



NOVA SCOTIA
BARRISTERS' SOCIETY

Lawyer's Certification

Regulation 4.10.3 *Requirements for operating a trust account*

Instructions

Prior to operating a general trust account, a lawyer or law firm through its Designated Lawyer, must provide a certificate in the prescribed form, confirming that the practicing lawyer or law firm has in place a trust accounting system that will enable compliance with Part 10 of the Regulations and meet such other requirements as may be prescribed by Council.

*Email this form to **TrustAccounts@nsbs.org**. We do not require the original*

SECTION A – LAW FIRM INFORMATION

1. Law firm name: _____
2. In the case of a firm, the other Practising Lawyers are (*attach separate sheet if necessary*):

SECTION B – TRUST ACCOUNTING SYSTEM INFORMATION

1. The nature of the accounting system is mainly:

Manual (ledger books)	<input type="checkbox"/>	Computer service provider	<input type="checkbox"/>
Accounting software	<input type="checkbox"/>	Other (explain)	<input type="checkbox"/>
Other software	<input type="checkbox"/>		

Name of software used to maintain computerized trust records or “other”:



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2. Accounting records are maintained primarily by:

- | | | | |
|---------------------------------|--------------------------|---------------------------------|--------------------------|
| Full-time accountant/bookkeeper | <input type="checkbox"/> | Part-time accountant/bookkeeper | <input type="checkbox"/> |
| Accounting firm | <input type="checkbox"/> | Secretary/staff | <input type="checkbox"/> |
| Law firm's principal(s) | <input type="checkbox"/> | Other (please explain below) | <input type="checkbox"/> |

Name of person(s) maintaining accounting records: _____.

Position/designation/office of the person(s): _____.

3. Is a system in place to ensure accounting data is backed up on a regular basis? N/A Yes No

SECTION C – LAWYER'S CERTIFICATION

I, _____ have read and reviewed the relevant sections of the Legal Profession Act (s. 29-32) and the Regulations (Part 4 – Obligations of Lawyers and Law Firms and Part 10 – Trust Accounts).

I undertake to advise you of the details of any General Trust Account I open (including an account in trust for Service Nova Scotia if applicable). I further undertake to advise the Law Foundation of Nova Scotia (via an LF1 form) upon the opening of any General Trust Account.

I certify that I have an understanding of and am in compliance with the Code of Professional Conduct.

I certify that any trust funds held and/or accepted will be in relation to legal services provided.

I certify that I have an understanding on rules regarding Anti-Money Laundering and Anti-Terrorist Financing as set out in Part 4 of the Regulations.

I certify that I have an accounting system and processes in place that will enable me to comply with Regulation 10.4.2 *Required Records*.

I acknowledge that I cannot begin the operation of a Lawyer's Trust Account until I receive approval from the Executive Director.

Practicing Member

Date