

CONFIDENTIAL

To The Law Society of Hong Kong

LEGAL VISITS BY SOLICITORS' EMPLOYEES

Firm's name: _____

TO PERSONS IN CUSTODY

Trainee Solicitors need not apply.

- ATTACH:
- (A) PASSPORT SIZE PHOTO OF APPLICANT
(with name and HKID Card No. marked on the reverse)
 - (B) COPY OF THE APPLICANT'S HKID CARD
 - (C) CHEQUE PAYABLE TO THE LAW SOCIETY OF HONG KONG
 - (D) AUTHORISATION SIGNED BY THE APPLICANT AND
WITNESSED BY THE SUPERVISING PARTNER / SOLICITOR
 - (E) NOTIFICATION OF CHANGES TO A PRACTICE FORM
if not already submitted (see rule 5(2) of Solicitors' Practice Rules)
-

PART A : NEW APPLICATION *FEE PAYABLE HK\$2,000.00
(where applicant has not previously been authorised to carry out legal visits by any firm
of solicitors)

Applicant

Full name of applicant: _____

HKID Card No: _____

Job title: _____

*No. of years of working experience in criminal litigation: _____

Supervising Solicitor

Full name of supervising solicitor: _____
(as on practising certificate)

No. of years of post-qualification experience in the litigation practice: _____

No. of authorised clerks under his supervision
(including the clerk named in the application): _____

*The Consents Committee has resolved that in principle, an applicant with less than 1 year's working experience in criminal litigation will be not considered.

C O N F I D E N T I A L

PART B : APPLICATION DUE TO CHANGE OF EMPLOYER *FEE PAYABLE HK\$2,000.00
(where applicant has previously been authorised to carry out legal visits by any firm of solicitors)

Applicant

Full name of applicant: _____
HKID Card No: _____
Job title: _____
Previous firm's name and dates of employment: _____

Supervising Solicitor

Full name of supervising solicitor: _____
(as on practising certificate)
No. of years of post-qualification experience in the litigation practice: _____
No. of authorised clerks under his supervision
(including the clerk named in the application): _____

PART C : APPLICATION ON CHANGE OF FIRM'S NAME *FEE PAYABLE HK\$2,000.00

New firm's name: _____
Old firm's name: _____

Please attach a schedule indicating names and HKID Card No. of applicants.

C O N F I D E N T I A L

AUTHORISATION

I hereby authorise the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to the Law Society of Hong Kong and my employer on whose behalf this application is submitted. I also agree to my fingerprint impressions being taken by the Police in connection with this application, if required for the purpose of verifying my criminal record. My personal particulars are as follows:-

Name

Date of Birth

HK Identity Card No. / Passport No.

Chinese Commercial Code Nos. / / /
(as recorded on the applicant's
HK Identity Card - where applicable)

Place of Birth

.....
(Signature of applicant)
date

Witnessed by
(Signature of Supervising Partner / Solicitor)

.....
(Name of Supervising Partner / Solicitor)

HKID Card No.

C O N F I D E N T I A L

To The Law Society of Hong Kong

LEGAL VISITS BY SOLICITORS' EMPLOYEES

Firm's name: _____

TO PERSONS IN CUSTODY

Name of Supervising
Partner / Solicitor: _____

HKID Card No.: _____

Signature of Supervising
Partner / Solicitor

Date

PART A : DELETION DUE TO TERMINATION OF EMPLOYMENT *NO FEE

If not already submitted, please attach a *Notification of Changes to a Practice Form* (see rule 5(2) of the Solicitors' Practice Rules)

Name of approved clerk: _____

HKID Card No.: _____

Job title : _____

PART B : DELETION DUE TO OTHER REASON(S) *NO FEE

Name of approved clerk: _____

HKID Card No.: _____

Job title: _____

Reasons: _____

Personal Information Collection Statement

(Applications for Legal Visits)

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

- (i) The processing of this Application 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 (collectively "the Ordinance");
- (iii) The issuing of circular to notify members (a) of the names of clerks with criminal convictions involving dishonesty and (b) to seek approval from the Society to employ those clerks under section 53(3) of the Legal Practitioners Ordinance; and
- (iv) 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 Application, 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 the Society will not be able to process this Application.

The data may be provided to such persons within the Society who will be handling this Application. The data may also be provided to relevant government departments, law enforcement agencies and other persons who may help the Society in attaining the purposes above mentioned.

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.