



Letter of Consent from the Employer
(to be submitted in the firm's letterhead)

To : The Tribunal Convenor on behalf of the Solicitors Disciplinary Tribunal

I, [name] the *Senior Partner/Sole Practitioner/Sole Proprietor of [firm's name], hereby nominate and give my consent for [applicant's name and job title] to take up the appointment as a Clerk to the Solicitors Disciplinary Tribunal and I shall have him/her available to perform his/her duties as when his/her services are required.

I confirm that [applicant's name] remains an employee of my firm. I acknowledge that all fees payable to [applicant's name] for services rendered by him/her as a Clerk to the Solicitors Disciplinary Tribunal will be paid to my firm.

I undertake to notify the Tribunal Convenor and the Tribunal Chairman (under whom [applicant's name] is serving as a Clerk to the Solicitors Disciplinary Tribunal) of the date of departure of [applicant's name] from my firm forthwith so that the Tribunal Chairman can appoint a replacement Clerk.

Notes:(1) * – delete as appropriate

- (2) This consent letter is only applicable to firms which nominate their qualified or unqualified staff members, and it is not applicable to sole practitioners or sole proprietors who nominate themselves for appointment.



Letter of Consent from the Applicant
(to be submitted in personal notepaper)

To: The Tribunal Convenor on behalf of the Solicitors Disciplinary Tribunal

I apply for appointment to the Panel of Clerks.

I confirm that the information contained in this application is true, correct and complete to the best of my knowledge and belief. I have never been convicted of a criminal offence involving dishonesty. I understand that if I wilfully give false information or withhold any material information, it will disqualify me for the appointment.

*[I confirm that I am in compliance with section 7 of the Legal Practitioners Ordinance, Cap.159, and am qualified to act as a solicitor.]

I give my permission to the disclosure of my information and my conduct history and disciplinary records kept by the Law Society (collectively, "conduct records") to the Tribunal Convenor for the purposes of processing my application. I also give my permission to the use of my information and my conduct records (if any) as part of the Tribunal Convenor's records after my appointment to the Panel of Clerks.

I agree to perform the duties as Clerk to the Solicitors Disciplinary Tribunal diligently and conscientiously in accordance with the provisions of the Legal Practitioners Ordinance, Cap.159, and to the best of my abilities if I am appointed.

I shall keep in strict confidence all information acquired during my appointment to the Panel of Clerks and/or acquired in the course of and after the disciplinary proceedings.

I acknowledge that all fees payable to me for services rendered by me as a Clerk to the Solicitors Disciplinary Tribunal will be paid to my firm.

I agree to notify the Tribunal Convenor and the Tribunal Chairman (under whom I am serving as a Clerk to the Solicitors Disciplinary Tribunal) of my departure from my firm forthwith so that the Chairman can appoint another Clerk to take my place. In such circumstances, I undertake to a smooth handover of the proceedings to the replacement Clerk.



Letter of Consent from a Sole Practitioner/Sole Proprietor
(to be submitted in the firm's letterhead)

To : The Tribunal Convenor on behalf of the Solicitors Disciplinary Tribunal

I, [name] Sole Practitioner/Sole Proprietor of [firm's name], apply for appointment to the Panel of Clerks.

I confirm that the information contained in this application is true, correct and complete to the best of my knowledge and belief. I have never been convicted of a criminal offence involving dishonesty. I understand that if I wilfully give false information or withhold any material information, it will disqualify me for the appointment.

I confirm that I am in compliance with section 7 of the Legal Practitioners Ordinance, Cap.159, and am qualified to act as a solicitor.

I give my permission to the disclosure of my information and my conduct history and disciplinary records kept by the Law Society (collectively, "conduct records") to the Tribunal Convenor for the purposes of processing my application. I also give my permission to the use of my information and my conduct records (if any) as part of the Tribunal Convenor's records after my appointment to the Panel of Clerks.

I agree to perform the duties as Clerk to the Solicitors Disciplinary Tribunal diligently and conscientiously in accordance with the provisions of the Legal Practitioners Ordinance and to the best of my abilities if I am appointed.

I shall keep in strict confidence all information acquired during my appointment to the Panel of Clerks and/or acquired in the course of and after the disciplinary proceedings.

I acknowledge that all fees payable to me for services rendered by me as a Clerk to the Solicitors Disciplinary Tribunal will be paid to my firm.

I agree to notify the Tribunal Convenor and the Tribunal Chairman (under whom I am serving as a Clerk to the Solicitors Disciplinary Tribunal) of the cessation of practice of my firm forthwith so that the Tribunal Chairman can appoint a replacement Clerk. In such circumstances, I undertake to a smooth handover of the proceedings to the replacement Clerk.