

**CESSATION OF PRACTICE  
NOTIFICATION OF CHANGES TO A PRACTICE  
PURSUANT TO PRACTICE DIRECTION D7**

[Please provide all information as required or put "not applicable".]

1. The name of the firm is:

1A\*. The name of the service company is:

2. The following professional staff (full-time and part-time) have left the firm / service company\*:

Full name (as on practising certificate; surname first and please <u>underline</u> )	Solicitor ref. no. (at bottom of practising certificate)	Status (principal / assistant solicitor / consultant)	Mark "x" if a supervising solicitor of authorised clerk(s) in the firm before departure	With effect from

NB Authorised clerks are employees authorised to visit persons in custody

3. The status of the following professional staff (full-time and part-time) has changed:

Full name (as on practising certificate; surname first and please <u>underline</u> )	Solicitor ref. no. (at bottom of practising certificate)	Former status (principal / assistant solicitor / consultant) (please mark "x" if also a supervising solicitor of authorised clerk(s) in the firm)	New status (principal / assistant solicitor / consultant) (please mark "x" if also a supervising solicitor of authorised clerk(s) in the firm)	Full-time / Part-time / Other please specify	With effect from

4. The following non-professional staff (full-time and part-time) have left the firm / service company\*:

Full name (Both English & Chinese, if applicable; surname first and please <u>underline</u> )	Date of birth (dd/mm/yy)	Position	Mark "*" if authorised clerk. Please state the full name of the supervising solicitor (as on practising certificate, surname first and please <u>underline</u> )	With effect from

5. The following foreign lawyers (full-time and part-time) have left the firm / service company\*:

Full name (as on Certificate of Registration; surname first and please <u>underline</u> )	Ref. no. (at bottom of Certificate of Registration)	Status	With effect from

Signature of Principal:

\_\_\_\_\_

Print your name clearly underneath your signature

Date: \_\_\_\_\_

- Note:
- (1) One Principal of the firm may complete this form on behalf of all Principals.
  - (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.

*Solicitors' Practice Rules*

**5. Particulars relating to firms**

- (2) A principal (regardless of when his firm commenced business) shall advise the Society in writing in a form approved by the Society within 14 days of such occurrence of any change in any of the particulars referred to in subrule (1) or (1A) (whether or not that subrule otherwise applies) which occurs after the commencement of the Solicitors' Practice (Amendment) Rules 1993.
- (3) A principal who is in practice at any time during a calendar year shall, not later than 31 January in the next calendar year, furnish to the Secretary General a declaration in respect of the relevant calendar year in accordance with Form 1 in the Schedule.

## **Personal Information Collection Statement**

The personal data 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 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 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 the Solicitors Practice Rules, the Solicitors Accounts Rules, the Accountant’s Report Rules and the Law Society Practice Directions.

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 the Notification and related matters. The data may also be provided to the persons who are affected by the cessation of the legal practice and also to the persons who may help the Society in attaining the purposes above mentioned.

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 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](http://www.hklawsoc.org.hk)**.