

NOTIFICATION OF CHANGES RELATING TO NON-REGISTERED EMPLOYEES IN A FOREIGN LAW FIRM

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

1. The name of the firm is:

1A. The name of the service company is:

2. The following non-registered employee(s) (full time and part time) have joined/will join the firm/service company*:

Full Name (English & Chinese, if applicable; Surname first, underline/in bold)	ID Card / Passport Number	Chinese Commercial Code No	Date of Birth (d/m/y)	Position	With effect from

3. The following non-registered employee(s) have left/will leave the firm/service company*:

Full Name (English & Chinese if applicable; Surname first, underline/in bold)	ID Card / Passport Number	Position	With effect from

Signature of resident principal/partner:

Print your name clearly underneath your signature

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.

Personal Information Collection Statement

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

- (i) The processing of the changes to particulars relating to non-registered employees in a foreign law firm given in this Notification 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 applicable changes of particulars as required under Section 9(2)(b) of the Foreign Lawyers Practice Rules. The consequence for you if you fail to supply such data is that you may have contravened the requirements 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**.