

*The Law Society of Hong Kong*  
**Statement of Compliance with CPD and RME Requirements – Solicitors**

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- Notes: (1) **This form must be completed and returned with your application for a 2022 practising certificate.**
- (2) **Both Parts A and B of this Statement must be completed and returned with your application for the 2022 practising certificate.**
- (3) **Please refer to the explanatory notes to this Statement for completing the Statement.**
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Please tick the following boxes as appropriate:

**Part A – Compliance with CPD requirements**

1. For solicitors utilising the General Exemption<sup>[note 1]</sup> granted by the Council

I hereby apply for and I understand that I am granted a General Exemption; or

I applied for and was granted a General Exemption by completing the Statement for the practice year ended 31 October 2020; and

- (a) As a result of the General Exemption, I was required to accumulate a total of 15 CPD points within the 2019/20 and 2020/21 CPD practice years from 1 November 2019 to 31 October 2021 and I have accumulated not less than \_\_\_\_\_ CPD points by 31 October 2021; or

If the number of CPD points which is required to be accumulated under the CPD Rules is not 15<sup>[note 2]</sup>, please complete paragraph 1(b) below instead of paragraph 1(a):

- (b) As a result of the General Exemption, I was required to accumulate \_\_\_\_\_ CPD points within the 2019/20 and 2020/21 CPD practice years from 1 November 2019 to 31 October 2021 and I have accumulated not less than \_\_\_\_\_ CPD points by 31 October 2021.

2. For solicitors not utilising the General Exemption<sup>[note 1]</sup> granted by the Council

I was required to accumulate \_\_\_\_\_ CPD points and I have accumulated not less than \_\_\_\_\_ CPD points by 31 October 2021<sup>[note 3]</sup>.

3. For solicitors claiming CPD points under the Deemed Accreditation System<sup>[note 4]</sup> (i.e. by undertaking courses for which practitioners may self-accredit the courses without an application for CPD accreditation)

I have claimed CPD points under the deemed accreditation system by 31 October 2021 and I confirm that the CPD points were claimed according to the accreditation criteria and calculations of CPD points under the deemed accreditation system.

4. For solicitors who were granted a CPD exemption under exceptional circumstances or CPD suspension on the basis of being out of practice as a solicitor in Hong Kong

I was granted suspension or exemption from the operation of the CPD Scheme for the 2020/21 CPD practice year (the letter from the Law Society granting me the suspension or exemption is attached).

### **Part B – Compliance with RME requirements**

5. For solicitors who were subject to the RME core programme requirements

In the 2020/21 RME practice year, I was required to complete and I completed:

- (a) the RME core programme for principals;
- (b) the RME core programme for non-principals;
- (c) the RME core programme for registered foreign lawyers.

6. For solicitors who were subject to the RME elective requirements<sup>[note 5]</sup>

(a) I was required to complete and I completed:

- (i) not less than 3 hours of RME electives within the 2019/20 and 2020/21 RME practice years by 31 October 2021 pursuant to the General Exemption granted by the Council; or
- (ii) not less than 6 hours of RME electives within the 2019/20 and 2020/21 RME practice years by 31 October 2021 pursuant to the General Exemption granted by the Council as I did not complete 3 hours of RME electives in the RME practice year immediately before the 2019/20 RME practice year which is not an exempted practice year; or
- (iii) not less than 3 hours of RME electives in the 2020/21 RME practice year by 31 October 2021; or

(b)  I was required to complete not less than 3 hours of RME electives in the 2020/21 RME practice year by 31 October 2021 but did not do so, and I note the requirement to complete not less than 6 hours of RME electives in the succeeding RME practice year which is not an exempted practice year.

7. For solicitors without any RME obligations in the 2020/21 RME practice year<sup>[note 6]</sup>

(a) I was not required to complete any RME requirements as a result of the exemption in rule 8 of the Legal Practitioners (Risk Management Education) Rules Cap.159Z (“Rules”) because:

- The total period for which the Rules applied to me consisted of less than 100 days; or
- I had been out of Hong Kong / absent from work due to illness for a continuous period which constituted 75% or more of the total period for which the Rules applied to me.

(b) I was not required to complete any RME requirements on the basis of an exemption granted to me under rule 8A of the Rules. (The letter from the Law Society granting me the exemption is attached).

(c) The Rules were not applicable to me.

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Name of Solicitor: \_\_\_\_\_  
(printed name as stated on practising certificate)

Solicitor Number: \_\_\_\_\_ Signature of Solicitor: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Daytime contact telephone no.: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING: A false or incorrect statement may constitute professional misconduct and may lead to disciplinary actions**

**Personal Information Collection Statement**

The personal data collected in this Statement (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for the purposes of enabling the Society to investigate into the due compliance by you with the CPD and RME requirements under the Legal Practitioners Ordinance and its subsidiary legislation and other related purposes.

In notifying the Society the compliance by you with the CPD and RME requirements, it is obligatory for you to supply the Society with the data requested in this Statement. 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 will be provided to such persons within the Society whose proper business it is to have access to and assist in administering or enforcing the provisions of the Legal Practitioners Ordinance and its subsidiary legislation. The data may also be provided to such persons who may be in a position to verify the veracity and accuracy of the data provided by you and to such other persons who may help the Society in attaining the purposes above mentioned.

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).

## **Explanatory Notes to the Statement of Compliance with CPD and RME Requirements – Solicitors**

### **Note 1:**

Pursuant to Circular 20-226(SD) dated 4 May 2020, the Council resolved to grant an exemption and extension of time to solicitors such that they are only required to accumulate a total of 15 CPD points within a period of 24 months as opposed to 12 months in the 2019/20 and 2020/21 CPD practice years, i.e. by 31 October 2021 (“General Exemption”).

Paragraph 1 of the Statement of Compliance with CPD and RME Requirements (“Statement”) is applicable to solicitors who would like to utilise the General Exemption granted by the Council in respect of their CPD requirements.

Paragraph 1(a) of the Statement is applicable to those solicitors who held and are holding a practising certificate for the entire 2019/20 and 2020/21 CPD practice years and who wish to utilise the General Exemption. As a result of the General Exemption, they were required to obtain a total of 15 CPD points in the 2019/20 and 2020/21 CPD practice years for the period 1 November 2019 to 31 October 2021.

### **Note 2:**

Paragraph 1(b) of the Statement is applicable to the following solicitors:

- (i) Where a solicitor held a practising certificate for part of the 2019/20 CPD practice year only; or
- (ii) Where a solicitor was granted a CPD suspension for the 2019/20 CPD practice year pursuant to rule 9 of the CPD Rules, or a solicitor resumed practice from a CPD suspension in that CPD practice year.

Pursuant to Circular 20-543(SD) dated 27 October 2020, the Council resolved to waive the pro-rated CPD requirement of these solicitors under the circumstances in Note 2(i) and 2(ii) in the 2019/20 CPD practice year and as a result, it was unnecessary for them to accumulate any CPD points in that CPD practice year. Their CPD requirements in the 2020/21 CPD practice year, if any, will be calculated according to the CPD Information Package.

Paragraph 1(b) is also applicable to those solicitors who are required to obtain more than 15 CPD points by 31 October 2021 because they resumed practice as a solicitor in Hong Kong in the 2019/20 CPD practice year from a CPD suspension granted before the Relevant Period and are required to make up the outstanding CPD points prior to their CPD suspension by 31 October 2021.

**Note 3:**

Paragraph 2 of the Statement is applicable to the following solicitors:

- (i) Solicitors who have accumulated the requisite number of CPD points in each of the 2019/20 and 2020/21 CPD practice years and hence they do not have to utilise the General Exemption; or
- (ii) Solicitors whose first practising certificate commenced in the 2020/21 CPD practice year; or
- (iii) Solicitors who were required to accumulate 15 CPD points or less by 31 October 2021 in any event notwithstanding the General Exemption; or
- (iv) Solicitors who have resumed or will resume practice from a CPD suspension in the 2020/21 CPD practice year by 31 October 2021.

**Note 4:**

Paragraph 3 of the Statement is applicable to solicitors who have claimed CPD points under the deemed accreditation system, which was implemented from the 2019/20 CPD practice year.

Guideline 10 of the CPD Information Package provides that practitioners may claim up to 3 CPD points of the annual requirement of 15 CPD points by attending courses for which practitioners may self-accredit the courses without the need to apply to the Law Society for CPD accreditation on condition that the courses undertaken by them fall within the accreditation criteria set out in Guideline 10.3.

Where the annual requirement is pro-rated according to the CPD Information Package, practitioners may claim up to 1/5 of the pro-rated CPD requirement rounded down to the nearest half point under the deemed accreditation system.

**Note 5:**

Pursuant to Circular 20-226(SD) dated 4 May 2020, the Council resolved to grant an exemption and extension of time to solicitors who were required to complete 3 hours of RME electives under rule 7 of the Legal Practitioners (RME) Rules, Cap. 159Z ("RME Rules") in the 2019/20 RME practice year such that they are only required to complete a total of 3 hours of RME elective courses for the 2019/20 and 2020/21 RME practice years by 31 October 2021.

Paragraph 6(a)(i) of the Statement is applicable to those solicitors who were subject to the RME elective requirements in each of the 2019/20 and 2020/21 RME practice years. They were required to complete 3 hours of RME electives by 31 October 2021 after utilising the General Exemption.

Paragraph 6(a)(ii) of the Statement is applicable to those solicitors who had not completed the requisite 3 hours of RME elective in the RME practice year immediately preceding the 2019/20 RME practice year which is not an exempted practice year. These solicitors must make the shortfall and complete a total of 6 hours of RME electives by 31 October 2021.

Paragraph 6(a)(iii) of the Statement is applicable to those solicitors:

- (i) who have complied with their RME elective requirements in each of the 2019/20 and 2020/21 RME practice years and hence they do not have to utilise the General Exemption; or
- (ii) who were required to complete 3 hours of RME electives by 31 October 2021 in any event notwithstanding the General Exemption.

Paragraph 6(b) of the Statement is applicable to those solicitors who were required to complete 3 hours of RME electives by 31 October 2021 but did not do so. They must make up the outstanding RME electives and complete a total of 6 hours of RME electives in the succeeding RME practice year which is not an exempted practice year.

**Note 6:**

Paragraph 7(a) of the Statement is applicable to solicitors who had practised outside Hong Kong for 75% or more within the 2020/21 RME practice year or who had practised in a Hong Kong law firm for less than 100 days in the 2020/21 RME practice year.

Paragraph 7(b) of the Statement is applicable to those solicitors who were granted exemption from completing their RME requirement in the 2020/21 RME practice year under rule 8A of the RME Rules due to exceptional circumstances.

Paragraph 7(c) of the Statement is applicable to in-house solicitors or solicitors who did not practise in a Hong Kong law firm for the entire 2020/21 RME practice year.