

CONFIRMATION OF THE ESTABLISHMENT OF REPRESENTATIVE OFFICE IN THE MAINLAND

Please complete and return this form to the Law Society within 14 days after the commencement of business of a representative office in the Mainland.

Name of Firm	English:	
	Chinese (if applicable):	
Date of issuance of Certificate of Standing by the Society:		
Date of commencement of business of the representative office:		
Particulars of representative office in the Mainland	Name	English:
		Chinese (if applicable):
	Address	
	Tel	
	Fax	
	E-mail address	
Particulars of chief representative	Name	English:
		Chinese (if applicable):
	Position in the firm	
Particulars of representative(s)	Name	English:
		Chinese (if applicable):
	Position in the firm	
	* Please continue on separate sheet for additional representative(s).	

Signed by sole principal/partner

Date

Full name of sole principal/partner
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 the Society will not be able to process this Confirmation.

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 this Confirmation 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, 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**.