

## **TOOL KIT RELEASE ("FORM CC")**

### **IMPORTANT** Notes to Trainee Solicitor:

This **Tool kit** is to assist you in completing the standard Release Form ("Form CC"). Form CC can be saved and retrieved at any time during the completion process. After completing all sections in this Tool kit, you can use the "Print" button to print out Form CC. Both you and your Principal must review the entire Form CC before signing on the same.

Before completing Form CC, please read the followings (and check the boxes to indicate you have read them):-

- ☐ (1) your earlier Trainee Solicitor Contract (i.e. either the Form A/Form B/Form C) (the "earlier Contract") registered with the Society;
- ☐ (2) letter from the Society confirming your earlier Contract has been registered;
- ☐ (3) [Form CC](#); and
- ☐ (4) [Personal Information Collection Statement](#) at the end of Form CC.

Also, please note that this duly signed Release must be witnessed by a Hong Kong solicitor holding a current practising certificate. The original Release and a certified copy of the Release (by your new principal) should be returned to the Law Society of Hong Kong when you apply to register your new Contract. For details, please refer to the Notes for Completing Application for Registration of New Trainee Solicitor Contract ("Form BB").

**TOOL KIT  
RELEASE ("FORM CC")**

Date of the Release			
Details of Trainee Solicitor			
Surname (as on HKID)			
Given Names (as on HKID)			
Residential Address			
Details of Principal			
Surname (as shown on his/her practising certificate)			
Given Names (as shown on his/her practising certificate)			
Chinese Name (as shown on his/her practising certificate, if applicable)			
Firm/Company Type	<input type="checkbox"/> Law Firm	<input type="checkbox"/> Company/Government Department	
Firm/Company Name			
Office Address			
Details of Trainee Solicitor Contract (i.e. Form A/Form B/Form C registered with the Society) (the "Contract")			
Execution Date of the Contract			
Date of the Contract registered with the Society			
Last Day of Employment (i.e. the date after which all rights and obligations under the Contract shall absolutely cease and determine.)			

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(1) This is the end of the Tool kit for Form CC.

(2) Press to print out the Form CC.

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TRAINEE SOLICITORS RULES

RELEASE

THIS RELEASE is made the                      day of

BETWEEN  
of

(the "Principal"), a solicitor and a partner in *the firm of / employed by*\*

AND  
of

(the "Trainee Solicitor") .

IT IS MUTUALLY AGREED that the employment of the Trainee Solicitor under the Trainee Solicitor Contract entered into between the parties on the                      day of                      and registered with The Law Society of Hong Kong on the                      day of                      and all rights and obligations under it shall after the                      day of                      absolutely cease and determine.

AND that the Trainee Solicitor's last day of employment under the Trainee Solicitor Contract with the Principal shall be the                      day of                      .

SIGNED by the Principal                      )

in the presence of                      )

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

SIGNED by the Trainee Solicitor                      )

in the presence of                      )

Solicitor of the High Court of the Hong Kong Special Administrative Region  
**Note:**

This release must be witnessed by a Hong Kong solicitor holding a current practising certificate.

\* delete whichever is inapplicable

## **Personal Information Collection Statement**

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

- (i) The keeping of traineeship records to show the release of trainee solicitors and related matters;
- (ii) The exercise of the powers of the Society conferred upon it under the Legal Practitioners Ordinance (Chapter 159) and its subsidiary legislation; and
- (iii) The performance of the functions of the Society in accordance with its Memorandum and Articles of Association and the attainment of the objects for which the Society is established.

It is obligatory for you to supply the Society with the data requested in this 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 data may be provided to such persons within the Society whose proper business it is to have access to and assist in the management of the traineeship records 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)**.