

To: **The Law Society of Hong Kong**
 3/F, Wing On House,
 71 Des Voeux Road Central, Hong Kong
 Tel: 2846-0500 Fax: 2845-0387
 Attn: Registration Section

FOR OFFICIAL USE ONLY
Foreign Firm No.: <u>FF-_____</u>
Date received: _____
Fees received: _____

APPLICATION FOR CERTIFICATE OF STANDING (FOREIGN FIRM)

I. Particulars of the Foreign Firm

Name of Foreign Firm <i>(As stated in the Certificate of Registration as a Foreign Law Firm issued by the Law Society)</i>	English:	
	Chinese (if applicable):	
Office Address in Hong Kong (in English):	English:	
Name(s) of Sole Principal / Resident Partner(s) / Partner(s)* <i>(As stated in the Certificate of Registration as a Foreign Lawyer issued by the Law Society)</i>	Sole Principal	
	Name in full, surname first:	
	Resident Partner(s) / Partner(s)	
	1. Name in full, surname first:	
	2. Name in full, surname first:	
	3. Name in full, surname first:	
4. Name in full, surname first:		
(Please continue on separate sheet, where necessary)		
Contact Person & Information[#]	Name:	Position in the firm:
	Contact Telephone:	Email Address:

* The Certificate of Standing does not cover the partners of the foreign firm who do not intend to practice in Hong Kong and are not foreign lawyers registered with The Law Society of Hong Kong.

The information will be used to contact the applicant for collection of the Certificate of Standing.

II. Language, Addressee and Purpose for which the Certificate(s) of Standing is/are to be issued

Language	English version <input type="checkbox"/> Chinese version <input type="checkbox"/> <i>Please tick the appropriate box(es) and fill in the information requested below according to the version(s) chosen</i>
Addressee or Organisation^Ω <i>(e.g. Solicitors Regulation Authority, 北京司法局)</i>	English:
	Chinese:
Address^Ω:	English:
	Chinese:
The Purpose^Ω:	English:
	Chinese:

^Ω The information provided will be displayed on the Certificate(s) of Standing.

III. Administrative fee of HK\$12,000.00 for the Certificate of Standing (“choose” one method of payment only)

- A cheque (No. _____) for HK\$12,000.00[∇] payable to “**The Law Society of Hong Kong**” is enclosed.
- Telegraphic transfer of HK\$12,000.00[∇] was made on _____ (date). Any administrative costs or charges from banks should be borne by the sender and not be deducted from the application fee. A copy of the remittance advice is enclosed.

Bank & Address: HSBC, 1 Queen's Road Central, Hong Kong
 Bank Code & Account No.: (004) 583-009055-001
 Name: The Law Society of Hong Kong
 SWIFT Code: HSBCHKHCHKH

- Cash in the sum of HK\$12,000.00[∇] was paid at the Reception counter of The Law Society of Hong Kong. A copy of the receipt is enclosed.

[∇] This does not include the postal fee for special requests to send Certificates of Standing by registered mail or by courier to specified addresses; postal fee will be charged separately.

Note: Processing of the application takes at least 2–4 weeks from the receipt by The Law Society of the duly completed application form, the requisite application fee and all relevant documents in support of the application.

Date

Signed by Sole Principal / Partner

Full Name of Sole Principal / Partner
in capital letters

Personal Information Collection Statement

The personal data 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.

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

The data may be provided to such persons within the Society whose proper business it is to carry out the purposes mentioned above. 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.