Trust Compliance Frequently Asked Questions

LAW PRACTITIONERS

PROFESSIONAL STANDARDS
THE LAW SOCIETY OF NEW SOUTH WALES

I do not have a trust account do I still need to do a Confirmation of Trust Money Statement (Part A)?

Yes, **Part A** is required for all law practices operating in NSW, regardless of whether you held trust money or not. It is an annual declaration to the Designated Local Regulatory Authority (DLRA) confirming whether the law practice received or held trust money within the trust accounting year (1 April to 31 March).

What is a Statement of Trust Money (Part B) and External Examiners Report (EER)?

Part B, is required for law practices that have received or held trust money (excluding transit money) during a specific period. The Part B provides a snapshot of the law practice's trust accounting position at year end (31 March).

An **EER** is an independent report on the compliance of the trust accounting records with the Legal Profession Uniform Law (Uniform Law) and the Legal Profession Uniform General Rules (General Rules) as required by S155 of the Uniform Law.

When is it due?

Part A is due on 30 April

Part B and **EER** are due on 31 May

Where can I access the Part A and B?

Parts A and B can be submitted via the Trust Lodgement Portal (TLP). Please log into your LawID account (https://www.lawid.com.au/) entering your LawID number OR email address and Password, then navigating to TLP.

Where can I find guidance on how to navigate the Trust Lodgement Portal (TLP)?

The guidance on navigating TLP is available on our website.

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I have logged into TLP but the dashboard says "You currently have no role in relation to Trust Compliance"?

If you see this message, please email the Trust Accounts Department trust@lawsociety.com.au providing your LawID, practice name and number with a screenshot of the error.

Trust Coordinator vs. Authorised Trust Contact – Do I need both?

The **Trust Coordinator** is the principal of the practice responsible for submitting the annual declaration.

To appoint yourself, log into the TLP, and click the icon aligned with the Trust Coordinator, and select 'appoint self'.

The **Authorised Trust Contact** is **optional** and intended for practices where the Trust Coordinator would like a bookkeeper or office manager to prepare the records for submission within the TLP. The bookkeeper or office manager must create a LawID profile before being added as an Authorised Trust Coordinator

Why does TLP not recognise the email address for an Authorised Trust Contact?

The Authorised Trust Contact must have a LawID profile. To create a profile, visit https://www.lawid.com.au/ and select "Create LawID," and follow the prompts. Once created, TLP should accept the email. **Note:** anyone can create a LawID; it is not limited to lawyers.

Do I need to appoint an External Examiner (EE) if I don't hold trust money?

No, if you have not held or received trust money during the applicable period, you do not need to appoint an EE. Leave the section blank on the TLP dashboard.

How can I change the Authorised Trust Contact?

Email your request to trust@lawsociety.com.au with your practice name. Once we have confirmed the removal or the existing contact, the Trust Coordinator can then log in and appoint a new Authorised Trust Contact.

What should I enter as the end date for an ongoing Authorised Signatory?

If the signatory is an ongoing signatory, leave the end date blank. Only enter an end date if the signatory has ceased to be a signatory.

I am stuck on a page in TLP. Where can I find assistance?

Click on the 

button appearing on the top right corner and it should provide you with tailored assistance for that specific page

The "Next" button in TLP is greyed out—what should I do?

This means some section/s of the page are incomplete. These are identifiable by the question or section **not** coloured green. Review and sections that are not green ensuring all required fields are completed. You can also click the 

button for guidance. Once all mandatory fields are complete (green), the "Next" button will turn orange, allowing you to proceed.

What location should I select if I have one trust account for multiple branches?

Select the first location (Head Office) as being the office holding the trust money because traditionally this is the branch where trust accounts and external examiners have been recorded.

Do I need to complete a Part B and EER for each branch?

You can have multiple trust accounts and provided they are **all maintained by the Head Office**, then you only need to submit one Part B and EER.

If you have more than one trust account **maintained by more than one branch**, then you will need to submit a Part B and EER for each branch that operates a trust account.

Made an error in Part A or B?

Part A error: Contact trust@lawsociety.com.au with your practice details and reason for resubmission.

Part B error: Contact your external examiner and ask them to request a resubmission. They have access to roll back the submission.