

**Checklist of Supporting Documents for (1) Application for Registration as a Foreign Firm and (2) Application for Registration as a Foreign Lawyer**

General Note

- A. Please note that, for all documents requested by the Law Society as set out below, unless otherwise specified, only original or certified/notarized copies will be accepted.
- B. Where the relevant authority issues documents in electronic form only, please request the authority to send the documents directly to the Law Society at [foreign@hklawsoc.org.hk](mailto:foreign@hklawsoc.org.hk).
- C. Where the relevant authority is unable to send documents directly to a third party (i.e. the Law Society):-
- (i) a certified/notarized copies will be accepted; or
  - (ii) the applicant for the document (for example, the managing partner of the headquarters or the individual lawyer who applied for the document) is required to make a declaration (declared in Hong Kong or notarized in the Chinese Mainland or overseas, as appropriate) declaring:-
    - that a request has been made to the issuing authority to send the relevant document(s) directly to the Law Society by email;
    - the response received from the issuing authority in respect of that request (with the relevant correspondence to be exhibited); and
    - that the copy(ies) of the relevant document(s) produced to the Law Society or exhibited to the declaration are true copy(ies) of the documents received from the issuing authority.
- D. For documents not in Chinese or English, certified English translations must also be provided.
- E. Please note that, unless otherwise specified on the Certificates of Good Standing (“COS”), its validity period shall be six months, calculated from the date on which the applicant submits the last application document to the Law Society.

Where a COS had expired, the Law Society might, in lieu of requiring the submission of a full set of up-to-date COS, accept a declaration from the managing partner of the Chinese Mainland or overseas firm and the intended resident principal of the proposed firm in Hong Kong (declared in Hong Kong or notarized in the Chinese Mainland or overseas, as appropriate), confirming that there has been no change in the standing of the firm and its branch offices since the expiry of the COS.

Applicants are also advised to make prior enquiries with the Law Society at [foreign@hklawsoc.org.hk](mailto:foreign@hklawsoc.org.hk) regarding the number of COS required, so that appropriate guidance may be given on the optimal timing for obtaining the COS to facilitate the application.

## Application for Registration as a Foreign Firm

1. Completed and signed Form FF
2. Professional Indemnity Insurance Policy and Confirmation issued by the insurance company (if applicable)
  - Applicants may first make enquiries with the intended insurance provider. The policy and the insurer's confirmation may be finalised and provided at a later stage of the application.
3. Official Registration Documents
  - Chinese Mainland
    - (a) Current Practice Licence
    - (b) (Copy acceptable) Previous Practice Licence evidencing that the intended resident partner has been a partner since the relevant date
    - (c) Certificate issued by the relevant authority confirming registration of the firm name in English
  - Overseas
    - (a) Depending on the firm's structure, documents issued by the equivalent company registry, law society, or other relevant authorities evidencing the registration details, formation of the firm, and the date since when the intended resident partner has been a partner of the firm
4. Confirmation from the managing partner of the headquarters confirming that (i) the firm intends to establish a foreign firm in Hong Kong and (ii) the headquarters will provide financial and logistical support to the proposed firm.
5. Certificates of Good Standing ("COS")
  - Chinese Mainland
    - (a) Recommendation Letter issued by the All China Lawyers Association ("ACLA Letter")
    - (b) COS for the headquarters and all branch offices in the Chinese Mainland issued by the bureaux of justice and bar associations at both provincial and municipal levels
      - where the ACLA Letter and COS do not conform with the Law Society's template in respect of certifying at least five years of good standing, a declaration from the managing partner of the headquarters (declared in Hong Kong or notarized in the Chinese Mainland, as appropriate) declaring, inter alia, that the headquarters and all Chinese Mainland branch offices have been in good standing for at least five years
    - (c) COS for overseas branch offices
  - Overseas
    - (a) COS for the headquarters and all local and overseas branch offices issued by Ministry of Justice / Bar Association / Law Society
      - where a COS for the firm cannot be obtained, a declaration from the managing partner of the headquarters:

- (i) declaring the reason why the COS for the headquarters and/or branch office(s) cannot be provided;
  - (ii) enclosing a list of all lawyers of the headquarters and branch office(s), stating their names, positions, and qualified jurisdiction(s); and
  - (iii) exhibiting the COS for each individual lawyer issued by the relevant authority of their qualified jurisdiction(s).
6. Detailed business plan setting out, inter alia, the business scope, areas of expertise and services to be provided, the intended number of professional and non-professional staff (including their intended place of ordinary residence in the next 12 months, if outside Hong Kong), the firm's financial capability, and its plans to form an Association with a solicitors' firm and to localise.
7. Cheque of HK\$35,000 representing the application fee
8. Any other documents which the Law Society may require upon preliminary preview of the application documents

#### Application for Registration as a Foreign Lawyer

9. Completed and signed Form FL
10. Passport particulars page
11. Hong Kong Identity Card (if any)
12. Previous employment verification letter supporting the applicant's practice experience
13. Official Registration Documents
  - Chinese Mainland
    - (a) Current Practice Licence
    - (b) Certificate evidencing the passing of the National Unified Legal Professional Qualification Examination
  - Overseas
    - (a) Depending on the jurisdiction, admission certificates or other documents
    - (b) Current Practice Certificate / Licence
      - where no practice certificate or licence is issued in a particular jurisdiction, a declaration from the applicant (declared in Hong Kong or notarized overseas, as appropriate) declaring, inter alia,:-
        - (i) the reason why a practising certificate or licence cannot be provided;
        - (ii) whether the applicant is entitled to practise the law of that jurisdiction in that jurisdiction; and
        - (iii) whether the applicant is entitled to practise the law of that jurisdiction in Hong Kong.
14. Confirmation from the managing partner of the headquarters confirming that (i) the lawyer is to be appointed as the resident partner or employed as a registered foreign

lawyer, (ii) the proposed resident partner satisfies the requirements under Section 7(1) of the FLRR with details of compliance, and (iii) the resident partner or registered foreign lawyer will be covered by the proposed firm's insurance policy, together with the intended commencement date.

15. Certificates of Good Standing (“COS”)
  - Chinese Mainland
    - (a) Recommendation Letter issued by the All China Lawyers Association (“ACLA Letter”)
    - (b) COS issued by the bureaux of justice and bar associations at both provincial and municipal levels
      - where the ACLA Letter and COS do not conform with the Law Society’s template in respect of certifying at least five years of good standing, a declaration from the applicant (declared in Hong Kong or notarized in the Chinese Mainland, as appropriate) declaring, inter alia, that the applicant has been in good standing for at least five years
  - Overseas
    - (a) COS issued by the relevant authority such as Ministry of Justice / Bar Association / Law Society
16. Cheque of HK\$9,000 representing the application fee
17. Any other documents which the Law Society may require upon preliminary preview of the application documents.

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