

NOTIFICATION OF CHANGES TO A PRACTICE

[Pursuant to rule 5 of the Solicitors’ Practice Rules Cap. 159H]

[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 firm / service company * has changed its name to:

In English:

In Chinese:

with effect from:

2A. The firm has changed its operation :

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

*(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 and sections 3 and 4 of the Limited Liability Partnerships (Top-up Insurance) Rules (Cap 159, sub leg AL). The Declaration on Top-up Insurance Cover (LP-1) duly completed and signed by the firm is attached.

[*Please delete if inapplicable]

3. The following professional staff (full-time and part-time) have joined 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) [#]	Full-time / Part-time / Other please specify	Mark “*” if a supervising solicitor of authorised clerk(s) in the firm	With effect from

#The solicitor who joins 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.

4. 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 “✕” 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

5. 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 “✕” if also a supervising solicitor of authorised clerk(s) in the firm)	New status (principal / assistant solicitor / consultant) (please mark “✕” if also a supervising solicitor of authorised clerk(s) in the firm) ^{###}	Full-time / Part-time / Other please specify	With effect from

###The solicitor 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.

5A. There has been a change in the supervising solicitor(s) for the following authorised clerk(s):

Full name of authorised clerk (Both English & Chinese, if applicable; surname first and please <u>underline</u>)	Full name of former supervising solicitor (as on practising certificate, surname first and please <u>underline</u>)	Full name of new supervising solicitor (as on practising certificate, surname first and please <u>underline</u>)	Further information on the new supervising solicitor			
			Change in supervising solicitor effective from	Full-time / Part-time	No. of years of post-qualification experience in the litigation practice	No. of authorised clerks under his supervision (including the clerk named in this column)

6. If the firm / service company* has moved offices, or the firm has opened a branch office or closed an existing office or added a separate additional unit, list the address/es below and indicate in the first column whether it is a new address or a former address or a separate additional unit and whether it is the firm's main office or a branch office.

If the firm / service company's* address remains the same but other details have changed (for example, telephone number), list the address and the **new** details and indicate in the first column that the address shown is a current address.

Address	With effect from	Tel. no.	Fax no.	Telex no. / E-mail	DX no.
Type of office: main / branch / new / current / former / every additional separate unit)					
Type of office: main / branch / new / current / former / every additional separate unit)					

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

Full name (Both English & Chinese, if applicable; surname first and please <u>underline</u>)	ID Card / Passport number	Chinese commercial code No.	Date of birth (dd/mm/yy)	Position	Mark “✖” if authorised clerk. Please state the full name of the supervising solicitor (as on practising certificate)	For authorised clerk - name of previous firm	With effect from

8. 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

8A. The status of the following non-professional staff (full-time and part-time) has changed:

Full name (Both English & Chinese, if applicable; surname first and please <u>underline</u>)	Date of birth	Former position	New position	Full-time / Part-time / Others - please specify	With effect from

9. The following foreign lawyers (full-time and part-time) have joined 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	Full-time / Part-time / Others - please specify	With effect from

10. 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

10A. The status of the following foreign lawyers (full-time and part-time) has changed:

Full name (as on Certificate of Registration; surname first and please <u>underline</u>)	Ref. no. (at bottom of Certificate of Registration)	Former status	New status	Full-time / Part-time / Others - please specify	With effect from

11. The following unqualified staff have name card issued or permitted for use by the firm which differ from the name(s) that appear on their Hong Kong identity cards:

Name (Both English & Chinese, if applicable; <u>underline</u> surname please) as appears on the employee's Hong Kong identity card	Name (Both English & Chinese, if applicable; <u>underline</u> surname please) as appears on the employee's name card

12. #The firm is a limited liability partnership. The particulars of the insurance cover has changed since the firm last submitted its particulars. The revised Declaration on Top-up Insurance Cover (LP-1) duly completed and signed by the firm is attached.

#Please put a tick in the box of item 12 if the firm is a limited liability partnership and there is a change to the insurance cover.

Please note that under section 5(2A) of the Solicitors 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.

Signature of principal:

Print your name clearly underneath your signature

- 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.
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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 2A, then this Form must be signed by all partners of the firm :

Name of Partner
Date :

Name of Partner
Date :

Name of Partner
Date :

Name of Partner
Date :

Name of Partner
Date :

Name of Partner
Date :

Personal Information Collection Statement

The personal data of the data subjects collected in this Notification and the Declaration on Top-up Insurance Cover (LP-1) (“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 Solicitors 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 may 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**.