

# Preferred Supplier Applicant Checklist - existing firms

I have read and reviewed the application for the 2021-2024 Preferred Supplier Agreement submitted by this office. I have read and understood the Application Guidelines for the 2024-2027 Preferred Supplier Agreement. I can confirm that I continue to meet all the selection criteria. I further confirm that (please tick the relevant sections):

## 1. Principal practising certificate

- I am eligible and have applied for my 2024–2025 Principal Practising Certificate.
  - A copy is attached or
  - I will provide a copy once it has been issued by Queensland Law Society.
- (If applicable) The names of all partners and directors for the law practice have been provided.

## 2. Suitability to undertake work as a preferred supplier

- I have previously disclosed any:
  - Substantiated complaints made to the Legal Services Commission
  - Disciplinary proceedings
  - Previous criminal convictions
  - Other investigationsagainst the applicant, other partners or directors of the law practice and any employed solicitors of the law practice that may be expected to perform legal aid work.

*If any of the above have not been brought to Legal Aid Queensland's (LAQ) attention, please provide a detailed written response to question 2, Part B of the Application Guidelines.*

- I have nothing to disclose.

## 3. Area of law sub lists and experience

- I have attached a completed application cover sheet, which indicates the sub list/s I am applying for.
- I am also applying for additional sub list/s.

*If additional sub lists are applied for, please provide a detailed written response to question 3, Part B of the Application Guidelines. If you are applying for inclusion on the Criminal Law Youth Sub List, please also address the additional selection criteria in question 3, Part C of the Application Guidelines*

- I am not re-applying for the following sub list/s. (please list below)

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*If not re-applying, please be advised that the files allocated to your firm on those particular sub lists will need to be transferred or finalised within three months of the expiration of the 2021-2024 PSA in accordance with clause 10.3.*

- I am relying on the experience of the same solicitor/s detailed in the application for the 2021-2024 Preferred Supplier Agreement, and confirm they continue to meet the criteria set out in question 3 Part B of the Application Guidelines.
- I am relying on the experience of different solicitor/s who were not detailed in the application for the 2021-2024 Preferred Supplier Agreement.

*If you are now relying on the experience and competence of a solicitor not otherwise referred to, please provide a detailed written response to question 3, Part B of the Application Guidelines.*

#### 4. Business premises and operations

- The office is accessible during business hours and has adequate administrative or support staffing levels to manage inquiries and maintain client confidentiality.
- There have not been any changes to the business structure, operations or location of the office applied for in the last three years' or
- There have been changes to the business structure, operations or location of the office and notification has already been provided to LAQ.

*If you have not previously provided notification of changes to the structure, operations or location of the office, please provide a detailed written response to question 5, Part B of the Application Guidelines.*

#### 5. Financial details

- There have been no changes to the bank account details.
- There have been changes to the bank account details.

*If there have been changes to bank account details, provide a completed agreement regarding recipient created tax invoice.*

### Declaration

I declare all the information I have provided in this application checklist is true and correct.

Full name of person completing application

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sole practitioner     partner     ILP director

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

Documents **attached** for each existing office applied for:

- Preferred supplier applicant checklist
- Signed preferred supplier agreement
- Application coversheet – existing firms
- Additional information if required