**LAWTECH FUND**

**Application Form for Law Firms**

**Part A – Applicant’s Particulars**

**Name of Applicant (“Applicant”)**

(English) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chinese) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Notes 1 and 2)

**Full name of contact person** (Note 3)

(English) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chinese) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in the Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Part B – Application details**

1. The Applicant wishes to apply under the LAWTECH Fund (“LTF”) for funding in the sum of HK$\_\_\_\_\_\_\_\_\_\_\_ in relation to the following:
2. Procurement / upgrade of information technology systems (Note 4)
3. Lawtech training arranged for the practitioners and staff of the Applicant (Note 5)
4. In support of the application, the Applicant attaches the following documents, including a detailed breakdown of the amount referred to in paragraph 1 above. (Note 6)

**Part C - Signature, Declaration and Consent**

I/We, being the \*sole proprietor / \*all the partners / of the Applicant, confirm and declare that:

1. \*I/We have read and understand the terms and conditions as set out in the Guidance Notes for Applications to the LTF;

2. The information technology systems procured, acquired, and/or subscribed in this application will be used for the operation or practice of the Applicant and that the Applicant will keep them for not less than 2 years from the date of reimbursement;

3. \*I/We accept that as a condition of reimbursement, the title and interest in the product procured vests with the Applicant and the Applicant shall not transfer, sell or dispose of the product within 2 years from the date of reimbursement;

4. \*I / We consent to allow the Law Society of Hong Kong to inspect the product procured with LTF funding to verify compliance with paragraph 3 above and all the terms and conditions set out in this application and the Guidance Notes for Applications;

5. All products in this Application are licensed products which do not infringe any third party intellectual property rights;

6. Where applicable, the lawtech training under the LTF is to be participated by the practitioners and staff of the Applicant in Hong Kong, be it face to face or online training;

7. Other than the LTF, the Applicant has not applied for or received any financial grant or subsidy from the Government or any public sources in relation to the procurement of the information technology systems or the arrangement of the lawtech training which forms the subject matter of this application under the LTF;

8. \*I / We have no actual or potential conflict of interest in the procurement of the information technology systems or lawtech training in this application;

9. \*I / We consent to have the information provided in connection with this application 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 or related purposes;

10. 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.

Signed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the sole proprietor / all the partners of the Applicant:

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

Name Name

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

Name Name

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

Name

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes

1. Please state the name of the firm as that registered with the Law Society.
2. Please note that if an application is successful, the fund will be disbursed by way of a cheque made payable in the English name of the applicant as stated in the application. Please therefore ensure that the name is correctly stated in the same manner as the payee’s bank account.
3. Please state the name of the person who will be the point of contact on behalf of the Applicant with the Law Society of Hong Kong in relation to this application.
4. Please provide the details of the information technology systems that have been procured or upgraded by the Applicant.
5. Please provide the details of the lawtech training that have been arranged for the practitioners and staff of the Applicant.
6. The funding is provided on a reimbursable basis. Please attach documentary evidence to support the application to verify that the amount being applied for has been committed or partially settled (e.g. invoices, receipts etc). Purchases of information technology systems which have been completed (i.e. with payment fully settled) and lawtech training which has been conducted before the opening of the application period are not eligible for funding under the LTF. Please refer to the Guidance Notes for Applications.

\*Please delete as appropriate