



**LAW SOCIETY OF ONTARIO CHECKLIST FOR
APPLICATION FOR SURRENDER OF LICENCE TO
PRACTISE LAW
UNDER BY-LAW 4**

Complete all sections of this application. The Law Society may investigate or verify any information supplied on this application form, and may require further explanation from you before your application is approved. Omissions or inaccuracies in your answers may delay processing. If the space provided for any answer is insufficient, complete your answer on a separate sheet, sign and date the sheet and staple it to this application form.

The Law Society may not be able to approve your application if you are:

- a) the subject of a complaint, audit, investigation, search or seizure by the Law Society; or
- b) a party to a proceeding under Part II of the *Law Society Act*.

IMPORTANT NOTE: Submitting an application to surrender your licence **will not** prevent you from being suspended for failing to comply with any administrative or regulatory requirement.

APPLICATION REQUIREMENTS: Please refer to Part III of By-Law 4 for more information

1. Submit your original and completed application form – **DO NOT FAX or EMAIL**
2. Submit any outstanding Lawyer Annual Report(s)
- 3a. Provide evidence from your bank that all open trust/mixed trust/estate accounts have been closed and have a zero balance – applies to: (Sole Practitioners engaged in the practice of law in Ontario during the last 3 years) – Part D
OR
- 3b. Provide proof that you no longer have, or never had, signing authority over all trust/mixed trust/estate accounts; provide a letter from the signing partner or your bank – applies to: (Partners, Employees and Associates engaged in the practice of law in Ontario during the last 3 years) – Part D
4. Provide all information regarding location of active or closed files, wills, powers of attorney, corporate seals and corporate minute books – Part H
5. Provide an explanation indicating the reason for the surrender of licence request – other relevant details (where required) should also be included – Part B
6. Submit your signed Lawyer's Professional Indemnity Company (LAWPRO) release form authorizing the release of information to the Law Society – Part K
Note: The Law Society will not be able to approve your application if there are outstanding claims against you in your professional capacity

Questions about review and approval of applications should be directed to By-Law Administration Services by calling 416-947-3315 and asking to be transferred, or emailing bylawadmin@lso.ca

**Mail to: Law Society of Ontario, By-Law Administration Services
Osgoode Hall, 130 Queen St W, Toronto, Ontario M5H 2N6**

NOTE: As a possible alternative to surrendering your licence, if you are 65 years of age (or older), or at any age if you are incapacitated and unable to practise law, you may qualify for exemption from the requirement to pay the Law Society annual fee and submit the Law Society annual report if the standards set out in subsections 4(1)–(5) of By-Law 5 and subsections 5(3)–(8) of By-Law 8 are satisfied.



**LAW SOCIETY OF ONTARIO APPLICATION FOR
SURRENDER OF LICENCE TO PRACTISE LAW
UNDER BY-LAW 4**

Instructions: Complete all sections. Strike through any parts that are not applicable. Provide additional information on a separate sheet if required. Incomplete applications will delay processing.

PART A – APPLICANT'S INFORMATION

1. PERSONAL INFORMATION

Applicant's Full Name:

Law Society Number:

2. BUSINESS CONTACT INFORMATION

Business or Employer Name and Address:

Telephone/Mobile:

Fax:

Email:

3. HOME CONTACT INFORMATION

Home Address including Postal Code:

Telephone/Mobile:

Email:

PART B – REASON FOR SURRENDER

Provide the reason(s) why you wish to surrender your licence:

PART C – PRACTICE HISTORY

Circle **ONE** response (**A or B**):

A. I stopped practising law as an Ontario lawyer on the following date: _____
Month/Day/Year

OR

B. I never practised law as an Ontario lawyer.

Note: If you engaged in the private practice of law as an Ontario lawyer within the last 3 years, a Notice of Intention to Surrender Licence will be published on your behalf in the Ontario Reports.

PART D – TRUST MONIES AND PROPERTY

Circle **ONE** response (**A, B or C**) that is most appropriate with respect to your practice as an Ontario lawyer:

A. I practised law in Ontario as a sole practitioner within the last three years and:
(Circle i, ii, or iii)

i) I have accounted for and/or distributed all money and property held in trust (for which I was responsible), including money and property held for estates, to the person(s) entitled to it or to another lawyer entitled to practise law in Ontario.
NOTE: Provide written confirmation from your bank that all open trust/mixed trust/estate accounts have been closed.

OR

ii) I have not accounted for and/or distributed all money and property held in trust for which I was responsible. **Provide an explanation in Part H**

OR

iii) I have **not** been responsible for any money or property held in trust.

B. I practised law in Ontario as a Partner/Associate/Employee/Counsel within the last three years.
NOTE: Provide a letter from the firm’s managing partner confirming that you no longer have signing authority, or never had signing authority, over any trust/mixed trust/estate accounts.

C. I have never engaged in the private practice of law as an Ontario lawyer, or I have not been in private practice within the last three years.

PART E – CLIENT FILES, DOCUMENTS AND PROPERTY

Circle **ONE** response (**A, B, C or D**) that is most appropriate with respect to your practice as an Ontario lawyer:

- A.** I have disposed of client files or arrangements have been made to the satisfaction of my clients to have their files, documents and/or property returned to them.
- B.** I have transferred all client files, documents and/or property with the client’s authorization to another lawyer entitled to practise law. **Provide details in Part H.**
- C.** I have not disposed of client files or made arrangements to have all client files, documents and/or property returned to them to their satisfaction. **Provide an explanation in Part I.**
- D.** I have not been responsible for any client matters, files, documents and/or property.

PART F – BY-LAW COMPLIANCE

Answer **ALL** of the following questions:

- 1.** I confirm that I have completed and filed the Lawyer Annual Report to the last filing due date required of me.
YES NO
- 2.** I confirm that I have completed and filed all LAWPRO filings to the last filing due date required of me.
YES NO N/A
- 3.** I confirm that I have paid all outstanding LAWPRO premiums, levies & deductibles or have completed the required exemption forms.
YES NO
- 4.** I confirm that my law practice and any trust account(s) I have operated have been wound up, or that I no longer have signing authority over any of my firm’s trust/mixed trust/estate accounts.
YES NO N/A
- 5.** Are you now, or have you within the last 12 months, been a shareholder, director or officer of a professional corporation or practised law through a professional corporation?
YES NO

If yes, provide the name of the professional corporation:

PART G

Answer **ALL** of the following questions:

If you answer YES to any question below provide an explanation in Part I - SPECIFICS

1. Are you aware of a professional liability insurance claim or any other claim against you in either your professional capacity or with respect to your practice?

YES NO

2. Are you the subject of an audit, investigation and/or search or seizure by the Law Society?

YES NO

3. Are you a party to a proceeding under Part II or section 33 of the *Law Society Act*?

YES NO

4. 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

PART H – CLIENT PROPERTY AND FILE INFORMATION

I have transferred and disposed of my electronic and/or hard copy client files, documents and property as follows:

ACTIVE FILES

Transferred to and/or location stored (Name, Address)

Contact information (Name, Telephone Number)

CLOSED FILES

Transferred to and/or location stored (Name, Address)

Contact information (Name, Telephone Number)

WILLS

Transferred to and/or location stored (Name, Address)

Contact information (Name, Telephone Number)

POWERS OF ATTORNEY

Transferred to and/or location stored (Name, Address)

Contact information (Name, Telephone Number)

CORPORATE MINUTE BOOKS

Transferred to and/or location stored (Name, Address)

Contact information (Name, Telephone Number)

CORPORATE SEALS

Transferred to and/or location stored (Name, Address)

Contact information (Name, Telephone Number)

PART I – SPECIFICS:

PART J – DECLARATION

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.

DECLARED BEFORE ME

at _____ ,
on the _____ day of _____ , 20

Signature of a Commissioner for Taking Affidavits:

Print Name: _____

Signature of Applicant:

Print Name: _____

(for office use only)

Approved by:

Approval date:

PART K – LAWYERS’ PROFESSIONAL INDEMNITY COMPANY – (RELEASE)

I hereby authorize and direct LAWPRO to provide to the Law Society of Ontario any information contained in my LAWPRO records, including, but not limited to, information about my claims, any outstanding premiums, levies, deductibles and/or the status of my filings with LAWPRO.

Date: _____

Signature of Applicant: _____

Print Name: _____

Law Society Number: _____