NOTICE TO ALL LEGAL PRACTITIONERS

Application for Practising Certificate – 1st March 2026 to 28th February 2027

1. The Application Form for 2026 Practising Certificate is now ready.

2. The application form could be accessed from our official website: *www.judiciary.gov.fj* or obtained from the Legal Practitioners Unit.

3. The Legal Practitioners Unit is situated in Building C at Veiuto Court Complex, Battery Road, off Vuya Road, Veiuto, Nasese.

4. Please note that **all** parts of the form **shall** be filled. **Incomplete applications submitted would be returned for completion.**

5. All Legal Practitioners are required to submit their application form to the Legal Practitioners Unit (LPU) for vetting and confirmation by Registry on the appropriate fees to be paid before proceeding to make payment with the Revenue Collector.

6. Upon completion of vetting, all applications for Practising Certificates must be submitted in hard copy on or before the **23rd of February 2026,** to give my office time to process the applications. Kindly note that the Revenue Collector/Cashier will close at 3:30 pm from Monday to Thursday, and at 3:15 pm on Fridays, during the month of February 2026.

7. Please be advised that all applications by Legal Practitioners for practicing certificates received after the 23rd of February, 2026 would accrue late filing fees of **$150.00** per application in addition to the requisite fee.

8. Further, please be advised that the timeframe for the processing and issuance of practising certificates may take five (5) working days or more depending on the circumstances.

9. In cases where Practitioners have either lost or misplaced their original Practising Certificate, a fee of **$50.00** (VIP) would be levied for re-issuance.

10. In the event the Practitioner has provided a Birth Certificate and no changes have been made to the Practitioner's name during the year, the Practitioner need not submit another certified copy of Birth Certificate with his/her application.

11. Please be advised that printing and photocopying charges will be levied at a rate of $1.10 per page.

All enquiries should be made with the Legal Practitioners Unit on telephone numbers: 8927716, 8927 718, 8927 719, and 8927 723 or email: fijilegalunit@gmail.com

Your co-operation would be highly appreciated.

Thank you.

Tomasi Bainivalu
Chief Registrar, Judicial Department
22nd January 2026

APPLICATION FOR A PRACTISING CERTIFICATE

(Pursuant to section 42 of the Legal Practitioners Act 2009)

For the Period – 1st March 2026 to 28th February 2027.

Office of the Chief Registrar
Legal Practitioners Unit

Phone: 8927 700 **Fax:** 3300 674 **Email:** fijilegalunit@gmail.com
P. O Box 2215 **Website:** www.judiciary.gov.fj
Government Buildings

Located at: Battery Road, Off Vuya Road, Veiuto, Nasese, Suva.

PART A	Personal Details of the Applicant
1.	**Surname:**
	Middle Name:
	First Name:
2.	**Date of Birth:**
3.	**Gender: Male ☐ Female ☐** *Please Tick*
4.	**Marital Status: Single ☐ Married ☐ Divorced ☐ Separated ☐ Widow ☐** *Please Tick*
5.	**TIN No.**
6.	**EDP No.** *If Government Employee*
7.	**FNPF No.**
8.	**Date of Admission in Fiji:**
9.	**Residential Address:**
10.	**Postal Address:**
11.	**Telephone Contact:**
12.	**Mobile/Cellphone Contact:**
13.	**Fax Contact:**
14.	**Email Address:**

15.	**<u>Next of Kin - Details</u>**
	Name:
	Relationship to you:
	Telephone Contact:
	Address:
	Email Address:
16.	**<u>Emergency Contact - Details</u>**
	Name:
	Relationship to you:
	Telephone Contact:
	Address:
	Email Address:
17.	**Are you a Fiji Citizen? Yes ☐ No ☐**
18.	**Non Fiji Citizen. Do you possess a work permit? Yes ☐ No ☐** *Please submit a copy if yes*
19.	**Passport Number:**
20.	**Do you hold dual citizenship? Yes ☐ No ☐** **If yes, please, list the passports held.** **a. Country: _____ No: _____** **b. Country: _____ No: _____**
21.	**Do you hold Permanent Residence of any other Country? Yes ☐ No ☐** **If yes, please list the passports held.** **a. Country: _____ No: _____** **b. Country: _____ No: _____**
22.	**Are you admitted in any other jurisdiction(s)? Yes ☐ No ☐**

Jurisdiction	Date of admission	Type of Practising Certificate	Date last Practising Certificate expired	Is Practising Certificate still valid?

23.	**Do you have 10 CLE points? Yes ☐ No ☐**				
PART B	**<u>Practice/Employment Details</u>**				
24.	**Name of the Organisation:**				
25.	**Position held:**				
26.	**Date commenced current position:**				
27.	**Organisation's T.I.N:**				
28.	**Details About the Organisation:** **☐ Sole Trader ☐ Partnership ☐ Company ☐ Others**				
29.	**In case of others, please indicate the nature:**				
30.	**If Sole Trader;** **a. Name of Proprietor:** **b. Date of Registration of business:** *Please provide a copy of the Certificate of Registration*				
31.	**If Partnership; Please use additional sheets if insufficient space.** **a. Name of Partners: (1)_____ (2) _____** **(3)_____ (4) _____** **b. Date of Registration of business:** *Please provide a copy of the Certificate of Registration*				
32.	**If Company;** **a. Name of Directors:(1)_____ (2) _____** **(3)_____ (4) _____** **b. Date of Registration of business:** *Please provide a copy of the Certificate of Registration*				

33.	**In case of others;** **Name of the Contact Person at Work:** **Telephone No.**
34.	**<u>Your Office Contact Details</u>** **Telephone No.**
	Email Address:
	Fax Contact:
	Website:
	Usual Place of Business:
	Postal Address:
35.	**Does your Organisation have a branch office? Yes ☐ No ☐**
36.	**Details about the branch office:** **Name of Legal Practitioners based at the branch office:**

Telephone Contact:	**Fax Contact:**	**Email Address:**
Place of Business:	**Postal Address:**	**Website:**

37.	**Name & Address of City Agents:** **1.** **2.** **3.**

PART C	All Trust Account Details	
38.	**Name of Organisation/Law firm:**	
	Name of Auditor:	
a.	**Name of Account Holder:**	
	Account No:	
	Currency of Account:	
	Bank:	
	Signatory (ies):	**1.** **2.** **3.**
b.	**Name of Account Holder:**	
	Account No:	
	Currency of Account:	
	Bank:	
	Signatory (ies):	**1.** **2.** **3.**
c.	**Name of Account Holder:**	
	Account No:	
	Currency of Account:	
	Bank:	
	Signatory (ies):	**1.** **2.** **3.**
d.	**Name of Account Holder:**	
	Account No:	
	Currency of Account:	
	Bank:	
	Signatory (ies):	**1.**

		2. **3.**		
PART D	**Statements on Personal Character**			
39.	**Have you ever:**		**Yes**	**No**
a.	**Been convicted of a crime in Fiji or elsewhere (including a conviction which is now removed from official record) before or since the date of your admission?**			
b.	**Been convicted of any disciplinary proceeding(s) in Fiji or elsewhere (including a conviction which is now removed from official record)?**			
c.	**Been charged with any offence(s) or any disciplinary proceeding(s) that are currently pending in Fiji or elsewhere?**			
d.	**Been refused admission or struck off the roll of barristers and solicitors in Fiji or elsewhere?**			
e.	**Been refused a practising certificate, had it suspended or cancelled in Fiji or elsewhere?**			
f.	**Had a finding of professional misconduct in Fiji or elsewhere?**			
g.	**Had a finding of unsatisfactory professional conduct in Fiji or elsewhere?**			

If your answer is YES to any of the above questions, please provide all relevant details on a separate sheet.

_____

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_____

_____

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PART E	Health & Fitness to Practice Law
40.	**a. Have you a medical condition [mental /or physical] which might affect your ability to give full or sufficient attention to your work as a Practitioner or which might affect your ability to give full or sufficient attention to your work as a practitioner or which might lead to being absent from work?** **Yes ☐ No ☐** *[If yes, please provide details of your condition and attach relevant medical report(s).]* _____ _____ **b. Have you any addictive, psychiatric or behavioral conditions to be revealed?** **Yes ☐ No ☐** *[If yes, please provide details of your condition and attach relevant medical report(s)]* _____ _____
41.	**a. Do you have any bankruptcy or liquidation proceedings pending against you or your company in any jurisdiction?** **Yes ☐ No ☐** *[If yes, please provide details]* _____ _____ **b. Have you ever been adjudicated bankrupt or have a company, wherein you have any form of interest, ever been liquidated in any jurisdiction?** **Yes ☐ No ☐** *[If yes, please provide details]* _____ _____ **c. Do you remain an undischarged bankrupt?** **Yes ☐ No ☐** *[If yes, please provide details]* _____ _____

	d. Have you ever had a receiving order made against you or consented to orders against you in bankruptcy proceedings or committed an act of bankruptcy? **Yes ☐ No ☐** *[If yes, please provide details]* _____ _____ _____
42.	**Category fees payable:**
43.	**<u>For Official use only:</u>** **RR No.** **Amount paid:** **Date of payment:**

STATUTORY DECLARATION

I_____

of_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

And make this solemn declaration believing the same to be true and by virtue of the Statutory Declarations Act, 1970.

DECLARED at _____ this _____day of _____, 202_____ before me and I certify that the declaration was read over in the _____ language to the declarant who appeared fully to understand the meaning thereof.

_____

_____

Office held or nature of Appointment

GUIDE TO THIS FORM

GENERAL INFORMATION

Please read this guide carefully before you complete the application form.

1. **Kindly answer all the questions. If a question does not apply to you, state "Not applicable" or "NA". Answer all Yes and No questions.**

2. **Please provide as much information as possible. Incomplete applications will not be considered until all the required information and documentation has been received.**

3. All trustees of the trust accounts of a practice must ensure that their Trust Account Auditor's Report and Trustee(s) Report have been submitted to the Chief Registrar prior to the 30th day of November, 2025.

4. Where Applicants have previously submitted attachments providing confirmatory evidence e.g. admission in Fiji or Overseas, they need not submit the same documentary evidence at each renewal application for a Practising Certificate.

5. Please provide a duly executed Statutory Declaration stating the following – ***"I have provided all true and accurate information in my Practising Certificate application form for the period 1st March, 2026 to 28th February, 2027."***

6. Material non-disclosure or misrepresentation in this form may result in the cancellation of the Practising Certificate pursuant to section 42(10) of the Legal Practitioners Act 2009.

7. Provide an original/certified true copy of your recent Birth Certificate.

8. Applicants are to submit to **A CERTIFIED TRUE COPY OF A VALID PHOTO IDENTIFICATION CARD**, business card, letterhead of the firm/office they are employed in.

9. Applicants need to submit evidence of 10 Continuing Legal Education (CLE) points and the Board of Legal Education's approval for accreditation of the courses attended.

10. Holders of **work permits must attach a copy** of their permit to this application.

11. If you have any questions, contact the Legal Practitioners unit on Email address: fijilegalunit@gmail.com or Telephone No.8927 716 and 8927 719.

Schedule of Fees

Type	Category	Fees ($)
A	Practitioner currently unemployed	**250.00**
B	Private Practitioner in private practice (in a law firm) in Fiji - no more than 3 years post-admission	**350.00**
C	Practitioner employed by Government Departments or Statutory Authorities irrespective of years of experience post-admission	**350.00**
D	Private Practitioner in private practice (in a law firm) in Fiji - no less than 3 years but no more than 5 years post-admission	**400.00**
E	Private Practitioner in private practice (in a law firm) in Fiji - more than 5 years post-admission	**450.00**
F	Sole Practitioner in private practice (in a law firm) in Fiji for not more than 3 years since commencement of his/her practice	**450.00**
G	Sole Practitioner in private practice (in a law firm) in Fiji for not less than 3 years but not more than 5 years since commencement of his/her practice	**500.00**
H	Sole Practitioner in private practice (in a law firm) in Fiji for more than 5 years since commencement of his / her practice	**550.00**
I	Consultant Practitioner in Fiji	**550.00**
J	Applicant practitioners employed by a private or publicly listed limited liability company or corporate body, business or bank (local or foreign based) or non-governmental organization, (local, regional, international) including practitioners employed by Universities or Tertiary Education Institutions	**550.00**
K	Equity, salaried, profit sharing or any other form of partner in a private firm	**700.00**
L	Applicant Private/Consultant Practitioner operating a law firm abroad or employed by a law firm abroad or employed by a Government Department or Statutory Authority abroad (Legal Practitioner in foreign country) or employed by an embassy.	**800.00**

NB:

1. *The above fees schedule is also applicable to all Attachees/Interns with respect to their place of work.*

2. *Practitioners applying mid-year (1st September, 2026) will be charged fees for the practising certificate on a pro rata basis.*

3. *The fees charged are based on the place of employment and it is not based on the capacity of a legal practitioner. (Applicable to Type C, J & L mentioned above).*

Checklist

No.	Document Required *(Please ensure to provide all relevant documents)*	Tick *Completed*
1.	Certified copy of a valid photo identification – *Driving licence, FNPF/FRCA joint card, passport and Voter ID card.*	
2.	Certified copy of Birth Certificate – *only provide if not submitted previously.*	
3.	Certified copies of LLB/PDLP – *only provide if not submitted previously.*	
4.	Tax Compliance Certificate	
5.	Statutory Declaration *(please refer to Guide No.5)*	
6.	Current work permit, *if applicable*	
7.	Certificate for enrolment/admission for Fiji (certified copy*) – only provide if not submitted previously.*	
8.	Certificate of enrolment/admission for Overseas enrolments/admissions (certified copy*) – only provide if not submitted previously.*	
9.	Certificate of attendance at approved courses, lectures, conference, workshop [for CLE purposes] and evidence of approval by the Board of legal Education for such attendance unless previously forwarded to the Chief Registrar	
10.	Business card *(if any)*	
11.	Letterhead *(if any)*	
12.	Certificate of business Registration *(to be submitted by Principal and Partners)*	
13.	Non Fiji citizens shall provide a valid work permit	

-THE END-

(DOE: 26.01.2026 rpw)