

## THE LAW SOCIETY OF HONG KONG

### 2026 APPLICATION FOR PRACTISING CERTIFICATE

1. Name:

2. Address:

Office

Home

2A. Tick the appropriate box(es):

- ☐ My application comes within section 3 of the Practising Certificate (Special Conditions) Rules (Cap. 159 sub. leg. Y). I gave The Law Society of Hong Kong notice in writing of my intention to apply for a practising certificate not less than 6 weeks ago, namely on .....
- ☐ My application comes within section 3 of the Practising Certificate (Special Conditions) Rules (Cap. 159 sub. leg. Y). I gave The Law Society of Hong Kong notice in writing of my intention to apply for a practising certificate less than 6 weeks ago, namely on .....
- ☐ My application comes within section 3 of the Practising Certificate (Special Conditions) Rules (Cap. 159 sub. leg. Y). I have not given The Law Society of Hong Kong any prior notice in writing of my intention to apply for a practising certificate.
- ☐ My application does not come within section 3 of the Practising Certificate (Special Conditions) Rules (Cap. 159 sub. leg. Y).

3. Tick **all** appropriate boxes:

I am engaged in private practice in Hong Kong:

- ☐ on my own account
- ☐ in partnership
- ☐ as an assistant solicitor
- ☐ as a consultant

I am employed:

- ☐ in commerce or industry
- ☐ as a law teacher
- ☐ by Government

4. State the details of all firms in which you are engaged in practice or by whom you are employed specifying your capacity with each firm and whether you are engaged full-time or part-time or other (please specify) in that capacity:

FIRM

CAPACITY

FULL-TIME /  
PART-TIME /  
OTHER

Continue on a separate sheet if necessary. Please indicate if an additional sheet is annexed-  
YES / NO\*

- 5.\* If you have commenced or ceased to practise on your own account or in partnership in Hong Kong in the 12 months ending on 31 October immediately before your application, give details:

Name(s) of firm(s):

Date(s) of commencing / ceasing\* practice:

6. Tick the appropriate box(es):

- ☐ I am engaged in private practice in respect of which an indemnity is maintained in accordance with the Solicitors (Professional Indemnity) Rules (Cap. 159 sub. leg. M).
- ☐ I am engaged in private practice and do not maintain an indemnity but have been granted a specific waiver by the Council.
- ☐ I am not engaged in private practice and only perform acts for which a general waiver has been granted by the Council.
- ☐ I am not engaged in private practice and am engaged in acts for which a specific exemption has been granted by the Council.

7. I apply for a practising certificate.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\* Delete if inapplicable.

## NOTES ON HOW TO FILL IN THE APPLICATION FORM FOR A PRACTISING CERTIFICATE

### IMPORTANT

Here is a checklist on the documents required for the renewal of a practising certificate. Please return the following:-

1. a completed Application for Practising Certificate form (signed and dated);
2. a cheque or the completed credit card authorisation form for payment/other proof of payment (if applicable);
3. a Statement of Compliance with CPD and RME Requirements - Solicitors; and
4. a Notice of Intention to Apply for a Practising Certificate (signed and declared) if your application falls within any of the circumstances listed on Circular 25-502 (COM) (including any absence from full-time practice of law for a period of more than 6 months in aggregate during the 2 continuous years immediately prior to the giving of the Notice with reference to Circular 04-310 (SD)).

### Questions 1 and 2

The details printed on the form are the details currently recorded with the Law Society. Please amend if necessary.

The Law Society will only recognize a change of name after an application to the High Court had been made to amend the Roll of Solicitors by a change of name and the name has been changed on the Roll. Any change of your name since your last practising certificate will not be recognized unless the above procedure has been followed.

### Question 2A

You must answer this Question.

Solicitors to whom the Practising Certificate (Special Conditions) Rules apply must give at least 6 weeks' notice to the Law Society when applying for their practising certificates. Please see the Law Society Circular 25-502 (COM). Please tick the last box if you are not required to give such notice.

### Question 3

Tick all the appropriate boxes if you currently have more than one place of business or employment. You may skip this Question if none of the boxes is applicable to you.

### Question 4

You must answer this Question.

The names of your current firms or employers must be included. If you have no current employment, please put 'Unemployed' under the 'Firm' column.

### Question 5

If you have commenced or ceased practice on your own account or in partnership in Hong Kong between 1 November of the preceding year and 31 October of this year, please complete Question 5. Otherwise, please skip this Question.

### Question 6

All solicitors engaged in private practice are required to maintain professional indemnity in accordance with the Solicitors (Professional Indemnity) Rules. Any queries on individual solicitors' compliance with requirements under the Solicitors (Professional Indemnity) Rules including payment of contributions towards the Hong Kong Solicitors Professional Indemnity Fund should first be directed to the management of the solicitors' own firms.

For solicitors who are employed by non-solicitor employers, please refer to Practice Direction N and ensure compliance with all applicable requirements. With the coming into operation of the Practice Direction N on 1 June 2007, the general and specific waivers granted previously by the Council have lapsed on the same day. Solicitors not engaged in private practice should comply with Practice Direction N and should not tick any of the last two boxes as they no longer apply. Any queries relating to this Question should be directed to the Standards & Development Department by email at [adrg\\_group@hklawsoc.org.hk](mailto:adrg_group@hklawsoc.org.hk).

### Enquiries

General enquiries regarding how to fill in the application form should be directed to the Registration Section by email at [pcrenewal@hklawsoc.org.hk](mailto:pcrenewal@hklawsoc.org.hk) or by telephone on 2846-0554 or 2846-0529.

Specific enquiries regarding the Continuing Professional Development Scheme and the Risk Management Education should be directed to the Standards and Development Department by email at [statement@hklawsoc.org.hk](mailto:statement@hklawsoc.org.hk) or by telephone on 2805-9117 or 2805-9119.

### **Personal Information Collection Statement**

The personal data collected in this form (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for exercising its powers under the Legal Practitioners Ordinance (Chapter 159) and all relevant legislations to consider whether you should be issued a practising certificate and to administer and enforce the provisions of the said Ordinance and applicable legislations, rules and regulations. The data will also be used by the Society for communication purposes and in carrying out its functions pursuant to its Memorandum and Articles of Association and for the compilation of The Law List which is published for the purpose of facilitating the public and members of the Society in identifying and locating solicitors, foreign lawyers and law firms registered with the Society and in knowing the services they provide.

It is obligatory for you to supply the data requested in this form. The consequence for you if you fail to supply the data is that the Society will not be able to process your application for a practising certificate.

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 your application and related matters. In the course of carrying out the aforementioned purposes the Society may also provide the data to other persons who may facilitate the Society in carrying out the purposes mentioned above or who are in a position to verify the veracity and accuracy of the data provided by you including the Solicitors Disciplinary Tribunal, law enforcement agencies, judicial and quasi-judicial bodies.

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](http://www.hklawsoc.org.hk).