

**APPLICATION FOR REGISTRATION OF  
TRAINEE SOLICITOR CONTRACT**

**A. TRAINEE SOLICITOR'S PART**

- (1) (a) Full name in English:
- (b) Full name in Chinese, if applicable:
- (c) Alias(es) used in Hong Kong or elsewhere in English if applicable:
- (d) Alias(es) used in Hong Kong or elsewhere in Chinese, if applicable:
- (1A) I have not ever before changed my name in Hong Kong or elsewhere and my full name in English and in Chinese (if applicable) have at all times been the same as that stated in Part A(1)(a) and (b) above

OR\*

I have changed my name in Hong Kong and/or elsewhere as follows:-

Former name in English	Former Name in Chinese	Jurisdiction in which change of name was effected	Period during which the former name was used
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- (2) Address:
- (3) Telephone number:
- (4) I was born on the            day of            , in            and a copy of *my birth certificate / a statutory declaration of one of my parents / notarial certificate\** and a copy of my *Hong Kong identity card / passport\** are attached.
- (5) I have not been convicted of any offence in any Court of Hong Kong or elsewhere (other than a motoring offence not resulting in disqualification)

OR\*

Excluding motoring offences not resulting in disqualification, I have been convicted of the following offence(s) in a Court of Hong Kong and/or elsewhere

Offence	Date of Conviction	Penalty	Jurisdiction
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(5A) I have not been found guilty of any disciplinary offence involving dishonesty by the institute(s) at which I completed my academic and professional stages of legal education.

OR\*

I have been found guilty of the following disciplinary offence(s) involving dishonesty by the institute(s) at which I completed my academic and professional stages of legal education.:

Disciplinary Offence	Date of finding	Penalty	Institute that issued the finding
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(6) Full details of my employment history are set out below:

Name of employer	Position	Date commenced	Date ceased
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OR\*

I have not engaged in any employment prior to entering into a trainee solicitor contract with the principal named below.

- (7) I have passed the Postgraduate Certificate in Laws and a certified copy of my certificate(s) is attached.
- (8) I was not required to sit any supplementary examinations to obtain my certificate referred to in paragraph (7) above.

**OR\***

I was required to sit supplementary examinations in the subjects listed below to obtain my certificate referred to in paragraph (7) above.

Subject	Date of examination
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- (8A) I have not ever been declared bankrupt in Hong Kong or elsewhere and there are no such proceedings pending against me in Hong Kong or elsewhere.

**OR\***

I have been declared bankrupt in Hong Kong and/or elsewhere and details of the bankruptcy order are as follows:

Date of bankruptcy order	Jurisdiction	Date of discharge of the bankruptcy order
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**OR\***

There are bankruptcy proceedings pending against me in Hong Kong and/or elsewhere and details are as follows:

Date of commencement of proceedings	Status of proceedings	Jurisdiction
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(8B) I have complied with paragraph 9 of the Code of Good Practice in the Recruitment of Trainee Solicitors (“Code”).

OR\*

I have not complied with paragraph 9 of the Code which results or has resulted in a breach of contract.

Details are as follows:

Details of failure to comply with paragraph 9 which results or has resulted in a breach of contract, including date, person(s), law firm(s) and contract(s) involved	Remedial actions taken, if any
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(9) I apply for registration of my trainee solicitor contract dated the \_\_\_\_\_ day of \_\_\_\_\_ with the principal named below.

**B. PRINCIPAL'S PART**

(1) Full name:

(2) Address:

(3) I am a solicitor of the High Court of the Hong Kong Special Administrative Region and I have been in continuous practice as a solicitor in Hong Kong for over 5 years. I am practising as a solicitor in Hong Kong on my own account or in partnership.

OR\*

I am a solicitor of the High Court of the Hong Kong Special Administrative Region and I have been granted special leave by the Law Society of Hong Kong to employ trainee solicitors pursuant to section 20 of the Legal Practitioners Ordinance. I am practising as a solicitor in Hong Kong on my own account or in partnership.

OR\*

I am an employee of the *Department of Justice / Legal Advisory and Conveyancing Office of the Lands Department / Land Registry / Companies Registry / Legal Aid Department / Official Receiver's Office / Intellectual Property Department\** and am a *solicitor / person qualified to be admitted as a solicitor\**. I have practised as a solicitor in Hong Kong, as defined in section 20(5) of the Legal Practitioners Ordinance, for a continuous period of over 5 years.

**OR\***

I am an employee of \_\_\_\_\_ and am a solicitor of the High Court of the Hong Kong Special Administrative Region. I have been granted special leave by the Law Society of Hong Kong to employ trainee solicitors or act as their principal pursuant to section 20(3) of the Legal Practitioners Ordinance.

- (4) I am not employed as assistant by another solicitor.
- (5) I *employ / act as principal for\** *one / two\** trainee solicitors, including the trainee solicitor named above.
- (6) The trainee solicitor named above has been continuously employed by *me / #* \_\_\_\_\_ \* since the \_\_\_\_\_ day of \_\_\_\_\_ and is still employed by *me / #* \_\_\_\_\_. \* During that period the trainee solicitor has been employed in a way compatible with employment as a trainee solicitor.

AND we make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (cap 11).

DECLARED at .....)  
HONG KONG SAR this ..... day of)  
.....)

.....  
Trainee Solicitor

Before me: .....  
Commissioner for Oaths/Solicitor of the High Court  
of the Hong Kong Special Administrative Region/Justice of Peace

DECLARED at .....)  
HONG KONG SAR this .....day of)  
.....)

.....  
Principal

Before me: .....  
Commissioner for Oaths/Solicitor of the High Court  
of the Hong Kong Special Administrative Region/Justice of Peace

***[Please read the notes on the back of this form carefully]***

**Notes for completing Application for  
Registration of Trainee Solicitor Contract (“Form AA”)**

A. The following documents **must be attached to your Form AA** -

- (1) the original Trainee Solicitor Contract (which will be returned to you after registration)
- (2) a certified copy of the Trainee Solicitor Contract for retention by the Law Society
- (3) a copy of **one** of the following (certified by your principal):
  - your birth certificate or official proof of birth issued by the Government department or authority of your place of birth if birth certificate or official proof of birth is available at the time of your birth;
  - if birth certificate or official proof of birth is not available at the time of your birth, you have to provide:-
    - (i) a statutory declaration made by one of your parents on your birth details before a Commissioner for Oaths or a Justice of Peace or a solicitor of the High Court of the Hong Kong Special Administrative Region holding a current practising certificate (and who is not a principal or an employee of your firm/company); or
    - (ii) a declaration made by one of your parents on your birth details notarized by a notary public outside Hong Kong; or
    - (iii) a Notarial Certificate issued by the Notary Public Office of PRC on your birth details.
- (4) a copy of **one** of the following (certified by your principal):
  - your Hong Kong Identity Card; or
  - the pages of your passport which show your personal particulars
- (5) a copy of **one** of the following (certified by your principal):
  - your Postgraduate Certificate in Laws from The University of Hong Kong, City University of Hong Kong or Chinese University of Hong Kong confirming the award.

**A suitable form of wording to appear on certified documents is:**

“I certify that this is a true copy of the .....

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_”

- (6) a cheque for HK\$1,400.00 payable to “The Law Society of Hong Kong”.
- B. If you are not using the Tool kit to complete Form AA, the symbol \* means delete by drawing a line through whichever is inapplicable to you and the symbol # requires the insertion of the name of your company if you are employed in-house.
- C. All names used in connection with the Trainee Solicitor Contract registration application must be identical to the names in the HKID card and birth certificate. A statutory declaration is required for any variance.
- D. Convictions which are “spent” under the Rehabilitation of Offenders Ordinance, Cap. 297 should be disclosed by virtue of section 4(1)(c) of that Ordinance.
- E. Details of failure to comply with paragraph 9 of the Code of Good Practice in the Recruitment of Trainee Solicitors (“Code”) which results or has resulted in a breach of contract should include but is not limited to the following:
- (1) When you accepted an offer of employment as trainee solicitor;
  - (2) When you withdrew from the contract;
  - (3) What remedial actions have been taken by you to remedy the breach, including, for example, whether and when any release from the contract with the law firm concerned has been sought.
  - (4) Any mitigating circumstances which you would like the Council to take into consideration under paragraph 15 of the Code including your reasons/proposed justifications for failure to comply with paragraph 9 of the Code.
- F. Even if a release has been procured with the law firm, it is still necessary for you to disclose the details in paragraph (8B) of Part A of this Form AA.
- G. You must also attach copies of any employment and/or trainee solicitor contracts signed with the law firm(s) concerned and all relevant correspondence with the law firm(s).
- H. Under paragraph 11 of the Code, the Council may take into consideration any failure to comply with the Code in determining whether an applicant is suitable for registration as a trainee solicitor and/or whether is a fit and proper person for admission as a Hong Kong solicitor. Factors which may be considered by the Council may include:
- (1) The matters listed in paragraph E;
  - (2) Information submitted by any third parties such as the employer from whom you have sought a release and the employer whose training contract you are seeking to register;
  - (3) All the circumstances pertaining to your application for registration of training contract.

- I. All salary figures must be inserted in the Trainee Solicitor Contract for the Law Society's records. Any subsequent salary adjustments should be notified to the Law Society.
- J. Your Form AA must be declared before a Commissioner for Oaths or a Justice of Peace or a Solicitor of the High Court of the HKSAR holding a current practising certificate (and who is not a principal or an employee of your firm or an employee of your company).
- K. You must provide certified English translations of all documents submitted in support of your application which are not in English or Chinese.



If you **do not wish** the Society to use or provide your permitted kinds of personal data to the permitted classes of transferees for use in direct marketing as described in the attached Personal Information Collection Statement, **you should tick in the box below. Please note that this will result in your ceasing to receive some of the information and materials the Society has in the past been providing trainee solicitors with although such information may still be accessed should you voluntarily search for the same in the Society's website.**

I do not wish the Society to use or provide to other persons for use the permitted kind of personal data for direct marketing

If you do not tick in the check box above, you shall be treated to have indicated no objection to the use of your permitted kinds of personal data by the Society and the provision of the said data to the permitted classes of transferees for use in offering or advertising the availability of the marketing subjects.

If at any time in the future you wish to withdraw your consent, you may exercise your opt-out right by notifying the Society. The following is the designated email address of the Society which you may use to notify the Society your opt-out request:

**opting@hklawsoc.org.hk**

**Signature of  
Applicant**

**Date**

## **Personal Information Collection Statement**

The personal data of the data subjects 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 by 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 you will not have complied with the requirements of the Trainee Solicitors Rules.

The said 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).

### **Use of personal data for direct marketing purposes**

To attain the objects for which the Society is established, it is necessary for the Society to use, albeit a minimum amount of, your personal data. The Society may use your name, firm or company name and contact details (i.e. office and home addresses, email address, phone and fax numbers as may from time to time be provided to, updated and collected by the Society) (collectively “**the permitted kind of personal data**”) for the purpose of offering to you or advertising the availability of the following goods, services and facilities (collectively “**the marketing subjects**”):

- (i) Continuing Professional Development (“CPD”) and Risk Management Education (“RME”) courses and/or examination preparatory courses provided by relevant course providers;

- (ii) Training courses, workshops, seminars, local and overseas visits to develop and enhance professional standards of the legal profession;
- (iii) Events or activities to be held in the Society Secretariat;
- (iv) Social, sports and recreational activities organized by the Society alone, jointly with other parties or by other parties;
- (v) Rewards, loyalty, privilege, discount, or co-branding programmes or promotions for banking services and products, research systems and services, credit cards, insurance services and products, real estate, telecommunications services, travel, transport, resorts, hotels, leisure products, gifts, electronic products, foods and wine/spirit consumables, apparel, footwear, sports goods, luxurious consumer products, beauty, health and household products and services;
- (vi) Ticketing services for concerts, talks, seminars, sports and special events;
- (vii) Information on publications, books, newspapers, journals and magazines available for subscriptions;
- (viii) Translation services, law costs drafting services, legal research services, professional services offered by persons such as China Appointed Attesting Officers, Accredited General Mediators, Notaries Public and Civil Celebrants of Marriages, banking, credit cards, insurance, accountancy services, information and communications technologies services, recruitment and human resource management services; and
- (ix) Charitable, educational, philanthropic, social, pro-bono and other activities that solicit contributions, donations or participation.

If you wish to receive information of the above marketing subjects, it may be necessary for the Society, with your consent, which includes an indication of no objection, to provide the permitted kinds of personal data to the following classes of transferees (collectively **“the permitted classes of transferees”**):

- (a) Persons, institutes and organisations which provide CPD and RME courses or which provide or organise social, sports and recreational activities for members of the legal profession;
- (b) Publishers, marketing agents, research, survey, translation service providers, search, investigation and other legal services providers, recruitment and human resource agencies, information and communications technologies service providers;
- (c) Organisations which carry out pro-bono, charitable, educational, philanthropic, social or other activities that solicit contributions, donations or participation; and
- (d) Commercial entities, public bodies and co-branding partners which carry out the kinds of marketing subjects stated above which may be approved by the Society

and in the transfer of such data for the offering or advertising the availability of the aforesaid marketing subjects the Society may receive money or other property from or through the permitted classes of transferees.

# SPECIMEN

*The Law Society of Hong Kong*

"AA"

## APPLICATION FOR REGISTRATION OF TRAINEE SOLICITOR CONTRACT

### A. TRAINEE SOLICITOR'S PART

- (1) (a) Full name in English: CHAN TAI MAN PETER
- (b) Full name in Chinese, if applicable:
- (c) Alias(es) used in Hong Kong or elsewhere in English if applicable:
- (d) Alias(es) used in Hong Kong or elsewhere in Chinese, if applicable:

NAME OF TRAINEE  
SOLICITOR (AS ON  
HKID CARD)

- (1A) I have not ever before changed my name in Hong Kong or elsewhere and my full name in English and in Chinese (if applicable) have at all times been the same as that stated in Part A(1)(a) and (b) above

OR\*

I have changed my name in Hong Kong and/or elsewhere as follows:-

Former name in English	Former Name in Chinese	Jurisdiction in which change of name was effected	Period during which the former name was used
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- (2) Address: RM 9, 5/F, 6 POK FU LAM RD, HONG KONG
- (3) Telephone number: 2555-1234 (HOME) 9123-9123 (MOBILE)

RESIDENTIAL  
ADDRESS &  
TELEPHONE NO.

DELETE  
AS  
APPROP-  
RIATE

- (4) I was born on the 1<sup>ST</sup> day of JANUARY 1984, in HONG KONG and a copy of my *birth certificate / a statutory declaration of one of my parents / notarial certificate\** and a copy of my *Hong Kong identity card / passport\** are attached.
- (5) I have not been convicted of any offence in any Court of Hong Kong or elsewhere (other than a motoring offence not resulting in disqualification).

~~OR\*~~

~~Excluding motoring offences not resulting in disqualification. I have been convicted of the following offence(s) in a Court of Hong Kong and/or elsewhere:~~

<del>Offence</del>	<del>Date of Conviction</del>	<del>Penalty</del>	<del>Jurisdiction</del>
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(5A) I have not been found guilty of any disciplinary offence involving dishonesty by the institute(s) at which I completed my academic and professional stages of legal education.

DELETE  
AS  
APPRO-  
PRIATE

~~OR\*~~

~~I have been found guilty of the following disciplinary offence(s) involving dishonesty by the institute(s) at which I completed my academic and professional stages of legal education.:~~

<del>Disciplinary Offence</del>	<del>Date of finding</del>	<del>Penalty</del>	<del>Institute that issued the finding</del>
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(6) Full details of my employment history are set out below:

Name of employer	Position	Date commenced	Date ceased
ABC TRADING CO.	CLERK	01 JULY 2005	30 JULY 2007

**OR\***

I have not engaged in any employment prior to entering into a trainee solicitor contract with the principal named below.

(7) I have passed the Postgraduate Certificate in Laws and a certified copy of my certificate(s) is attached.

(8) ~~I was not required to sit any supplementary examinations to obtain my certificate referred to in paragraph (7) above.~~

**OR\***

I was required to sit supplementary examinations in the subjects listed below to obtain my certificate referred to in paragraph (7) above.

Subject	Date of examination
i.e.	
CIVIL PROCEDURE	23 JULY 2007
PROFESSIONAL PRACTICE	30 JULY 2007

(8A) I have not ever been declared bankrupt in Hong Kong or elsewhere and there are no such proceedings pending against me in Hong Kong or elsewhere.

~~**OR\***~~

~~I have been declared bankrupt in Hong Kong and/or elsewhere and details of the bankruptcy order are as follows:~~

Date of bankruptcy order	Jurisdiction	Date of discharge of the bankruptcy order
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~~**OR\***~~

~~There are bankruptcy proceedings pending against me in Hong Kong and/or elsewhere and details are as follows:~~

Date of commencement of proceedings	Status of proceedings	Jurisdiction
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DELETE  
AS  
APPROP  
-RIATE

(8B) I have complied with paragraph 9 of the Code of Good Practice in the Recruitment of Trainee Solicitors (“Code”).

~~OR\*~~

~~I have not complied with paragraph 9 of the Code which results or has resulted in a breach of contract.  
Details are as follows:~~

<del>Details of failure to comply with paragraph 9 which results or has resulted in a breach of contract, including date, person(s), law firm(s) and contract(s) involved</del>	<del>Remedial actions taken, if any</del>
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DELETE AS APPROPRIATE

(9) I apply for registration of my trainee solicitor contract dated the 31<sup>st</sup> day of OCTOBER 2007 with the principal named below.

**B. PRINCIPAL'S PART**

DATE OF EXECUTION BEING THE DATE STATED ON THE FIRST LINE OF THE TRAINEE SOLICITOR CONTRACT

(1) Full name: WONG DAVID

(2) Address: 40/F, TWO EXCHANGE SQUARE, HONG KONG

(3) I am a solicitor of the High Court of the Hong Kong Special Administrative Region and I have been in continuous practice as a solicitor in Hong Kong for over 5 years. I am practising as a solicitor in Hong Kong on my own account or in partnership.

~~OR\*~~

~~I am a solicitor of the High Court of the Hong Kong Special Administrative Region and I have been granted special leave by the Law Society of Hong Kong to employ trainee solicitors pursuant to section 20 of the Legal Practitioners Ordinance. I am practising as a solicitor in Hong Kong on my own account or in partnership.~~

DELETE AS APPROPRIATE

~~OR\*~~

~~I am an employee of the *Department of Justice / Legal Advisory and Conveyancing Office of the Lands Department / Land Registry / Companies Registry / Legal Aid Department / Official Receiver's Office / Intellectual Property Department\** and am a *solicitor / person qualified to be admitted as a solicitor\**. I have practised as a solicitor in Hong Kong, as defined in section 20(5) of the Legal Practitioners Ordinance, for a continuous period of over 5 years.~~

~~OR\*~~

~~I am an employee of \_\_\_\_\_ and am a solicitor of the High Court of the Hong~~

DELETE AS APPROPRIATE

Kong Special Administrative Region. I have been granted special leave by the Law Society of Hong Kong to employ trainee solicitors or act their principal pursuant to section 20(3) of the Legal Practitioners Ordinance.

(4) I am not employed as assistant by another solicitor.

PLS CAREFULLY CHECK THE NUMBER OF TRAINEE SOLICITORS EMPLOYED BY THE PRINCIPAL INCLUDING THE APPLICANT TRAINEE SOLICITOR

(5) I ~~employ~~ / act as principal for\* ~~one~~ / two\* trainee solicitors, including the trainee solicitor named above.

\*\* THE DATE CAN BE AS FAR BACK AS 3 MTHS FROM THE DATE OF EXECUTION

(6) The trainee solicitor named above has been continuously employed by me / #

\* since

day of AUGUST 2007 and is still employed by me / #

\*. Dur

COMMENCE-  
MENT DATE  
OF TRAINEE  
SOLICITOR  
CONTRACT

period the trainee solicitor has been employed in a way compatible with employment as a trainee solicitor.

AND we make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (cap 11).

DECLARED at ABC & Co.)  
3/F, 6 DES VOEUX CENTRAL, H.K.)  
HONG KONG SAR this 31<sup>st</sup> day of)  
OCTOBER 2007)

DECLARED AT  
WHERE AND  
WHEN??

.....  
Trainee Solicitor

Before me: .....  
Commissioner for Oaths/Solicitor of the High Court  
of the Hong Kong Special Administrative Region/Justice of Peace

PLS PRINT THE FULL NAME  
OF THE WITNESS  
SOLICITOR AND THE NAME  
OF HIS/HER FIRM/COMPANY  
UNDER THE SIGNATURE

DECLARED at .....)  
HONG KONG SAR this .....day of)  
.....)

**IMPORTANT: THIS DOCUMENT  
MUST NOT BE WITNESSED BY A  
SOLICITOR WHO IS AN EMPLOYEE  
OR PRINCIPAL OF YOUR FIRM**

.....  
Principal

Before me: .....  
Commissioner for Oaths/Solicitor of the High Court  
of the Hong Kong Special Administrative Region/Justice of Peace

**[Please read the notes on the back of this form carefully]**