

**AGREEMENT FOR  
TRAINEE SOLICITOR SECONDMENT TO GOVERNMENT OFFICES (GOS)**

**I. GOS' PART**

1. Name of GOS:
2. Address :
3. Department that the trainee solicitor will be attached :
4. Size of relevant Dept:
5. Name of Head of relevant Dept:
6. Supervisor's Name during secondment :
7. Supervisor's year of admission and jurisdiction :  
(who is eligible to employ trainee solicitor under section 20 of the Legal Practitioners Ordinance)
8. Duration of Secondment :

**II. SECONDEE'S INFORMATION**

1. Name :
2. Firm :
3. Address :
4. Telephone number:
5. I apply for secondment to [Name of Dept] of GOS under Rule 9(3) of the Trainee Solicitors Rules.
6. Principal's Name :
7. Commencement Date of Trainee Solicitor Contract:
8. Last Date of Trainee Solicitor Contract:

9. Duration of Secondment:
10. Supervisor's Name during secondment:
11. I will undertake work which is similar to that undertaken by trainee solicitors in Hong Kong.
12. I will continue to have access to my Principal in Hong Kong.

**III. PRINCIPAL'S PART**

1. Name:
2. Address :
3. I consent to the abovenamed trainee solicitor to be seconded to [Name of Dept] of GOS and pursuant to Rule 9(3) of the Trainee Solicitors Rules such period of secondment will be effective employment under the Trainee Solicitor Contract.

Signed by GOS representative )

Signed by the trainee solicitor )

Signed by the Principal )

Date :

### **Personal Information Collection Statement**

The personal data of the data subject collected in this Agreement (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for the following purposes:

- (i) The keeping of traineeship records to show the effective employment of trainee solicitors and related matters;
- (ii) The exercise of the powers of the Society conferred upon it by the Legal Practitioners Ordinance (Chapter 159) and its subsidiary legislation; and
- (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.

It is obligatory for you to supply the Society with the data in this Agreement except as otherwise indicated. The consequence for you if you fail to supply such data is that the Society will not be able to process the application for trainee solicitor secondment.

The data may be provided to such persons within the Society whose proper business it is to carry out the purposes above mentioned. 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 to anyone 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](http://www.hklawsoc.org.hk)**.