

*Date of Receipt (for Law Society use only):*

**LEGAL TALENT RECRUITMENT SCHEME  
(TRAINEE SOLICITORS) 2022 ("Scheme")**

**Application Form**

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**Part A – Applicant Firm's Particulars**

Name of Law Firm  
("the Applicant Firm"): \_\_\_\_\_  
(Note 2 & 3)

Full name of contact person: \_\_\_\_\_  
(Note 4)

Phone no.: \_\_\_\_\_

Email address: \_\_\_\_\_

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**Part B – Trainee Solicitor Contract**

Principal's full name: \_\_\_\_\_  
(Note 5)

Trainee Solicitor's full name: \_\_\_\_\_  
(Note 6)

Date of commencement of employment: \_\_\_\_\_  
(Note 7)

Monthly salary for the first 12 months  
upon commencement of the contract: \_\_\_\_\_



**Part D – Signature, Declaration and Consent**

I/We, being the \*sole proprietor / \*two partners (*Note 8*) of the Applicant Firm, confirm and declare that:

1. I/We have read and understand the terms and conditions as set out in the Notes below and Guidance Notes for Applications;
2. My/Our firm's practice areas and development strategy align with the direction set out in the "Outline of the 14<sup>th</sup> Five-Year Plan for National Economic and Social Development of the People's Republic of China and the Long-Range Objectives Through the Year 2035" with respect to Hong Kong (i.e. legal services that support Hong Kong's development as an international financial, transportation and trade centre, as a centre for international legal and dispute resolution services in the Asia-Pacific region and as an international aviation hub; legal service co-operation with the Mainland counterparts, in particular in the Greater Bay Area);
3. The application for the Subsidy is a new job, i.e. a new headcount for a trainee solicitor. My/Our firm has, during the Application Period of 11 April 2022 to 28 February 2023 (extended deadline) (both dates inclusive), entered into a trainee solicitor contract of two years with a trainee solicitor with the date of commencement of the trainee solicitor contract falling within the Application Period. The job duties of the trainee solicitor is in accordance with the standard trainee solicitor contract prescribed by the Law Society;
4. The Trainee Solicitor is NOT an immediate family member of the sole proprietor/any partner/the existing staff of the Applicant Firm;
5. The Trainee Solicitor has confirmed that he/she is NOT receiving other job subsidies provided by other government funding programmes;
6. The Trainee Solicitor is a resident of Hong Kong holding a Hong Kong identity card and satisfies all the requirements relating to the registration of the trainee solicitor contracts with the Law Society;
7. I/We accept that the Law Society may conduct reasonable inspections or checking before and after approval of the applications as necessary;
8. I/We will inform the Law Society at [LTRS@hklawsoc.org.hk](mailto:LTRS@hklawsoc.org.hk) should the employment contract of the Trainee Solicitor be terminated for whatever reasons prior to the expiry of the approved Subsidy period within 14 days after the termination, and understand that the Subsidy approval will immediately lapse upon the termination of the contract;

9. I/We consent to have the information provided in connection with this application (including personal data collected in/with the Trainee Solicitor Contract (Form A)) disclosed, without further reference to me/us, to Government bureaux/departments, statutory bodies or third parties for the purposes of processing the application, conducting research and survey, compiling statistics, meeting requirements of the law and/or performing their functions and disbursing funding and/or related purposes. If the personal data relates to that of the Trainee Solicitor, I/we declare that his/her consent relating to the purpose of this application has been obtained;
10. I/We understand that in the event that the Scheme has to be terminated before payment of the Subsidy to me/us (full or partial), the Applicant Firm will have to pay the salary to the Trainee Solicitor without any recourse to the Government/The Law Society of Hong Kong;
11. The information provided in this application is true and accurate and complete and I/We understand that if any information provided in connection with this application is false, the application will be rejected forthwith and the Law Society of Hong Kong reserves all rights to take further action it deems appropriate.

\* Delete whichever is not applicable.

Signed by the sole proprietor / two partners of the Applicant Firm (*Note 8*):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Notes for Applications**

- (1) Please study the 'Guidance Notes for Applications' carefully before making the application.
- (2) Please state the name of the Applicant Firm as that registered with the Law Society.
- (3) Payment will be made by way of cheque(s) made payable in the English name of the Applicant Firm as stated in the application. Please therefore ensure that the name is correctly stated and can receive cheque payment. The Applicant Firm will have to bear the administrative cost (if any) for any returned cheque due to error on the part of the Applicant Firm.
- (4) Please state the name of the person who will be the point of contact on behalf of the Applicant Firm with the Law Society in relation to this application.
- (5) Please state the full name of the Principal who signed the candidate's Trainee Solicitor Contract (Form A) as submitted to the Law Society.
- (6) Please state the full name of the Trainee Solicitor employed by the Principal who signed the candidate's Trainee Solicitor Contract (Form A) as submitted to the Law Society.
- (7) This is the commencement date of employment provided by the Applicant Firm under paragraph 1 of the Trainee Solicitor Contract (Form A).
- (8) The application must be signed by the sole proprietor; and in the case of a partnership, two partners of the Applicant Firm.
- (9) The original completed Application Form together with the supporting documents (refer to Checklist) should be submitted to the Law Society marked **to the attention of the "Member Services Department - Legal Talent Recruitment Scheme (Trainee Solicitors) 2022"** by hand or post during office hours within the Application Period. Submission by email or fax will NOT be accepted.

Applicant Firms are advised to obtain a date chop on the Application Form from the Law Society reception as proof of service.

**Checklist: The following must be attached to the application**

- i. a **copy** of the **Application for Registration of Trainee Solicitor Contract (Form AA)**
- ii. a **copy** of the **signed Trainee Solicitor Contract (Form A)**

Personal Information Collection Statement

The personal data collected in this application form and the attachments (the "data") will be used by the Law Society for processing the application for The Legal Talent Recruitment Scheme (Trainee Solicitors) 2022, and other related purposes. The data may be provided to such persons within the Law Society whose proper business is to process your application, and may also be provided to Government bureaux/departments, statutory bodies or third parties for the purposes of processing the application, conducting research and survey, compiling statistics, meeting requirements of the law and/or performing their functions and disbursing funding or related purposes.

By submitting this application, you confirm and undertake that you consent to provide your personal information, and have obtained the consent of the Trainee Solicitor in providing his/her information for the 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 Law Society is available on its website. The Privacy Policy Statement of the Law Society is available on its website at [www.hklawsoc.org.hk](http://www.hklawsoc.org.hk).