

What you will need to complete your Lawcover Professional Indemnity Insurance application

Information Required	Description	✓
Staff Details	<ul style="list-style-type: none"> > Number of Principals or Legal Practitioner Directors _____ > Number of employed legal practitioners _____ > Total number of Staff (including all those above) _____ 	
Gross Fee Income (GFI)	<p>You will need the Gross Fee Income (GFI) for the following periods:</p> <ul style="list-style-type: none"> > Year Ending 30 June 2019 (Actual) \$ _____ > Year Ending 30 June 2020 (Estimate) \$ _____ > Year Ending 30 June 2021 (Estimate) \$ _____ <p>Gross Fee Income is the total fees received or receivable by the law practice or by you (if you are a sole practitioner).</p> <p>If your law practice was not active in any relevant year or if your GFI is Nil, please enter \$0.</p>	
Prior Practice	<p>It is important that you tell us if your law practice has merged with or acquired another law practice.</p> <p>If you have a prior practice you should include its GFI in the relevant periods.</p> <p>If you are unsure whether your law practice has a prior practice, please contact Lawcover's Insurance Services team on 1800 650 748.</p> <p>Please note that a practice must be closed by the Law Society and have ceased to practice before it can be allocated as a prior practice.</p>	
Office Locations	<p>Where are your offices located? _____</p> <p>Do you have offices interstate or overseas? _____</p>	
GFI by Office Locations	<p>In order for Lawcover to apply the correct stamp duty to your premium, you must provide us with the percentage of fees that your NSW, interstate and overseas offices generate.</p> <p>If you only have an office in NSW then you should indicate 100% NSW.</p> <p>If your law practice does not generate any fee income and you declare that your law practice is based solely in NSW, you should declare 100% NSW.</p>	

continued overleaf...

