**Reply Slip**

**Indication of Interest for appointment as Examiner**

**for the Head IV Overseas Lawyers Qualification Examination (“OLQE”)**

**on Accounts and Professional Conduct**

1. I refer to Law Society Circular No. 22-24 (SD) dated 13 January 2022.

2. I am interested in applying as the Head IV OLQE Examiner.

3. I attach my CV with this reply slip. My full name in both English and Chinese where applicable and my contact details including my telephone number and email address are set out in the attached CV.

4. I understand that my conduct history and disciplinary records may also be reviewed in the co-option process.

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(Signature of the Applicant)

Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of applicant) on (Date) by \*email to [dsd@hklawsoc.org.hk](mailto:dsd@hklawsoc.org.hk) or \* by mail to the Director of Standards & Development, The Law Society of Hong Kong, 3rd Floor, Wing On House, 71 Des Voeux Road Central, Hong Kong. (\*Please delete as appropriate)

Notes

1. The CV should consist of not more than 2 sides of A4 paper giving contact details, particulars of practice experience, in particular, knowledge and experience in solicitors’ accounts and professional conduct and any other information relevant to the work of Examiners.
2. All information received will be retained until the completion of the appointment exercise.
3. Personal Information Collection Statement

The personal data collected in the curriculum vitae supplied by you and any conduct history and disciplinary records relating to you (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for the purposes of processing your application for appointment as OLQE Examiner (“this Application”) and related matters.

In making this Application, it is obligatory for you to supply the Society with the data requested in this reply slip 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. The data may also be provided to the relevant committee members of the Society to assess the merits of this Application and to such 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.

4. The Law Society provides a set of safety guidelines for most of the RSC activities which can be found at the [**RSC webpage**](https://www.hklawsoc.org.hk/en/mem/Support-for-Members-Law-Firms/WellBeing/RnS)(Member’s Zone login is required).

5. If you have any enquiries, please feel free to contact us on [RnS@hklawsoc.org.hk](mailto:RnS@hklawsoc.org.hk).