## Home Affairs Department’s Free Outreach Legal Advice Service

## on Building Management (“FOLAS”)

**Important Notes :**

1. **Please read “Notes to Law Firms and Lawyers Participating in The Free Outreach Legal Advice Service” carefully before completing this application.**
2. **Please complete Part I & II and “🗸” where applicable.**
3. **Applications with incomplete information will not be processed.**
4. **Upon completion, please submit the full set of this application via email to** **ms\_asst@hklawsoc.org.hk****.**
5. **Each application typically takes up to 14 days to process.**
6. **A confirmation from the Law Society will be sent by email to all successfully enrolled members.**
7. **The Law Society and/or The Home Affairs Department reserve(s) the right to reject any applications at its sole and absolute discretion.**

**Part I : FOLAS Panel Application Form**

**Name(**[ ]  **Mr/**[ ]  **Ms/**[ ]  **Mrs):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please provide your full name, surname first)**

**Solicitor no.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Year of Admission:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Firm:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Firm Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I undertake to inform the Law Society at** ms\_asst@hklawsoc.org.hk**upon change of my employment status within 14 days of the change and understand that failing which, I may be removed from the panel without notice. I further agree that in the event of such change, I will not provide any service as a panel solicitor until I have submitted a new application form with all Parts completed and signed.**

**I am interested to join the panel of FOLAS and declare that:**

[ ]  I have at least ten years of post-qualification experience with relevant experience in building management

[ ]  I have obtained my firm’s authorisation to join the panel.

[ ]  I have read and agree to the arrangements and terms and conditions stated in the “Notes to Law Firms and Lawyers Participating in The Free Outreach Legal Advice Service”.

Please select your preferred location(s) (you may select more than one location):

[ ]  Hong Kong Island [ ]  Kowloon [ ]  The New Territories

*Note: Subject to demand for the FOLAS, HAD may assign panel lawyers to cases outside of their chosen location(s).*

## Part II: Authorisation

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), confirm that I have obtained the authorisation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of firm) to provide legal advice service under the Free Outreach Legal Advice Service on Building Management operated by the Home Affairs Department (“FOLAS”). I undertake to inform the Law Society upon change of my employment status within 14 days of the change and understand that failing which, I may be removed from the panel without notice. I further agree that in the event of such change, I will not provide any service as a panel solicitor until I have submitted a new application form with all Parts completed and signed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Printed name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Information Collection Statement**

The personal data collected in this Application Form and all supplemental acknowledgement forms attached hereto (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for the purpose of processing your Application as a panel solicitor for the Home Affairs Department’s Free Outreach Legal Advice Service on Building Management (“FOLAS”) and related matters.

In making this Application, it is obligatory for you to supply the Society with the data requested 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, the Home Affairs Department and/or Home Affairs Enquiry Centres whose proper business is to have access to and assist in the processing of this Application, the assignment of cases under FOLAS and related matters; and relevant parties relating to FOLAS including insurance companies. The data may also be provided to such other persons who may help the Society in attaining the purposes above mentioned.

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).