

## Private & Confidential

13 June 2025

### **Practising certificate application late fees**

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The Legal Practice Board is continuing work to restore our online services, including online practising certificate applications and payments.

### **Outstanding applications**

While our online service portal is unavailable, we are asking practitioners who have not yet submitted their practising certificate renewal application to directly email it to the Board. Please:

- download and complete our Australian practising certificate application form from our website;
- the form can be found on the cyber incident webpage on our website: <https://www.lpbwa.org.au/Cyber-Incident>; and
- return it to us by email on [enquiries@lpbwa.com](mailto:enquiries@lpbwa.com) as soon as possible.

### **Application Fees**

We understand that the manual workarounds that have been in place since the recent cyber incident have caused inconvenience for some practitioners, and we apologise for the disruption this has caused.

In light of this, the Board has opted to waive the usual late fees that apply for lodging a renewal application in June. Late fees will resume as usual on Tuesday 1 July 2025.

We encourage practitioners who have not yet submitted their practising certificate renewal application to do so by 30 June 2025 to avoid late fees.

### **Applications submitted to date**

We have received more than 7,700 renewal applications to date.

If you submitted your practising certificate application online before 11.29pm on 20 May 2025, your application is being processed and there is no need to submit a manual application. We have notified those applicants who submitted online that we have received their application. If you have not received a notification of receipt from us, please contact us by phone 08 6211 3600 or email at [enquiries@lpbwa.com](mailto:enquiries@lpbwa.com).

If you have submitted your application manually, we are in the process of notifying receipt. Processing of hard copy applications has also commenced, and our applications team will be contacting practitioners directly to ensure we have all the necessary information.

Grant applications are being prioritised, and amendments to certificate conditions are being implemented as soon as practicable.

### **Practising certificates**

It is likely we will not be able to issue practising certificates before 1 July 2025.

If we have received your application to renew your practising certificate before 30 June 2025, and by that time we have not been able to issue your practising certificate effective 1 July 2025, your current practising certificate expiring on 30 June 2025 will remain in force until your renewal application is finally determined.

### **Application payments**

The Board is unfortunately not able to provide an invoice for practising certificate applications at this time.

The fee for each practising certificate renewal application is \$1,250 until 30 June 2025, after which fees increase. Practitioners who submitted a manual application and requested to be contacted for payment arrangements are strongly encouraged to make payments via EFT. This will help expedite the processing and approval of applications.

Link to the EFT form is here [https://www.lpbwa.org.au/getmedia/567910ae-5e40-4a3a-9dd8-ed2e6bc1aa13/lpbwa\\_payment\\_form.pdf](https://www.lpbwa.org.au/getmedia/567910ae-5e40-4a3a-9dd8-ed2e6bc1aa13/lpbwa_payment_form.pdf).

### **Cyber incident investigation**

We are continuing to investigate what has happened as a priority, with support from external experts.

We are aware a very small amount of data has been disclosed, containing some correspondence with limited contact information, internal operational and resourcing information, and banking information of the Board and a very small number of third parties, who have been directly notified.

We are aware that the unauthorised third party who disclosed this data has threatened to disclose more data on 15 June 2025. We have sophisticated monitoring in place to detect any further activity.

To ensure we are taking all available action in response to this incident, we have also obtained an injunction to prevent any access, dissemination or sharing of data impacted by this incident.

### **Further questions**

We have a dedicated response team available to answer any other questions about the incident who can be contacted on our helpline on 08 7070 2413 or by emailing [incident@lpbwa.com](mailto:incident@lpbwa.com). You can also review our FAQs on the website that you may find helpful.

The Board will continue to provide further updates as we know more – thank you for your understanding and patience as we work through this.

Yours sincerely,  
Legal Practice Board