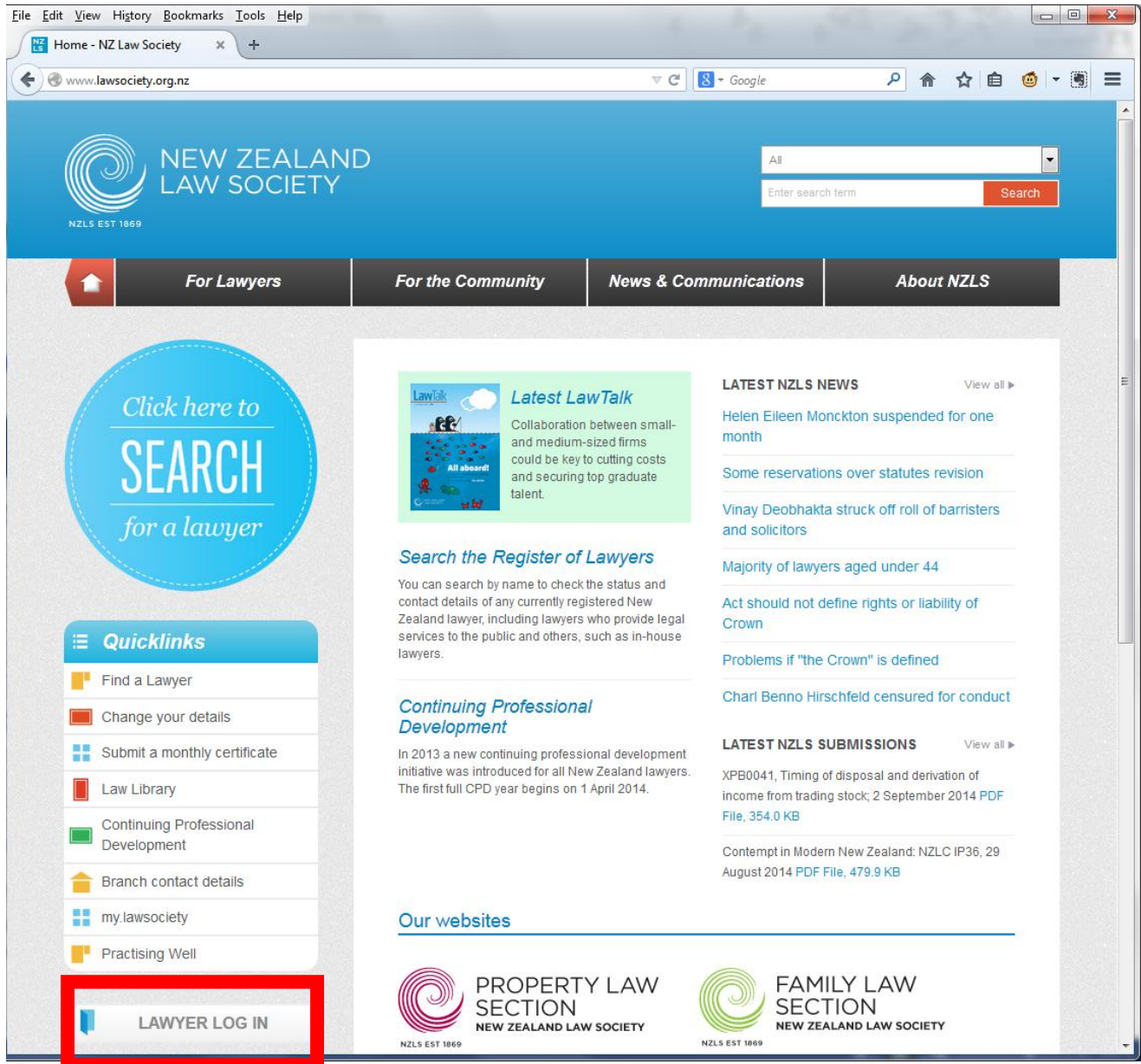


User Guide – Monthly and Quarterly Certificates

Go to the New Zealand Law Society Website: <http://www.lawsociety.org.nz>

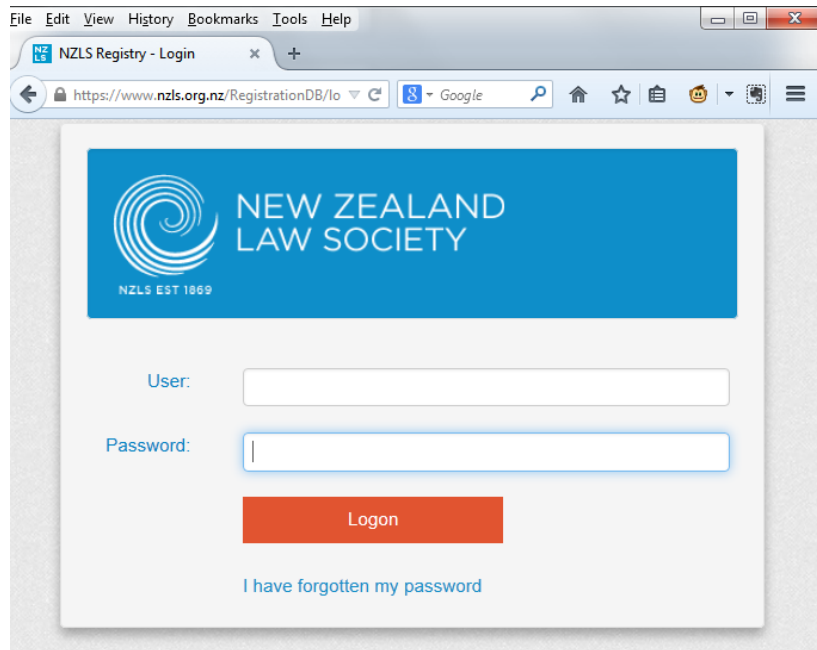


The screenshot shows the homepage of the New Zealand Law Society website. The header includes the logo and navigation tabs: 'For Lawyers', 'For the Community', 'News & Communications', and 'About NZLS'. A search bar is located in the top right. The main content area features a 'Click here to SEARCH for a lawyer' button, a 'Quicklinks' sidebar with options like 'Find a Lawyer' and 'Change your details', and several news articles. At the bottom, there are logos for the 'PROPERTY LAW SECTION' and 'FAMILY LAW SECTION'. The 'LAWYER LOG IN' button is highlighted with a red box.

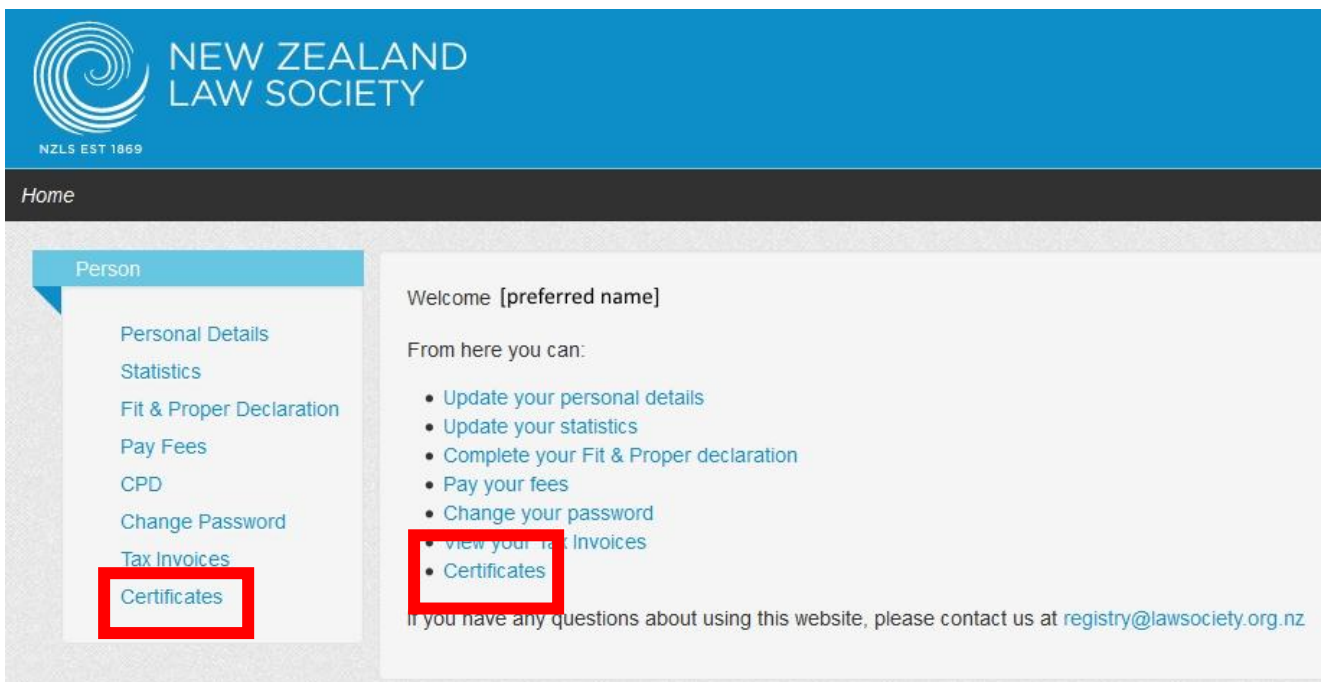
Enter your 'User ID' and Password to the 'Lawyer Login' area.

If you do not know your password, you can reset it by clicking 'I've forgotten my password'. Enter your User ID then click on 'Send me my password'. Your password will be sent to the email address that is registered to you.

Once you log on, you will be able to change your password to one of your own choice.



You will see the below screen welcoming you.



Click on 'Certificates' on the left hand side, or 'Certificates' on the main body of the screen.

NEW ZEALAND LAW SOCIETY
NZLS EST 1869

Signed in: 000000

Home Logout

Person

- Personal Details
- Statistics
- Fit & Proper Declaration
- Pay Fees
- CPD
- Change Password
- Tax Invoices
- Certificates**

New Certificates

Show All entries Filter:

Organisation	Type	Month / Quarter	Due Date	TA Supervisor	
[Firm name (000000)]	MONTHLY	Aug 2013	15/09/2013	[TAS Name]	Edit
[Firm name (000000)]	MONTHLY	Jul 2013	14/08/2013	[TAS Name]	Edit

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Existing Certificates

Show All entries Filter:

Organisation	Type	Month / Quarter	Due Date	Status	Date Submitted	TA Supervisor	
[Firm name (000000)]	MONTHLY	Oct 2013	14/11/2013	SUBMITTED	13/11/2013	[TAS Name]	View
[Firm name (000000)]	QUARTERLY	Sep 2013	14/10/2013	LATE	09/12/2013	[TAS Name]	View

Certificates to be completed are at the top under the heading 'New Certificates'. Ideally this should just be for the latest month/quarter; anything older will be overdue.

Click on 'Edit' for the appropriate month or quarter to start filling in the certificate

Certificates already submitted are at the bottom under the heading 'Existing Certificates'. Until the return for a given month/quarter has moved to this category, it has not been fully submitted. You can check and print the contents of historical certificates by clicking 'View'.

You will then see the below screen with five questions if the certificate is monthly only (January, February, April, May, July, August, October and November).

NEW ZEALAND LAW SOCIETY Signed in: 000000

Home Logout

Person

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Monthly Certificate [Firm name (000000)]

Pursuant to Regulation 17(1) of the Lawyers and Conveyancers Act (Trust Account) Regulations 2008, I certify that as at the month ended Jul 2013

Organisation Name: [Firm name (000000)]
Organisation ID: 000000
TA Supervisor: [TAS Name]

Please provide an explanation for any of the following questions that you answer 'No' to. You may request advice from the Inspectorate as part of your explanation.

- 1) The Trust Ledger was correctly reconciled with the corresponding trust bank accounts for both the general trust account and interest bearing deposit accounts.
 Yes No
- 2) The trust account records were a complete and accurate record of transactions during the month and of each client's position.
 Yes No
- 3) The trust account transactions during the month have been in accordance with client instructions and where completed, properly accounted for to clients.
 Yes No
- 4) During the month the practice has complied with all the trust accounting provisions of the Lawyers and Conveyancers Act 2006 and the Lawyers and Conveyancers Act (Trust Account) Regulations 2008.
 Yes No
- 5) During the month the practice has complied with the Lawyers and Conveyancers Act (Lawyers: Nominee Company) Rules 2008. (Tick "Yes" where there is no lawyers nominee company nor any contributory mortgage lending)
 Yes No

TA Supervisor: [] Entering your name means that you are digitally signing this certificate

Submit
 Send an email to TA Supervisor when submitted

Select 'Yes' or 'No' in each case as appropriate.

If you select 'No', you will be required to provide an explanation for each 'No' answer.

When a quarter needs to be certified for (the end of March, June, September and December), question 6 will appear *in addition* to the usual questions 1-5 of the monthly certificate:

'During that quarter the practice had a duty to collect interest on loans, lawyers nominee company securities and contributory securities on behalf of any lender'

If you select 'Yes' to this question, an additional set of questions will appear to clarify what type of lending the firm does (see next page). If you select 'No', you don't need to answer anything further.

* 5) During the month the practice has complied with the Lawyers and Conveyancers Act (Lawyers: Nominee Company) Rules 2008; (Tick "Yes" where there is no lawyers nominee company nor any contributory mortgage lending)

Yes No

* 6) During that quarter the practice had a duty to collect interest on loans, lawyers nominee company securities and contributory securities on behalf of any lender

Yes No

* 7) Nominee Company Lending - The total number of such loans and securities was

* 8) Nominee Company Lending - The total of the principal sums extant as at the end of the quarter was:

\$

* 9) Non-Nominee Company Lending - Contributory Mortgages - The total number of such loans and securities was:

* 10) Non-Nominee Company Lending - Contributory Mortgages - The total of the principal sums extant as at the end of the quarter was:

\$

* 11) Non-Nominee Company Lending - Private / Single Lender Mortgages - The total number of such loans and securities was:

* 12) Non-Nominee Company Lending - Private / Single Lender Mortgages - The total of the principal sums extant as at the end of the quarter was:

\$

* 13) Total number of mortgages with interest in default:

* 14) The total amount of interest due under the securities and in default for more than 30 days, at the end of the quarter, was:

\$

* 15) Total number of mortgages with the principal in default:

* 16) The total amount of principal due under the securities and in default for more than 30 days, at the end of the quarter, was:

\$

* 17) Total number of mortgages with other money in default:

* 18) The total amount of other monies due under the securities and in default for more than 30 days, at the end of the quarter, was:

\$

* TA Supervisor Entering your name means that you are digitally signing this certificate

Submit

Send an email to TA Supervisor when submitted

In the case of either a monthly or quarterly period, type your name into the 'TA Supervisor' box. Please note that entering your name means that you are digitally signing the certificate. There is no prescribed format for this field.

If you wish to receive an email confirmation, please tick 'Send an email to TA Supervisor when submitted' by clicking in the box labelled as such.

When you are ready to submit, tick 'Submit' and then click on the 'Save' button.

If you want to save a partially-completed certificate, do not select 'Submit'; only click on the 'Save' button. You will see the message 'You have not ticked to submit this certificate. Certificate will be saved only'. You will then return to the main certificate screen. If you wish to re-enter the saved certificate, click on 'Edit' again.

You cannot amend a *submitted* certificate, once in the 'Existing Certificates' area. If you believe that you have made an error once the certificate has been submitted, you will need to contact the Inspectorate via email at trustaccountcertificates@lawsociety.org.nz or phone 04 463 2974 and speak to the Financial Assurance Administrator.

When you have completed your certificate, click on 'Logout'.