

## PROCEDURE FOR MAKING AN APPLICATION

### Under Section 6(6) or Section 6(6A) of the Legal Practitioners Ordinance

Applications for removal of the conditions or reduction in the two-year period are made by statutory declaration. Applicants are required to make reference to specific dates, rather than general references to months and/or years, and the statutory declaration must contain the following information:

1. **Academic and Legal or Professional Qualifications** – details of all university degrees and other legal or professional qualifications, including the dates of admission and/or the dates of gaining the qualifications;
2. **History of Employment** – commencing from when the applicant first obtained legal or professional qualifications, including details of:
  - a) all periods of employment, whether with solicitors' firms or otherwise, stating:
    - (i) exact dates of commencing and ceasing employment;
    - (ii) the positions held;
    - (iii) whether the positions were full time or part time;
    - (iv) if part-time, the average hours worked per month; and

Applicants are required to exhibit certified copies of letters issued by firms which have employed them since they first obtained their legal or professional qualifications. The letters should provide the information in paragraph 2a) above.

- b) the nature of work in which the applicant engaged during each period of their legal career;
3. The reason for requesting a reduction in the two-year period, for example, to accept an offer of a partnership;
4. The reason for any gap between periods of employment;
5. Applicants must indicate in their declarations the relevant part of the Guidelines (as attached) under which their applications are based. This will assist applicants to assess the period of reduction likely to be granted and the Committee to adjudicate upon the application;
6. The Consents Committee has a discretion to give greater dispensation to solicitors with more than five years', but less than eight years', substantial experience accordingly to B(ii) and (iii). Such dispensation will be considered on a case-by-case basis; and

7. A non-refundable administration charge of HK\$2,000.00 will be payable in respect of applications made under section 6(6A) of the Ordinance.