

APPLICATION FOR CERTIFICATE OF STANDING**I. Particulars of the Applicant**

- a. Full Name: _____
- b. Name of Firm or Company: _____
- c. Correspondence / Office Address: _____

- d. Contact Tel. No.: _____ E-mail[∅]: _____

∅The e-mail address will be used to contact the applicant for collection of the Certificate of Standing.

II. The Addressee and the Purpose for which the Certificate of Standing is to be issued[∇]

- a. The Addressee:
(including the address) _____

- b. The Purpose:
("tick" one only)
- Application for admission as a solicitor in _____ *(jurisdiction)*.
- Application for registration as a foreign lawyer to practise in _____ *(jurisdiction)*.
- Application for a practising certificate/licence in _____ *(jurisdiction)*.
- Application for appointment as the Chief Representative of _____ *(firm name)* in _____ *(jurisdiction)*.
- Application for registration as a representative of _____ *(firm name)* in _____ *(jurisdiction)*.
- Application for annual inspection of _____ *(firm name)* in _____ *(jurisdiction)*.
- Application for renewal of licence of _____ *(firm name)* in _____ *(jurisdiction)*.
- Application for appointment as a Civil Celebrant of Marriages pursuant to Section 5A(1) of the Marriage Ordinance (Cap 181).
- Application for renewal of appointment as a Civil Celebrant of Marriages pursuant to Section 5A(2) of the Marriage Ordinance (Cap 181).
- Application for the post of government counsel in Hong Kong.
- Other *(specify)* _____.

∇Information in Part II a. and b. will be shown on the Certificate of Standing.

[over]

III. Recipient of the Certificate of Standing (“tick” one only)

To be collected in person by you or your representative.

To be sent to the addressee stated in Part II above directly.

To be sent to (*specify*) _____

_____ directly.

IV. Fee for the Certificate of Standing (“tick” one only)

A cheque (No. _____) for HK\$3,000.00* payable to “The Law Society of Hong Kong” is enclosed.

Telegraphic transfer of HK\$3,000.00* was made on _____ (*date*). A copy of the remittance advice is enclosed.

Cash in the sum of HK\$3,000.00* was paid at the Reception 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 courier to a specified address; postal fee will be charged separately.*

Note: For the processing of an application, applicants should allow 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

Signature of the Applicant

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.

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 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 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, 26/F, The Centre, 99 Queen's Road Central, Central, Hong Kong.

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