

3. Members submitting late applications are subject to administrative suspension and additional fee requirements. Notices of Suspensions will be published on the Law Society's website.

4. Insurance Exemption - FOR ACTIVE MEMBERS ONLY

If you do not fill out this form, you will automatically be considered as requiring the mandatory errors and omissions insurance, and will receive an invoice accordingly.

5. Changes to your information

We remind you of your obligation to notify the Law Society of all changes to your contact and professional information.

Sincerely,

Nalini Vaddapalli – Deputy Secretary

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Encl.

1. LSN Notice (Form S) and Total Payment of Applicable Fees and Levies (Including GST)
2. FORM T (Renewal Form)
3. APPENDIX B
4. APPENDIX C
5. INSURANCE EXEMPTION CERTIFICATE AND UNDERTAKING

LSN Website

6. Notice, 2017 Renewal Package and *Rules of the Law Society of Nunavut (Dec 7, 2016)*: Rules 54-57; Rule 93(6).

Instructions to follow if you are:

1. Changing your status from inactive to active

a) [Click here](#) to download and complete the application package which includes:

- i. Form R Application;
- ii. Statutory Declaration in Form F or an Accounts Report in Form E or a statement of partnership;
- iii. Insurance Exemption Certificate, if applicable; otherwise, you will need to pay for the liability insurance levy. An invoice will be provided upon request.

b) Certificate(s) of Standing from law societies of which the applicant is a member dated not earlier than 30days before the submission of the completed application. The Certificate(s) must be sent directly to the Law Society of Nunavut.

c) Payment of the assurance fund levy; and payment of appropriate fees in Schedule A.

Status upgrade fee: \$ 1,000.00

Application fee: \$ 200.00

Assurance levy: \$ 125.00

Subtotal: \$ 1,325.00

GST (5%): \$ 66.25

Total: \$ 1,391.25

2. Changing your status from active to inactive

a) If you are a **private practitioner** please submit a letter to the LSN requesting your change of status. This letter, which will be subject to Executive approval, should detail the disposition of any:

- i. open and closed files,
- ii. wills, titles and other important valuable documents,
- iii. non-documentary valuables,
- iv. trust monies, trust accounts and books of account, that relate to your practice in Nunavut that are within your control.

b) If you are **not a private practitioner** (In-house counsel, government lawyer, etc.) please submit a letter, which will be subject to Executive approval, detailing your request for a change of status stipulating that you have no files that relate to practice in Nunavut.

3. Submitting your resignation

a) If you are a **private practitioner** please provide the following information:

A letter of resignation detailing the disposition of any:

- i. open and closed files,
- ii. wills, titles and other important valuable documents,
- iii. non-documentary valuables,
- iv. trust monies, trust accounts and books of account, that relate to your practice in Nunavut that are within your control.

b) If you are **not a private practitioner** (In-house counsel, government lawyer, etc.) the LSN will require:

A letter of resignation stipulating that you have no files that relate to practice in Nunavut.

Please note that pursuant to Ss. 15 (1) and (2) of the *Legal Profession Act* no member may resign from the Society unless his or her resignation is submitted to and accepted by the Executive; and upon acceptance, the name of the member shall be struck from the Roll.