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Consultant or Independent Contractor?

To be completed by the Law Practice.

Name of Consultant: _____

Role of Consultant: _____

Name of Law Practice: _____

Please answer these questions on the basis of the contract or agreement between the law practice and the consultant.

Questions specific to each particular consultant		Please tick (✓)	
		Yes	No
1.	Does the law practice retainer or costs agreement govern the work that the consultant does for the client?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is it true that the consultant has no direct contract with the client?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the consultant use the law practice letter head, email domain or a form of the law practice's email signoff in communications with the client?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the law practice bill the client for work done by the consultant?	<input type="checkbox"/>	<input type="checkbox"/>
	a) If yes to 4., does the law practice (not the client) pay the consultant?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is it true that the consultant is not permitted to bill the client directly for work done?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is the consultant required to comply with policy and procedures of the law practice (whether or not in writing)?	<input type="checkbox"/>	<input type="checkbox"/>

Continued overleaf

7. Do any of the following apply?

a) the law practice withholds tax in respect of the consultant and remits to the revenue authorities

b) the consultant has leave entitlements against the law practice

c) the law practice makes superannuation contributions on behalf of the consultant

d) the consultant does not issue tax invoices to the law practice

I declare that the above information is accurate:

Name:

Position:

Date:

FOR OFFICE USE ONLY

Underwriter's recommendation:

Consultant covered under insurance policy of law practice.

Law Practice Name: _____

Law Practice No: _____

Underwriter's recommendation:

Consultant not covered under insurance policy and is required to make own insurance arrangements.

Law Practice Name: _____

Law Practice No: _____

Underwriting Authorisation:

Information correct as of April 2026