

28 November 2014

Mr Sam Coupland  
Director  
FMRC Pty Ltd  
PO Box K360  
Haymarket NSW 1240

**By email: [samcoupland@fmrc.com.au](mailto:samcoupland@fmrc.com.au)**

Your ref

Our ref

Dear Sam

## **Practice Management Course in Queensland: Approved Service Provider**

Pursuant to rule 42B of the *Queensland Law Society Administration Rule 2005*, at its meeting on 30 October 2014, the Council of Queensland Law Society approved the application by the FMRC to become an approved service provider of a practice management course in Queensland.

I draw your attention to particular clauses in the rule, specifically:

- (9) The organisation must apply, no earlier than 6 months and no less than 3 months before the expiration of the initial two year term referred to in subrule 6, and thereafter on an annual basis, on the approved form for its approval to be renewed and such application is to be accompanied by the fee set by Council from time to time.
- (10) The Council may set fees payable on an application for approval which are non-refundable regardless of whether the application is approved or not approved.
- (11) Organisations approved to conduct a PMC must provide the Council with an annual report in relation to its activities during the preceding year and include in it any recommendations for changes to the rules or the PMC.
- (12) Organisations approved to conduct a PMC must provide the Council with information in writing regarding any change in ownership, management or financial arrangements or financial viability within seven (7) days of that change.
- (13) Organisations approved to conduct a PMC must provide the Council, on the first anniversary of its approval and thereafter at the time of its application for renewal under subrule (9), a copy of its certificates of currency for its insurances required by subrule (2)(h).

(14) Council may revoke approval for any service provider if Council is of the view that the service provider is not conducting the PMC to the standards set by Council or should there be any change notified to the Council under subrule (12) regarding the service provider's financial arrangements or financial viability that may affect the service provider's ability to continue to conduct a PMC.

(15) Organisations approved to conduct a PMC must advise the Council of those candidates who have successfully completed the PMC.

(16) Organisations approved to conduct a PMC must give preference for enrolment in a PMC offered by it to legal practitioners who wish to complete such courses as a prerequisite to obtaining a principal practising certificate or who have been directed or ordered to undertake the PMC, in whole or part, by the Legal Practice Tribunal, Legal Practice Committee, Queensland Civil and Administrative Tribunal or other disciplinary body.

(17) In any review under rule 41, an organisation approved to conduct a PMC is entitled to be provided with the material lodged by the applicant for the review and is entitled to provide submissions to the Council as to its reasons for making any decision the subject of the review within 14 days of being provided with that material.

Thank you for your application. Please contact me directly if you have any further queries in relation to the approval for the course.

Yours sincerely

A handwritten signature in black ink that reads "Anne Gately". The signature is written in a cursive, flowing style.

Anne Gately  
**General Manager, Member Services & Products**

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