

**NOTIFICATION OF CHANGES RELATING TO PARTICULARS
IN AN APPLICATION FOR REGISTRATION AS A FOREIGN FIRM**

*[This form is to be completed pursuant to Rule 9(2)(a)
of the Foreign Lawyers Practice Rules]*

1. The name of the firm is:

1A. The name of the service company is:

2. The following particulars given to the Society have been/will be changed :

I. With effect from :

**I.a. Name of the Firm /
Service company* (English):**

(Chinese):

Address (English):

(Chinese):

Email :

Homepage :

Tel No :

Fax No :

(A separate application for consent to change the name of firm is required except for the change of name due to a change from general partnership/sole proprietorship to LLP and vice versa.)

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I.b. Resident Partner(s)/Foreign Lawyer(s) who **have joined/will join** the firm/service company*:

Name in Full (Surname first and underline/in bold)	Ref. no (at bottom of Cert. of Reg.)	Passport (Place of issue of No.)	H.K.ID No.	Position [#]	With effect from

[#]The foreign lawyer who has joined/will join the firm as a principal must countersign this Notification or provide a written confirmation duly signed by him signifying his consent to be a principal of the firm.

I.c. Resident Partner(s)/Foreign Lawyer(s) who **have left/will leave** the firm/service company*:

Name in Full (Surname first and underline/in bold)	Ref. No. (at bottom of Cert. of Reg.)	Position	With effect from

I.d. Status of Resident Partner(s)/Foreign Lawyer(s) **has changed/will change** :

Name in Full (Surname first and underline/in bold)	Ref. No. (at bottom of Cert. of Reg.)	Previous Status	New Status ^{###}	With effect from

^{###}The foreign lawyer must countersign this Notification or provide a written confirmation duly signed by him signifying his consent to be a new principal of the firm if his new status is a principal of the firm.

II. Mode of Operation

The firm has changed its operation :

* (i) from a limited liability partnership to a general partnership/
sole proprietorship with effect from

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*(ii) from a general partnership/sole proprietorship to a limited liability partnership with effect from

and has complied with the insurance requirement in section 7AD of the Legal Practitioners Ordinance Cap. 159. The Declaration on Top-up Insurance Cover (FP-1A) duly completed and signed by the firm is attached.

[*Please delete if inapplicable]

IIA Insurance

The particulars of the insurance cover has changed since the firm last submitted its particulars :

Professional Liability Insurance New Renewal

If new, the effective date of change is: _____

II.a. Name of Insurer :

II.b. Address of Insurer :

II.c. Policy No. :

II.d. The period of coverage is from _____ to _____

The updated Declaration and insurance policy is attached. FP-1 relates to rule 6(1) of the Foreign Lawyers Registration Rules and FP-1A relates to the Limited Liability Partnerships (Top-up Insurance) Rules.

Please note that under section 9(2A) of the Foreign Lawyers Practice Rules, if at any time a firm that is a limited liability partnership within the meaning of Part IIAAA of the Legal Practitioners Ordinance does not have in existence a policy of insurance as is required under section 7AD of the Ordinance, a principal of the firm must notify the Society in writing within 14 days of the occurrence of that fact.

III. Accountant's Report

The firm's new accounting period will be _____

(A separate application for consent to change the accounting period is required.)

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IV. Please specify below any other changes of the particulars that are required to be given in the application for registration as a foreign firm.

V. Termination of Association

Name of Associated Solicitor's firm	With effect from

(A separate written confirmation from a principal of the solicitor's firm should be attached.)

Signature of resident principal/partner:

Print your name clearly underneath your signature

I hereby consent to be a new principal of the firm.

Print your name clearly underneath your signature

Date : _____

If the change submitted in this Notification Form includes a change in item II, then this Form must be signed by all partners of the firm.

Name of Partner : _____ Date : _____	Name of Partner : _____ Date : _____
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<hr/> Name of Partner : Date :	<hr/> Name of Partner : Date :
<hr/> Name of Partner : Date :	<hr/> Name of Partner : Date :

- Note:*
- (1) *One resident principal/partner of the firm may complete this form on behalf of all principals/partners.*
 - (2) *The Society will not acknowledge receipt of this form but you will be contacted if the Society requires further information.*
 - (3) ** delete whichever is inapplicable.*

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Personal Information Collection Statement

The personal data of the data subjects collected in this Notification and the Declaration on Top-up Insurance Cover (FP-1A) (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for the following purposes:

- (i) The updating of the records of a law firm resulting from changes of the address, personnel or management of the law firm that are reported to the Society 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 Notification, 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 you will have failed to comply with the Foreign Lawyers 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 mentioned above.

The data will also be used for updating the List (which may be included in the Law List and other Law Society publications) kept by the Society and which is available for inspection by members of the public in ascertaining the particulars of a law firm that is or has been a limited liability partnership.

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.

**DECLARATION ON INSURANCE COVER
FOR FOREIGN LAW FIRM**

I, _____, principal of _____
(name as on practising certificate)

(name of foreign firm)

DO SOLEMNLY AND SINCERELY DECLARE THAT:

(name of foreign firm)

("Firm") complies with rule 6(1) of the Foreign Lawyers Registration Rules, namely,

- i) the foreign lawyers of the Firm are entitled to be indemnified for not less than HK\$20 million in respect of each and every claim (inclusive of costs) with no aggregate limit; and
- ii) indemnity is provided against loss brought about by the fraud or dishonesty of the employees of the Firm or the indemnified other than that occurring as a result of recklessness or dishonesty or a fraudulent act or fraudulent omission on the part of the principal in the conduct or management of the practice.

**AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING
THE SAME TO BE TRUE AND BY VIRTUE OF THE OATHS AND
DECLARATIONS ORDINANCE**

Signature of principal of the Firm

Declared before me

at _____
(detailed address)

this _____ day of _____ 20____.

Signature of the Notary Public, Commissioner for Oaths, or other person authorised by the Oaths and Declarations Ordinance to take declarations.

(Encl: A complete set of the policy of insurance)

**DECLARATION ON TOP-UP INSURANCE COVER
FOR FOREIGN LAW FIRM
OPERATING AS A LIMITED LIABILITY PARTNERSHIP**

I, _____, principal of _____
(name as on practising certificate)

(name of foreign firm operating as limited liability partnership)

DO SOLEMNLY AND SINCERELY DECLARE THAT:

(name of foreign firm operating as limited liability partnership)

(“Firm”) complies with section 7AD(4), (5) and (6) of the Legal Practitioners Ordinance (Cap 159) and sections 3 and 4 of the Limited Liability Partnerships (Top-up Insurance) Rules (Cap 159, sub leg AL), namely,

- i) the Firm is entitled to be indemnified against the part of the loss that exceeds HK\$20 million up to an amount not less than HK\$10 million in respect of any one claim with no limit as to the amount of liability of an insurer for claims in the aggregate or as to the number of claims; and
- ii) indemnity is provided against loss brought about by the fraud or dishonesty of the employees of the Firm or the indemnified other than that occurring as a result of recklessness or dishonesty or a fraudulent act or fraudulent omission on the part of the principal in the conduct or management of the practice.

**AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING
THE SAME TO BE TRUE AND BY VIRTUE OF THE OATHS AND
DECLARATIONS ORDINANCE**

Signature of principal of the Firm

Declared before me at _____
(detailed address)
this _____ day of _____ 20__.

Signature of the Notary Public, Commissioner for Oaths, or other person authorised by the
Oaths and Declarations Ordinance to take declarations.

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[Note : Please note that where the firm is a limited liability partnership and the particulars of the top-up insurance cover has changed since the firm last submitted its particulars, the firm must submit a revised Declaration on Top-up Insurance Cover duly completed and signed by the firm within 14 days of the change.

Please also note that under section 9(2A) of the Foreign Lawyers Practice Rules, if at any time a firm that is a limited liability partnership within the meaning of Part IIAAA of the Legal Practitioners Ordinance does not have in existence a policy of insurance as is required under section 7AD of the Ordinance, a principal of the firm must notify the Society in writing within 14 days of the occurrence of that fact.]