

**NOTES ON HOW TO FILL IN THE NOTICE OF INTENTION
TO APPLY FOR A PRACTISING CERTIFICATE (2027)**

IMPORTANT

The Practising Certificate (Special Conditions) Rules (the “Rules”) came into effect in February 2003. Solicitors to whom the Rules apply must give the Law Society at least 6 weeks’ notice of their intention to apply for a practising certificate.

General

Please answer **all** questions.

Question 1

The Law Society will only recognise a change of name after an application has been made to the High Court for amendment of the Roll of Solicitors (the “Roll”) and the name has been changed on the Roll. Any change of your name since the issue of your last practising certificate will not be recognised unless the above procedure has been followed.

Question 2

Please provide your current office and/or home address(es).

Questions 4(1)(a) to (g)

Please refer to Section 3 of the Rules and **Circular 26-458 (COM)**.

Please answer the Yes/No questions by deleting the inapplicable only. Do not cross out the entire paragraph.

Question 4(1)(h)

Please refer to Section 3 of the Rules, **Circulars 26-458 (COM)** and **04-310 (SD)**.

The Council has agreed that an absence from full-time practice of law for a period of **not more than 6 months in aggregate** during the 2-year period referred to in Section 3(h) of the Rules will **not** be regarded as breaking the continuity requirement.

Accordingly, please select “No” if you have been absent from full-time practice of law for a period of more than 6 months in aggregate during the 2 continuous years immediately preceding the giving of the Notice.

Please provide full details of your employment/activities during the relevant 2-year period (please state “unemployed”, if appropriate): -

Period of Employment/ Activities (exact date ¹)	Firm/Company/ Chambers (Country)	Position / Title	Solicitor's Jurisdiction of Practice ²	Full-Time / Part-Time

Question 4(1)(i)

Please refer to Section 3 of the Rules and **Circular 26-458 (COM)**.

Question 4(2)

- (a) Tick all applicable boxes if you currently have more than one place of business or employment.
- (b) If you have not yet been admitted to practise, there is no need to complete this section.
- (c) If the question is inapplicable, please leave it blank. Do not cross out the entire question.

Question 4(3)

- (a) Please provide details of all your current employment/activities.
- (b) If you are unemployed, please state “unemployed”.

Question 4(4)

If the question is inapplicable, please leave it blank. Do not cross out the entire question.

Execution section

The Notice is in the form of a statutory declaration.

- (a) If you sign the Notice outside Hong Kong, it should be declared before a Notary Public.
- (b) If you sign the Notice in Hong Kong, it should be declared before a Commissioner for Oaths or a Hong Kong solicitor holding a current practising certificate. However, he/she **must not** be a solicitor of your firm/company.

¹ Law firms are required to notify the Law Society of details of your employment. If you are unsure of your dates of employment or job title, please check with the relevant firm(s).

² If you were employed as a non-professional staff (for example, as a paralegal, legal manager or legal assistant), please state "N/A" under "Solicitor's Jurisdiction of Practice".