**Complaint Form**

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| **PART 1: PERSONAL INFORMATION** |
| Full name (English/ Chinese)  |
| Firm / Company / Department / Job title |
| Contact phone no. |
| Your preferred email address: |
| **PART 2: INFORMATION ABOUT YOUR CASE** |
| First date on which the incident happened or issue arose: |
| Name of the Complainee (A complainee is a person against whom this complaint is being made.) |
| Complainee’s Firm / Company / Department / Job title: |
| Please describe your concern(s)/allegation(s) in detail. Please include the names of persons, dates and time, and locations involved as far as possible. If there has been a lapse of time exceeding 3 months in making this complaint, please state why.  |
| Is there any supporting evidence or witnesses? Please list the relevant information with details including names and contact details if known to you and attach all supporting documentation where available. |
| Have you taken any previous action to resolve this case? For example, have you raised this complaint with other organisations, e.g. Hong Kong Police, Equal Opportunities Commission? If so, please provide details and the progress and result of the complaint.  |
| Does this complaint involve any on-going court proceedings? (Note: If your case involves an on-going litigation proceeding which directly relates to the complaint, we will hold the matter in abeyance until the conclusion of the proceeding. This is because we do not want to interfere with any court hearing.) |
| Do you have any expectation on the actions that the Complainee should take to resolve this matter? |
| I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for the information provided in this form and the materials submitted (or to be submitted) to be disclosed to relevant parties for the purposes of informal resolution and/or inquiry and investigation of the case as appropriate.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date  |

**Personal Information Collection Statement**

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

1. The handling of the complaint filed in this form;
2. The exercise of the powers of the Society conferred upon it under the Legal Practitioners Ordinance (Chapter 159) and its subsidiary legislation; and
3. 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 voluntary for you to provide the data in this form. However, if you fail to provide the data requested in this form, the Society may not be able to process the complaint filed by you.

The data may be provided to such persons within the Society who will be handling the complaint filed by you including members of the Council of the Society. The data may also be provided to the party complained against by you, law enforcement agencies, courts, relevant government departments, statutory and regulatory bodies which are entitled to receive information relating to the complaint.

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**.