

## NOTES ON HOW TO FILL IN THE APPLICATION FORM FOR A PRACTISING CERTIFICATE

### IMPORTANT

A checklist for renewal of practising certificate. Please return the following:

1. a completed Application for Practising Certificate form (signed and dated);
2. the portion of the pay-in slip marked "Society copy" (after payment);
3. a Statement of Compliance with CPD and RME Requirements - Solicitors; and
4. a Notice of Intention to Apply for a Practising Certificate (signed and declared) if your application falls within any of the circumstances listed on Circular 24-497 (COM) (including any absence 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 with reference to Circular 04-310 (SD)).

### Questions 1 and 2

The details printed on the form are the details currently recorded with the Law Society. Please amend if necessary.

The Law Society will only recognize 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 2A

You must answer this Question.

Solicitors to whom the Practising Certificate (Special Conditions) Rules apply must give at least 6 weeks' notice to the Law Society when applying for their practising certificates. Please see the Law Society Circular 24-497 (COM). Please tick the last box if you are not required to give such notice.

### Question 3

Tick all the appropriate boxes if you currently have more than one place of business or employment. You may skip this Question if none of the boxes is applicable to you.

### Question 4

You must answer this Question.

The names of your current firms or employers must be included. If you have no current employment, please put 'Unemployed' under the 'Firm' column.

### Question 5

If you have commenced or ceased practice on your own account or in partnership in Hong Kong between 1 November of the preceding year and 31 October of this year, please complete Question 5. Otherwise, please skip this Question.

### Question 6

All solicitors engaged in private practice are required to maintain professional indemnity in accordance with the Solicitors (Professional Indemnity) Rules. Any queries on individual solicitors' compliance with requirements under the Solicitors (Professional Indemnity) Rules including payment of contributions towards the Hong Kong Solicitors Professional Indemnity Fund should first be directed to the management of the solicitors' own firms.

For solicitors who are employed by non-solicitor employers, please refer to Practice Direction N and ensure compliance with all applicable requirements. With the coming into operation of Practice Direction N on 1 June 2007, the general and specific waivers granted previously by the Council have lapsed on the same day. Solicitors not engaged in private practice should comply with Practice Direction N and should not tick any of the last two boxes as they no longer apply. Any queries relating to this Question should be directed to the Assistant Director, Regulation & Guidance by email at [adrg1@hklawsoc.org.hk](mailto:adrg1@hklawsoc.org.hk) or by telephone on 2805-9103.

### Enquiries

General enquiries regarding how to fill in the application form should be directed to the Registration Section by email at [pcrenewal@hklawsoc.org.hk](mailto:pcrenewal@hklawsoc.org.hk) or by telephone on 2846-0554 or 2846-0529.

Specific enquiries regarding the Continuing Professional Development Scheme and the Risk Management Education should be directed to the Standards and Development Department by email at [statement@hklawsoc.org.hk](mailto:statement@hklawsoc.org.hk) or by telephone on 2805-9117 or 2805-9119.

## **Personal Information Collection Statement**

The personal data collected in this form (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for exercising its powers under the Legal Practitioners Ordinance (Chapter 159) and all relevant legislations to consider whether you should be issued a practising certificate and to administer and enforce the provisions of the said Ordinance and applicable legislations, rules and regulations. The data will also be used by the Society for communication purposes and in carrying out its functions pursuant to its Memorandum and Articles of Association and for the compilation of The Law List which is published for the purpose of facilitating the public and members of the Society in identifying and locating solicitors, foreign lawyers and law firms registered with the Society and in knowing the services they provide.

It is obligatory for you to supply the data requested in this form. The consequence for you if you fail to supply the data is that the Society will not be able to process your application for a practising certificate.

The data may be provided to such persons within the Society whose proper business it is to have access to and assist in the processing of your application and related matters. In the course of carrying out the aforementioned purposes the Society may also provide the data to other persons who may facilitate the Society in carrying out the purposes mentioned above or who are in a position to verify the veracity and accuracy of the data provided by you including the Solicitors Disciplinary Tribunal, law enforcement agencies, judicial and quasi-judicial bodies.

You have the right to request access to and correction of the data. Any such request should be addressed to the Secretary General, the Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong. The Privacy Policy Statement of the Society is available on its website at [www.hklawsoc.org.hk](http://www.hklawsoc.org.hk).