



THE
LAW SOCIETY
OF HONG KONG
香港律師會

Renewal of Certificate of Registration as a Foreign Lawyer |

The Law Society
of Hong Kong

Important Note / Objective

For renewal of certificate of registration for 2025/2026, online application and paper application will be running in parallel. Foreign lawyers and/or their law firms should make sure that only one application will be submitted for each foreign lawyer.

For Foreign Lawyers

To introduce the workflow of online renewal applications for 2025/2026.

To demonstrate how registered foreign lawyers in Hong Kong solicitors' firms or foreign firms can assign their law firms to make payment.

For Law Firms

To provide guidance for law firms to settle payments assigned to them.

Table of Content

	Item	Description	Pages
A. For Foreign Lawyers	1	Steps to renew Certificate of Registration & settle payment	5 - 10
B. For Law Firms	1	Steps to settle payment online on behalf of its foreign lawyer(s) <u>through online payment gateway</u> .	12 - 13
	2	Steps to settle payment online on behalf of its foreign lawyer(s) <u>by cheque</u> .	
C. Frequently Asked Questions	1	For online renewal applications	15 - 17
	2	For settlement of payments	19 - 22



THE
LAW SOCIETY
OF HONG KONG
香港律師會

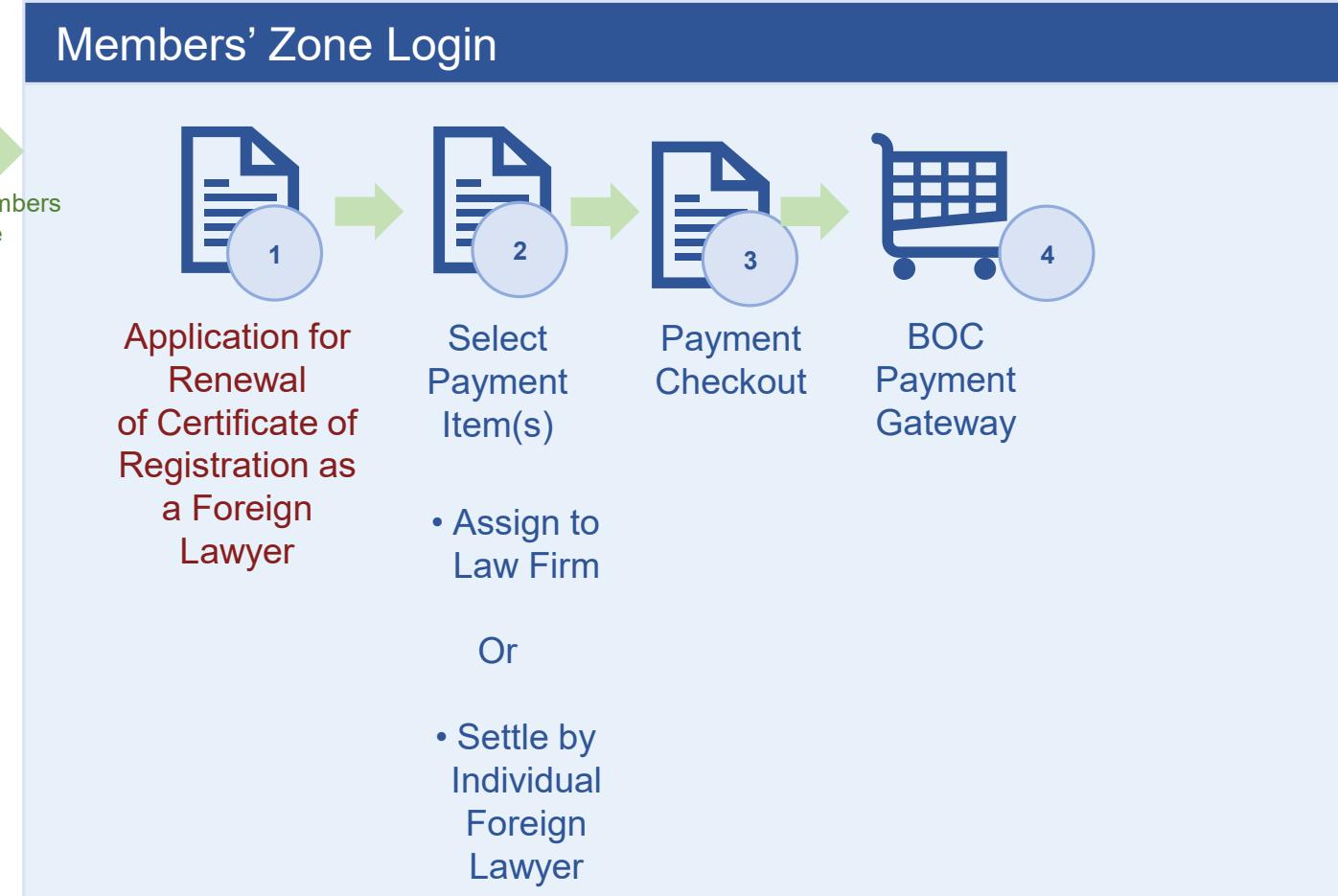
For Foreign Lawyers

Renewal of Certificate of
Registration as a Foreign
Lawyer

Workflow for Registered Foreign Lawyers


**Foreign
Lawyer's
Login Account**

Login Members
Zone



Renewal of Certificate of Registration

Members' Home  / Online Enquiries / Applications  / Online Application Forms  / Membership/Registration Renewal Applications 

Membership/Registration Renewal Applications

Renewal of Certificate of Registration (Registered Foreign Lawyer)

DISCOVER 

Renewal of Membership with Practising Certificate (Solicitor)

DISCOVER 

1. Login **Members' Zone**
2. Go to Members' Home >
Online Enquiries/Applications >
Online Applications Forms >
Membership/Registration Renewal Applications >
3. Select the “Renewal of Certificate of Registration (Registered Foreign Lawyer)”

Renewal of Certificate of Registration – Steps



APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION AS A FOREIGN LAWYER

1. Name
Test Foreign Lawyer Member1

Members' Home / Online Enquiries / Applications / Online Application Forms / Membership/Registration Renewal Applications / Renewal of Certificate of Registration (Registered Foreign Lawyer)

Renewal of Certificate of Registration (Registered Foreign Lawyer)

Members' Home / Online Enquiries / Applications / Online Application Forms / Membership/Registration Renewal Applications / Renewal of Certificate of Registration (Registered Foreign Lawyer)

Renewal of Certificate of Registration (Registered Foreign Lawyer)

NOTES ON APPLICATIONS FOR RENEWAL OF CERTIFICATE OF REGISTRATION AS A FOREIGN LAWYER

for foreign lawyers in Hong Kong solicitors' firms or foreign firms

APPLICATION METHODS

1. Review the “Notes on Applications for Renewal of Certificate of Registration as a Foreign Lawyer” and Click **Next** button to proceed to next page.
2. Review the “Personal Information Collection Statement” and click **Start** button to start completing the “Application for Renewal of Certificate of Registration as a Foreign Lawyer” form (the “Online Application Form”).
3. Answer all questions on the Online Application Form.
 - a) Your residential address in paragraph (1) on the Online Application Form is the residential address currently recorded with the Law Society. Please update your residential address by using the “Change of Personal Particulars Form” at the Members’ Zone if it has changed. It will take approximately 4 days for the Law Society to process the changes submitted.
 - b) Your position with the Firm in paragraph (2) on the Online Application Form is the position reported by the firm and currently recorded with the Law Society. If your position within the firm has changed, please check with the firm as to whether a Notification of Changes to a Practice of the relevant changes has been submitted to the Law Society. Your record with the Law Society will be updated upon receipt of such a Notification.

(Cont.)



[continue from p.7]

Attachment(s)

Upload Document(s)
-The supporting documents must be in pdf, doc/docx, xls/xlsx, jpg, jpeg or png format (File size: maximum 4MB).

Document(s) Uploaded	Action

+UPLOAD FILE

* I apply to renew my certificate of registration as a foreign lawyer. 

Date 08 April 2025

* Mandatory fields

Δ A statutory declaration or a Certificate of Good Standing that was issued more than 4 months before this application is considered expired and will not be accepted.

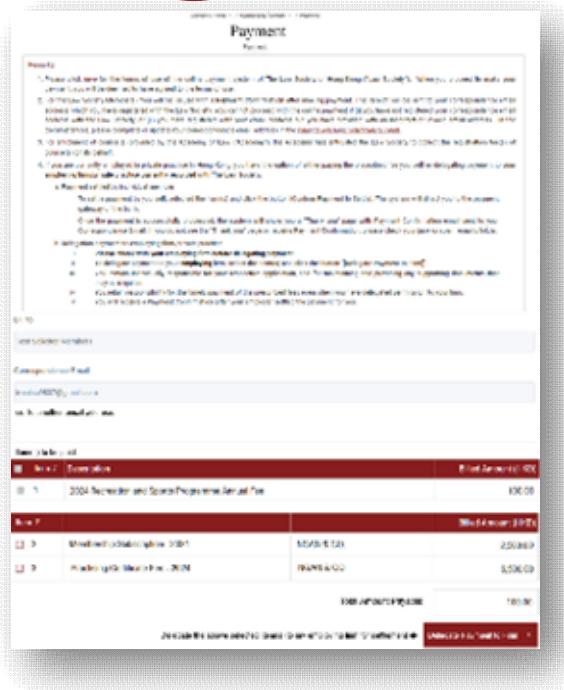
Verification may be made by us at a later date against the declared information. Upon our request, the declarant shall provide within 45 days a Certificate of Good Standing (or a certified copy thereof) from the jurisdiction which he/she had confirmed he/she is entitled to practise law.

SUBMIT & PROCEED TO PAYMENT >

4. You are required to confirm that you would like to apply to renew your Certificate of Registration by ticking the checkbox at the end of the Form.
5. You are required to upload (a) a copy of the Certificate of Standing (or a certified copy thereof) / a Statutory Declaration; and (b) if applicable, a copy of the supervision proposal at the end of the Form.
6. If you wish to maintain your Associate Membership with new photo or wish to become an Associate Member with Membership Card, you may upload your photo at the end of the Form. **Your photo should be in jpg, jpeg or png format (maximum size 1MB).**
7. Click the **SUBMIT & PROCEED TO PAYMENT** button to go to Payment Gateway.



Payment Item(s): Assign to Law Firm or Settle by Individual Registered Foreign Lawyer



The screenshot shows a payment interface with a sidebar containing instructions for payment assignment and settlement. The main area displays a shopping cart with the following items:

Item Description	Amount
2024 Registration and Practice Application Renewal Fee	HKD 1,120
2024 Renewal and Practice Application Renewal Fee	HKD 1,120
2024 Registration and Practice Application Renewal Fee	HKD 1,120
2024 Registration and Practice Application Renewal Fee	HKD 1,120
Total Amount	HKD 4,480

Assign payment item(s) to Law Firm

1. Choose the payment item(s) which you would assign to your firm for payment.
2. Click the **Assign Payment to Firm** button to confirm the item(s) to be assigned to firm.

Settle your payment item(s)

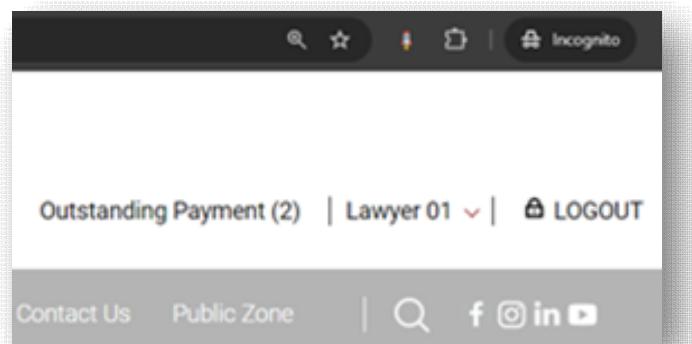
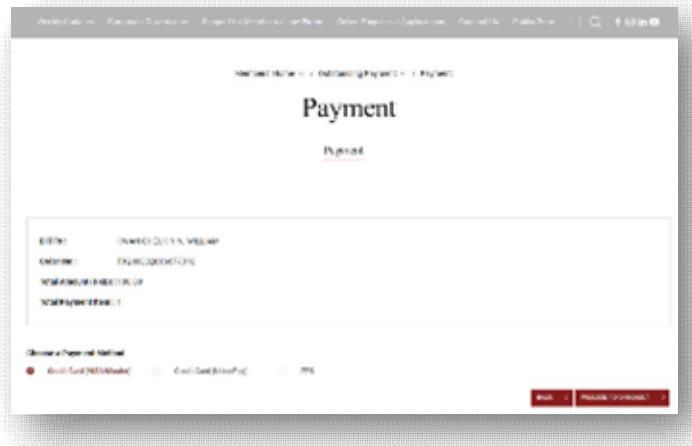
1. If you are settling some or all items by yourself, choose the payment item(s), click the **Confirm Payment to Settle** button to settle the payment item(s) which is/are not assigned to your firm.

Important Note:

A foreign lawyer remains responsible for submitting the relevant application and making timely payment. All outstanding payment(s) will be shown on your shopping cart until it is settled either by your Law Firm or yourself. Please be reminded to check the payment status from time to time. Your application will not be processed until full payment for the application has been settled.



Payment Checkout



1. Check the total payable amount as per your submitted application(s).
2. Select a payment method
 - a) Credit card (VISA / Mastercard)
 - b) Credit card (UnionPay)
 - c) FPS
3. Click **Proceed to Checkout** which will direct you to the “Bank of China Payment Gateway”
4. You will receive a Payment Confirmation by email once the payment is successfully processed.

Important Note:

A foreign lawyer can always check the Outstanding Payment item(s) on the top right corner after logging into the Members' zone.



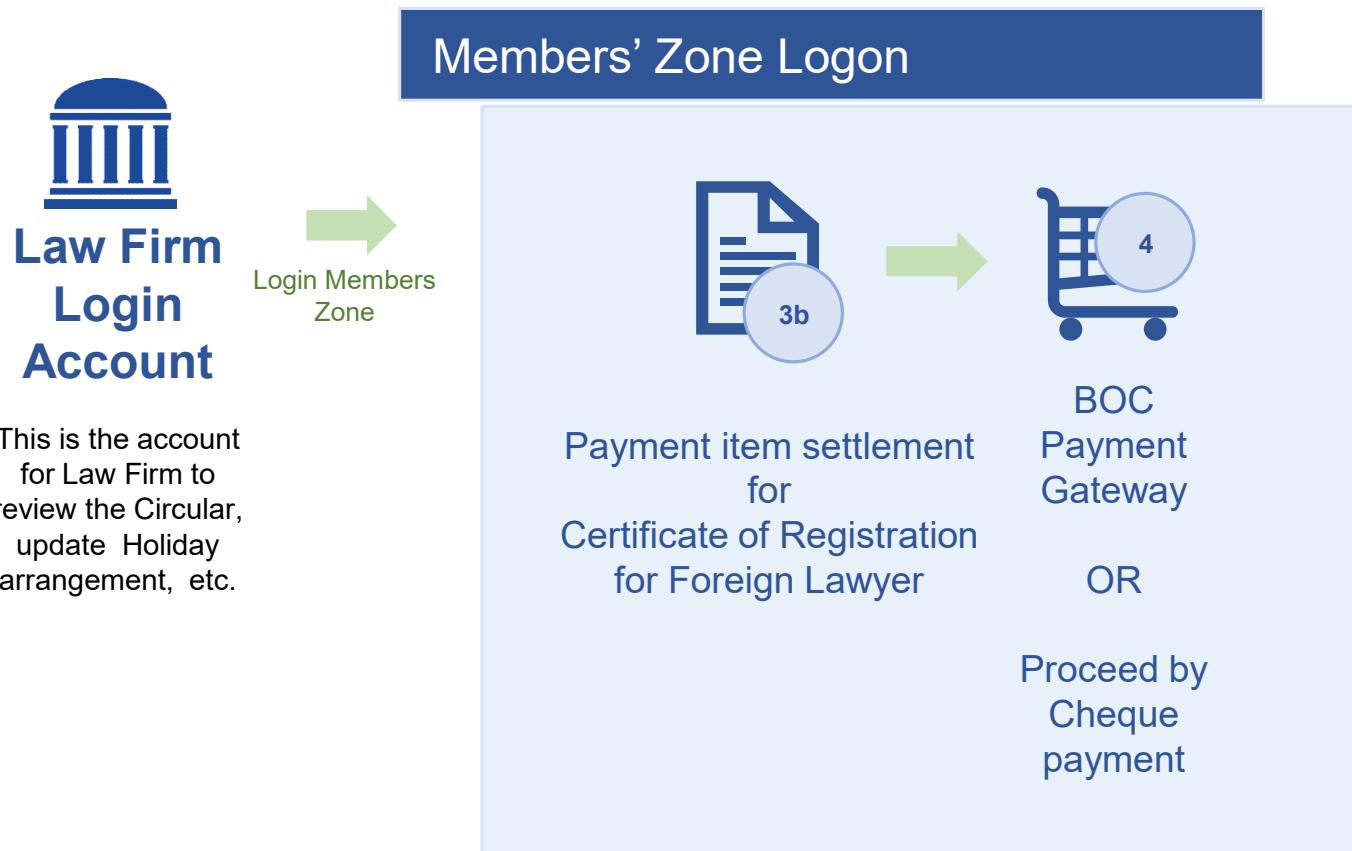
THE
LAW SOCIETY
OF HONG KONG
香港律師會

For Law Firms

Renewal of Certificate of
Registration as a Foreign
Lawyer

Steps for Law Firms (Payment)

A law firm can make payment online on behalf of its foreign lawyers on item(s) assigned by them to the law firm



Login with your law firm account

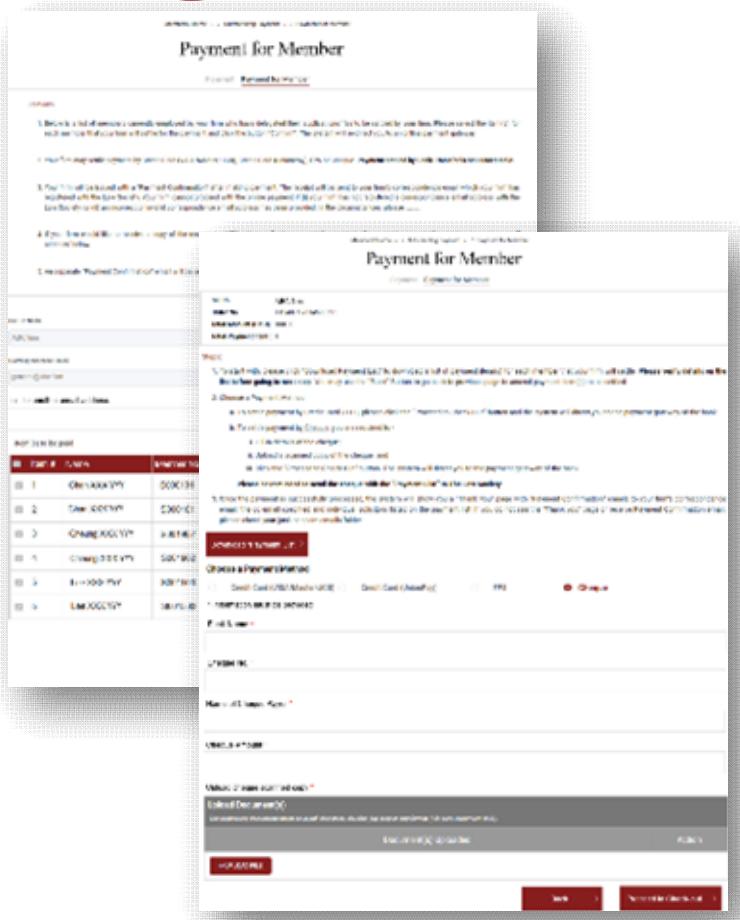
1. Go to **Shopping Cart / Outstanding Items** on the top right corner.
2. Select **Payment by Law Firm** page

Important Note:

Sole practitioners are reminded to make sure the name of the law firm is shown at the top right corner.



Law Firm | Payment by Law Firm – The Steps



The screenshot shows the 'Payment for Member' form. At the top, there are instructions for 'Items to be Paid'. Below this, a table lists items with amounts: 1. One (1) item: \$500.00; 2. Two (2) items: \$300.00; 3. One (1) item: \$100.00; 4. One (1) item: \$50.00; 5. One (1) item: \$10.00. The total amount is \$960.00. The payment method section shows 'Credit Card (VISA / Master)' and 'Credit Card (UnionPay)' as options. A red box highlights the 'Proceed to Check out' button at the bottom of the form.

The item(s) which was assigned by individual foreign lawyer to your firm will appear under "Items to be Paid"

1. Click the item(s) which your firm will settle.
2. Check the total amount payable.
3. Click **Confirm** and the system will direct you to the online payment gateway.
4. Click **Download Payment List** and check the payment item(s).
5. Choose a Payment method.
 - a) **For Online Payment**, select a payment method
 - I. Credit card (VISA / Master)
 - II. Credit card (UnionPay)
 - III. FPS

Click **Proceed to Check out** and you will be directed to "Bank of China Payment Gateway".
 - b) **For Payment by Cheque**
 - I. Fill in the details of the cheque
 - II. Upload a scanned copy of the cheque at the end of the Form.
 - III. Click **Proceed to Check out**
 - IV. Remember to send to the Law Society the (a) Cheque and (b) Payment list within **3 days** from submitting the online form



THE
LAW SOCIETY
OF HONG KONG
香港律師會

Frequently Asked Questions

Online Renewal Applications

Frequently Asked Questions – Online Renewal Applications

1) What kind of electronic device should I use for making an online application?

You may use tablets, laptops and desktops equipped with one of the following Internet browsers: Google Chrome 65 or higher, Apple Safari 9.0 or higher, Microsoft Edge, or Mozilla Firefox 60 or higher. You are not suggested to use your mobile phone to submit your application.

Please also be reminded NOT to use public devices or public network to submit your Online Application and please remember to log out and exit Members' Zone after you complete the process.

2) What do I need before starting the online application?

- i. You are required to have your Correspondence Email registered with the Law Society. If you have yet to register your email address, please add or update your particulars through the "Change of Personal Particulars" Form.
- ii. A credit card or FPS Account No. and internet password for payment.
- iii. If applicable, a copy of your new photo in jpg, jpeg or png format (maximum size 1MB).

Frequently Asked Questions – Online Renewal Applications

3) After submitting the “Change of Personal Particulars” Form, do I have to wait until my work/personal particulars have been updated by the Law Society before proceeding to the online application?

Changes to the Correspondence Email will be updated immediately by the system upon receipt of your “Change of Personal Particulars” Form. Processing of other changes will take approximately 4 days after receipt of the Form. You are not required to wait for the updates and may proceed to submit your online application.

4) Do I need to complete the whole application process at one time?

Yes. You are required to complete the whole application process at one time.

5) What if the session is discontinued during the input of the online application form?

Please close/reopen the internet browser and log in to members zone again to complete the form again.

Frequently Asked Questions – Online Renewal Applications

6) How do I know my application has been submitted successfully?

Once your application has been submitted, an application confirmation will be sent to your Correspondence Email account. If you have not received any confirmation, please first check if it has been directed to your junk or spam mailbox. If so, please move the email back to your inbox to view the relevant attachment. Please consider to whitelist noreply@hklawsoc.org.hk.

7) If I need to amend the information in my application submitted to the Law Society, what should I do?

If you need to make any changes regarding your application which has been submitted, you may contact the Registration Officer at foreign@hklawsoc.org.hk.

8) If I have issues during the application and/or payment process, who should I contact?

General enquiries should be directed to the Registration Section by email at foreign@hklawsoc.org.hk.



THE
LAW SOCIETY
OF HONG KONG
香港律師會

Frequently Asked Questions

Settlement of Payments

Frequently Asked Questions – Settlement of Payments

1) Can I submit my online application and settle payment by cheque?

You can either settle payment personally by credit card (Visa/Master/Union Pay/JCB) or FPS through the online payment system of the Law Society or delegate the payment to your firm for settlement in which case cheque is acceptable.

2) Can I settle different items of payment by different credit cards?

Yes. You can select by item(s) and click to proceed with payment and settle by different credit cards.

Frequently Asked Questions – Settlement of Payments

3) Can my firm settle the payment for me?

Yes. If you are currently engaged in a Hong Kong solicitors' firm or foreign firm, you have the option of either paying the prescribed fee yourself or delegate the payment to your firm currently recorded with the Law Society.

A foreign lawyer remains responsible for submitting the relevant application and making timely payment. All outstanding payment(s) will be shown on your shopping cart until it is settled either by your law firm or yourself. Please be reminded to check the payment status from time to time. Your application will not be processed until full payment for the application has been settled.

Frequently Asked Questions – Settlement of Payments

4) Can I assign payment to a law firm that I am going to join?

No. You can only assign payment to a law firm you are currently engaged with.

5) What should I do If I would like to settle the payment(s) myself which has/have been assigned to my law firm?

If the payment has not been settled by the law firm, you can select the payment shown on your Outstanding Items / Shopping Cart and click the **Confirm Payment to Settle** button. Please see “Payment Item(s): Assign to Law Firm or Settle by Individual Member” on page 9.

6) What if the session is discontinued during credit card or FPS payment transaction?

Please allow 30 minutes for the system timeout and cross-check the payment status in the “Outstanding Payment” to see if the previous transaction has gone through with the bank. If the previous transaction has failed, the outstanding payment should be shown on your shopping cart and you may make payment accordingly.

Frequently Asked Questions

7) How do I ensure payment is made for my renewal application?

Once the payment is successfully processed, you will receive a payment confirmation from the Law Society for your renewal application at your Correspondence Email account, regardless whether it is settled by you or your firm.

8) If I have issues during the application and/or payment process, who should I contact?

General enquiries should be directed to the Registration Section by email at foreign@hklawsoc.org.hk.



THE
LAW SOCIETY
OF HONG KONG
香 港 律 师 會

END

Renewal of Certificate of
Registration as a Foreign
Lawyer