

**CESSATION OF PRACTICE
NOTIFICATION OF CHANGES TO A PRACTICE
PURSUANT TO PRACTICE DIRECTION D7**

[Please provide all information as required or put "not applicable".]

1. The name of the firm is:

1A*. The name of the service company is:

2. The following professional staff (full-time and part-time) have left the firm / service company*:

Full name (as on practising certificate; surname first and please <u>underline</u>)	Solicitor ref. no. (at bottom of practising certificate)	Status (principal / assistant solicitor / consultant)	Mark "✖" if a supervising solicitor of authorised clerk(s) in the firm before departure	With effect from

NB Authorised clerks are employees authorised to visit persons in custody

3. The status of the following professional staff (full-time and part-time) has changed:

Full name (as on practising certificate; surname first and please <u>underline</u>)	Solicitor ref. no. (at bottom of practising certificate)	Former status (principal / assistant solicitor / consultant) (please mark "✖" if also a supervising solicitor of authorised clerk(s) in the firm)	New status (principal / assistant solicitor / consultant) (please mark "✖" if also a supervising solicitor of authorised clerk(s) in the firm)	Full-time / Part-time / Other please specify	With effect from

4. The following non-professional staff (full-time and part-time) have left the firm / service company*:

Full name (Both English & Chinese, if applicable; surname first and please <u>underline</u>)	Date of birth (dd/mm/yy)	Position	Mark “*” if authorised clerk. Please state the full name of the supervising solicitor (as on practising certificate, surname first and please <u>underline</u>)	With effect from

5. The following foreign lawyers (full-time and part-time) have left the firm / service company*:

Full name (as on Certificate of Registration; surname first and please <u>underline</u>)	Ref. no. (at bottom of Certificate of Registration)	Status	With effect from

Signature of Principal:

Print your name clearly underneath your signature

Date: _____

- Note:
- (1) One Principal of the firm may complete this form on behalf of all Principals.
 - (2) The Society will not acknowledge receipt of this form but you will be contacted if the Society requires further information.
 - (3) *delete whichever is inapplicable.

Solicitors' Practice Rules

5. Particulars relating to firms

- (2) A principal (regardless of when his firm commenced business) shall advise the Society in writing in a form approved by the Society within 14 days of such occurrence of any change in any of the particulars referred to in subrule (1) or (1A) (whether or not that subrule otherwise applies) which occurs after the commencement of the Solicitors' Practice (Amendment) Rules 1993.
- (3) A principal who is in practice at any time during a calendar year shall, not later than 31 January in the next calendar year, furnish to the Secretary General a declaration in respect of the relevant calendar year in accordance with Form 1 in the Schedule.