

**TOOL KIT**  
**APPLICATION FOR REGISTRATION OF**  
**NEW TRAINEE SOLICITOR CONTRACT ("FORM BB")**

**IMPORTANT** Notes to Trainee Solicitor:

This **Tool kit** is to assist you in completing the standard Application for Registration of New Trainee Solicitor Contract ("Form BB"). Form BB 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 BB. Both you and your Principal must review the entire Form BB before signing on the same.

Before completing Form BB, you have to complete the Trainee Solicitor Contract (i.e. either Form A/Form B/Form C) (the "Contract") first. Also, please read the followings (and check the boxes to indicate you have read them):-

- ☐ (1) [Form BB](#);
- ☐ (2) [Personal Information Collection Statement](#) at the end of Form BB; and
- ☐ (3) the [notes](#) for completing Application for Registration of New Trainee Solicitor Contract.

This application must be declared by you and your principal before a Hong Kong Solicitor holding a current practising certificate (who must not be an employee or principal in your firm) or a Commissioner for Oaths or a Justice of Peace.

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**A. TRAINEE SOLICITOR'S PART**

Personal Particulars and General Information	
(1)	Surname in English <i>(as on HKID card)</i>
	Given names in English <i>(as on HKID card)</i>
	Name in Chinese, if applicable <i>(as on HKID card)</i>
(2)	Residential Address
(3)	Telephone Number (Mobile)
(4)	What is the execution date of your trainee solicitor contract you apply to register with the principal named below?  I apply for registration of my new trainee solicitor contract dated the _____ day of _____ with the principal mentioned below.
Documents to be attached (Please tick all check boxes to confirm.)	
<p>In support of your application, the following documents must be attached –</p> <p>the original of your new Trainee Solicitor Contract (which will be returned to you after registration);</p> <p>a certified copy of your new Trainee Solicitor Contract for retention by the Law Society;</p> <p>the original Release of your earlier Trainee Solicitor Contract;</p> <p>a certified copy of your Release for retention by the Law Society; and</p> <p>a cheque of HK\$1,400.00 payable to “The Law Society of Hong Kong”.</p> <p><i>Note</i> <i>All copy documents submitted with your Form BB must be <u>certified by your new principal</u>. A suitable form of wording to appear on certified documents is:-</i></p> <p>“I certify that this is a true copy of the .....</p> <p>Solicitor of the High Court of the Hong Kong Special Administrative Region</p> <p>Date: ____/____/____”</p>	

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**B. PRINCIPAL'S PART**

Personal Particulars and General Information	
(1)	Surname in English <i>(as shown on his/her practising certificate)</i>
	Given names in English <i>(as shown on his/her practising certificate)</i>
	Name in Chinese <i>(as shown on his/her practising certificate, if applicable)</i>
(2)	Office Address
Other Information	
(3)	<p>Please select one -</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>I am an employee of _____ <i>Insert name of company if you are employed in-house</i> 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.</p>
(4)	<p>Please confirm -</p> <p>I am not employed as assistant by another solicitor.</p>

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**B. PRINCIPAL'S PART (Cont'd)**

(5) Please confirm/select -

I \_\_\_\_\_ trainee solicitors, including the trainee solicitor named  
above.

(6) Please confirm/select -

The trainee solicitor named above has been continuously employed by \_\_\_\_\_  
since the \_\_\_\_\_ day  
of \_\_\_\_\_ (i.e. commencement date of the 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 BB.

(2) Press \_\_\_\_\_ to print out the Form BB.

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### A. TRAINEE SOLICITOR'S PART

- ## B. PRINCIPAL'S PART

- OR\***

**OR\***

27/09/10  
Trainee Solicitors - "BB"

**OR\***

I am an employee of \_\_\_\_\_ and am a solicitor of the High Court of 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 following page of this form carefully]***

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

A. The following documents must be produced to the Law Society with your Form BB -

- (1) the original of your new Trainee Solicitor Contract (which will be returned to you after registration);
- (2) a certified copy of your new Trainee Solicitor Contract for retention by the Law Society;
- (3) the original Release of your earlier Trainee Solicitor Contract;
- (4) a certified copy of your Release for retention by the Law Society; and
- (5) a cheque of HK\$1,400.00 payable to “The Law Society of Hong Kong”.

B. All copy documents submitted with your Form BB must be certified by your new principal. 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: \_\_\_\_/\_\_\_\_/\_\_\_\_”

C. If you are not using the Tool kit to complete Form BB, 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.

D. Your Form BB 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 in your firm or an employee of your company).

## **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 under the Legal Practitioners Ordinance (Chapter 159) and its subsidiary legislation; and
- (iii) The performance of the functions of the Society in accordance with its Memorandum and Articles of Association and the attainment of the objects for which the Society is established.

It is obligatory for you to supply the Society with the data requested in this application form except as otherwise indicated. The consequence for you if you fail to supply such data is that 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 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)**.