

Application for Trainee Solicitor Identity Card

To : The Law Society of Hong Kong

Please issue a Trainee Solicitor Identity Card to my trainee solicitor

\_\_\_\_\_ ( \_\_\_\_\_ ) of  
(surname first) (Chinese name)

\_\_\_\_\_ (email address: \_\_\_\_\_ )  
(name of firm) (Tel. No.: \_\_\_\_\_ )

whose Hong Kong Identity Card No. is \_\_\_\_\_

A photo of the applicant is also attached.

Date : \_\_\_\_\_  
(signature of Principal)

\_\_\_\_\_  
(name of Principal)

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Notes to Trainee Solicitor :

1. A **proper passport-sized photo** with your name written at the back of the photo has to be provided.
2. No fees will be charged for issuing the Trainee Solicitor Identity Card unless it is for replacement of lost card, the fee for which is HK\$100.00.

<u>FOR OFFICIAL USE ONLY</u>	
Application approved	_____
Date of Issue	_____
Expiry Date	_____

### **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](http://www.hklawsoc.org.hk)**.