

**APPLICATION FOR ASSISTANCE  
IN THE ESTABLISHMENT OF BRANCH OFFICE OVERSEAS  
(OTHER THAN PRC)**

This form is to be used for the application of a Certificate of Standing from the Law Society addressed to the appropriate authority overseas for the purpose of establishing a branch office overseas by a Hong Kong law firm. A cheque for \$12,000.00 made payable to "The Law Society of Hong Kong" should accompany this application.

1. Name of firm : \_\_\_\_\_

2. Date of commencement of practice in Hong Kong : \_\_\_\_\_  
(Any change in firm's name, if so, please indicate the former name and the date of change : \_\_\_\_\_)

3. Period of time over which the senior partner or sole-proprietor has practised in partnership or as a sole-proprietor :

<u>Period</u>	<u>Firm</u>	<u>Position</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Number of Partners with the firm : \_\_\_\_\_  
Number of Consultants with the firm : \_\_\_\_\_  
Number of Assistant Solicitors with the firm : \_\_\_\_\_  
Number of unqualified staff with the firm : \_\_\_\_\_

5. City and Country where the branch office overseas will locate : \_\_\_\_\_  
\_\_\_\_\_

6. Intended establishment date of branch office overseas : \_\_\_\_\_

7. Intended supervising/handling solicitors for branch office :

<u>Name</u>	<u>Position</u>	<u>Intended Position in Branch Office Overseas</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Intended size of branch office overseas (number of staff) : \_\_\_\_\_

9. The name intended to be used overseas (if different from the one in 1. above) : \_\_\_\_\_  
\_\_\_\_\_

10. I undertake to return and complete the form "Confirmation of the Establishment of Branch Office Overseas" within 14 days after the establishment of the branch office.

\_\_\_\_\_  
(Signed by senior partner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Full name 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 application form except as otherwise indicated. The consequence for you if you fail to supply such data is that you will have contravened the requirements of the Solicitors’ Practice 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 practitioners’ affairs 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).