

**APPLICATION FOR REGISTRATION OF  
NEW TRAINEE SOLICITOR CONTRACT**

**A. TRAINEE SOLICITOR'S PART**

- (1) Full name:
- (2) Address:
- (3) Telephone number:
- (4) I apply for registration of my new trainee solicitor contract dated the \_\_\_\_\_ day of \_\_\_\_\_ with the principal mentioned below.

**B. PRINCIPAL'S PART**

- (1) Full name:
- (2) Address:
- (3) I am a solicitor of the High Court of the Hong Kong Special Administrative Region and I have been in continuous practice as a solicitor in Hong Kong for over 5 years. I am practising as a solicitor in Hong Kong on my own account or in partnership.

**OR\***

I am a solicitor of the High Court of the Hong Kong Special Administrative Region and I have been granted special leave by the Law Society of Hong Kong to employ trainee solicitors pursuant to section 20 of the Legal Practitioners Ordinance. I am practising as a solicitor in Hong Kong on my own account or in partnership.

**OR\***

I am an employee of the *Department of Justice / Legal Advisory and Conveyancing Office of the Lands Department / Land Registry / Companies Registry / Legal Aid Department / Official Receiver's Office / Intellectual Property Department* \* and am a *solicitor / person qualified to be admitted as a solicitor*\* . I have practised as a solicitor in Hong Kong, as defined in section 20(5) of the Legal Practitioners Ordinance, for a continuous period of over 5 years.

**OR\***

I am an employee of \_\_\_\_\_ and am a solicitor of the High Court of Hong Kong Special Administrative Region. I have been granted special leave by the Law Society of Hong Kong to employ trainee solicitors or act as their principal pursuant to section 20(3) of the Legal Practitioners Ordinance.

- (4) I am not employed as assistant by another solicitor.
- (5) I *employ / act as principal for*\* *one / two*\* trainee solicitors, including the trainee solicitor named above.
- (6) The trainee solicitor named above has been continuously employed by *me / #* \_\_\_\_\_ \* since the \_\_\_\_\_ day of \_\_\_\_\_ and is still employed by *me / #* \_\_\_\_\_. During that period the trainee solicitor has been employed in a way compatible with employment as a trainee solicitor.

AND we make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Cap 11).

DECLARED at .....)  
HONG KONG SAR this ..... day of)  
.....)

.....  
Trainee Solicitor

Before me: .....  
Commissioner for Oaths/Solicitor of the High Court  
of the Hong Kong Special Administrative Region/Justice of Peace

DECLARED at .....)  
HONG KONG SAR this ..... day of)  
.....)

.....  
Principal

Before me: .....  
Commissioner for Oaths/Solicitor of the High Court  
of the Hong Kong Special Administrative Region/Justice of Peace

***[Please read the notes on the following page of this form carefully]***

**Notes for completing Application for Registration of  
New Trainee Solicitor Contract**

\* Delete whichever is inapplicable.

# Insert name of company if you are employed in-house.

A. The following documents must be produced to the Society with this form -

(1) the original of your new Contract;

(2) a certified copy of your new contract for retention by the Society;

(3) the original release of your earlier contract;

(4) a certified copy of your release for retention by the Society.

B. All copy documents submitted with your application must be certified by your new principal. A suitable form of wording to appear on all certified documents is :

"I certify that this is a true copy of the .....

Solicitor of the High Court of the Hong Kong Special Administrative Region

Date:    /    /    "

C. This application must be declared before a Solicitor of the High Court of the Hong Kong Special Administrative Region / Commissioner for Oaths / Justice of Peace.

## Personal Information Collection Statement

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

- (i) The processing of this Application 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.

It is obligatory for you to supply the Society with the data requested in this application form except as otherwise indicated. The consequence for you if you fail to supply such data is that you will not have complied with the requirements of the Trainee Solicitors Rules.

The data may be provided to such persons within the Society whose proper business it is to have access to and assist in the processing of this Application 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](http://www.hklawsoc.org.hk)**.