting the law of the jurisdiction(s) for which I am applying for a permit (“my home jurisdiction”), which is at least equivalent to that required of a licensee who holds a Class L1 licence for the licensee’s practice of law in Ontario. I have reviewed the LAWPRO Standard Policy (#001) and confirm that the coverage provided by my professional liability insurance is at least equivalent to the coverage required for Ontario lawyers.**

YES                      NO

If YES, complete a) through f) below:

- a) Name and address of Insurer:
- b) Policy Number:
- c) Policy Period:
- d) Limits of Liability:
  - i) For each claim arising out of an error or omission (MUST BE AT LEAST \$1,000,000 CAD): \$
  - ii) Annual aggregate per insured (MUST BE AT LEAST \$2,000,000 CAD): \$
- e) Deductible per claim (NOTE: The standard insurance program deductible for Ontario lawyers is \$5,000 CAD): \$
- f) Does your insurance policy cover services rendered by you as a Foreign Legal Consultant in Ontario?

YES                      NO

**OR**



**B. I have reviewed the insurance requirements for Ontario lawyers, and have determined that an Ontario lawyer in my position does not require insurance. I am currently employed or will be employed by a single employer as in-house counsel and will only provide legal advice respecting the law of my home jurisdiction for and on behalf of my employer and will not provide legal advice respecting the law of my home jurisdiction other than for or on behalf of my employer. If I am granted a Foreign Legal Consultant Permit, I understand that it will be limited to the provision of legal advice respecting the law of my home jurisdiction only for and on behalf of my employer.**

YES

NO

## **PART D – AUTHORIZATION AND SWORN STATEMENT**

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

I understand that if I am granted a Foreign Legal Consultant Permit in Ontario, I must comply with the *Law Society Act*, the Law Society's by-laws, the *Rules of Professional Conduct*, and all other rules, regulations and requirements of the Law Society of Ontario. I also understand that a Foreign Legal Consultant may not provide legal advice and/or services with respect to the laws of Ontario or the laws of Canada.

I understand that I must have professional liability insurance coverage for the giving of legal advice in Ontario respecting the law of the foreign jurisdiction(s) for which I am applying for a permit, which is at least equivalent to that required of a licensee who holds a Class L1 licence for the licensee's practice of law in Ontario. I have reviewed the LAWPRO Standard Policy (#001) and confirm that the coverage provided by my professional liability insurance is at least equivalent to the coverage required for Ontario lawyers.

I understand that I have a continuing obligation to immediately provide written notification of any change to the information that I have provided to the Law Society of Ontario in connection with this application, including but not limited to any change in my status to practise law in the foreign jurisdiction(s) for which I am applying for a permit, changes to my employment status or information, or changes to my liability insurance coverage. I also understand that I must notify the Law Society of Ontario immediately if I fail to comply with the continuing legal education requirements of the governing body in the jurisdiction(s) for which I am applying for a permit.

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

Date:

Signature of Applicant:

Print Name of Applicant: