



21 May 2026

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Employment Of Staff

CIRCULAR 26-313 (COM)

21 May 2026

26-313 (COM) REMINDER – PRIOR CONSENT REQUIRED FOR EMPLOYMENT OF STAFF

Ms. Yau Wai Man
(邱慧敏)
HKID Card No. Y27XXX8(0)

Section 53(3) of the Legal Practitioners Ordinance Cap. 159 is applicable to Ms. Yau. Any member who wishes to employ or remunerate Ms. Yau should apply in writing to the Consents Committee of the Law Society to seek its approval.



Index Reference:

**Courts: Practice &
Procedure & Judiciary**

CIRCULAR 26-314 (PA)

21 May 2026

**26-314 (PA) JUDICIARY
INTEGRATED CASE MANAGEMENT SYSTEM (“iCMS”)**

**Practice Note – Use of iCMS for Case Commencement in the High Court
(Effective 1 June 2026)**

1. The Judiciary Administration issued a Practice Note on the use of iCMS for case commencement in the High Court on 18 May 2026. The Practice Note will take effect on **1 June 2026**.
2. This Practice Note sets out a new requirement to (a) encourage law firms to register a user account under iCMS and start using it on a voluntary basis as soon as possible, and (b) enable them to familiarize themselves with the system, especially in commencing new cases, in preparation for the mandatory use of the iCMS.
3. Starting from 1 June 2026, unless prior permission has been granted by the Court, a law firm that has not previously commenced a case using the iCMS will be required to do so when it next commences a new case in any iCMS-enabled case type in the High Court. Once a firm has commenced a case using the iCMS, this requirement will no longer apply; however, firms are strongly encouraged to continue using the iCMS during the lead-in to its mandatory implementation later in 2026.
4. Please click the links below for the following documents for more details:-
 - The Government's [Press Release](#) dated 18 May 2026
 - [Letter from the Judiciary Administration to The Law Society](#)
 - [The Practice Note](#)
5. More information on iCMS is available at the [Judiciary's dedicated website](#).

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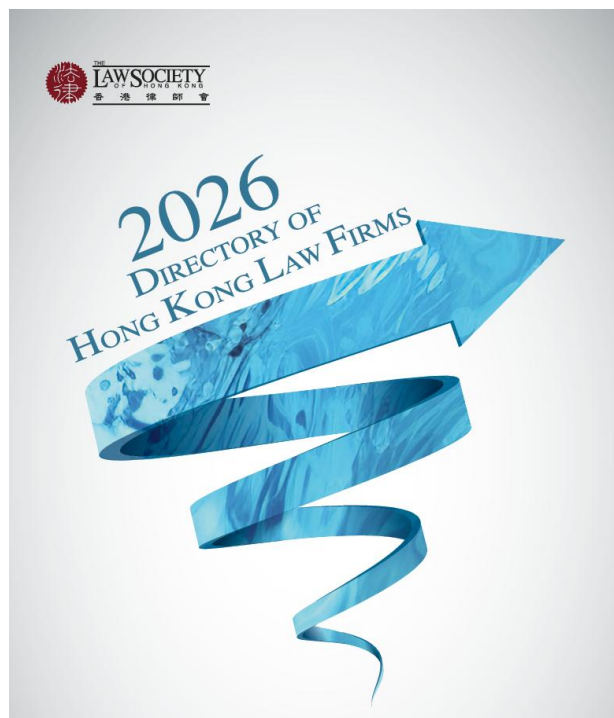
Law Society: General

CIRCULAR 26-315 (MS)

21 May 2026

26-315 (MS) DIRECTORY OF HONG KONG LAW FIRMS 2026

Call for Application
Online Application Deadline: Monday, 8 June 2026
(Repeat Circular)



1. The Law Society will be publishing the Directory of Hong Kong Law Firms 2026. The Directory is a Law Society publication which is made available in both hard copy and online to facilitate the public in identifying law firms which are listed in the Directory and knowing the services they provide.



2. The Law Society also has a [website](#) with listings of firms offering 45-minute preliminary free legal consultation (the “FLC services”) to the public. The FLC service will be highlighted in the printed version of the Directory.
3. If your firm is interested in making an entry to the Directory or wishes to enter a listing on the website of FLC services, please click [here](#) to apply on or before **Monday, 8 June 2026**. Please access the online application platform with your law firm’s login IDs and passwords for the Members’ Zone. If you have lost your law firm’s login information, you may click [here](#) to retrieve the existing login details (please select “Firm” for “Member Type”). The Law Society will handle your request or enquiry as soon as possible.
4. The listing fee per branch listing in the Directory is HK\$300 and the fee per branch listing of FLC service is HK\$100 (printed and website versions inclusive). If your firm has submitted an entry to the Directory, the fee for listing in the FLC service for the same branch will be waived. Any subsequent request for amendments to the Directory will be subject to an administrative charge of HK\$100 per amendment. You may refer to the Application Page for more information about listings and charges.
5. If you have any enquiries, please feel free to contact us on directory@hklawsoc.org.hk or 2846 0530.



Index Reference:

Law Society: General

CIRCULAR 26-316 (MS)

21 May 2026

**26-316 (MS) FREE LEGAL HELPLINE
RECRUITMENT OF VOLUNTEER SOLICITORS**

1. To enhance the general public's understanding of law and encourage solicitors to contribute to the community by serving the general public, the Law Society has launched the “Free Legal Helpline” 8200 8002 (the “Helpline”) since 20 May 2013.
2. The Helpline offers free legal advice to the public on five areas of law, namely:
 - a) Personal Injuries
 - b) Matrimonial Law
 - c) Criminal Law
 - d) Employment Law
 - e) Wills & Probate
3. The Law Society is now recruiting more members to join our panel of practitioners of the Employment Law Helpline. Members who have (i) at least three years of post-qualification experience (“P.Q.E.”) and (ii) authorisation from their respective law firms to provide free legal advisory service under the Helpline are invited to join the Helpline as panel practitioners.
4. The eligible cases will be assigned to panel practitioners for providing up to 45 minutes of free legal advice to the caller.
5. For those members who are interested to join the panel, please email to ms_asst@hklawsoc.org.hk for the Enrolment Form and Authorisation Form.
6. If you have any enquiries, please feel free to contact Communications and External Affairs and Member Services Department on 2846 0530.



Index Reference :

**Courts: Practice & Procedure
& Judiciary**

CIRCULAR 26-317 (PA)

21 May 2026

26-317 (PA) JUDICIARY

Contact Details as at 15 May 2026

1. The Judiciary Administrator has updated the current contact details of the clerks assigned to High Court Judges, Deputy Judges, Recorders and Masters.
2. Members should encourage their clerks to check the Judiciary's website for the most up-to-date information on the contact details:

[English Version](#) and [Chinese Version](#)

3. Please click the following links for information on
 - (a) [Telephone directory of Clerks to Chief Judge / Justices of Appeal of the Court of Appeal of the High Court](#)
 - (b) [Telephone directory of Clerks to Judges of Court of First Instance of the High Court](#)
 - (c) [Telephone directory of Clerks to Deputy Judges of the Court of First Instance of the High Court](#)
 - (d) [Telephone directory of Clerks to High Court Masters](#)
 - (e) [Matters handled at the Clerk of Court's Office](#)
 - (f) [Matters handled at the High Court Registry](#)

 - (g) [Clerk of Court's Office - Listing](#)



- hearings before Court of First Instance Judges (Civil matters and various tribunal appeals) - Room G32, G/F
 - Criminal matters - Room G31, G/F
- (h) [Clerk of Court's Office - Listing of appeals \(except tribunal appeals\)](#)
- Civil appeals - Room G30, G/F
 - Criminal appeals and appeals from magistrates' courts - Room G28, G/F
- (i) [Listing of hearings before High Court Masters \(LG1 Rm 108A & 108B\)](#)
4. For enquiries of the video conferencing facilities of the Correctional Services Department, (for lawyers on taking statements, meeting with client) please contact Lai Chi Kok Reception Centre at 2176 0181 or 2785 3461, or Cell of High Court Building at 2180 4848.
5. Members may refer to the "Contact Us" page of the Judiciary Website (address shown below) for the relevant contact information, including fax numbers, in the High Court as well.
- [English version](#) and [Chinese version](#)
6. Circular 26-268 (PA) is deleted.



CIRCULAR 26-318 (SG)

21 May 2026

**26-318 (SG) GRAND OPENING OF NEW OFFICE AND
119TH ANNIVERSARY OF
THE INCORPORATION OF THE LAW SOCIETY**

**FREE COFFEE/TEA AT THE COFFEE CORNER
(EXTENDED TO 29 May 2026)
(Repeat Circular)**

1. The Grand Opening of our new office premises, together with the 119th Anniversary of the incorporation of The Law Society, was successfully held on 8th April 2026.
2. The free coffee or tea benefit will be extended to 29 May 2026 (inclusive). Each member may enjoy one (1) cup of free coffee or tea per day at the Coffee Corner of the Law Society's office premises at 26/F, The Center, 99 Queen's Road Central, Hong Kong.
3. Members must present their members' QR code on The Law Society new mobile application at The Coffee Corner during its operating hours, from 9:30 a.m. to 5:30 p.m. (subject to change), Monday to Friday, excluding public holidays, to enjoy the above arrangement.
4. Please download the new mobile application from the relevant app stores.





Index Reference:

Law Society: General

CIRCULAR 26-319 (PA)

21 May 2026

26-319 (PA) DEDICATED SPECIAL PANEL OF MEDIATORS FOR COMMODITIES MARKET DISPUTES UNDER THE FRAMEWORK OF THE INTERNATIONAL ORGANIZATION FOR MEDIATION

INDICATION OF INTEREST (Repeat Circular)

1. On 7 May 2026, the Financial Secretary, the Hon Paul Chan Mo-po, GBM, GBS, MH, JP announced that Hong Kong would explore the establishment of a dedicated special panel of mediators for international commodities disputes in order to reinforce Hong Kong's position as a regional hub for metals trading, yuan-denominated commodities products and physical gold storage.
2. Following the above announcement of the Financial Secretary, Professor Teresa Cheng Yeuk-wah, Secretary-General of the International Organization for Mediation ("IOMed") also announced in the Global Mediation Summit on 8 May 2026 that the IOMed, the Government and other stakeholders were exploring the establishment of a dedicated special panel of mediators for commodities market disputes under the IOMed framework. It was emphasised that the above panel aimed to provide specialised mediators for disputes arising across the commodities value chain, from upstream to downstream activities.
3. Members and law firms with experience in commodities-related practice or mediation are invited to indicate their interest and share their views and insights by emailing the Law Society at mediation@hklawsoc.org.hk by 29 May 2026. Those who wish to enquire about the proposed panel or obtain further information on the establishment and implementation are likewise invited to do so by the same date.



Index Reference :

Law Society : General

CIRCULAR 26-320 (PA)

21 May 2026

26-320 (PA) MANDATORY PROVIDENT FUND REVISED GUIDELINES

(Guidelines I.1, I.2, I.4, I.5, I.6, I.8, I.10, I.11 and III.10)

1. The Mandatory Provident Fund Schemes Authority (the “Authority”) has approved nine sets of revised MPF guidelines:

Revised MPF guidelines (nine guidelines)

Guidelines I.1	Application for Approval as Approved Trustees and Application for Approval as Controllers of Approved Trustees
Guidelines I.2	Application for Registration of Provident Fund Schemes
Guidelines I.4	Eligible Insurers
Guidelines I.5	Application for Approval of Constituent Funds
Guidelines I.6	Application for Approval of Pooled Investment Funds
Guidelines I.8	Custodial / Subcustodial Agreement
Guidelines I.10	Application for Cancellation of Approval of Constituent Funds
Guidelines I.11	Application for Cancellation of Approval of Pooled Investment Funds
Guidelines III.10	Index-Tracking Collective Investment Schemes

(a) *Guidelines I.6 on Application for Approval of Pooled Investment Funds* *Guidelines III.10 on Index-Tracking Collective Investment Schemes*

To enhance operational efficiency of the MPF System, the electronic system developed by the Authority, known as “eApplication Submission Platform for MPF Products” (eAS), has been enhanced to facilitate electronic submission of applications to the Authority for approval of pooled investment funds (PIFs) and index-tracking collective investment



schemes (ITCISs). Accordingly, Guidelines I.6 and III.10 have been revised to, among other things:

- i. reflect the specification of five new electronic forms by the Authority for use by applicants to submit applications for approval of PIFs (*Guidelines I.6*); and
- ii. publish the information about the designation of eAS by the Authority under section 6KA of the Mandatory Provident Fund Schemes Ordinance for the purposes of submission of applications for approval of PIFs and ITCISs by applicants.

(b) Guidelines I.1 on Application for Approval as Approved Trustees and Application for Approval as Controllers of Approved Trustees

Guidelines I.2 on Application for Registration of Provident Fund Schemes

Guidelines I.4 on Eligible Insurers

Guidelines I.5 on Application for Approval of Constituent Funds

Guidelines I.8 on Custodial / Subcustodial Agreement

Guidelines I.10 on Application for Cancellation of Approval of Constituent Funds

Guidelines I.11 on Application for Cancellation of Approval of Pooled Investment Funds

The seven sets of guidelines have been revised to:

- i. specify email as the preferred means of submission of applications to the Authority; and/or
- ii. make some housekeeping amendments.

The nine sets of revised guidelines became effective since 19 May 2026.

2. The revised MPF Guidelines can be downloaded from the Authority's [website](#). Members may also contact Ms Teresa Lee of the Authority on 2292 1286 to obtain hard copies of the revised MPF Guidelines.



21 May 2026

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
CHAU TAT (周達)	04 May 2003	C176415(0)	CHEN & LEE LAW OFFICE
WONG SHEUNG KU (王嫦姑)	11 October 2021	D206609(3)	CHIANG ANTHONY & PARTNERS
TSE TIM YAU (謝添友)	05 March 2026	E358017(6)	HEUNG MASSIE & CLEMENT
CHOW KWOK PU (周國沛) Alias (周国沛)	10 December 2011	A589008	AU BENJAMIN & BILLY CHAN, SOLICITORS



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CHENG TUEN KUEN (鄭端權)	02 January 2026	P978261(7)	PANG SZWINA, EDWARD LI & COMPANY
CHEUNG NGOK PING (張岳平) Alias (张岳平)	06 November 2023	H399500(5) 及 港澳居民來往內地通 行證號碼 H05477115	SHEA & CO., DAMIEN SOLICITORS
KWAN MAN FOON (關文寬)	20 February 2024	D211163(3)	NG & SHUM
CHAU CHAU HO (周秋好)	14 November 2016	P848904(5)	NG & SHUM
MORFORD JOHN EDWARD	About a few days or so before discovery on 6 November 2024	XD811135(4)	TSE & CO., RAYMOND T.L.
CHEUNG KOON KIU (張觀嬌)	19 April 2022	E670791(6)	CHONG & CO., SOLOMON C.
LAU CHUN MO (劉振武)	27 March 2026	A268891(6)	LEUNG HUGO & LAWYERS



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FONG YUK KWAN (方玉焜)	24 July 2025	R107106(7)	SHUM WONG & CO., SOLICITORS
LEE CHI PIU (李志彪)	Certified dead on 5 February 2025	G254819(3)	FOO AND LI
LUM CHOY (林彩) Alias LAM CHOI	08 April 2025	E154940(9)	CHAU & CO., K.B.
IP KAU (葉九)	22 December 2018	E154939(5)	CHAU & CO., K.B.
LEUNG CHOI OI (梁翠愛)	29 October 2025	A176938(6)	WONG PHILIP K.H., KENNEDY Y.H. WONG & CO.
LEUNG CHOI LAN (梁彩蘭)	31 December 2025	E182859(6)	WAN YEUNG HAU & CO.
LO TAK CHUEN (勞德全)	12 March 2026	K505253(A)	KONG & TANG



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PANG YUEN FUN (彭婉芬)	10 February 2026	G098892(7)	CHENG & LO
CHENG CHUN KIU (鄭春嬌)	25 June 2018	P827941(5)	AU-YEUNG, CHAN & HO, SOLICITORS
YUNG KOK PING (容國平)	Certified dead on 17 May 2023	H056282(5)	NG & CO., KEVIN SOLICITORS
CHAN CHIU KUEN (陳照權) Alias (陈照权)	18 November 2023	H117706(2) 及 港澳居民來往內地通 行證號碼 H07446610	CHONG & CO., SOLOMON C.