

**NOTES ON HOW TO FILL IN THE NOTICE OF INTENTION  
TO APPLY FOR A PRACTISING CERTIFICATE (2024)**

**IMPORTANT**

The Practising Certificate (Special Conditions) Rules (“the PC(SC) Rules”) came into effect in February 2003. Solicitors to whom the PC(SC) Rules apply must give 6 weeks’ notice to the Law Society when applying for their practising certificates.

**General**

Please answer all questions.

**Question 1**

The Law Society will only recognise a change of name after an application to the High Court had been made to amend the Roll of Solicitors by a change of name and the name has been changed on the Roll. Any change of your name since your last practising certificate will not be recognized unless the above procedure has been followed.

**Question 2**

Please provide updated office and/or home addresses.

**Questions 4(1)(a) to (g)**

Please refer to Section 3 of the PC(SC) Rules and **Circular 23-482 (COM)**.

Please answer the YES/NO questions by deleting the inapplicable and do not cross out the whole paragraph.

**Question 4(1)(h)**

Please refer to Section 3 of the PC(SC) Rules, **Circulars 23-482 (COM)** and **04-310 (SD)**. The Council has agreed that absence from full-time practice of law for a period of *not more than 6 months in aggregate* during the 2-year period referred to in Section 3(h) will *not* be treated as having broken the continuity requirement. Please select “No” if you have been absent from full-time practice of law for a period of more than 6 months in aggregate during the 2 continuous years immediately prior to the giving of the Notice.

Please provide full details of your employment/activities during the 2-year period as follows (please state “unemployed”, if appropriate): -

| Period of Employment/<br>Activities (exact date <sup>*</sup> ) | Firm/Company/<br>Chambers (Country) | Position / Title | Solicitor’s<br>Jurisdiction<br>of Practice <sup>**</sup> | Full-Time /<br>Part-Time |
|--|-------------------------------------|------------------|--|--------------------------|
|  |                                     |                  |  |                          |
|  |                                     |                  |  |                          |

<sup>\*</sup>Law firms are required to notify details of your employment with the Law Society. Check with the relevant firm(s) if you are unsure about the employment dates and titles.

<sup>\*\*</sup>If you were employed as a non-professional staff (for example, paralegal, legal manager, legal assistant etc.), please mark “N/A” for jurisdiction of practice.

**Question 4(1)(i)**

Please refer to Section 3 of the PC(SC) Rules and **Circular 23-482 (COM)**.

**Question 4(2)**

- a. Tick all the appropriate boxes if you currently have more than one place of business or employment.
- b. If you have not yet been admitted to practise, there is no need to complete this section.
- c. Please leave the question blank if the boxes are inapplicable and do not cross out the whole question.

**Question 4(3)**

- a. Please provide details of all your current employment/activities.
- b. If you are unemployed, please state “unemployed”.

**Question 4(4)**

Please leave the question blank if inapplicable and do not cross out the whole question.

**Execution section**

The Notice is in the form of a statutory declaration: -

- a. If you will sign the Notice outside of Hong Kong, please declare it before a Notary Public.
- b. If you will sign the Notice in Hong Kong, please declare it before a Commissioner for Oaths or a Hong Kong solicitor holding a current practising certificate. However, he/she must NOT be your principal or an employee of your firm/company.