

ESTABLISHMENT OF REPRESENTATIVE OFFICE IN THE MAINLAND

APPLICATION FOR CERTIFICATES OF STANDING FOR:

- (1) FIRM
- (2) CHIEF REPRESENTATIVE
- (3) EACH OF THE REPRESENTATIVES

Name of firm	English:		
	Chinese (if applicable):		
Address of intended representative office in the Mainland			
Particulars of intended chief representative	Name	English:	
		Chinese (if applicable):	
	Position in the firm		
	Date of admission as a Hong Kong solicitor		
	Years of practice as a qualified legal practitioner outside the Mainland (Please tick as appropriate)	<input type="checkbox"/> 3 years or more <input type="checkbox"/> less than 3 years	
Particulars of representative(s)	1.	Name	English:
			Chinese (if applicable):
	Position in the firm		
	Date of admission as a Hong Kong solicitor		
	Years of practice as a qualified legal practitioner outside the Mainland (Please tick as appropriate)	<input type="checkbox"/> 2 years or more <input type="checkbox"/> less than 2 years	
	2.	Name	English:
			Chinese (if applicable):
		Position in the firm	
		Date of admission as a Hong Kong solicitor	
		Years of practice as a qualified legal practitioner outside the Mainland (Please tick as appropriate)	<input type="checkbox"/> 2 years or more <input type="checkbox"/> less than 2 years
Note: Please continue on separate sheet for additional representative(s).			

Intended date of establishment of representative office		
Number of staff in the firm (Please indicate, where appropriate, if the number includes the chief representative and the representatives)	Partners	(include/does not include the chief representative/representative(s))
	Consultants	(include/does not include the chief representative/representative(s))
	Assistant Solicitors	(include/does not include the chief representative/representative(s))
	Unqualified Staff	
Name and address of the Mainland Department to which the certificate is addressed for the purpose of applying for approval to establish a representative office in the Mainland	Name	English:
		Chinese:
	Address	English:
		Chinese:
Fee for application (a) HK\$12,000 in respect of the certificate for the firm (b) HK\$3,000 in respect of a certificate for each of the chief representative and representative(s)	* Cheque payable to The Law Society of Hong Kong for the total sum of HK\$ _____. * <input type="checkbox"/> attached <input type="checkbox"/> not attached (*Please tick as appropriate)	

I undertake to complete the attached Confirmation of the Establishment of a Representative Office in the Mainland and return it to the Society within 14 days after the commencement of business of the representative office in the Mainland.

Signed by sole principal/partner

Date

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 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, 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**.