THE LAW SOCIETY OF UPPER CANADA
NOTICE OF AFFILIATION
(Under Part IV of By-Law 7)

Guide & Checklist

Lawyers and licensed paralegals who wish to join with an affiliated entity in the delivery or promotion and delivery of the services of the licensee and the services of the affiliated entity may form an affiliation.

- By-Law 7, Part IV
- *Rules of Professional Conduct* for lawyers
- *Paralegal Rules of Conduct* for paralegals

Notice of Affiliation Checklist:

- Ensure all parts of the Notice of Affiliation are complete
- Submit the completed *original* Notice of Affiliation (DO NOT FAX)
- Submit a copy of any agreement or other document that addresses the matters mentioned in subsection 33(3) of By-Law 7

The Law Society of Upper Canada may verify any information supplied on the Notice of Affiliation, and may require further explanation. **Omissions or inaccuracies in responses will delay processing.** If the space provided for any answer is insufficient, attach a separate sheet that is signed and dated, and staple it to the Notice of Affiliation.

Questions? Contact Administrative Compliance by calling (416) 947-3315, (toll-free 1-800-668-7380 ext 3315) and asking to be transferred, or email lsforms@lsuc.on.ca.

Send *original* Notice of Affiliation to:

<table>
<thead>
<tr>
<th>Administrative Compliance</th>
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<tbody>
<tr>
<td>The Law Society of Upper Canada</td>
</tr>
<tr>
<td>Osgoode Hall</td>
</tr>
<tr>
<td>130 Queen Street West</td>
</tr>
<tr>
<td>Toronto, Ontario  M5H 2N6</td>
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(Under Part IV of By-Law 7)

PART A: LICENSEE CONTACT INFORMATION

1. NAME AND LAW SOCIETY NUMBER:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
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Law Society Number: ____________________________

2. BUSINESS CONTACT INFORMATION:

<table>
<thead>
<tr>
<th>Firm/Business Name (if applicable):</th>
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Business Address: ____________________________
Telephone: ____________________________
Mobile: ____________________________
Fax: ____________________________
Email: ____________________________

Note: By-Law 8 requires licensees to notify the Law Society immediately after any change to their contact information.

3. ALTERNATE CONTACT INFORMATION, if applicable:

If there are multiple licensees involved in the affiliation, provide us with an alternate contact person:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
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Law Society Number: ____________________________

PART B: INFORMATION ABOUT THE AFFILIATION

4. AFFILIATED ENTITY INFORMATION:

Business Address: ____________________________
Business Telephone: ____________________________
Business Website: ____________________________

Occupation/Type of business:

________________________________________________________________________________________________
________________________________________________________________________________________________
5. AFFILIATION ARRANGEMENTS: Attach copies of any written agreements or other documents that evidence the arrangement(s) between the licensee(s) and the affiliated entity with respect to 5a-5d.

a) Provide a detailed description of the financial arrangements that exist between the licensee and the affiliated entity:

______________________________________________________________________________________________
______________________________________________________________________________________________
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b) Provide a detailed description of the arrangements that exist between the licensee and the affiliated entity with respect to the ownership, control and management of the professional business through which the licensee practises law or provides legal services:

______________________________________________________________________________________________
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c) Provide a detailed description of the arrangements that exist between the licensee and the affiliated entity with respect to the compliance with the Law Society’s rules, policies and guidelines on conflicts of interest in relation to clients of the licensee who are also clients of the affiliated entity:

______________________________________________________________________________________________
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d) Provide a detailed description of the arrangements that exist between the licensee and the affiliated entity with respect to the compliance with the Law Society’s rules, policies and guidelines on confidentiality of information in relation to information provided to the licensee or any licensee of the group by clients who are also clients of the affiliated entity:

______________________________________________________________________________________________
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PART C – CONFIRMATION

I will provide any additional information requested with respect to this Notice of Affiliation.

I confirm that I have read Part IV of By-Law 7 and have made the necessary arrangements that will enable me to comply with sections 32 and 33 of By-Law 7.

I understand that I have a continuing obligation to immediately provide written notification of any change to the information that I have provided to the Law Society of Upper Canada in connection with this Notice of Affiliation, including but not limited to any changes to the affiliation as detailed in subsection 35(1) of By-Law 7.

I understand that I must file an Affiliation Report each year and that failure to do so may result in the suspension of my licence pursuant to subsection 47(1) of the Law Society Act.

I confirm that all information supplied by me with respect to this Notice of Affiliation, and in the documents provided, is true, accurate, and complete.

__________________________________________  ___________________________
Signature                                      Date

(for office use only)

Reviewed by: ________________________________  Date: __________________________
