

The Law Society of Hong Kong

**AGREEMENT FOR
NON-GOVERNMENT OFFICES (NGOS) OR GOVERNMENT OFFICES (GOS)
FOR APPLICATION FOR TRAINEE SOLICITORS SECONDMENTS**

I. NGOS/GOS' PART

1. Name of NGOS/GOS:
2. Address :
3. Date of Establishment:
4. Size of NGOS/GOS :
5. Size of Legal/Compliance Dept/(or relevant Dept):
6. Name of Head of Legal/Compliance Dept/(or relevant Dept):
7. Years of Post-Qualification Experience:
8. Nature of NGOS/GOS:

II. SECONDEE'S INFORMATION

1. Name :
2. Firm :
3. Address :
4. Telephone number:
5. I apply for secondment to NGOS/GOS under Rule 9(3) of the Trainee Solicitors Rules.
6. Principal's Name :
7. Commencement Date of Contract:
8. Last Date of Contract:
9. Destination of Secondment:

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10. Duration of Secondment:
11. Supervisor's Name during secondment:
12. Supervisor's year of admission & Jurisdiction :
(who is eligible to employ trainee solicitor under Legal Practitioners Ordinance)
13. Department that the trainee solicitor will be attached:
14. I will undertake work which is similar to that undertaken by trainee solicitors in Hong Kong.
15. I will continue to have access to my Principal in Hong Kong.

III. PRINCIPAL'S PART

1. Name:
2. Address :
3. I consent to the abovenamed trainee solicitor to be seconded to NGOS/GOS as we have read Rule 9(3) of the Trainee Solicitors Rules.

Signed by NGOS/GOS representative)

Signed by the trainee solicitor)

Signed by the Principal)

Date :

Personal Information Collection Statement

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

- (i) The keeping of traineeship records to show the effective employment of trainee solicitors and related matters;
- (ii) The exercise of the powers of the Society conferred upon it by 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 in this Agreement 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 the application for trainee solicitor secondment.

The data may be provided to such persons within the Society whose proper business it is to carry out the purposes above mentioned. 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.

TRAINEE SOLICITORS RULES

**APPLICATION FOR SECONDMENT TO
NON-GOVERNMENT OFFICES (NGOS) OR GOVERNMENT OFFICES (GOS)
UNDER RULE 9(3) OF THE TRAINEE SOLICITORS RULES**

I. TRAINEE SOLICITOR'S PART

1. Name :
2. Firm :
3. Address :
4. Telephone number:
5. I apply for secondment to NGOS/GOS' under Rule 9(3) of the Trainee Solicitors Rules.
6. Principal's Name :
7. Commencement Date of Contract:
8. Last Date of Contract:
9. Destination of Secondment:
10. Duration of Secondment:
11. Supervisor's Name during secondment:
12. Supervisor's year of admission & Jurisdiction :
(who is eligible to employ trainee solicitor under Legal Practitioners Ordinance)
13. Department that the trainee solicitor will be attached:
14. I will undertake work which is similar to that undertaken by trainee solicitors in Hong Kong.
15. I will continue to have access to my principal in Hong Kong.

Legislation

16. Rule 9(3) of the Trainee Solicitors Rules [Cap.159 (sub. leg)] provides that :

"A trainee solicitor may, subject to the prior approval in writing of his principal, spend a period not exceeding 1 year employed in the office of another solicitor or qualified person in Hong Kong, if that solicitor or qualified person is eligible to employ a trainee solicitor under the Ordinance, and that period is effective employment under his trainee solicitor contract."

II. PRINCIPAL'S PART

1. Name:

2. Address :

3.

I consent to the abovenamed trainee solicitor application for secondment to NGOS/GOS set out in Part I.

Signed by the trainee solicitor)

Signed by the Principal)

Date :

Personal Information Collection Statement

The personal data of the data subject 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 in this 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 carry out the purposes above mentioned. 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.

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