

*The Law Society of Hong Kong*  
**Statement of Compliance with CPD and RME Requirements – Solicitors**

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- Notes: (i) **This form must be completed and returned with your application for a 2024 practising certificate.**
- (ii) **Both Parts A and B of this form must be completed and returned with your application for the 2024 practising certificate.**
- (iii) **Please refer to the Explanatory Notes to the Statement for completing the form.**
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**During the 2022/23 CPD/RME practice year ended 31 October 2023:**

**Part A – Compliance with CPD requirements**

1. I have complied with my CPD requirement and I have accumulated:
- (i) not less than 15 CPD points; or
- (ii) the requisite \_\_\_\_\_ CPD point(s) (where the number of CPD points which is required to be accumulated under the CPD Rules is not 15 <sup>[Note 1]</sup>).
2. I have **not** complied with my CPD requirement. Please see attached my CPD/RME Training Record.
3. I was granted a CPD suspension or CPD exemption.
4. I have claimed CPD points under the deemed accreditation system <sup>[Note 2]</sup> according to the accreditation criteria and calculations of CPD points under the system.

**Part B – Compliance with RME requirements**

5. I was required to complete and I completed:
- (i) the requisite RME core course(s).
- (ii) 3 hours of RME electives (or 6 hours of RME electives as I did not complete 3 hours of RME electives in the preceding RME practice year).
6. I was required to complete but I did **not** complete:
- (i) the requisite RME core course(s). Please see attached my CPD/RME Training Record.
- (ii) 3 hours of RME electives and I will complete not less than 6 hours of RME electives in the succeeding RME practice year which is not an exempted practice year.

7. I did not have any RME requirements because:
- (i) I was exempted under rule 8 of the Legal Practitioners (Risk Management Education) Rules Cap.159Z (“RME Rules”) <sup>[Note 3]</sup>;
  - (ii) I was granted exemption under rule 8A of the RME Rules <sup>[Note 4]</sup>;
  - (iii) the RME Rules were not applicable to me <sup>[Note 5]</sup>.

*please tick the appropriate box*

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Name of Solicitor: \_\_\_\_\_  
(printed name as stated on practising certificate)

Solicitor Number: \_\_\_\_\_ Signature of Solicitor: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Daytime contact telephone no.: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING: A false or incorrect statement may constitute professional misconduct and may lead to disciplinary actions**

**Personal Information Collection Statement**

The personal data collected in this Statement (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for the purposes of enabling the Society to investigate into the due compliance by you with the CPD and RME requirements under the Legal Practitioners Ordinance and its subsidiary legislation and other related purposes.

In notifying the Society the compliance by you with the CPD and RME requirements, it is obligatory for you to supply the Society with the data requested in this Statement. 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 will be provided to such persons within the Society whose proper business it is to have access to and assist in administering or enforcing the provisions of the Legal Practitioners Ordinance and its subsidiary legislation. The data may also be provided to such persons who may be in a position to verify the veracity and accuracy of the data provided by you and to such other persons who may help the Society in attaining the purposes above mentioned.

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).

## **Explanatory Notes to the Statement of Compliance with CPD and RME Requirements – Solicitors**

### **Note 1:**

There are exceptions where the annual CPD requirement of solicitors may not be 15 CPD points. These circumstances are:

- (a) Less than 15 CPD points:
  - (i) Where a solicitor holds a practising certificate for part of the CPD practice year only; or
  - (ii) Where a solicitor has been granted a CPD suspension for part of a CPD practice year pursuant to rule 9 of the CPD Rules and is required to accumulate the pro-rated number of CPD point(s) prior to CPD suspension and/or for the remainder of that CPD practice year.
- (b) More than 15 CPD points:
  - Where a solicitor has resumed practice as a solicitor in Hong Kong from CPD suspension in a CPD practice year, in addition to his or her annual CPD requirement, he or she is required to make up the outstanding CPD point(s) which he or she did not accumulate prior to his or her CPD suspension in the relevant CPD practice year.

### **Note 2:**

Paragraph 4 of the Statement is applicable to solicitors who have claimed CPD points under the deemed accreditation system.

Guideline 10 of the CPD Information Package provides that practitioners may claim up to 3 CPD points of the annual requirement of 15 CPD points by attending courses for which practitioners may self-accredit the courses without the need to apply to the Law Society for CPD accreditation on condition that the courses undertaken by them fall within the accreditation criteria set out in Guideline 10.3.

Where the annual requirement is pro-rated according to the CPD Information Package, practitioners may claim up to 1/5 of the pro-rated CPD requirement rounded down to the nearest half point under the deemed accreditation system.

### **Note 3:**

For solicitors (i) who had practised outside Hong Kong for 75% or more in the relevant RME practice year; or (ii) who had practised in a Hong Kong law firm for less than 100 days in the relevant RME practice year.

### **Note 4:**

For solicitors who applied for and was granted an exemption from completing my RME requirement in the relevant RME practice year under rule 8A of the RME Rules due to exceptional circumstances.

**Note 5:**

For solicitors who had worked as an in-house solicitor or did not practise as a solicitor in a Hong Kong law firm for the relevant RME practice year.

If you have any questions on how to complete your Statement, please contact the Law Society by email at: [statement@hklawsoc.org.hk](mailto:statement@hklawsoc.org.hk).

3 August 2023