

**DECLARATION AS TO  
PARTICULARS RELATING TO FOREIGN LAW FIRMS**

*[This form is to be completed pursuant to Rule 9(3)  
of the Foreign Lawyers Practice Rules]*

I,

(full name as on your Certificate of Registration)

solemnly and sincerely declare as follows -

1. I am engaged in practice (on my own account / in partnership and am providing this return on behalf of my partners\*).

2. The name of my / our\* firm is

3. The names of all the principals, foreign lawyers and consultants in my / our\* firm as at 31 December 20\_\_ are set out in Schedule 1.

4. All of the principals, foreign lawyers and consultants in my / our\* firm are not principals or employees of another foreign law firm or firm of solicitors in Hong Kong, or a salaried employee of a service company in Hong Kong, except as set out in Schedule 2.

5. The particulars of every employee who has joined my / our\* firm (except employees who are registered as foreign lawyers) since 1 January 20\_\_ to 31 December 20\_\_ are set out in Schedule 3.

6. The particulars of every employee of my / our\* firm (except employees who are registered as foreign lawyers) who is not included in Schedule 3 between 1 January 20\_\_ to 31 December 20\_\_ are set out in Schedule 4.

7. My / our\* firm engages a service company to provide staff for the firm and details of this company are set out in Schedule 5. The particulars of the employees provided by this company are included in Schedules 3 and 4.

**(Delete this paragraph if inapplicable)**

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Cap. 11).

Declared at Hong Kong this )  
day of 20 )

Before me

## The Declarant

\* Delete one of the alternatives.

Notes:

1. If there is not enough space in the attached Schedules, you may copy or reproduce the Schedules so long as the required information is supplied.
2. The particulars required may be given by one principal on behalf of the other principals.

## SCHEDULE 1

### NAMES OF ALL PRINCIPALS, FOREIGN LAWYERS AND CONSULTANTS AS AT 31 DECEMBER 20\_\_ .

Full Name (as on the Certificate of Registration)	Position	Foreign Lawyer Reference Number (at bottom of Certificate of Registration)

Total Number of Principals

Total Number of Consultants

Total Number of other Foreign Lawyers

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Total Number of Registered Foreign Lawyers

## SCHEDULE 2

List the names of all principals, foreign lawyers or consultants of your firm who are also employees or principals of another foreign law firm or employees of a firm of solicitors in Hong Kong, or a salaried employee of a service company in Hong Kong and the name of the firm or company and their position in the other firm or company.

Full Name of Foreign Lawyer	Name of Other Firm/Company <sup>#</sup>	Position in Other Firm/Company

<sup>#</sup> Please indicate whether the firm is another foreign law firm, or a firm of solicitors in Hong Kong or a service company in Hong Kong.

### SCHEDULE 3

#### PARTICULARS OF ALL NEW EMPLOYEES BETWEEN 1 JAN 20 \_\_\_\_ to 31 DEC 20 \_\_\_\_

Full Name (English & Chinese, if applicable)	ID Card/Passport No.	Chinese Commercial Code	Date of Birth	Position	Date of Employment*

Total number of current employees in this Schedule: \_\_\_\_\_

(Do not include employees who have left the firm's employment).

Please list all employees whether full-time or part-time, remunerated or otherwise (except employees who are registered foreign lawyers).

\* If an employee has already ceased employment with the firm, put also the date of cessation in this column.

## SCHEDULE 4

### PARTICULARS OF ALL OTHER EMPLOYEES BETWEEN 1 JAN 20 \_\_\_\_ to 31 DEC 20 \_\_\_\_

Full Name (English & Chinese, if applicable)	ID Card/Passport No.	Chinese Commercial Code	Date of Birth	Position	Date Ceased Employment

Total number of current employees in this Schedule: \_\_\_\_\_  
(Do not include employees who have left the firm's employment).

Please list all employees whether full-time or part-time, remunerated or otherwise (except employees who are registered foreign lawyers).

## SCHEDULE 5

### DETAILS OF SERVICE COMPANY

Name of Service Company:

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Directors of Service Company:


Note: If your firm engages more than one service company, details of all companies must be given.

This page and the preceding \_\_\_\_\_ pages are the Schedules referred to in the  
declaration of \_\_\_\_\_ made before me at Hong Kong  
this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .

\_\_\_\_\_  
The Declarant

\_\_\_\_\_  
Commissioner for Oaths / Solicitor / Justice of the Peace.

## **Personal Information Collection Statement**

The personal data collected in this Declaration (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for the following purposes:

- (i) The processing of this Declaration which is required to be furnished by a foreign law firm to the Society under the Foreign Lawyers Practice Rules 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 Declaration, 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 may have contravened the requirements of Section 9(3) of the Foreign Lawyers Practice Rules.

The data may be provided to such persons within the Society whose proper business it is to carry out the purposes above mentioned. 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)**.