

**TRAINEE SOLICITORS RULES
APPLICATION FOR SECONDMENT**

1. Name :
2. Firm name and address :
3. Firm telephone number :
4. I apply to the Law Society of Hong Kong under Rule *9(3A) or 9(4) of the Trainee Solicitors Rules.
5. I make the following application for recognition of a secondment to
(firm name) in
(country) as effective employment under my Trainee Solicitor Contract.
 - i. I commenced my *1st or 2nd Trainee Solicitor Contract with
(principal name) as my principal on
(date);
 - ii. I will be seconded to (country) office in the
(department) between
and (date);
 - iii. I will be supervised by (name)
who is qualified on (admission date) and is a *partner
or associate. He is eligible to employ a trainee solicitor under *section
20 of the Legal Practitioners Ordinance or alternative qualifications of
;
 - iv. I will continue to have access to my principal in Hong Kong through
_____ (facilities available for
training and for communication between the trainee and the principal);
 - v. I will undertake work in (country) which is similar
to that undertaken by trainee solicitors in Hong Kong; and
 - vi. This is my *first or second application, previously I was seconded to
(country) for (months).

Signed by the trainee solicitor)

This day of)
)

Signed by the Supervisor)

This day of)

*delete whichever is inappropriate

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 the Society will not be able to process this Application.

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**.