

THE LAW SOCIETY OF HONG KONG

PHOTO
of the
applicant

FOR OFFICE USE ONLY

Application No:

Date received:

Fees received:

APPLICATION FOR REGISTRATION AS A FOREIGN LAWYER

**Applicant should read the "Information for Registration as a Foreign Lawyer"
before completing this Form**

PART A - NAME AND IDENTIFICATION

1. Title: _____ (e.g. Mr./Mrs./Miss/Ms.)
2. Name: _____
Surname Given Names in full (As stated in passport)
3. Date of Birth: _____
day month year
4. Place of Birth: _____
City/State Country
5. Passport: _____
Country/Place of issue Number Date of expiry
6. Citizenship: _____
Country
7. Hong Kong Identity Card No: _____ (if any)

Please enclose a certified copy of your passport and Hong Kong Identity Card (if any).
8. State any changes of name, formal or informal, or other surnames or given names
you have used, and when:

If the change in your name was made by a Court order, deed poll or marriage, attach a copy of the order. If not, please enclose a statutory declaration stating that the different names used refer to the same person.

PART B - ADDRESSES

9. Present Business Address: _____
(including Firm's Name, if any) _____
Fax No: _____ Telephone No: _____
10. Present Residential Address: _____
Fax No: _____ Telephone No: _____
11. (a) Correspondence Address: _____
(b) Email Address: _____

PART C - PROFESSIONAL STANDING AND EXPERIENCE

12. List chronologically each Law Society or other Governing Body of which you are now, or ever have been a member.

Law Society or Governing Body	Address	Date of Call or Admission	Present Status		
			Active	Retired, honorary or non-practising	if ceased, date of cessation
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

13. State the jurisdiction on which the application is based: _____
14. Are you qualified to practise the law of the jurisdiction on which the application is based? Yes ☐ No ☐

Please enclose a certified copy of your current Practising Certificate from that jurisdiction.

15. Do you have at least 2 years of post-qualification experience in the full-time practice of the law of that jurisdiction?
Yes ☐ No ☐ I will be supervised by _____
(name of the supervisor), qualified in _____ (jurisdiction) with
attached supervision proposal containing particulars as stated in Circular 10-66 (SD).

16. Are you a member in good standing of that jurisdiction?
Yes ☐ No ☐

Please enclose a certified copy of your Certificate of Good Standing issued by the relevant Law Society or Governing Body. The Certificate of Good Standing is not valid for the purpose of this application if the date of its issue is more than 4 months from the date at the time received by the Secretariat of this Society. If you were admitted in more than one jurisdiction, you must submit a Certificate of Good Standing from each jurisdiction.

If you were admitted in the People's Republic of China ("the PRC"), please utilize forms FL-PRC to certify that you are in good standing in the PRC.

17. State your complete employment history whether as an employee or self-employed for the 10-year period* immediately preceding the date of this application:

Name of Law Firm or other Employer	Address	Position	The law of the jurisdiction in which you practised	Month & Year of Employment	
				From	To

* Please provide the reasons for any gap between periods of employment.

18. It is intended that you be employed:

- (a) by a Hong Kong firm ☐
 (b) by a foreign firm ☐

19. Have you ever been refused admission to, been disciplined by or been disbarred or struck off from membership in a Law Society or other Governing Body?

Yes ☐ No ☐

20. Have you ever resigned from a Law Society or other Governing Body in exchange for disciplinary proceedings not being taken against you?

Yes ☐ No ☐

21. Are you aware of any complaint or charge or disciplinary proceeding pending against you in your professional capacity, which has not yet come to the attention of your Law Society or Governing Body, which might result in disciplinary action being taken against you? Yes ☐ No ☐

PART D - PROFESSIONAL LIABILITY INSURANCE

The Council of the Law Society has resolved that with effect from 1 July 2006 the policy will be required to provide indemnity of not less than HK\$10 million in respect of each and every claim (inclusive of costs) and with no aggregate limit. Indemnity shall also be provided against loss brought about by the fraud or dishonesty of employees of the firm or the indemnified other than that occurring as a result of recklessness or dishonesty or a fraudulent act or fraudulent omission on the part of the principal in the conduct or management of the practice.

22. Name of Insurer: _____
 23. Address of Insurer: _____
 24. Policy No: _____
 25. Policy Period: From _____, _____ to _____, 20____.

[Under Rule 6 of the Foreign Lawyers Registration Rules, a foreign lawyer's Certificate of Registration shall be deemed to have been suspended if his or her professional liability insurance coverage is discontinued or reduced. A foreign lawyer who has been issued a registration certificate has a continuing obligation to inform the Law Society of the cancellation of, or any significant change to, his or her liability insurance coverage.]

26. Limits of Liability:

(a) for each claim arising from the same act or omission: HK\$ _____

(b) inclusive of costs? Yes ☐ No ☐

(c) aggregate limit nil Yes ☐ No ☐

27. Amount of deductible per claim: HK\$ _____

28. Does the insurance coverage extend to cover dishonesty and fraud committed by all employees of the firm? Yes ☐ No ☐

Please enclose with your application documentary evidence that you are insured as set out above for services rendered by you while acting as a foreign lawyer in Hong Kong.

PART E - GOOD CHARACTER

If you answer "yes" to any of the questions in this Part, **give full particulars** on a separate sheet, including the applicable dates, places, nature of acts or offence, and penalties.

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 29. Have you ever been convicted, of any crime or offence under a statute or ordinance punishable by imprisonment or a fine over HK\$5,000.00 or its equivalent? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Have you ever, or has any company or partnership of which you are or were a director, officer or employee, been the subject of bankruptcy or compulsory winding up proceedings? | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Have you ever been disqualified as a director of a company? | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Have you ever been a defendant in any civil action in which allegations of fraud, theft or misrepresentation were made against you? | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Is there, at the present time, a civil action or a civil judgment outstanding against you? | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Have you ever failed to obey a Court order? | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Have you ever been imprisoned for failing to obey a Court Order? | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Have you ever been denied, or had revoked, a licence or permit the procurement of which required proof of good character? | <input type="checkbox"/> | <input type="checkbox"/> |

PART F - REFERENCES

If you wish to establish a foreign firm which is not a branch of a firm whose principal place of business is outside Hong Kong, two references must be provided on the approved Law Society form:

37. Names of Referees (a) _____
Name _____
Address _____
Position _____ Telephone _____ Fax _____
- (b) _____
Name _____
Address _____
Position _____ Telephone _____ Fax _____

PART G - FUTURE PLANS

38. If your application is approved, when do you intend to commence practising as a foreign lawyer in Hong Kong? _____

Please enclose a confirmation letter of employment from your employer indicating your intended date of commencement of practice.

39. Address in Hong Kong:
- (a) Name of Firm: _____
- (b) Address: _____
- (c) Telephone: _____
- (d) Fax: _____
- (e) Email address: _____
- (f) Position: _____
(e.g. Registered Foreign Lawyer / Foreign Legal Consultant, etc.)

PART H – ASSOCIATE MEMBERSHIP

Do you wish to apply for associate membership?

Yes ☐ No ☐

DECLARATION OF APPLICANT

I, (full name) _____, DO
SOLEMNLY DECLARE THAT:

1. I am the applicant described in this Application.
2. I wish to be registered with the Law Society of Hong Kong as a foreign lawyer to practise _____ law in Hong Kong.
3. I have personal knowledge of the information I have added in completing this Application, and that the information is true, accurate and complete;

and I make this solemn declaration conscientiously believing it to be true and knowing that it has the same legal force and effect as if made under oath.

Declared before me at _____
(City)
, this _____ day of
(Country)
, 20_____.

Notary Public, Commissioner, or other person
authorised by the *Oaths and Declarations Ordinance*
to take declarations.

Signature of Applicant

Name in full: _____

APPLICANT'S UNDERTAKING AND AUTHORIZATION

I, (full name) _____, the applicant in this Application apply for permission to practise as a foreign lawyer in Hong Kong. I undertake that, if permitted to act as a foreign lawyer in Hong Kong, I shall not offer any legal services which, having regard to all the circumstances of the case, can properly be regarded as a service customarily provided by a solicitor as defined under section 2(1) of the Legal Practitioners Ordinance (Cap. 159) in his capacity as such. I will submit to the jurisdiction of the Law Society of Hong Kong, and will comply with the *Legal Practitioners Ordinance*, the Law Society Rules, the Practice Directions and the Hong Kong Solicitors' Guide to Professional Conduct, I consent to permit the Law Society to make inquiries on the information contained in this form of other lawyers, solicitors, governing bodies, etc.

Date: _____ Signature of Applicant: _____

THE LAW SOCIETY OF HONG KONG
REGISTERED FOREIGN LAWYER
FIRST REFERENCE*

This letter must be completed by a referee who is a member in good standing of the legal profession in the jurisdiction in which the applicant was admitted.

I, (full name of referee) _____;
CERTIFY THAT:

1. I am a member in good standing of the _____
(Law Society or Governing Body)
2. I am well acquainted with _____
(full name of applicant)
and have personally known him or her for _____ years;
3. he or she, in my opinion, is fit to practise in Hong Kong and has the necessary active practice experience.

Provide details of the applicant's work experience including the number of years and areas of practice, his or her fitness to practise in the jurisdiction in which the applicant is qualified to practise and any other information you may think is relevant.

Date

Signature

Address: _____

Telephone: _____ Fax: _____

* To be completed where the foreign firm with which the applicant will establish is not a branch of a firm whose principal place of business is outside Hong Kong.

THE LAW SOCIETY OF HONG KONG
REGISTERED FOREIGN LAWYER
SECOND REFERENCE*

This letter must be completed by a referee who satisfies either one of the following:

- (a) a member in good standing of the Law Society of Hong Kong; or
- (b) a member in good standing of the legal profession in the jurisdiction in which the applicant was admitted; or
- (c) a member of the judiciary in the jurisdictions specified in (a) or (b)

I, (full name of referee) _____;

CERTIFY THAT:

1. I am a member in good standing of the _____ /
(Law Society or Governing Body)

I am a member of the judiciary of _____
(jurisdiction)

2. I am well acquainted with _____
(full name of applicant)
and have personally known him or her for _____ years;

3. he or she, in my opinion, is fit to practise in Hong Kong and has the necessary active practice experience.

Provide details of the applicant's work experience including the number of years and areas of practice, his or her fitness to practise in the jurisdiction in which the applicant is qualified to practise and any other information you may think is relevant.

Date

Signature

Address: _____

Telephone: _____ Fax: _____

* To be completed where the foreign firm with which the applicant will establish is not a branch of a firm whose principal place of business is outside Hong Kong.

If you **do not wish** the Society to use or provide your permitted kinds of personal data to the permitted classes of transferees for use in direct marketing as described in the attached Personal Information Collection Statement, you should tick the box below. This may result in your ceasing to receive some of the information and materials the Society has in the past been providing registered foreign lawyers with although such information may still be accessed should you voluntarily search for same in the Society's website.

☐ I do not wish the Society to use or provide to other persons for use the permitted kind of personal data for direct marketing

If you do not tick the check box above, you shall be treated to have indicated no objection to the use of your permitted kinds of personal data by the Society and the provision of the said data to the permitted classes of transferees for use in offering or advertising the availability of the marketing subjects.

If at any time in the future you wish to withdraw your consent, you may exercise your opt-out right by notifying the Society. The following is the designated email address of the Society which you may use to notify the Society your opt-out request:

opting@hklawsoc.org.hk

As a registered foreign lawyer of Hong Kong, you will receive a printed copy of the Society's monthly journal *Hong Kong Lawyer* free of charge. The publication is also available on the Society's website. Please tick the box below if you **do not wish** to receive the printed version of:

☐ the Society's monthly journal *Hong Kong Lawyer*

Signature of

Applicant: _____ Date: _____

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 the following purposes:

- (i) the processing of your application for registration as a foreign lawyer in Hong Kong;
- (ii) the exercise of the powers of the Society conferred upon it under the Legal Practitioners Ordinance (Chapter 159) and other applicable legislations, rules and regulations in relation to foreign lawyers;
- (iii) the performance of the functions of the Society in accordance with its Memorandum and Articles of Association and the attainment of the objects for which the Society is established which include the provision of services to members (including associate members), the making of arrangements for dissemination of information to the legal profession by all manner of means, the promotion of the knowledge of legal subjects by lectures, books, correspondence, pamphlet or otherwise and the making of arrangements of social and recreational activities for members of the legal profession; and
- (iv) the compilation of The Law List which is published for the purpose of facilitating the public and members of the Society in identifying solicitors, foreign lawyers and law firms registered with the Society and in knowing the services they provide.

In making this Application, it is obligatory for you to supply the Society with the data requested in this form. The consequence for you if you fail to supply such data is that the Society will not be able to process your application for registration as a foreign lawyer.

The data may be provided to such persons within the Society whose proper business it is to carry out the purposes mentioned above. The data may also be provided to other persons who may help the Society in attaining the purposes above mentioned.

Any data that is provided outside of the Society will be restricted to what is necessary and not excessive to achieve any intended purpose.

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.

Use of personal data for direct marketing purposes

To attain the objects for which the Society is established, it is necessary for the Society to use, albeit a minimum amount of, your personal data. In the event that your application for registration is approved, the Society may use your name, firm or company name and contact details (i.e. office and home addresses, email address, phone and fax numbers as may from time to time be provided to, updated and collected by the Society) (collectively **“the permitted kind of personal data”**) for the purpose of offering to you or advertising the availability of the following goods, services and facilities (collectively **“the marketing subjects”**):

- (i) Risk Management Education (“RME”) courses and/or examination preparatory courses provided by relevant course providers;
- (ii) Training courses, workshops, seminars, local and overseas visits to develop and enhance professional standards of the legal profession;
- (iii) Events or activities to be held in the Society Clubhouse, library and cyber café;
- (iv) Social, sports and recreational activities organized by the Society alone, jointly with other parties or by other parties;
- (v) Rewards, loyalty, privilege, discount, or co-branding programmes or promotions for banking services and products, research systems and services, credit cards, insurance services and products, real estate, telecommunications services, travel, transport, resorts, hotels, leisure products, gifts, electronic products, foods and wine/spirit consumables, apparel, footwear, sports goods, luxurious consumer products, beauty, health and household products and services;
- (vi) Ticketing services for concerts, talks, seminars, sports and special events;
- (vii) Information on publications, books, newspapers, journals and magazines available for subscriptions;
- (viii) Translation services, law costs drafting services, legal research services, professional services offered by persons such as China Appointed Attesting Officers, Accredited General Mediators, Notaries Public and Civil Celebrants of Marriages, banking, credit cards, insurance, accountancy services, information and communications technologies services, recruitment and human resource management services; and
- (ix) Charitable, educational, philanthropic, social, pro-bono and other activities that solicit contributions, donations or participation.

If you wish to receive information of the above marketing subjects, it may be necessary for the Society, with your consent, which includes an indication of no objection, to provide the permitted kinds of personal data to the following classes of transferees (collectively **“the permitted classes of transferees”**):

- (a) Persons, institutes and organisations which provide RME courses or which provide or organise social, sports and recreational activities for members of the legal profession;
- (b) Publishers, marketing agents, research, survey, translation service providers, search, investigation and other legal services providers, recruitment and human resource agencies, information and communications technologies service providers;
- (c) Organisations which carry out pro-bono, charitable, educational, philanthropic, social or other activities that solicit contributions, donations or participation; and
- (d) Commercial entities, public bodies and co-branding partners which carry out the kinds of marketing subjects stated above which may be approved by the Society

and in the transfer of such data for the offering or advertising the availability of the aforesaid marketing subjects the Society may receive money or other property from or through the permitted classes of transferees.



关于内地律师事务所来港成立分所 及内地律师来港执业的良好证明书

为符合香港法律执业者条例（第 159 章）的相关规定，现统一内地律师事务所及内地律师在申请注册时需要提交的良好证书的内容和格式，以及该等证明书的内地签发单位，详述如下：

1. 内地律师事务所申请来港成立分所，呈交香港律师会下列三样文件，内容和格式必须与下列附件所载的相同。
 - I. 中华全国律师协会的推荐信；
 - (1) 签发予律师事务所（附件一(1)）及
 - (2) 签发予预驻港合伙人律师（附件一(2)）
 - II. 该内地律师事务所在内地所有所在地*的：
 - (1) 省级/自治区/直辖市司法厅(局)（附件二·一(1)）及
 - (2) 市级司法局 分别签发的证明（附件二·一(2)）
 - III. 该内地律师事务所在内地所有所在地*的：
 - (1) 省级/自治区/直辖市律师协会（附件二·二(1)）及
 - (2) 市级律师协会 分别签发的证明（附件二·二(2)）
2. 内地律师申请来港执业，呈交香港律师会下列其中一样文件，内容和格式必须与下列附件所载的相同。
 - I. 该内地律师所在地*的：
 - (1) 省级/自治区/直辖市司法厅(局)（附件三·一(1)）或
 - (2) 市级司法局 签发的证明（附件三·一(2)）；或
 - II. 该内地律师所在地*的：
 - (1) 省级/自治区/直辖市律师协会（附件三·二(1)）或
 - (2) 市级律师协会 签发的证明（附件三·二(2)）

* 所在地包括现在及曾经营业/执业的地区。

附件：统一内容及格式的良好证明书表格，必须由有关机关填写及盖章。

由：_____省/自治区/直辖市司法厅(局)

致：香港律师会

证 明

函号：_____

_____省/市_____律师事务所_____律 师
〔执业证号：_____〕于_____年_____月_____日
取得律师执业资格，_____年_____月_____日取得律师
执业证，【曾在_____省/市执业】，自_____年_____月
_____日起在_____省/市执业。目前他/她有权在中国(内地)
境内进行律师执业。

截至此证明发出日期为止，_____律师在执业期间没有
任何违规执业记录；未受过任何纪律和行政处分；也不涉及任何
未完成的纪律和行政调查，具有良好的职业道德。

特此证明

_____省/自治区/直辖市司法厅(局)

加印盖章处

_____年_____月_____日

由：_____市司法局

致：香港律师会

证 明

函号：_____

_____省_____市_____律师事务所_____律师〔执业证号：_____〕于_____年_____月_____日取得律师执业资格，_____年_____月_____日取得律师执业证，【曾在_____省/市执业】，自_____年_____月_____日起在_____省/市执业。目前他/她有权在中国(内地)境内进行律师执业。

截至此证明发出日期为止，_____律师在执业期间没有任何违规执业记录；未受过任何纪律和行政处分；也不涉及任何未完成的纪律和行政调查，具有良好的职业道德。

特此证明

_____市司法局

加印盖章处

_____年_____月_____日

由：_____省/自治区/直辖市律师协会

致：香港律师会

证 明

函号：_____

_____省/市_____律师事务所_____律 师
〔执业证号：_____〕于_____年_____月_____日
取得律师执业资格，_____年_____月_____日取得律师
执业证，【曾在_____省/市执业】，自_____年_____月
_____日起在_____省/市执业。目前他/她有权在中国(内地)
境内进行律师执业。

截至此证明发出日期为止，_____律师在执业期间没
有任何违规执业记录；未受过任何纪律和行政处分；也不涉及任
何未完成的纪律和行政调查，具有良好的职业道德。

此证明已征求过_____省/自治区/直辖市司法厅(局)的
同意，并备案。

特此证明

_____省/自治区/直辖市律师协会

加印盖章处

_____年_____月_____日

由：_____市律师协会

致：香港律师会

证明

函号：_____

_____省_____市_____律师事务所_____律师〔执业证号：_____〕于_____年_____月_____日取得律师执业资格，_____年_____月_____日取得律师执业证，【曾在_____省/市执业】，自_____年_____月_____日起在_____省/市执业。目前他/她有权在中国(内地)境内进行律师执业。

截至此证明发出日期为止，_____律师在执业期间没有任何违规执业记录；未受过任何纪律和行政处分；也不涉及任何未完成的纪律和行政调查，具有良好的职业道德。

此证明已征求过_____市司法局的同意，并备案。

特此证明

_____市律师协会

加印盖章处

_____年_____月_____日