



**NOTICE OF
CESSATION OF PRACTICE BY
FOREIGN FIRMS
(Pursuant to Practice Direction Q)**

All questions should be answered or indicated “not applicable” where appropriate

1. The name of the firm is:
2. The firm will cease business on: _____ / _____ / _____ (“the date of Cessation”)

(N.B. A minimum period of 8 weeks’ notice is required.)

3. Official announcement of intended Cessation

The firm hereby authorizes the Society to issue a notice to the general membership of this firm’s intention to cease practice on the date of Cessation together with the name and contact details of the firm’s Agent.

4. Contact details of Sole Practitioner/all Partners of the firm ceasing practice:
(Use additional sheets of paper where necessary)

Name:

Address:

Telephone Number:

Mobile Number:

Fax Number:

Email Address:

Name:

Address:

Telephone Number:

Mobile Number:

Fax Number:

Email Address:

Name:

Address:

Telephone Number:

Mobile Number:

Fax Number:

Email Address:

5. Details of the Firm's Agent:

Firm Name:

Name of Contact Person:

Address:

Telephone Number:

Mobile Number:

Fax Number:

Email Address:

6. Location of firm's closed files

Address (provide full details of the location):

Contact details of responsible person through whom access can be made:

Name:

Address:

Telephone Number:

Mobile Number:

Fax Number:

Email Address:

(N.B. Any change in the contact details must be notified by the person to whom the change relates to the Society in writing within 7 days of such change.)

7. Transfer of Unclaimed Client Accounts to the Agent

The firm hereby applies to the Council for directions pursuant to Rule 8(2) of the Solicitors' Accounts Rules, to transfer on the date of Cessation all remaining balances in the firm's client accounts to and to be held by the firm's Agent. The firm shall provide notice in writing to the Society of the amounts transferred to the Agent within 7 days of the date of Cessation, such notice to be countersigned by the Agent by way of acknowledgement.

8. Firm's Final Accountant's Report

The firm's Final Accountant's Report, together with any reconciliation statements that may be necessary, will be delivered to the Society within 6 months from the date of Cessation.

9. Final Declaration as to particulars relating to foreign firms

Pursuant to Practice Direction Q5, it should be delivered to the Society within 14 days of the date of Cessation.

10. Final Notification of Changes

Pursuant to Rule 9(2)(b) of the Foreign Lawyers Practice Rules, it should be delivered to the Society within 14 days of the date of Cessation.

11. Service of process

The firm authorizes the Agent and the Agent agrees to accept service of process on behalf of the firm.

(1) Signature of Principal of the firm
ceasing practice

Signature of the firm's Agent

[Print your name clearly underneath your signature]

Date:

[Print your name clearly underneath your signature]

Date:

(2) Signature of Principal of the firm
ceasing practice

[Print your name clearly underneath your signature]

Date:

(3) Signature of Principal of the firm
ceasing practice

[Print your name clearly underneath your
signature]

Date:

Personal Information Collection Statement

The personal data collected in this Notification (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for the following purposes:

- (i) The processing of this Notification made by you of cessation of practice by a foreign law firm and related matters;
- (ii) The exercise of the powers of the Society conferred upon it under the Legal Practitioners Ordinance (Chapter 159) and its subsidiary legislation; and
- (iii) The performance of the functions of the Society in accordance with its Memorandum and Articles of Association and the attainment of the objects for which the Society is established.

In making this Notification, it is obligatory for you to supply the Society with all data requested in this form except as otherwise indicated. The consequence for you if you fail to supply such data is that you may have contravened the requirements of the Law Society's Practice Directions, Practice Direction Q.1.

The data may be provided to such persons within the Society whose proper business it is to carry out the purposes above mentioned. The data may also be provided to the persons who are affected by the cessation of the practice in Hong Kong by a foreign law firm and also to the persons who may help the Society in attaining the purposes above mentioned.

Any data that is provided to anyone outside of the Society will be restricted to what is necessary and not excessive to achieve any intended purpose.

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**.