

NOTIFICATION OF CHANGES TO A PRACTICE

[Please provide all information as required or put “not applicable”.]

1. The name of the firm is:

1A*. The name of the service company is:

2. The firm / service company * has changed its name to:

In English:

In Chinese:

with effect from:

3. The following professional staff (full-time and part-time) have joined the firm / service company*:

Full name (as on practising certificate; surname first and please <u>underline</u>)	Solicitor ref. no. (at bottom of practising certificate)	Status (principal / assistant solicitor / consultant)	Full-time / Part-time / Other please specify	Mark “✖” if a supervising solicitor of authorised clerk(s) in the firm	With effect from

4. The following professional staff (full-time and part-time) have left the firm / service company*:

Full name (as on practising certificate; surname first and please <u>underline</u>)	Solicitor ref. no. (at bottom of practising certificate)	Status (principal / assistant solicitor / consultant)	Mark “✖” if a supervising solicitor of authorised clerk(s) in the firm before departure	With effect from

NB Authorised clerks are employees authorised to visit persons in custody

5. The status of the following professional staff (full-time and part-time) has changed:

Full name (as on practising certificate; surname first and please <u>underline</u>)	Solicitor ref. no. (at bottom of practising certificate)	Former status (principal / assistant solicitor / consultant) (please mark "✕" if also a supervising solicitor of authorised clerk(s) in the firm)	New status (principal / assistant solicitor / consultant) (please mark "✕" if also a supervising solicitor of authorised clerk(s) in the firm)	Full-time / Part-time / Other please specify	With effect from

5A. There has been a change in the supervising solicitor(s) for the following authorised clerk(s):

Full name of authorised clerk (Both English & Chinese, if applicable; surname first and please <u>underline</u>)	Full name of former supervising solicitor (as on practising certificate, surname first and please <u>underline</u>)	Full name of new supervising solicitor (as on practising certificate, surname first and please <u>underline</u>)	Further information on the new supervising solicitor			
			Change in supervising solicitor effective from	Full-time / Part-time	No. of years of post-qualification experience in the litigation practice	No. of authorised clerks under his supervision (including the clerk named in this column)

6. If the firm / service company* has moved offices, or the firm has opened a branch office or closed an existing office, list the address/es below and indicate in the first column whether it is a new address or a former address and whether it is the firm's main office or a branch office.

If the firm / service company's* address remains the same but other details have changed (for example, telephone number), list the address and the **new** details and indicate in the first column that the address shown is a current address.

Address	With effect from	Tel. no.	Fax no.	Telex no. / E-mail	DX no.
Type of office: main / branch / new / current / former)					
Type of office: main / branch / new / current / former)					

7. The following non-professional staff (full-time and part-time) have joined the firm / service company*:

Full name (Both English & Chinese, if applicable; surname first and please <u>underline</u>)	ID Card / Passport number	Chinese commercial code No.	Date of birth (dd/mm/yy)	Position	Mark “✕” if authorised clerk. Please state the full name of the supervising solicitor (as on practising certificate)	For authorised clerk - name of previous firm	With effect from

8. The following non-professional staff (full-time and part-time) have left the firm / service company*:

Full name (Both English & Chinese, if applicable; surname first and please <u>underline</u>)	Date of birth (dd/mm/yy)	Position	Mark “✖” if authorised clerk. Please state the full name of the supervising solicitor (as on practising certificate, surname first and please <u>underline</u>)	With effect from

8A. The status of the following non-professional staff (full-time and part-time) has changed:

Full name (Both English & Chinese, if applicable; surname first and please <u>underline</u>)	Date of birth	Former position	New position	Full-time / Part-time / Others - please specify	With effect from

9. The following foreign lawyers (full-time and part-time) have joined the firm / service company*:

Full name (as on Certificate of Registration; surname first and please <u>underline</u>)	Ref. No. (at bottom of Certificate of Registration)	Status	Full-time / Part-time / Others - please specify	With effect from

10. The following foreign lawyers (full-time and part-time) have left the firm / service company*:

Full name (as on Certificate of Registration; surname first and please <u>underline</u>)	Ref. no. (at bottom of Certificate of Registration)	Status	With effect from

10A. The status of the following foreign lawyers (full-time and part-time) has changed:

Full name (as on Certificate of Registration; surname first and please <u>underline</u>)	Ref. no. (at bottom of Certificate of Registration)	Former status	New status	Full-time / Part-time / Others - please specify	With effect from

11. The following unqualified staff have name card issued or permitted for use by the firm which differ from the name(s) that appear on their Hong Kong identity cards:

Name (Both English & Chinese, if applicable; <u>underline</u> surname please) as appears on the employee's Hong Kong identity card	Name (Both English & Chinese, if applicable; <u>underline</u> surname please) as appears on the employee's name card

Signature of principal:

Print your name clearly underneath your signature

Date: _____

- Note:
- (1) One principal of the firm may complete this form on behalf of all principals.
 - (2) The Society will not acknowledge receipt of this form but you will be contacted if the Society requires further information.
 - (3) *delete whichever is inapplicable.