

Amendments to Foreign Lawyers Practice Rules
[To come into operation on 1 November 2003]

5. Business letters

- (1) A principal of a foreign firm shall ensure that there is stated on all business letters issued in connection with the firm's practice -
- (a) the name and address of the firm;
 - (b) the main jurisdiction in the law of which the firm practises, or the country of that jurisdiction;
 - (c) the names of all principals of the firm who are ordinarily resident in Hong Kong;
 - (d) if the name of any principal not ordinarily resident in Hong Kong is stated, a description of the person as non-resident;
 - (e) in respect of each individual whose name appears on the letter, his foreign jurisdiction of admission or the country of that jurisdiction, except that no such statement is required where the foreign jurisdiction of admission of the individual, or the country of that jurisdiction, is the same as that stated on the letter for the purpose of paragraph (b).
- (1A) A principal of a foreign firm shall ensure that if the name or any other description of the firm is stated in more than one language on any business letter issued in connection with the firm's practice, each version of the name or description corresponds to the other version or versions of the name or description.
- (2) A principal of a foreign firm forming part of an Association shall ensure that on all business letters issued in connection with the firm's practice -
- (a) the firm's name is more prominent than the name of any other firm;
 - (b) any reference to another firm in the Association clearly distinguishes that firm from any other that is not in the Association; and
 - (c) the firm's address in Hong Kong is more prominent than any other address.