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Solicitors

CIRCULAR 21-678 (COM)

18 November 2021

21-678 (COM) SOLICITORS: MEMBERSHIP & PRACTISING CERTIFICATES (Repeat Circular)

Applications for 2022 Membership and Practising Certificate

1. Pursuant to Rule 3 of the Practising Certificate (Solicitors) Rules, the application fee for a practising certificate for the practice year commencing on 1 January 2022 will be **HK\$6,500**. The Council has further resolved that the membership subscription fee for 2022 will be **HK\$2,500**. Therefore, the total amount of application fee to renew both 2022 practising certificate and membership will be **HK\$9,000**.
2. Application forms for 2022 membership and practising certificates had been dispatched to all members. Member firms with a DX box subscription should have received the forms in their designated boxes. All other members should have received the application forms by post. Members should contact the Registration Section immediately if they have not received the same.
3. Applications for membership and for practising certificates effective from 1 January 2022 must be submitted on or before **30 November 2021**. Those to whom the Practising Certificate (Special Conditions) Rules apply and have not yet given the 6 weeks' notice to the Law Society before applying for their practising certificates are reminded again that blank copies of the "Notice of Intention to apply for a Practising Certificate" can be downloaded from the Law Society's website for completion and declaration. Please refer to Circular [21-377 \(COM\)](#) for details.
4. For this year, any member who has registered an overseas correspondence address with the Law Society should have received additionally a soft copy of the renewal package by email at his/her Law Society webmail account. Overseas members may email a scanned copy of the completed Application Form for Practising Certificate and/or Membership, the completed Statement of Compliance with the CPD & RME requirements – Solicitors (if applicable) and the completed credit card authorization form to pcrenewal@hklawsoc.org.hk followed by sending the originals to the Law Society. This is to avoid any delay in the processing of the applications due to possible disruption of the postal services caused by the COVID-19 pandemic. Please note that E-signature will not be accepted.

5. If payments are made by credit card, members are required to submit the documents referred to in paragraph 2 above at least 5 working days before the deadline for processing.
6. Due to the large volume of applications submitted at this time of the year, the processing time required for membership and practising certificate applications is on average 4 weeks. Applications which are received by the Law Society after 30 November 2021 may result in the issue of a 2022 practising certificate being valid for a period of less than one calendar year, i.e. from the issue date until 31 December 2022. Any case of solicitors practising without a current practising certificate will be referred to the Conduct Section of the Law Society for investigation.
7. If members have any enquiries, please contact Ms. Denise Fong at telephone number 2846-0554 or by email at denise@hklawsoc.org.hk.