

**APPLICATION TO HOLD OFFICE WHILE UNDER
A TRAINEE SOLICITOR CONTRACT**

A. TRAINEE SOLICITOR'S PART

(1) Name:

(2) Address:

(3) Telephone number:

(4) *I apply for a direction of The Law Society of Hong Kong that my period of employment under my trainee solicitor contract is effective, notwithstanding that during the period in respect of which this application is made I was engaged in an office or employment other than the employment of my principal. The reason why I did not submit this application either at commencement of engagement in an office or employment or commencement of the trainee solicitor contract is [insert relevant information].*

OR *

I apply for the consent of The Law Society of Hong Kong to my engaging in an office or employment other than the employment of my principal.

(5) I *am / was / will be** engaged in an office or employment as #:

(6) The name of my other employer or office is:

(7) I *will be / have been** engaged in that employment or office for the period from
to .

(8) My salary in respect of such employment or office *is / was / will be** \$ per
annum.

(9) The work involved *is / was / will be** of the following nature@ :

(10) The average time I *am / was / will be** engaged in this office or employment each week /
is hours.

(11) A copy of my contract or offer of employment is attached.

B. PRINCIPAL'S PART

(1) Name:

(2) Address:

(3) I consent to the abovenamed trainee solicitor engaging in the office or employment set out in Part A.

Signed by the)
trainee solicitor)

Signed by the)
principal)

Date:

Notes:

- * Delete whichever is inapplicable.
- # Specify the title of your other office or employment.
- @ If your work is partly on a non legal character, you must specify the percentage of time spent on non-legal work.

You must attach a copy of your employment contract or letter or other evidence of your part-time employment or office. The copy must be certified by your principal. A suitable form of wording is:

"I certify that this is a true copy of the

Solicitor of the High Court of the Hong Kong Special Administrative Region

Date: / / "

Explanatory Note

From 1st January 1997, an explanatory note must be attached to the "Application to hold office while under a Trainee Solicitor Contract" (Form "EE") which should include the following information :

- (i) nature of business of the Company with which the applicant will be employed;
- (ii) major activities of the Company; and
- (iii) whether or not it is a public listed company.

Personal Information Collection Statement

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

- (i) The processing of this Application and related matters;
- (ii) The exercise of the powers of the Society conferred upon it under the Legal Practitioners Ordinance (Chapter 159) and its subsidiary legislation; and
- (iii) 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 obligatory for you to supply the Society with the data requested in this application 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 whose proper business it is to have access to and assist in the processing of this Application and related matters. The data may also be provided to 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**.