

**CONFIRMATION OF THE
ESTABLISHMENT OF BRANCH OFFICE OVERSEAS
(OTHER THAN PRC)**

This form is to be completed and returned to the Law Society within 14 days after the establishment of the branch office overseas.

1. Name of firm (in English) : _____
2. Name of firm (in Chinese) : _____
3. Name actually used Overseas if different from above : _____
4. Date of issuance of Certificate of Standing by this Society : _____
5. Name of overseas authority approving the setting
up of branch office : _____
6. Date of approval granted by overseas authority : _____
7. Date of establishment of branch office overseas : _____
8. Full address of branch office overseas :

_____ (Tel No)
_____ (Fax No)

9. Supervising/handling solicitors in Hong Kong :

<u>Name</u>	<u>Position</u>	<u>Position in Branch Office Overseas</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Number of staff employed by branch office overseas : _____
11. A copy of certificate of registration or letter issued by authority overseas for setting up the branch office should be enclosed.

(Signed by senior partner)

(Date)

(Full name in capital letters)

Personal Information Collection Statement

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

- (i) The processing of this Confirmation 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 Confirmation, 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 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 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, 26/F, The Center, 99 Queen’s Road Central, Central, Hong Kong.

The Privacy Policy Statement of the Society is available on its website at **www.hklawsoc.org.hk**.