**Reply Slip**

**Indication of Interest to join The Working Party on Schedule 3 to the Solicitors (General) Costs Rules**

1. I refer to Law Society Circular 22-359 (SD) dated 23 June 2022.

2. I am interested in applying for co-option to The Working Party on Schedule 3 to the Solicitors (General) Costs Rules.

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 adrg2@hklawsoc.org.hk or \* by mail to the Assistant Director, Regulation and Guidance II, The Law Society of Hong Kong, 3rd Floor, Wing On House, 71 Des Voeux Road Central, Hong Kong. (\*Please delete as appropriate)

Notes

A. The CV should consist of not more than 2 sides of A4 paper giving contact details, particulars of practice experience, experience in participation in the work of the Law Society and any other information relevant to the work of The Working Party on Schedule 3 to the Solicitors (General) Costs Rules (“Costs Working Party”).

B. All information received will be retained until the completion of the co-option exercise.

C. 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 co-option to the Costs Working Party (“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](http://www.hklawsoc.org.hk/pub_e/privacy/).