

TOOL KIT
APPLICATION FOR REGISTRATION OF
TRAINEE SOLICITOR CONTRACT ("FORM AA")

IMPORTANT Notes to Trainee Solicitor:

This **Tool Kit** is designed to assist you in completing the standard **Application for Registration of Trainee Solicitor Contract ("Form AA")**.

Form AA may be saved and retrieved at any time during the completion process. Upon completion of all sections of this Tool Kit, you may use the "**Print**" function to generate a copy of Form AA. Before signing the completed Form AA, both you and your Principal should carefully review the entire application to ensure that all information provided is complete and accurate.

Before completing Form AA, you must first complete the relevant **Trainee Solicitor Contract** (i.e. **Form A, Form B or Form C**) (the "**Contract**"). You should also carefully read the following documents and information, and tick the appropriate boxes below to confirm that you have read and understood them:

- (1) Form AA and the specimen Form AA;
- (2) the Personal Information Collection Statement at the end of Form AA; and
- (3) the notes for completing Form AA.

Upon completion, this application must be declared by both you and your Principal before (i) a Hong Kong Solicitor holding a current practising certificate (who must not be an employee or principal of your firm), (ii) a Commissioner for Oaths, or (iii) a Justice of the Peace.

TOOL KIT

APPLICATION FOR REGISTRATION OF TRAINEE SOLICITOR CONTRACT ("FORM AA")

A. TRAINEE SOLICITOR'S PART

(1) Personal Particulars and General Information																			
(a)	Surname in English <i>(as shown on HKID card)</i>																		
	Given name(s) in English <i>(as shown on HKID card)</i>																		
(b)	Name in Chinese (if any) <i>(as shown on HKID card)</i>																		
(c)	Alias(es) used in Hong Kong or elsewhere, in English (if any)	N/A																	
(d)	Alias(es) used in Hong Kong or elsewhere, in Chinese (if any)	N/A																	
(1A) Have you ever changed your name in Hong Kong or elsewhere? <i>Note</i> <i>All names used in connection with the application for registration of a Trainee Solicitor Contract must be identical to those appearing on the applicant's HKID card and birth certificate. Any discrepancy or variation in name must be explained by way of a statutory declaration.</i> No. Yes. I have changed my name in Hong Kong and/or elsewhere as follows: <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 100px;"> <thead> <tr> <th style="width: 25%;">Former name in English</th> <th style="width: 25%;">Former name in Chinese</th> <th style="width: 25%;">Jurisdiction in which change of name was effected</th> <th style="width: 25%;">Period during which the former name was used (mm/yyyy)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Former name in English	Former name in Chinese	Jurisdiction in which change of name was effected	Period during which the former name was used (mm/yyyy)												
Former name in English	Former name in Chinese	Jurisdiction in which change of name was effected	Period during which the former name was used (mm/yyyy)																
(2) Residential Address																			
(3) Telephone Number (Mobile)																			
(4) Date of birth																			
Place of Birth	Hong Kong Others (please specify) Chinese Mainland																		

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A. TRAINEE SOLICITOR'S PART (Cont'd)

Documents to be Attached (Please tick each box to confirm that the relevant document is attached.)

In support of your application, please attach the following documents:-

The original Trainee Solicitor Contract (Form A/Form B/Form C) (which will be returned to you after registration).

A certified copy of the Trainee Solicitor Contract for retention by The Law Society of Hong Kong.

A certified copy of **one** of the following (certified by your Principal):

Note

Please refer to paragraph A.(3) of the Notes for Completing Application for Registration of Trainee Solicitor Contract.

your birth certificate/other official proof of birth;

a statutory declaration/declaration made by one of your parents concerning your birth particulars; or

a Notarial Certificate issued by a Notary Public Office in the Chinese Mainland concerning your birth particulars.

A certified copy of **one** of the following (certified by your Principal):

your Hong Kong Identity Card; or

the page(s) of your passport showing your personal particulars.

A certified copy of your Postgraduate Certificate in Laws (PCLL) awarded by The University of Hong Kong, City University of Hong Kong or The Chinese University of Hong Kong (certified by your Principal).

Note

A suitable certification wording is:-

"I certify that this is a true copy of the [document description].

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

Date: ____/____/____"

A cheque for HK\$1,400.00 payable to "The Law Society of Hong Kong".

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A. TRAINEE SOLICITOR'S PART (Cont'd)

Other Information (Items 4A to 10)

(Please answer all questions below by selecting the appropriate option(s). Where required, please provide full details.)

(4A) Have you ever been admitted in any other jurisdiction?

No.

Yes, I was admitted as _____ of /in _____.

Note

Please attach a certified copy of your certificate of standing issued by the relevant authority (certified by your Principal).

(5) Have you ever been arrested for or charged with any offence in Hong Kong or elsewhere? Do you have any criminal conviction in Hong Kong or elsewhere? To the best of your knowledge, are you included in any “wanted persons” list in Hong Kong or elsewhere?

Note

(1) *Convictions which are “spent” under the Rehabilitation of Offenders Ordinance (Cap. 297) (“ROO”) should be disclosed by virtue of Section 4(1)(c) of the ROO.*

(2) *The reference to “offence” does not include the payment or recovery of a fixed penalty, or any additional penalty under the relevant legislations as referred to in Section 2(3) of the ROO or analogous fixed penalty offences in a place outside Hong Kong.*

No.

Yes. I have been arrested for and/or charged with the following offence(s) in Hong Kong and/or elsewhere and/or I have the following criminal conviction(s) in a Court of Hong Kong and/or elsewhere:

Offence	Date of Arrest / Charge and/or Conviction (dd/mm/yyyy)	Penalty	Jurisdiction

**Please use additional page(s) if necessary.*

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APPLICATION FOR REGISTRATION OF
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A. TRAINEE SOLICITOR'S PART (Cont'd)

- (5) Yes. I am included in a “wanted persons” list in Hong Kong and/or elsewhere. Details of the date on which I was included in the “wanted persons” list, the relevant charge(s), the jurisdiction and name of the relevant statutory body or enforcement authority are set out below.

--

**Please use additional page(s) if necessary.*

- (5A) Have you been found guilty of any disciplinary offence and/or issued any warning by the institute(s) at which you completed your academic and professional stages of tertiary education?

No.

Yes. The details are as follows:-

Disciplinary Offence/ Details of the matter resulting in the issuance of the warning	Date of finding (dd/mm/yyyy)	Penalty	Institution that issued the finding/warning

**Please use additional page(s) if necessary.*

- (5B) Have you been the subject of any disciplinary or regulatory finding, disqualification proceeding(s), sanction or action by a statutory or regulatory body (including The Law Society of Hong Kong), an enforcement authority or a sanctions authority (including a government body, an international organization or an agency empowered to impose economic, financial or trade penalties)? Are you currently subject to any pending disciplinary action or ongoing investigation?

No.

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APPLICATION FOR REGISTRATION OF
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A. TRAINEE SOLICITOR'S PART (Cont'd)

(5B) Yes. The details are as follows:-

Details of the matter resulting in the disciplinary or regulatory finding, disqualification proceeding(s), sanction, action (including pending disciplinary action or ongoing investigation)	Date of finding (dd/mm/yyyy)	Finding/Sanction	Statutory or regulatory body/enforcement authority/sanctions authority that issued the finding/initiated the disqualification proceeding(s)/imposed the sanction

**Please use additional page(s) if necessary.*

(6) Have you been engaged in any employment before entering into the trainee solicitor contract with the Principal named in Part B below?

No.

Yes. The details of my employment history are set out below:

Name of employer	Position	Date commenced (dd/mm/yyyy)	Date ceased (dd/mm/yyyy)

**Please use additional page(s) if necessary.*

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APPLICATION FOR REGISTRATION OF
TRAINEE SOLICITOR CONTRACT ("FORM AA")

A. TRAINEE SOLICITOR'S PART (Cont'd)

(7) Have you passed the Postgraduate Certificate in Laws (PCLL)?

Yes.

Note

Please attach a certified copy of your PCLL certificate (certified by your Principal).

(8) Were you required to sit any supplementary examination(s) in order to obtain your PCLL certificate referred to in (7) above?

No.

Yes. I was required to sit supplementary examination(s) in the following subject(s).

Subject	Date of examination (dd/mm/yyyy)

**Please use additional page(s) if necessary.*

(8A) Have you ever been subject to any director disqualification order and/or declared bankrupt and/or entered into any individual voluntary arrangements or analogous arrangements with your creditors in Hong Kong or elsewhere? Are there any director disqualification proceeding(s) and/or bankruptcy proceedings or analogous proceedings pending against you in Hong Kong or elsewhere?

No.

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APPLICATION FOR REGISTRATION OF
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A. TRAINEE SOLICITOR'S PART (Cont'd)

- (8A) Yes. I have been subject to a director disqualification order and/or declared bankrupt and/or entered into individual voluntary arrangement(s) or analogous arrangements with my creditors in Hong Kong and/or elsewhere. The details are as follows:

Date of director disqualification order/bankruptcy order/ individual voluntary arrangements/ analogous arrangements (dd/mm/yyyy)	Jurisdiction	Date of discharge of the director disqualification order/bankruptcy order/ individual voluntary arrangements/ analogous arrangements (dd/mm/yyyy)

**Please use additional page(s) if necessary.*

Yes. There are director disqualification proceedings and/or bankruptcy proceedings or analogous proceedings pending against me in Hong Kong and/or analogous proceedings elsewhere. The details are as follows:

Date of commencement of proceedings (dd/mm/yyyy)	Status of proceedings	Jurisdiction

**Please use additional page(s) if necessary.*

- (8AA) Has any company, limited liability partnership ("LLP"), or partnership of which you are or have been a director, partner, or controlling shareholder (i.e. a person entitled to exercise or control the exercise of 30% or more of the voting power of a company, or who is in a position to control the composition of a majority of the board of directors of a company) been the subject of a winding up order (other than a members' voluntary winding up) or been dissolved either: (i) during the period when you were a director, partner, or controlling shareholder; or (ii) within 12 months after you ceased to act in such capacity?

No.

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APPLICATION FOR REGISTRATION OF
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A. TRAINEE SOLICITOR'S PART (Cont'd)

(8AA) Yes. The details are as follows:-

Note

Please include all companies, LLPs and partnerships that fall within the circumstances described above, including those in respect of which you are no longer a director, partner or controlling shareholder.

Name of company, LLP and/or partnership	Date of winding up order/dissolution (dd/mm/yyyy)

**Please use additional page(s) if necessary.*

(8B) Have you complied with paragraph 9 of the Code of Good Practice in the Recruitment of Trainee Solicitors ("the Code")?

Note

Please refer to paragraphs E to H of the Notes for Completing Application for Registration of Trainee Solicitor Contract.

Yes.

No. I have not complied with paragraph 9 of the Code, resulting or having resulted in a breach of contract. The 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

**Please use additional page(s) if necessary.*

TOOL KIT
APPLICATION FOR REGISTRATION OF
TRAINEE SOLICITOR CONTRACT ("FORM AA")

A. TRAINEE SOLICITOR'S PART (Cont'd)

- (8C) Have you done anything, or permitted anything to be done on your behalf, which is in contravention of Principles 1.01 and/or 1.02 of The Hong Kong Solicitors' Guide to Professional Conduct (Vol.1 3rd Edition) ("Guide")?

No.

Yes. The details are as follows:

Circumstances or conduct that are in contravention of Principles 1.01 and/or 1.02 of the Guide	Date of such circumstances or conduct (dd/mm/yyyy)

**Please use additional page(s) if necessary.*

- (9) What is the execution date of the Trainee Solicitor Contract (Form A/Form B/Form C) that you are applying to register with the Principal named in Part B below?

- (10) Undertaking

I undertake and agree that I will inform The Law Society of Hong Kong immediately of any change in circumstances regarding paragraphs (5), (5A), (5B), (8A), (8AA), (8B) and (8C) of Part A of this Form AA.

Direct Marketing Materials

Please complete the "Opting Page for Direct Market Materials" on page 8 of Form AA to indicate whether you object to The Law Society of Hong Kong using, or providing to other persons for use, your permitted kinds of personal data for direct marketing purposes.

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APPLICATION FOR REGISTRATION OF
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B. PRINCIPAL'S PART

Personal Particulars and General Information		
(1)	Surname in English <i>(as shown on his/her current practising certificate)</i>	
	Given name(s) in English <i>(as shown on his/her current practising certificate)</i>	
	Name in Chinese (if any) <i>(as shown on his/her current practising certificate)</i>	
(2)	Office Address	
Eligibility to Act as Principal		
(3) Please select the statement that applies to the Principal:- 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. 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. I am an employee of the _____ and am a _____. 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. I am an employee of Insert name of company if you are employed in-house 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) Please confirm the following:- I am not employed as assistant by another solicitor.		

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B. PRINCIPAL'S PART (Cont'd)

(5) Please complete the following:-

I _____ trainee solicitors, including the trainee solicitor named above.

(6) Please complete the following details:-

The trainee solicitor named above has been continuously employed by _____ since the _____ day of _____ (date of commencement of the Trainee Solicitor Contract) and is still employed by _____.

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).

(1) This is the end of the Tool Kit for Form AA.

(2) Press _____ to print out the Form AA.

**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.

(4A) I was not admitted in any other jurisdiction.

OR*

I was admitted as _____ of/in _____ and a copy of my certificate of good standing issued by the relevant authority is attached.

(5) I have not been arrested for or charged with any offence in Hong Kong or elsewhere and I do not have any criminal conviction in Hong Kong or elsewhere. To the best of my knowledge, I am not included in any “wanted persons” list in Hong Kong or elsewhere.

OR*

I have been arrested for and/or charged with the following offence(s) in Hong Kong and/or elsewhere and/or I have the following criminal conviction(s) in a Court of Hong Kong and/or elsewhere

Offence	Date of Arrest/Charge and/or Conviction*	Penalty	Jurisdiction
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I set out below my details in the “wanted persons” list in Hong Kong and/or elsewhere. [Please provide details of the date on which I was included in the “wanted persons” list, details of charge(s), jurisdiction and name of the relevant statutory body or enforcement authority.]

(5A) I have not been found guilty of any disciplinary offence and/or issued any warning by the institute(s) at which I completed my academic and professional stages of tertiary education.

OR*

I have been found guilty of the following disciplinary offence(s) and/or issued the following warning by the institute(s) at which I completed my academic and professional stages of tertiary education:

Disciplinary Offence/ Details of the matter resulting in the issuance of the warning*	Date of finding	Penalty	Institute that issued the finding/warning
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- (5B) I have not been the subject of any disciplinary or regulatory finding, disqualification proceeding(s), sanction or action by a statutory or regulatory body (including The Law Society of Hong Kong), an enforcement authority or a sanctions authority (including a government body, an international organization or an agency empowered to impose economic, financial or trade penalties) and there is no pending disciplinary action or ongoing investigation against me.

OR*

I have been the subject of the following disciplinary or regulatory finding, disqualification proceeding(s), sanction, action (including pending disciplinary action or ongoing investigation) by a statutory or regulatory body (including The Law Society of Hong Kong), an enforcement authority or a sanctions authority (including a government body, an international organization or an agency empowered to impose economic, financial or trade penalties):

Details of the matter resulting in the disciplinary or regulatory finding, disqualification proceeding(s), sanction, action (including pending disciplinary action or ongoing investigation)	Date of finding	Finding/ Sanction	Statutory or regulatory body/enforcement authority/sanctions authority that issued the finding/initiated the disqualification proceeding(s) /imposed the sanction
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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 subject to any director disqualification order and/or declared bankrupt and/or entered into any individual voluntary arrangements or analogous arrangements with my creditors in Hong Kong or elsewhere and there are no director disqualification proceeding(s) and/or bankruptcy proceedings or analogous proceedings pending against me in Hong Kong or elsewhere.

OR*

I have been subject to director disqualification order and/or declared bankrupt and/or entered into individual voluntary arrangement(s) or analogous arrangements with my creditors in Hong Kong and/or elsewhere and details are as follows:

Date of director disqualification order/bankruptcy order/individual voluntary arrangements/ analogous arrangements *	Jurisdiction	Date of discharge of the director disqualification order/bankruptcy order/individual voluntary arrangements/ analogous arrangements *
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OR*

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

Date of commencement of proceedings	Status of proceedings	Jurisdiction
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(8AA) No company, limited liability partnership (“LLP”) and/or partnership of which I am/was a director, partner or controlling shareholder (i.e. a person who is entitled to exercise or control the exercise of 30% or more of the voting power of a company or who is in a position to control the composition of a majority of the board of directors of a company) has been the subject of a winding up order (otherwise than by a members’ voluntary winding up) or has been dissolved (i) during the period when I was a director, partner or controlling shareholder or (ii) within twelve (12) months after my ceasing to act as a director, partner or controlling shareholder.

OR*

The following company, LLP and/or partnership of which I am/was a director, partner or controlling shareholder has been the subject of a winding up order (otherwise than by a members’ voluntary winding up) or has been dissolved (i) during the period when I was a director, partner or controlling shareholder or (ii) within twelve (12) months after my ceasing to act as a director, partner or controlling shareholder.

Name of company, LLP and/or partnership	Date of winding up order/dissolution
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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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- (8C) I have not done anything or permit anything to be done on my behalf which is in contravention of Principle 1.01 and/or 1.02 of The Hong Kong Solicitors’ Guide to Professional Conduct (Vol.1 3rd Edition) (“Guide”).

OR*

I have done the following or have permitted the following done on my behalf which is in contravention of Principles 1.01 and/or 1.02 of the Guide and details are as follows:

Circumstances or conduct that are in contravention of Principles 1.01 and/or 1.02 of the Guide	Date of such circumstances or conduct
--	---

(9) I apply for registration of my trainee solicitor contract dated the _____ day of _____ with the principal named below.

(10) I hereby undertake and agree that I will inform The Law Society of Hong Kong immediately of any change in circumstances regarding paragraphs (5), (5A), (5B), (8A), (8AA), (8B) and (8C) of Part A of this Form AA.

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 Form AA** -

- (1) The original Trainee Solicitor Contract (Form A/Form B/Form C) (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 certified copy of **one** of the following (certified by your Principal):
 - your birth certificate or other official proof of birth issued by the government department or authority of your place of birth, if such document was available at the time of your birth; or
 - if a birth certificate or other official proof of birth was not available at the time of your birth, :-
 - (i) a statutory declaration made by one of your parents regarding your birth particulars before a Commissioner for Oaths, a Justice of Peace, or a solicitor of the High Court of the Hong Kong Special Administrative Region holding a current practising certificate (who is not a principal or an employee of your firm/company);
 - (ii) a declaration made by one of your parents regarding your birth particulars and notarized by a notary public outside Hong Kong; or
 - (iii) a Notarial Certificate issued by a Notary Public Office in the Chinese Mainland regarding your birth particulars.
- (4) A certified copy of **one** of the following (certified by your Principal):
 - your Hong Kong Identity Card; or
 - the page(s) of your passport showing your personal particulars.
- (5) A certified copy of your Postgraduate Certificate in Laws ("PCLL Certificate") awarded by The University of Hong Kong, City University of Hong Kong or The Chinese University of Hong Kong (certified by your Principal).

Note

If your PCLL Certificate is not yet available at the time of submission of Form AA, you may submit a certified copy of either (certified by your Principal):

- the confirmation letter issued by the relevant university confirming the award of the Postgraduate Certificate in Laws; or
- the official academic transcript issued by the relevant university.

A certified copy of the PCLL Certificate **must** be submitted to The Law Society as soon as it becomes available.

A suitable certification wording for 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 you to insert the name of your company if you are employed in-house.
- C. All names used in connection with the application for registration of a Trainee Solicitor Contract must be identical to those appearing on your HKID card and birth certificate. A statutory declaration is required for any discrepancy or variance in name.
- D. When completing paragraph (5) of Part A of this Form AA, please pay attention to the following:-
- (1) Convictions which are “spent” under the Rehabilitation of Offenders Ordinance (Cap. 297) (“ROO”) should be disclosed by virtue of section 4(1)(c) of the ROO.
 - (2) The reference to “offence” does not include the payment or recovery of a fixed penalty, or any additional penalty under the relevant legislations as referred to in section 2(3) of the ROO or analogous fixed penalty offences in a place outside Hong Kong.
- 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, a Justice of Peace or a Solicitor of the High Court of the HKSAR holding a current practising certificate (who is not a principal or 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 (“the data”) of the data subjects collected in this Application will be used by The Law Society of Hong Kong (“the Law Society”) for the following purposes:

- (i) The processing of this Application and related matters;
- (ii) The exercise of the powers of the Law Society conferred upon it by the Legal Practitioners Ordinance (Cap. 159, Laws of Hong Kong) 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.

It is obligatory for you to supply the Law 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 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 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 written request should be addressed to the Secretary General, The Law Society of Hong Kong, 26/F, The Center, 99 Queen’s Road Central, Central, Hong Kong and/or by email at sg@hklawsoc.org.hk.

The Privacy Policy Statement of the Law Society is available on its website at www.hklawsoc.org.hk.

Use of personal data for direct marketing purposes

To attain the objects for which the Law Society is established, it is necessary for the Law Society to use, albeit a minimum amount of, your personal data. The Law 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 Law 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 Law Society Secretariat;
- (iv) Social, sports and recreational activities organized by the Law 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 Law 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 Law Society

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

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): 陳大文

(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
CHAN TAI MAN	陳大文	HONG KONG	01/01/2000 to 31/03/2018

(2) Address: RM 9, 5/F, 6 POK FU LAM ROAD, HONG KONG

(3) Telephone number: 2555-1234 (HOME) 9123-9123 (MOBILE)

(4) I was born on the 1st day of JANUARY 2000, 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.

NAME OF TRAINEE
SOLICITOR (AS ON
HKID CARD)

RESIDENTIAL
ADDRESS &
TELEPHONE NO.

DELETE
AS
APPRO-
PRIATE

DELETE
AS
APPRO-
PRIATE

(4A) I was not admitted in any other jurisdiction.

OR*

~~I was admitted as _____ of/in _____ and
a copy of my certificate of good standing issued by the relevant authority is attached.~~

(5) I have not been arrested for or charged with any offence in Hong Kong or elsewhere and I do not have any criminal conviction in Hong Kong or elsewhere. To the best of my knowledge, I am not included in any "wanted persons" list in Hong Kong or elsewhere.

OR*

~~I have been arrested for and/or charged with the following offence(s) in Hong Kong and/or elsewhere and/or I have the following criminal conviction(s) in a Court of Hong Kong and/or elsewhere~~

Offence	Date of Arrest/Charge and/or Conviction*	Penalty	Jurisdiction
---------	---	---------	--------------

DELETE
AS
APPRO-
PRIATE

~~I set out below my details in the "wanted persons" list in Hong Kong and/or elsewhere.
[Please provide details of the date on which I was included in the "wanted persons" list,
details of charge(s), jurisdiction and name of the relevant statutory body or enforcement
authority.]~~

(5A) I have not been found guilty of any disciplinary offence and/or issued any warning by the institute(s) at which I completed my academic and professional stages of tertiary education.

OR*

~~I have been found guilty of the following disciplinary offence(s) and/or issued the
following warning by the institute(s) at which I completed my academic and
professional stages of tertiary education:~~

DELETE
AS
APPRO-
PRIATE

Disciplinary Offence/ Details of the matter resulting in the issuance of the warning*	Date of finding	Penalty	Institute that issued the finding/warning
--	-----------------	---------	--

- (5B) I have not been the subject of any disciplinary or regulatory finding, disqualification proceeding(s), sanction or action by a statutory or regulatory body (including The Law Society of Hong Kong), an enforcement authority or a sanctions authority (including a government body, an international organization or an agency empowered to impose economic, financial or trade penalties) and there is no pending disciplinary action or ongoing investigation against me.

OR*

~~I have been the subject of the following disciplinary or regulatory finding, disqualification proceeding(s), sanction, action (including pending disciplinary action or ongoing investigation) by a statutory or regulatory body (including The Law Society of Hong Kong), an enforcement authority or a sanctions authority (including a government body, an international organization or an agency empowered to impose economic, financial or trade penalties):~~

Details of the matter resulting in the disciplinary or regulatory finding, disqualification proceeding(s), sanction, action (including pending disciplinary action or ongoing investigation)	Date of finding	Finding/ Sanction	Statutory or regulatory body/enforcement authority/sanctions authority that issued the finding/initiated the disqualification proceeding(s) /imposed the sanction
--	-----------------	----------------------	--

DELETE
AS
APPRO-
PRIATE

- (6) Full details of my employment history are set out below:

Name of employer	Position	Date commenced	Date ceased
ABC TRADING CO.	CLERK	1 SEPTEMBER 2025	30 JULY 2026

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
CIVIL PROCEDURE	23 JULY 2025
PROFESSIONAL PRACTICE	30 JULY 2025

- (8A) I have not ever been subject to any director disqualification order and/or declared bankrupt and/or entered into any individual voluntary arrangements or analogous arrangements with my creditors in Hong Kong or elsewhere and there are no director disqualification proceeding(s) and/or bankruptcy proceedings or analogous proceedings pending against me in Hong Kong or elsewhere.

OR*

~~I have been subject to director disqualification order and/or declared bankrupt and/or entered into individual voluntary arrangement(s) or analogous arrangements with my creditors in Hong Kong and/or elsewhere and details are as follows:~~

DELETE
AS
APPRO-
PRIATE

Date of director disqualification order/bankruptcy order/individual voluntary arrangements/ analogous arrangements *	Jurisdiction	Date of discharge of the director disqualification order/bankruptcy order/individual voluntary arrangements/ analogous arrangements *
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OR*

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

Date of commencement of proceedings	Status of proceedings	Jurisdiction
--	----------------------------------	-------------------------

(8AA) No company, limited liability partnership ("LLP") and/or partnership of which I am/was a director, partner or controlling shareholder (i.e. a person who is entitled to exercise or control the exercise of 30% or more of the voting power of a company or who is in a position to control the composition of a majority of the board of directors of a company) has been the subject of a winding up order (otherwise than by a members' voluntary winding up) or has been dissolved (i) during the period when I was a director, partner or controlling shareholder or (ii) within twelve (12) months after my ceasing to act as a director, partner or controlling shareholder.

OR*

~~The following company, LLP and/or partnership of which I am/was a director, partner or controlling shareholder has been the subject of a winding up order (otherwise than by a members' voluntary winding up) or has been dissolved (i) during the period when I was a director, partner or controlling shareholder or (ii) within twelve (12) months after my ceasing to act as a director, partner or controlling shareholder.~~

DELETE
AS
APPRO-
PRIATE

~~Name of company, LLP
and/or partnership~~

~~Date of winding up
order/dissolution~~

- (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~~

- (8C) I have not done anything or permit anything to be done on my behalf which is in contravention of Principle 1.01 and/or 1.02 of The Hong Kong Solicitors' Guide to Professional Conduct (Vol.1 3rd Edition) ("Guide").

OR*

~~I have done the following or have permitted the following done on my behalf which is in contravention of Principles 1.01 and/or 1.02 of the Guide and details are as follows:~~

~~Circumstances or
conduct that are in
contravention of
Principles 1.01 and/or
1.02 of the Guide~~

~~Date of such
circumstances or
conduct~~

DATE OF EXECUTION BEING
THE DATE STATED ON THE
FIRST LINE OF THE TRAINEE
SOLICITOR CONTACT.

- (9) I apply for registration of my trainee solicitor contract dated the 31st day of OCTOBER 2026 with the principal named below.
- (10) I hereby undertake and agree that I will inform The Law Society of Hong Kong immediately of any change in circumstances regarding paragraphs (5), (5A), (5B), (8A), (8AA), (8B) and (8C) of Part A of this Form AA.

B. PRINCIPAL'S PART

(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.~~

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.

PLEASE CHECK CAREFULLY THE
NUMBER OF TRAINEE
SOLICITORS EMPLOYED BY THE
PRINCIPAL (INCLUDING THE
APPLICANT) AS OF THE DATE OF
EXECUTION OF FORM AA.

THE COMMENCEMENT DATE OF
TRAINEE SOLICITOR CONTRACT CAN
BE AS FAR BACK AS 3 MONTHS FROM
THE DATE OF EXECUTION

- (6) The trainee solicitor named above has been continuously employed by *me /# _____ since the
1st day of AUGUST 2026 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 ABC & Co.)
3/F, 6 DES VOEUX RD., CENTRAL,)
HONG KONG SAR this 31st day of)
OCTOBER 2026)

DECLARED AT
WHERE AND
WHEN?

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

.....
Solicitor

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

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

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]