

**CESSATION OF PRACTICE
FINAL DECLARATION AS TO
PARTICULARS RELATING TO FOREIGN FIRMS**

[This form is to be completed pursuant to Practice Direction Q(5)]

I,

(full name as on your Certificate of Registration)

solemnly and sincerely declare as follows -

1. I am engaged in practice (on my own account / in partnership and am providing this return on behalf of my partners*).

2. The name of my / our* firm is

3. The names of all the principals, foreign lawyers and consultants in my / our* firm as at 31 December 20__ are set out in Schedule 1.

4. All of the principals, foreign lawyers and consultants in my / our* firm are not principals or employees of another foreign firm or firm of solicitors in Hong Kong, or a salaried employee of a service company in Hong Kong, except as set out in Schedule 2.

5. The particulars of every employee who has joined my / our* firm (except employees who are registered as foreign lawyers) since 1 January 20__ to 31 December 20__ are set out in Schedule 3.

6. The particulars of every employee of my / our* firm (except employees who are registered as foreign lawyers) who is not included in Schedule 3 between 1 January 20__ to 31 December 20__ are set out in Schedule 4.

SCHEDULE 4

PARTICULARS OF ALL OTHER EMPLOYEES BETWEEN 1 JAN 20 ____ to 31 DEC 20 ____

Full Name (English & Chinese, if applicable)	ID Card/Passport No.	Chinese Commercial Code (if applicable)	Date of Birth	Position	Date Ceased Employment

Total number of current employees in this Schedule: _____
 (Do not include employees who have left the firm's employment).

Please list all employees whether full-time or part-time, remunerated or otherwise (except employees who are registered foreign lawyers).

SCHEDULE 5

DETAILS OF SERVICE COMPANY

Name of Service Company:

--

Directors of Service Company:

Note: If your firm engages more than one service company, details of all companies must be given.

This page and the preceding _____ pages are the Schedules referred to in the declaration of _____ made before me at Hong Kong this _____ day of _____ 20 ____ .

The Declarant

Commissioner for Oaths / Solicitor / Justice of the Peace.

Personal Information Collection Statement

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

- (i) The processing of this Declaration given by you of the particulars relating to the cessation of practice of 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 Declaration, 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.5.

The data may be provided to such persons within the Society whose proper business it is to carry out the purposes above mentioned and related matters. The data may also be provided to other 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**.