

## Application for Exemption

Rule 119.16

### Instructions:

A law firm shall obtain and thereafter maintain approval of designation of a Responsible Lawyer and authorization to maintain a trust account and/or a general account unless specifically exempted by the Executive Director, Rule 119.16.

Please submit this form to [Trust.Safety@lawsociety.ab.ca](mailto:Trust.Safety@lawsociety.ab.ca). We do not require the original.

### SECTION A – APPLICANT DETAILS

1. Name: \_\_\_\_\_
2. Member ID: \_\_\_\_\_  
(on member card)
3. Business Name: \_\_\_\_\_
4. Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_
5. Main Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Direct Phone: \_\_\_\_\_
6. Email: \_\_\_\_\_  
(for Law Society use only)

7. The area of law practiced is (are) [please insert percentage]:

- |   |  |
|---|--|
| _____ Aboriginal                          | _____ Arbitration                            |
| _____ Civil Litigation                    | _____ Corporate                              |
| _____ Employment/Labour                   | _____ Entertainment                          |
| _____ Immigration                         | _____ International Business                 |
| _____ Mediation                           | _____ Tax                                    |
| _____ Administrative / Boards / Tribunals | _____ Bankruptcy / Insolvency / Receivership |
| _____ Commercial                          | _____ Criminal                               |
| _____ Environmental                       | _____ Estate Planning & Administration       |
| _____ Intellectual Property               | _____ Matrimonial / Family                   |
| _____ Real Estate Conveyancing            |  |
| _____ Other (please specify) _____        |  |
| TOTAL 100%                                |  |

8. The law firm uses the following accounting software for general bank accounting: \_\_\_\_\_

The information provided in this form will be used by the Law Society of Alberta for one or more purposes contemplated by the *Legal Profession Act*, the Rules of the Law Society, the Code of Conduct, or a resolution of the Benchers and will be accessible to all departments of the Law Society, including the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Law Society of Alberta, now or in the future, for regulatory purposes, including Law Society of Alberta investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about this, please contact the Privacy Officer at 403-229-4700.

N/A If not applicable, please provide an explanation: \_\_\_\_\_

9. In the course of your employment do you **only** provide legal services with respect to one or more of the following? Please check any that apply and provide a brief description of the circumstances of your employment.

Director of a private or public company

Officer of a company not engaged in providing legal services to the public

Corporate/Public Secretary

Not applicable

Description:

**SECTION B – EXEMPTION DETAILS**

1. Designated Year-End: \_\_\_\_\_  
*(month, day will be month end)*

2. The reasons for requesting an exemption from maintaining a trust account are:

3. I have made the following arrangements to manage any trust money that I would otherwise receive:

