



INSTRUCTION NOTE FOR BARRISTERS - TRUST MONEY ACCOUNT RECEIPT TEMPLATE

1. Fees in advance are required to be deposited in the trust money account maintained by the barrister as soon as practicable after a barrister has received the money (see clause 15(2)(d) of the *Legal Profession Uniform Law Application Regulation 2015* (the Regulation)).
2. A written receipt must be issued by the barrister to the person from whom the money is received, as soon as practicable after that money is received (see clause 15(2)(g) of the Regulation). The written receipt must record the following information:
 - a. The date the receipt is made out;
 - b. The date the money was received;
 - c. The amount of money received;
 - d. The name of the person from whom the money was received;
 - e. Particulars sufficient to identify the purpose for which the money was received; and
 - f. The circumstances in which the money may be paid from the trust money account.
3. A copy of a receipt provided by a barrister under clause 15(1) (g) of the Regulation must be kept at least until the end of the period of 7 years from the date of the receipt, or until the completion of the matter in relation to which the receipt was issued, whichever occurs later.
4. The “Date of receipt” field in the template refers to the date the trust money account receipt is made out. The “Date Received” field on the template refers to the date the money was received by the barrister. Clause 15(2)(g) of the Regulation requires the date the monies were received to be recorded if different to the date of making out the receipt.

If you have any queries in relation to the use of the **trust money account receipt template**, please contact Ms Angela Huang, Legal Officer Professional Conduct, at the NSW Bar Association by email at: pcd@nswbar.asn.au.