

**APPLICATION FOR CERTIFICATE OF STANDING****I. Particulars of the Applicant**

- a. Name: \_\_\_\_\_
- b. Name of Firm or Company: \_\_\_\_\_
- c. Office Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- d. Office Tel. No.: \_\_\_\_\_ E-mail<sup>⓪</sup>: \_\_\_\_\_

<sup>⓪</sup>*The e-mail address will be used to contact the applicant for collection of the Certificate of Standing.*

**II. The Addressee and the Purpose for which the Certificate of Standing is to be issued<sup>▽</sup>**

- a. The Addressee:  
*(including the address)* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- b. The Purpose:  
*(“tick” one only)*
- ☐ Application for admission as a solicitor in \_\_\_\_\_(jurisdiction).
  - ☐ Application for registration as a foreign lawyer to practise in \_\_\_\_\_(jurisdiction).
  - ☐ Application for a practising certificate/licence in \_\_\_\_\_(jurisdiction).
  - ☐ Application for appointment as the Chief Representative of \_\_\_\_\_(firm name) in \_\_\_\_\_(jurisdiction).
  - ☐ Application for registration as a representative of \_\_\_\_\_(firm name) in \_\_\_\_\_(jurisdiction).
  - ☐ Application for annual inspection of \_\_\_\_\_(firm name) in \_\_\_\_\_(jurisdiction).
  - ☐ Application for renewal of licence of \_\_\_\_\_(firm name) in \_\_\_\_\_(jurisdiction).
  - ☐ Application for appointment as a Civil Celebrant of Marriages pursuant to Section 5A(1) of the Marriage Ordinance (Cap 181).
  - ☐ Application for renewal of appointment as a Civil Celebrant of Marriages pursuant to Section 5A(2) of the Marriage Ordinance (Cap 181).
  - ☐ Application for the post of government counsel in Hong Kong.
  - ☐ Other (*specify*) \_\_\_\_\_.

<sup>▽</sup>*Information in Part II a. and b. will be shown on the Certificate of Standing.*

**III. Fee for the Certificate of Standing (“tick” one only)**

- ☐ A cheque (No. \_\_\_\_\_) for HK\$3,000.00\* payable to “The Law Society of Hong Kong” is enclosed.
- ☐ Telegraphic transfer of HK\$3,000.00\* was made on \_\_\_\_\_(date). A copy of the remittance advice is enclosed.
- ☐ Cash in the sum of HK\$3,000.00\* was paid at the Reception of The Law Society of Hong Kong. A copy of the receipt is enclosed.

*\*This does not include the postal fee for special requests to send Certificates of Standing by registered mail or by courier to a specified address; postal fee will be charged separately.*

[over]

**Note:** For the processing of an application, applicants should allow at least 2–4 weeks from the receipt by The Law Society of the duly completed application form, the requisite application fee and all relevant documents in support of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Applicant

**Personal Information Collection Statement**

1. Your personal data collected using this form (“the data”) will be used by The Law Society for the purposes of exercising its powers under the Legal Practitioners Ordinance and its subsidiary legislation (Chapter 159) and administering or enforcing the relevant provisions of the said Ordinance and its subsidiary legislation, and for any other legitimate purposes as may be required, authorized or permitted by law.
2. The data may be disclosed to relevant government departments and related organizations and to persons in The Law Society with responsibility for carrying out the purposes mentioned in paragraph 1 above.
3. You have a 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.