

G. FORM A

**Overseas Lawyers Qualification Examination Application Form
Form A**

WARNING: Please read this form carefully. Failure to follow the instructions precisely will delay consideration of your application.

This form is for use by lawyers who wish to seek admission to the Roll of Solicitors of Hong Kong. Lawyers who wish to apply to sit or be exempt from sitting all or portions of the qualification examination must complete the attached application form.

Applicants must use the form attached. Additional pages may be attached if necessary.

Personal Information Collection Statement

The personal data (“the data”) collected in this Application and in relation to the sitting or exemption from sitting the Overseas Lawyers Qualification Examination will be used by the Law Society of Hong Kong for the following purposes:

- (i) The processing of your application to sit or be exempt from sitting the Examination, evaluating the merits of your application, arranging for the logistics of the Examination, compiling statistics, the keeping of the records of the results of Examination attended by you and related matters;
- (ii) The exercise of the powers of the Law Society conferred upon it under the Legal Practitioners Ordinance (Chapter 159) and its subsidiary legislation; and
- (iii) The performance of the functions of the Law Society in accordance with its Memorandum and Articles of Association and the attainment of the objects for which the Law Society is established.

In making this Application, it is obligatory for you to supply the Law Society with the data requested in this form except as otherwise indicated. The consequence for you if you fail to supply such data is that the Law Society will not be able to process this Application.

The data may be provided to such persons within the Law 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 the invigilators, examiners and to such other persons who may help the Law Society in attaining the purposes above mentioned.

Any data that is provided to anyone outside of the Law 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 Law Society is available on its website at www.hklawsoc.org.hk.

When completed this form should be returned to the Law Society of Hong Kong, 3rd Floor, Wing On House, 71 Des Voeux Road Central, Hong Kong.

**YOU MUST SUBMIT THE FOLLOWING DOCUMENTS
WITH THE COMPLETED APPLICATION FORM:-**

WARNING: Failure to provide the required information and/or documents, or failure to provide such information and documents within the time limits specified in paragraph 2 of Section C of Part I of this Information Package may result in your application being rejected.

- A. A passport size photo of yourself taken within 3 months of the date of this application, attached at the appropriate place provided.
- B. A certified copy of your passport or alternatively, if you prefer, a certified copy of your Hong Kong identity card.
- C. A certified copy of transcript / academic record from the institution where you obtained your legal qualification(s).

If you are unable to provide a certified copy of transcript / academic record, you should file a statutory declaration setting out

- (a) the steps that you have taken to obtain a certified copy of the transcript / academic record; and
- (b) the reasons for not being able to obtain it despite the steps that have been taken.

In relation to item 12B, if you have completed a course on Trust and/or other courses which you considered as having covered Equity, you have to provide relevant written verification from the institution at which you undertook the course(s).

If you have completed a course on Public Law and/or other courses which you considered as having covered Constitutional and Administrative Law, you have to provide relevant written verification from the institution at which you undertook the course(s).

- D. A certified copy of your relevant degree certificate(s) (or equivalent).
- E. A certified copy of your admission / call certificate (or equivalent) evidencing your professional qualification(s).

If you claim that you have never been issued with an admission / call certificate, you should provide a statutory declaration declaring that you were not issued with an admission / call certificate upon your admission and exhibiting an original confirmation (or certified copy) from your professional body or home Court that it is not its practice to issue admission / call certificates in the jurisdiction.

If you claim that you have misplaced your admission / call certificate, you should apply for a replacement certificate from the relevant authority. Your application will not be processed until the replacement certificate is received by the Law Society.

If the relevant authority does not issue replacement certificates, you should provide a statutory declaration declaring that you have misplaced your admission / call certificate and exhibiting an original confirmation (or certified copy) from the relevant authority that it does not issue replacement certificates.

- F. An original certificate(s) of Good Standing from your professional body or home Court which confirm(s):
- (a) Your date of admission to the professional body and/or home Court.
 - (b) That you are of good character and repute.
 - (c) That there are no proceedings pending against you for professional or other misconduct.
 - (d) That you are still entitled to practise in your home jurisdiction and that your name has not been removed from the list of those so entitled.

If you have been admitted in more than one jurisdiction, certificates from each jurisdiction must be supplied. If you have been admitted in more than one branch of the legal profession in one jurisdiction, certificates in relation to each branch of the profession must be supplied.

The Certificate of Good Standing is not valid for the purpose of this application if the date of its issue is more than 4 months from the date received by this Law Society.

- G. Original letters of reference from the referees nominated by you in your application form, in support of your application for admission in Hong Kong.
- H. If you are eligible to apply for exemption from any Heads of the Examination, all relevant documentary evidence in support of that application. See the Guidelines for Exemption in Section F from pages 20 to 27.
- I. The application fee is HK\$3,300.00. The fee is not refundable and you should ensure that you are prima facie eligible for admission before you submit the application. Cheques or bank drafts should be made payable to "The Law Society of Hong Kong". If you pay by telegraphic transfer, you have to provide your bank's written confirmation of payment.

- J. If your name is now different from that shown on your supporting documents you should submit evidence that the documents refer to you, for example a copy of a marriage certificate.
- K. Verification of your professional practice and experience by your employer(s) required under item 23 of Form A should include:
- (a) the capacity in which you were employed, the job title and the areas of law covered;
 - (b) the period of employment with exact dates in day, month and year;
 - (c) the department(s) to which you were attached during the employment;
 - (d) the law(s) of the jurisdiction(s) you practised;
 - (e) if you are a registered foreign lawyer in Hong Kong and you have had less than 2 years of post-qualification experience in the full-time practice of foreign law, the name of the supervising partner, his or her jurisdiction(s) of admission and the law(s) of the jurisdiction(s) in which the supervising partner practises.

Where you claim to have relevant experience and knowledge in a particular Head in support of your application for exemption from sitting the Examination on the Head, the letter from your employer should further state in detail such experience and knowledge by explaining in reasonable details:

- (a) the types of transactions undertaken by you (for example, an applicant attached to the Banking Department may have gained experience in different kinds of transactions including international loan facilities, securitisation, loan refinancing and restructuring) your specific role and the extent of your responsibility and involvement in those transactions;
- (b) the types of clients you acted for (for example, banks and financial institutions and corporate borrowers and project sponsors);
- (c) the work undertaken by you (for example, drafting, negotiating, reviewing and settling loan agreements and security documents and so on);
- (d) the specific experience gained from the work undertaken that is relevant to the Head from which you are applying for exemption. You are advised to review the syllabus of the Head when considering the relevancy of your experience.

In the case of a law firm, the verification letter should be issued by a partner of the firm on the firm's letterhead. It is not necessary to provide several verification letters from various partners in the same firm. In the case of a company, the verification letter should be issued by an officer at managerial level in the company on the company's letterhead.

In the case of a law firm or company which is no longer in existence, you may provide written confirmation by your supervising principal confirming the non existence of the

law firm or company and verifying your experience based on his personal capacity, information and knowledge.

- L. Applicants who are sole practitioners should provide verification of your professional practice and experience by third parties including fellow practitioners and clients. A statutory declaration by you as to your professional practice and experience will not suffice.

- M. If your name appears in different versions in the supporting documents, please submit a statutory declaration confirming that the supporting documents refer to and relate to you. A sample statutory declaration is set out on page 45.

- N. Applicants must provide certified English translation of all documents submitted in support of their application which are not in English with documentary proof of the qualifications of the translators.

A translator must prepare the English translation of the documents.

The following certification statement is acceptable:

"I, the undersigned, do hereby state that I am well versed in both English and _____ languages and I certify that the English translation of the attached document is the true and correct English translation".

CERTIFIED COPIES

In the case of degree and admission certificates applicants may supply certified copies. Copies may be certified by:

- (a) a practising lawyer in the applicant's original jurisdiction;
- (b) a practising lawyer admitted in Hong Kong;
- (c) a duly authorised member of the staff of the academic institution concerned provided that the certified copy is also stamped by that institution;
- (d) a notary public; or
- (e) a Commissioner for Oaths.

The certification must state that the copy is a true copy of the original and that the original has been produced to the person so certifying. It must state the name and capacity of the person certifying. It must also be dated.

The following certification statements are ACCEPTABLE:

- (a) *“I, the undersigned, do hereby certify that this is a true and complete copy of the original”*;
- OR
- (b) *“Certified true copy”*.

The following certification statement is NOT ACCEPTABLE because it is not clear whether the certified copy is a true copy of the original or only a true copy of the certified copy:-

“I, the undersigned, do hereby certify that this is a true and complete copy of the original (or a properly certified true copy of the original)”.

The Law Society reserves the right to call for an original certificate where it deems this to be necessary.

The Certificate of Good Standing from your professional body or home Court and all reference letters must be originals.

**OVERSEAS QUALIFIED LAWYERS SEEKING ADMISSION TO
THE ROLL OF SOLICITORS OF HONG KONG**

APPLICATION FORM

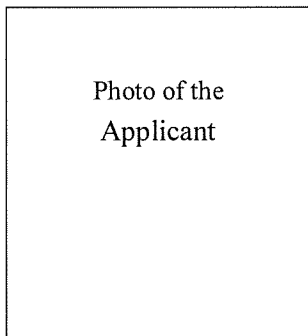


Photo of the
Applicant

Note: Applicants must supply the Law Society with all of the information necessary to determine whether they qualify for admission in Hong Kong prior to being granted permission to write (or be exempt from) all or portions of the qualification examination.

1. TITLE (e.g. Mr, Ms, Mrs, Miss) _____

2. SURNAME: _____

3. FORENAMES: _____

The name should correspond with your name as appears in your Hong Kong identity card or passport. Please attach a certified copy of your passport or alternatively, if you prefer, a certified copy of your Hong Kong identity card.

4. HONG KONG IDENTITY CARD NO. OR PASSPORT NO. _____

5. DATE OF BIRTH:

DAY	MONTH	YEAR

6. PERMANENT ADDRESS: _____

7. ADDRESS TO WHICH CORRESPONDENCE SHOULD BE SENT: _____

8. DAY TIME TELEPHONE NO.: _____

FAX NO.: _____

E-MAIL ADDRESS: _____

9. NATIONALITY: _____

10. LIST CHRONOLOGICALLY ALL PROFESSIONAL QUALIFICATIONS AND TITLES, JURISDICTIONS IN WHICH THEY WERE GAINED AND DATE OF ADMISSION

Qualification and Title (e.g. solicitor and barrister, advocate, etc.)	Jurisdiction	Date of Admission	Annex number of the attached certified copy of admission / call certificate* or statutory declaration, where appropriate [#]	Annex number of the attached original Certificate of Good Standing*

If you were admitted in more than one jurisdiction, you may elect any one of those jurisdictions as your jurisdiction of admission.

Please state your jurisdiction of admission: _____ (jurisdiction of admission).

11. LIST CHRONOLOGICALLY EACH LAW SOCIETY OR OTHER GOVERNING BODY OF WHICH YOU ARE NOW, OR HAVE EVER BEEN, A MEMBER

Law Society or Governing Body	Date of First Practising Certificate or Membership	Present Status Active / Retired Honorary or non-practising	If ceased or disbarred, Date of Cessation or Disbarment

* Please annex the necessary supporting documents, number each of them and fill in the annex number of the relevant document in this column.

[#] Please refer to Note E on pages 29-30

12. DEGREES, DIPLOMAS, ETC HELD

University / College	Degree / Diploma etc	Date of Course Commencement	Date Degree, Diploma etc Awarded	Annex number of the attached certified copy of transcript / academic record from which I obtained my legal qualifications*

12A.** I confirm that, as required by section 4(1)(a) of the Overseas Lawyers (Qualification for Admission) Rules, I have completed courses in Contract, Torts, Property, Criminal Law, Equity and Constitutional and Administrative Law. (See the relevant subjects highlighted in Annex _____¹)

OR

12B.** I confirm that I have completed the following course(s) required under section 4(1)(a) of the Overseas Lawyers (Qualification for Admission) Rules²: _____
 _____ . (See the relevant subject(s) highlighted in Annex _____³.)

AND

* Please annex the necessary supporting documents, number each of them and fill in the annex number of the relevant document in this column

** Section 12A should be filled in by applicants who have completed all the courses required under section 4(1)(a) of the Overseas Lawyers (Qualification for Admission) Rules.

** Section 12B should be filled in by applicants who have not completed all the courses required under section 4(1)(a) of the Overseas Lawyers (Qualification for Admission) Rules.

If you have completed a course on Trust and/or other courses which you considered as having covered Equity, you have to provide relevant written verification from the institution at which you undertook the course(s).

If you have completed a course on Public Law and/or other courses which you considered as having covered Constitutional and Administrative Law, you have to provide relevant written verification from the institution at which you undertook the course(s).

¹ Please fill in the annex number of the relevant transcript/academic record and highlight the relevant subjects on the document.

² Please state the course(s) that you have completed.

³ Please fill in the annex number of the relevant transcript/academic record and highlight the relevant subject(s) on the document.

- I confirm that my legal qualification referred to in section 4(1)(a) of the Overseas Lawyers (Qualification for Admission) Rules (e.g. LLB, JD) has provided substantially similar course(s) or the functional equivalency of the following course(s) required under section 4(1)(a)⁴: _____

[Please explain on a separate sheet how your legal qualification has provided substantially similar course(s) or the functional equivalency of any of the courses set out in section 4(1)(a).]

AND/OR

- I confirm that, as an alternative to completing the following course(s) required under section 4(1)(a) of the Overseas Lawyers (Qualification for Admission) Rules,⁵ _____, I have had practical experience in these areas of law.

[Please give details of your experience in these areas of law on a separate sheet.]

Sections 12A and 12B are applicable to applicants admitted in common law jurisdictions only.

13. PROFESSIONAL EXAMINATIONS PASSED AND COURSES ATTENDED

College / Centre where the course was taught and/or examination sat	Title of Qualification Awarded	Date Certificate Awarded	Annex number of the attached certified copy of certificate*

⁴ Please state the section 4(1)(a) course(s) that you have not completed.

⁵ Please state the section 4(1)(a) course(s) that you have not completed.

* Please annex the necessary supporting documents, number each of them and fill in the annex number of the relevant document in this column.

14. Have you ever been made bankrupt or insolvent or are any such proceedings pending against you in any jurisdiction? YES/ NO

If YES please supply details on a separate sheet and state whether you have been discharged and, if so, when.

15. Have you ever entered into an arrangement or composition with creditors? YES/ NO

If YES please supply details on a separate sheet.

16. Have you been convicted of any offence in any Court of Hong Kong or elsewhere (other than a motoring offence not resulting in disqualification)? YES/ NO

If YES you should provide full details on a separate sheet and you should ensure that at least one of your referees is a person who has full knowledge of the conviction(s) and that this is indicated on their reference.

NOTE: Convictions which are "spent" under the Rehabilitation of Offenders Ordinance should be disclosed by virtue of section 4(1)(a) of that Ordinance.

17. Have you at any time been found guilty of professional misconduct by a disciplinary tribunal or are any proceedings before a disciplinary tribunal still pending in any jurisdiction? YES/ NO

If YES you should provide full particulars on a separate sheet.

18. Have you at any time been suspended from professional practice by your professional body? YES/ NO

If YES you should provide full particulars on a separate sheet.

19. Have you made a previous application to sit or be exempt from sitting the Overseas Lawyers Qualification Examination? YES/ NO

If YES please state the year the application was made. _____

20. Have you ever obtained a Section 3(2) Certificate from the Law Society? YES/ NO

If YES please state the date it was issued. _____

21. Are you currently entitled to practise in your home jurisdiction? YES/ NO

22. If you are not entitled to practise in your home jurisdiction (e.g. because you do not hold a current practising certificate) please provide an explanation below stating, inter alia
- (i) The reason why you are not entitled to practise in your home jurisdiction.
 - (ii) Whether you know of any reason why, if you were to apply to become entitled to practise in your home jurisdiction, such an application would be refused.

23. PROFESSIONAL PRACTICE AND EXPERIENCE

Please provide details of your professional practice and experience undertaken, including articles / traineeship / pupillage (if applicable) and employment (full time or part time) both in Hong Kong and overseas for the past 10 years, regardless of whether you wish to rely on those experience in your application. For those periods of experience which you wish to rely on in your application, you must provide verification from your previous and/or current employers#.

Full Name and Address of Firm / Supervisor / Training Master / Employer / Place of practice	Job title and areas of law covered	Dates (month & year)	Full time or Part time Full time means at least 35 working hours per week	Duration (no. of months)	Annex number of the attached original letter or copy letter from my employer certified by a Hong Kong solicitor, a lawyer of your home jurisdiction or a notary public*
			Total duration:		

Please refer to Note K on pages 31-32

* Please annex the necessary supporting documents, number each of them and fill in the annex number of the relevant document in this column

24. Indicate your intentions as to practice or employment following your admission to the Roll of Solicitors of Hong Kong.

25. Please provide any further information as to character, qualifications or experience which you think should be taken into consideration.

(Continue on a separate sheet if necessary)

26. REFERENCE LETTERS

Please provide original reference letters addressed to the Law Society of Hong Kong in support of your application from the three referees named below who are not close relatives. Two of the referees must be practising solicitors or members of your professional body of at least five years standing either in Hong Kong or in the jurisdiction where you are already qualified. All referees must have known you well for two years or more. **If you are currently in employment one of the reference letters must come from a partner of your current firm or employer even if you have been with the firm for less than two years.**

The reference letters should attest to your good character, fitness and suitability for admission as a solicitor in Hong Kong. The referee should state his professional qualification and year of admission in the letter for verification of compliance with the referee's experience requirement. Further, the referee must also state the date from when he has known you and whether or not he is related to you.

The names of the referees	Annex number of the attached original reference letter*
1.	
2.	
3.	

27. I apply to sit the following Heads of the Overseas Lawyers Qualification Examination:-

- I - Conveyancing
- II - Civil and Criminal Procedure
- III - Commercial and Company Law
- IV - Accounts and Professional Conduct
- V - Principles of Common Law
- VI - Hong Kong Constitutional Law

28. EXEMPTION

In accordance with the Guidelines I am eligible to apply for exemption under Category _____ and am seeking an exemption from sitting the following Heads of the Overseas Lawyers Qualification Examination:-

- I - Conveyancing
- II - Civil and Criminal Procedure
- III - Commercial and Company Law
- IV - Accounts and Professional Conduct
- V - Principles of Common Law
- VI - Hong Kong Constitutional Law

* Please annex the necessary supporting documents, number each of them and fill in the annex number of the relevant document in this column

Please see Annex No. _____# for a letter stating why I should be granted an exemption in accordance with the Guidelines on page 20.

29. APPLICATION FEE

I enclose a cheque / a bank draft for the sum of HK\$3,300.00 made payable to "The Law Society of Hong Kong" in payment for the application to sit or be exempt from the Overseas Lawyers Qualification Examination.

30. DECLARATION AND UNDERTAKING

If required to sit any portions of the examinations I agree to comply with the Overseas Lawyers Qualification Examination Procedures and Instructions to Candidates as approved by the Council of the Law Society.

I hereby consent to accept my result slip by e-mail. I understand that the e-mail may be intercepted and/or opened by a third party. I accept this is beyond the control of The Law Society of Hong Kong, its employees, agents and appointees and the e-mail is sent at my own risk.

I understand that the Law Society must be advised if prior to my admission to the Roll of Solicitors I am convicted of an offence in any Court of Hong Kong or elsewhere (other than a motoring offence not resulting in disqualification). I therefore undertake that I will notify the Law Society of any such conviction after the time of this application. I also undertake to advise the Law Society if I become bankrupt or if I am found guilty of professional misconduct or if any proceedings are taken against me.

I hereby apply for admission to the Roll of Solicitors of Hong Kong and I solemnly and sincerely declare that the facts set out by me in support of the above application are true. I make this solemn declaration believing the same to be true and by virtue of the provisions of the Oaths and Declarations Ordinance.

Declared by the said _____
Name of Applicant

at _____ this _____ day
of _____ 2021.

Signature of applicant _____

Before me _____
Name in full Signature

Signature of Solicitor entitled to Administer Oaths / notary or qualified professional person of the applicant's home jurisdiction / competent judicial or administrative authority**

****Your declaration must not be witnessed by a solicitor who is an employee or principal in your firm.**

(please delete whichever is inapplicable)

Date: _____

Please annex the letter, number it and fill in the annex number