



4 September 2025

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Index Reference :

**Courts: Practice & Procedure &
Judiciary**

CIRCULAR 25-578 (PA)

4 September 2025

**25-578 (PA) Duty/Urgent Application Judges and
Admission Judges**

1 September 2025 to 3 January 2026

1. Week beginning	Duty Judge	Saturday	Admission Judge
1 September 2025	Hon Harris J	6 September 2025	Hon Harris J
8 September 2025	Hon Leung J	13 September 2025	Hon Leung J
15 September 2025	Hon Au-Yeung J	20 September 2025	Hon Au-Yeung J
22 September 2025	Hon Cheng J	27 September 2025	Hon Cheng J
29 September 2025	Hon Andrew Chan J	4 October 2025	Hon Andrew Chan J
6 October 2025	Hon H Au-Yeung J	11 October 2025	Hon H Au-Yeung J
13 October 2025	Hon Lisa Wong J	18 October 2025	Hon Lisa Wong J
20 October 2025	Hon D Yau J	25 October 2025	Hon D Yau J
27 October 2025	Hon Woodcock J	1 November 2025	Hon Woodcock J
3 November 2025	Hon ST Poon J	8 November 2025	Hon ST Poon J
10 November 2025	Hon Winnie Tsui J	15 November 2025	Hon H Au-Yeung J
17 November 2025	Hon Barnes J	22 November 2025	Hon Barnes J
24 November 2025	Hon Wilson Chan J	29 November 2025	Hon Wilson Chan J
1 December 2025	Hon Fung J	6 December 2025	Hon Fung J
8 December 2025	Hon Anthony Chan J	13 December 2025	Hon Anthony Chan J
15 December 2025	Hon K Yeung J	20 December 2025	Hon K Yeung J
22 December 2025	Hon Johnny Chan J	27 December 2025	Hon Johnny Chan J
29 December 2025	Hon Mimmie Chan J	3 January 2026	Hon Mimmie Chan J

2. The Duty Judge can be contacted at this mobile phone number: 9137 9005.
3. Members are advised that there could be last-minute changes to the above roster. On the other hand, any updates to the above roster may not be made available by the Judiciary to the Law Society for publication in time. Members may wish to make inquiries with the Registrar direct to ascertain the duty judge on a particular day.
4. Circular 25-536 (PA) is superseded.



Index Reference:

HRA

CIRCULAR 25-579 (PA)

4 September 2025

25-579 (PA) HIGHER RIGHTS ASSESSMENT BOARD

**APPLICATIONS FOR HIGHER RIGHTS OF AUDIENCE
MADE IN SEPTEMBER 2024**

The Law Society congratulates the following members who have been granted higher rights of audience by the Higher Rights Assessment Board:

	Names	Proceedings granted
1.	Mr. CHU Tsun Yung Joseph	Civil
2.	Mr. CROMPTON Jonathan Paul	Civil
3.	Mr. LAM Jeremy Chun Lok	Civil
4.	Mr. LI Lok Him	Civil



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Index Reference:

**Law Society: Commencement
of Practice**

CIRCULAR 25-580 (COM)

4 September 2025

25-580 (COM) COMMENCEMENT OF PRACTICE (REGISTERED FOREIGN FIRM)

The following registered foreign firm has commenced practice from the date indicated below:

Firm Name

Date of Commencement of Practice

ORTOLI ROSENSTADT YE LLP
(美國歐洛葉律師事務所(有限法律責任合夥))

20 August 2025



Index Reference :

Solicitors

CIRCULAR 25-581 (COM)

4 September 2025

25-581 (COM) Practising Certificate (Special Conditions) Rules

Notice of Intention to Apply for a Practising Certificate (2026) (Repeat Circular)

1. The “*Notice of Intention to Apply for a Practising Certificate*” (“Notice”) required under Section 5 of the Practising Certificates (Special Conditions) Rules (“Rules”) is not an application for a practising certificate.
2. The Notice should be completed and declared **only if**:
 - (a) you are applying for the issue of a practising certificate for the first time;
 - (b) you have been censured or ordered to pay a penalty or costs by the Solicitor Disciplinary Tribunal since you were last issued a practising certificate;
 - (c) you have failed or refused to give to the Law Society a sufficient and satisfactory explanation in respect of any matter relating to your conduct when invited to do so since you were last issued a practising certificate and have been notified in writing by the Law Society that you have so failed or refused;
 - (d) you have been suspended from practice since you were last issued a practising certificate and the period of your suspension has expired;
 - (e) you have had your name removed from or struck off the roll of solicitors since you were last issued a practising certificate and your name has been restored to the roll of solicitors;
 - (f) you have become bankrupt since you were last issued a practising certificate and have been discharged;
 - (g) you have had a monetary judgment (not being a judgment excepted in the Rules) given against you since you were last issued a practising certificate;
 - (h) you have not been in full-time practice of law for two continuous years immediately prior to the giving of notice of intention to apply for a practising certificate (refer to circular [04-310 \(SD\)](#) for details); or
 - (i) you were a principal in or a consultant of a firm at the time of an intervention of the firm by the Law Society during the preceding 18 months.



3. Solicitors to whom the Rules apply must give at least 6 weeks' notice to the Law Society before applying for their practising certificates. You are recommended to return the completed Notice to the Law Society **by 19 September 2025**, and in any event, **by 17 October 2025**.
4. Blank copies of the Notice can be collected from the reception counter of the Law Society or downloaded from the Law Society's website at www.hklawsoc.org.hk or by clicking [here](#). Please click [here](#) for the Notes on How to Fill in the Notice.
5. Late submission of the Notice will delay the renewal process of the practising certificates causing such practising certificates to bear the date of issue and not backdated. Please be reminded that the Standing Committee on Compliance takes a very serious view of members practising without a valid practising certificate.
6. The Notice should be declared before a solicitor of another firm or company in order for the solicitor taking the declaration to comply with Principle 13.09 of 'The Hong Kong Solicitors' Guide to Professional Conduct Volume 1, 3rd Edition. Please refer to [Principle 13.09](#) for details. Any inappropriately declared Notice will be processed without prejudice to any conduct investigation into the matter.
7. The Rules came into effect in February 2003. Please refer to Circulars [03-29\(SD\)](#) and [04-310\(SD\)](#) for details.



Index Reference :

Professional Indemnity Scheme

CIRCULAR 25-582 (PA)

4 September 2025

25-582 (PA) PROFESSIONAL INDEMNITY SCHEME

Payment of Annual Contributions

Deadline for Payment: Tuesday, 30 September 2025
(Repeat Circular)

1. The professional indemnity cover for member firms for the 2024/2025 indemnity year will expire on Tuesday, 30 September 2025.
2. To enable firms to renew their cover for the 2025/2026 indemnity year commencing on 1 October 2025, the Scheme Manager, ESSAR Insurance Services Ltd. ("ESSAR") will be sending out debit notes from late August to early September 2025 to Principals of all firms for the payment of contributions.
3. **The procedure for effecting payment of the annual contributions**
 - (a) **Deadline for Payment**
 - (i) Under paragraph 2(4) of Schedule 1 to the Solicitors (Professional Indemnity) Rules (Cap. 159M) ("Rules"), the contribution must be paid **on or before 30 September 2025**.
 - (ii) Under rule 10 of the Rules, a law firm is only entitled to indemnity (subject to the terms and conditions of cover in the Rules) upon the issue of a receipt and under rule 9, a receipt will be issued only if the contribution is paid.
 - (iii) **There is no provision in the Rules by which the Council of the Law Society can extend the deadline of 30 September 2025. It is therefore **NOT** possible to make an application to the Council to extend the time for payment.**

(b) Methods of Payment

Payment can be made by (i) cheque payable to 'Hong Kong Solicitors Indemnity Fund Ltd.', (ii) bank transfer or (iii) Faster Payment System ("FPS").

- (i) **Payment by cheque**
 - **The cheque and a copy of the debit note issued by ESSAR should be delivered to:**



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E-MAIL (電子郵件) : sg@hklawsoc.org.hk
HOMEPAGE (網頁) : <http://www.hklawsoc.org.hk>

**ESSAR Insurance Services Ltd.,
34/F, One Island East, Taikoo Place,
18 Westlands Road, Quarry Bay,
Hong Kong**

Attention: Ms. Pamela Poon, Scheme Administrator

- **You must deliver the cheque payment to ESSAR before 5:30 p.m. on or before 30 September 2025.** For security reasons there will be **no drop-off box**. Please make sure your cheque is delivered to ESSAR during office hours (9 a.m. to 5:30 p.m.).
- To avoid any disputes on the date of receipt of payment, **the cheque payment should be hand delivered to ESSAR**. If your payment is sent by post, it **must** reach ESSAR by 30 September 2025.
- Post-dated cheque will **NOT** be accepted.
- Please ensure that there are sufficient funds in the bank account of which the cheque is to be drawn from. **Returned cheques will be treated as non-payment** that may result in failure to maintain indemnity under the Rules.
- **Please DO NOT send the cheque to the Law Society.**
- Payment cannot be effected by credit cards but various financial institutions have offered loans to assist law firms to pay their contributions. Please refer to the Law Society [Circular 25-589 \(PA\)](#) dated 4 September 2025 for details. It may take some time for the financial institutions to process the applications for loans. Should you wish to make use of these facilities, it is advisable to make the application as soon as possible to ensure the loan is granted before 30 September 2025. The Law Society makes no representations on the creditworthiness or otherwise of these financial institutions and you should make enquiries with the institutions direct.

(ii) Payment by bank transfer

- Payment by bank transfer should be remitted to the bank account of **Hong Kong Solicitors Indemnity Fund Limited**, details as follows:

Bank of China (Hong Kong) Limited
Account Number: 012-916-1-127174-3

- After payment, please send a copy of the **remittance receipt and debit note** issued by ESSAR to Ms. Pamela Poon by fax at 2603-9780 or by email at pamela.poon@aon.com as soon as possible.



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- Member firms will bear **all** (both sending and receiving bank) remittance or bank charges, if any. PIS contribution payments must be received by the Company **in full** by 30 September 2025.

(iii) Payment by FPS

- Before making payment by FPS, please check with your bank whether (1) there are any bank charges for making a payment by FPS, and (2) there is any maximum transfer limit on your account.
- Member firms will bear **all** bank charges, if any. PIS contribution payments must be received by the Company **in full** by 30 September 2025.
- When making payment by FPS, please choose/input the following:

Beneficiary Account Type: **Beneficiary Account No.**

Beneficiary Account No.: **01611103108000**

Beneficiary A/C Type: **Bank Account**

Receiving Account: **005 Credit Agricole Corporate & Investment Bank**

A/C Name of Beneficiary: **Hong Kong Solicitors Indemnity Fund Ltd.**

- After payment, please send a copy of the **payment confirmation and debit note** issued by ESSAR to Ms. Pamela Poon by fax at 2603-9780 or by email at pamela.poon@aon.com **as soon as possible**.

(c) **Enquiries**

Members who dispute the calculations of their annual contributions should contact Ms. Pamela Poon, Scheme Administrator at ESSAR at telephone number 2862-4251 (direct line) 2861-6666 (general line) **well before the deadline for payment**.

(d) **Firms which intend to cease practice**

As mentioned in [Circular 25-439 \(PA\)](#) dated 3 July 2025, any firm which intends to cease practice prior to the commencement of the 2025/2026 indemnity year must comply with the provisions of the Law Society Practice Direction D7. In particular, for the purpose of professional indemnity cover, the firm **must give notice of cessation to ESSAR at least 8 weeks prior to 30 September 2025**. Accordingly, if the notice period ends on a date after 30 September 2025, the firm will be required to pay contribution for the whole of the 2025/2026 indemnity year subject to any subsequent adjustment to be made upon cessation of practice.



(c) **Failure to comply with the Rules**

- (i) If a firm fails to effect payment by 30 September 2025, the firm will be left with **NO COVER**. Under rule 6(2) of the Rules, each and every solicitor in the firm will automatically be suspended from practice and be disqualified to act as a solicitor under S7 of the Legal Practitioners Ordinance Cap. 159 ("LPO"). Any person who is disqualified to act as a solicitor but so acts contravenes S45 of the LPO and may be guilty of an offence and liable on summary conviction to a fine of HK\$500,000 and to imprisonment for 2 years.
 - (ii) Any failure to comply with the deadline will be considered by the Working Party on PIS Gross Fee Income Reports and Contributions with recommendations to the Council to take appropriate action against defaulting firms.
4. An email regarding the payment of annual contributions will be sent to the designated email address of the designated principal of each law firm today. The email will be sent from "adpis_group@hklawsoc.org.hk".



Index Reference :

**Courts: Practice & Procedure &
Judiciary**

CIRCULAR 25-583 (PA)

4 September 2025

25-583 (PA) JUDICIARY

DEDICATED WEBPAGE ON FAMILY COURT

1. The Judiciary has launched a dedicated webpage on Family Court:

https://www.judiciary.hk/en/courts/fc_index.html

2. Court users can find on the webpage information, such as Court Diary, e-Appointment Systems, Legislation & Practice Directions, Fees & Funding, Guides to Family Court Proceedings, Forms, Specific Service, Mediation, Review of Family Procedure Rules, etc.



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Index Reference :

Law Society: General

CIRCULAR 25-584 (SG)

4 September 2025

25-584 (SG) HONG KONG SOCIETY OF NOTARIES 2026 Notaries Public Examination (Repeat Circular)

1. The Hong Kong Society of Notaries ("HKSJ") has issued a notice on the "2026 Notaries Public Examination" and "Training Course (Notarial Practice & Bills of Exchange)".

[Please click here for the notice from HKSJ dated 28 August 2025](#)

2. The original applications together with all requisite documents and payment to sit the examination should reach the Hong Kong Society of Notaries at Room 302, 3F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong by **5pm on Wednesday, 12 November 2025 for the 2026 Examination.**



Index Reference :

Solicitors

CIRCULAR 25-585 (COM)

4 September 2025

25-585 (COM) CLERKS TO THE SOLICITORS DISCIPLINARY TRIBUNAL (Repeat Circular)

1. Firms are invited to assist the Solicitors Disciplinary Tribunal (“the Tribunal”) in the performance of its regulatory functions by nominating their qualified or unqualified staff members (the latter, preferably Legal Executives) with over 10 years’ working experience in civil or criminal proceedings to join the Panel of Clerks to the Tribunal (“the Panel of Clerks”). The appointees are expected to be mature, possess good communication skills and be able to work independently.
2. Firms with solicitors and unqualified staff member who are currently serving as Clerks to the Tribunal are also welcome to nominate those solicitors and/or their unqualified staff member to join the Panel of Clerks.
3. The hourly rates for the appointees on the Panel of Clerks is HK\$2,000 for solicitors and HK\$1,000 for unqualified staff members, and are payable to the firms. Payment of the firms’ bills may be subject to taxation.
4. The duties of the Clerks to the Tribunal include (i) assisting the Tribunal to arrange hearings and associated matters; (ii) performing administrative and clerical duties during the hearing and such other duties as more particularly described in Sections 10(3), 12(2), 12(2A) and 12(9) of the Legal Practitioners Ordinance, Cap.159 and Rules 2, 6(2), 8(1), 9, 13(1), 15, 16, 17 and 34 of the Solicitors Disciplinary Tribunal Proceedings Rules, Cap 159C; and (iii) performing any other secretarial duties as directed, from time to time, by the Chairman of the Tribunal.
5. The Tribunal Convenor to the Solicitors Disciplinary Tribunal Panel (“Tribunal Convenor”) will conduct the selection process and appoint the Panel of Clerks. Any conduct history and/or disciplinary records of the applicants kept by the Law Society will be disclosed to the Tribunal Convenor for the purpose of processing the applications.
6. Interested firms should send the CV(s) of the applicant(s) together with a letter of consent from a sole practitioner/sole proprietor, or a letter of consent from the employer and a letter of consent from the applicant (click [here](#) for the requisite terms of the letters) to the Director of Conduct, the Law Society, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong on or before 11 September 2025.



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7. Personal Information Collection Statement

The personal data collected in the resume supplied by the applicants and any conduct history and disciplinary records relating to the applicants will be used by the Law Society of Hong Kong and the Tribunal Convenor for the purposes of processing the applications for appointment to the Panel of Clerks.



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Index Reference :

Law Society: General

CIRCULAR 25-586 (PA)

4 September 2025

25-586 (PA) PROBATE PRACTICE **Supplement No. 4 of the Guide to Non-Contentious Probate Practice**

1. The Judiciary has issued Supplement No. 4 of the Guide to Non-Contentious Probate Practice ("Guide").
2. Please click [here](#) for the Supplement No. 4 of the Guide.



4 September 2025

PROBATE

Enquiries From Solicitors On Wills, Codicils And Other Testamentary Dispositions

An enquiry has been received from solicitors as to the existence of a will, codicil or other testamentary disposition made by the following deceased persons. If you are holding the original or a copy of any of these documents, you are requested to contact the enquiring firm directly within 14 working days.

Members are reminded to exercise due care when responding to enquiries in order to avoid any breach of the duty of confidentiality which they owe to the testator or the testator's personal representatives.

Name of Deceased Person	Date of Death	Hong Kong Identity Card No (save as otherwise specified)	Enquiring Firm
NG TONG (伍棠) Alias (伍炳棠)	24 February 2006	A347382(4)	Y.S. LAU & PARTNERS
(陈璐)	27 March 2025	中華人民共和國 居民身份證 360111196508220113	GEORGE Y.C. MOK & CO.
LI HAN (李涵)	14 June 2023	中華人民共和國 居民身份證 350204197010115011	ALVAN LIU & PARTNERS
CHOW WAI KWOK (周惠國)	19 August 2002	K090676(A)	CHUNG & KWAN SOLICITORS



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KWAN EDDIE (關景鴻) Alias KWAN PING FAI (關炳輝) Alias KWAN EDDIE Alias KWAN EDDIE PING-FAI Alias KWAN EDDIE PING FAI	12 June 2023	C389940(1)	DEACONS
CHEUNG WAN MUI (張韻梅)	24 July 2010	E200808(8)	LAM, LEE & LAI
TSE SHUK YIN (謝淑賢)	24 July 2021	A151975(4)	LI, KWOK & LAW, SOLICITORS & NOTARIES
LI PING FUI (李秉奎)	22 November 1993	D113370(6)	YIP TSE & TANG
WONG YAN LAN (汪恩蘭)	15 August 2011	K872118(1)	YIP TSE & TANG
LAU MANG KAW (劉孟蛟)	23 January 2025	B982574(1)	SIT FUNG KWONG & SHUM
ZHAO YAN (趙艷) Alias (赵艳)	11 August 2018	R379069(9)	GEORGE Y.C. MOK & CO.



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SHIU FAT (蕭發) Alias (蕭发) Alias (肖发)	14 July 2017	B330176(7)	CCW LAWYERS
YUEN KWAN (袁群)	Certified dead on 29 February 2016	A669011(7)	FRANCIS KONG & CO
CHAN LAM FAT (陳林發)	Certified dead on 27 October 2024	C245520(8)	WONG POON CHAN LAW & CO.
TAI SUET HING (戴雪卿)	02 March 2025	P152587(9)	Y.C. LEE, PANG & KWOK
LAI KWOK FAI (賴國輝)	24 November 2022	H139251(6)	NG & SHUM
KWOK WAN HEI (郭尹熹)	09 September 2023	R142416(4)	STEPHEN LO AND P.Y. TSE
(梁秋意)	30 November 1994	中華人民共和國 居民身份證 440725440404092	T.C. LAU AND CO.
HO YUEN CHOI (何遠才) Alias (何远才)	Certified dead on 27 November 2001	E127691(7)	EDMUND CHEUNG & CO.
SIT MAN SING (薛萬成)	07 June 2010	B319035(3)	PETER W.K. LO & CO.
WONG YUE YAM (王汝欽)	10 July 2025	A117388(2)	WALLER MA HUANG & YEUNG



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NGAI KI SING (顏其星)	Certified dead on 22 March 2025	K187252(4) 及 港澳居民來往內地 通行證號碼 H08906402	CHEUNG, YEUNG & LEE, SOLICITORS
HO KING YUEN (何敬源)	23 January 2025	A228133(6)	KITTY SO AND TONG, SOLICITORS
LI SANG TUNG (李生通)	22 September 2021	A866790(2)	KITTY SO AND TONG, SOLICITORS
ZHOU BO (周波)	29 March 2021	中華人民共和國 護照號碼 G46260154 及 中華人民共和國 居民身份證 520103196212142857	FRED KAN & CO.
LU ZHIPING (呂志萍) Alias (呂志萍)	19 April 2025	R916002(6) 及 中華人民共和國 居民身份證 440104196408072826	LCP
MAN KAI TO (文啟桃) Alias (文啟桃)	10 February 2025	H327976(8) 及 港澳居民來往內地 通行證號碼 H07475013	ANTHONY KWAN & CO., SOLICITORS