



THE  
**LAW SOCIETY**  
OF HONG KONG  
香港律師會

# Renewal of Membership & Practising Certificate (“PC”)

The Law Society  
of Hong Kong

# Important Note / Objective

**For renewal of membership with/without PC in 2025, online application and paper application will be running in parallel. Individual solicitors and/or their law firms should make sure that only one form will be submitted for each member.**

## **For Individual Solicitors**

To introduce the workflow of online membership renewal applications with/without PC in 2025.

To demonstrate how solicitors currently engaged in private practice in Hong Kong can assign their law firms to make payment.

## **For Law Firms**

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

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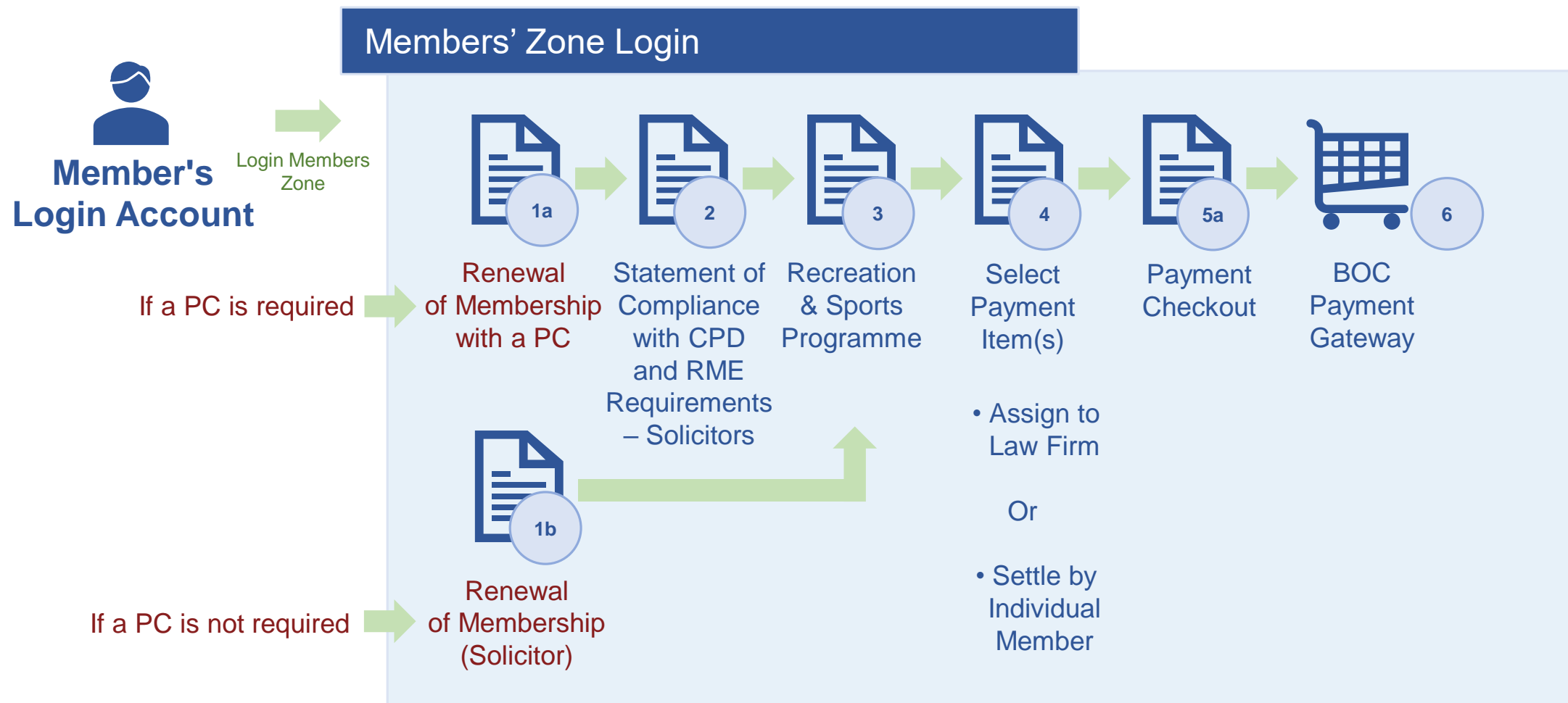
# For Members

Renew Membership with a  
Practising Certificate

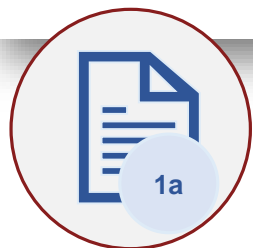
# Workflow for Individual Solicitors

A member can now make the following applications online:

1. Renewal of membership (with or without a PC)
2. Recreation & sports programme



# Renewal of Membership WITH Practising Certificate



1. Login **Members' Zone**
2. Go to Members' Home >  
Online Enquiries/Applications >  
Online Applications Forms >  
Membership/Registration Renewal Application
3. Select the application form "Renewal of Membership with a Practising Certificate"



# Renewal of Membership WITH Practising Certificate – Steps

Renewal of Membership with a Practising Certificate (Solicitor)

GUIDELINES TO ONLINE APPLICATION TO RENEW MEMBERSHIP WITH A PRACTISING CERTIFICATE

1. a. If you would like to renew your membership with a practising certificate through the internet ("Online Application"), you are required to have your Correspondence Email registered with the Law Society before you could proceed with the application. Subsequent to receiving your application, the Law Society would:

b. If you have Correspondence process other

2. To apply online to Microsoft Edge at Members' Zone at

3. The online application Questions 1 and 2

a. Confirm your details listed on the form are same as listed under the Personal Information Review page. You can update the particulars via the "Change Personal Particulars" form.

b. Complete the Question 2A

c. Complete the You must provide answer to the

d. Fill in the Red Solicitors to whom the Practising certificate. Please

e. Make payment If you are subject to the Practising certificate respectively.

\*\* You may upload

4. You can save and Question 3

5. Once the payment at your Correspondent Question 4

6. As a Member of 13 out others or a separate about the Materials, please You must provide answer to the

7. The Law Society of The names of your current firm

Question 5

If you have commenced or on Question 5. Otherwise, you may

Question 6

You must provide answer to the

All solicitors engaged in private payment of the contributions is working in their firms. Any other

English Name:

Chinese Name:

Member No:

Firm/Co.:

Office Address:

Home Address:

Mobile:

Correspondence Email:

Email Shown on Law List:

☐ I confirm the above pre-populated information and any updates to the above have been submitted via the "Change Personal Particulars" form. I further agree the submission of my personal data above is subject to the [Personal Information Collection Statement](#).

Next

1. Review the “Guideline to Online Application to Renew Membership with a Practising Certificate” and Click **Next** button to proceed to next page.
2. Review the “Notes on How to Fill in the Application Form for Practising Certificate”.
3. Check and confirm the pre-printed (personal) information under the “Personal Information Review” section in the Form. If required, submit a “Change of Personal Particular” form. **You are not required to wait for the updates and may proceed to submit your application.**
4. Complete the following form(s)/statement(s)
  - a) Application for Practising Certificate
  - b) Statement of Compliance with CPD & RME requirements – Solicitors
  - c) Recreation and Sports Programme

(Cont.)



## Renewal of Membership with a Practising Certificate (Solicitor)

THE LAW SOCIETY OF HONG KONG  
2025 APPLICATION FOR PRACTISING CERTIFICATE

Name:

Firm/Co.:

Office Address:

Home Address:

1. Tick the appropriate box(es):

☐ My application comes within section 3 of the Practising Certificate (Special Conditions) Rules (Cap. 159 sub. leg. Y).

☐ I gave The Law Society of Hong Kong notice in writing of my intention to apply for a practising certificate not less than 6 weeks ago, namely on .

☐ My application 7. I apply for a practising certificate.

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☐ My application 7. I apply for a practising certificate.

☐ I gave The Law Society of Hong Kong notice in writing of my intention to apply for a practising certificate not less than 6 weeks ago, namely on .

Supplementary Information for Question 6

Please indicate the type of your employment:

Remarks:

I am engaged in practice:

☒ On my own

☐ In partnership

☐ As an assistant

☐ As a consultant

I am employed:

☒ In a firm

☐ As a law clerk

☐ By government

Submission of Document(s)/New Photo

Upload Document(s)

The supporting documents must be in PDF, doc/docx, docm, xls, xlsx, ppt or png format (file size maximum 4MB)

Document(s) Uploaded

Upload File

☐ I have my new photo attached to this application.  
Notes: Attached photo must be in jpg, jpeg or png format and within 1 MB

☐ I confirm hereby to submit my application for a practising certificate.

BACK SAVE & NEXT

[continue from p.7]

## Important notes:

1. You would need to complete the “Supplementary Information for Question 6” section if the 1st answer to Question 6 is not applicable to your application.
2. You may upload additional sheets to Question 4 and/or your recent photo for the Law Society Membership Card.
3. You are required to confirm that you would like to apply for a Practising Certificate by ticking the checkbox at the end of the Form.

## Photo requirement

Your photo should be in jpg, jpeg or png format (maximum size 1Mb).





# Statement of Compliance with CPD & RME Requirements

Renewal of Membership with a Practising Certificate (Solicitor)

Statement of Compliance with CPD and RME Requirements – Solicitors

Notes:

- (i) This form must be completed and returned with your application for a 2025 practising certificate.
- (ii) Both Parts A and B of this form must be completed and returned with your application for the 2025 practising certificate.
- (iii) Those solicitors who did not hold a practising certificate in the 2023/24 CPD practice year should tick the box "Other circumstances" at the bottom of this page and download another form.

During the 2023/24 CPD/RME practice year ended 31 October 2024:

Part A – Compliance with CPD requirements

1. I have complied with my CPD requirement and I have accumulated:

- ☒ (i) not less than 10 hours
- ☐ (ii) the required CPD hours

Part B – Compliance with RME requirements

2. I have not completed the requisite RME core course(s).

3. I was granted a 3 hours of RME elective(s) (or 6 hours of RME electives in the preceding RME practice year).

4. I have claimed 3 hours of RME elective(s) (or 6 hours of RME electives in the preceding RME practice year).

5. I was required to complete but I did not complete:

- ☐ (i) the requisite RME core course(s).
- ☐ (ii) 3 hours of RME elective(s) (or 6 hours of RME electives in the preceding RME practice year).

6. I was required to complete but I did not complete:

- ☐ (i) the requisite RME core course(s).
- ☐ (ii) 3 hours of RME elective(s) (or 6 hours of RME electives in the preceding RME practice year).

7. I did not have any RME requirements because:

- ☐ (i) I was exempted under rule 8 of the Legal Practitioners (Risk Management Education) Rules Cap.1592 ("RME Rules") [\[PDF\]](#).
- ☐ (ii) I was granted exemption under rule 8A of the RME Rules [\[PDF\]](#).
- ☐ (iii) the RME Rules were not applicable to me [\[PDF\]](#).

WARNING: A false or incorrect statement may constitute professional misconduct and may lead to disciplinary actions

Personal Information Collection Statement

Signed: ADEBAYI JOHN DANIEL ABUDUN

Date: 08 August 2024

Please tick the appropriate box

☐ Other circumstances – for those who did not hold a practising certificate in the 2023/24 CPD practice year:  
Click [here](#) to download another form and upload the duly completed form as attachment(s) below.

Please tick the appropriate box

BACK > SAVE > SAVE & PROCEED TO RAS >

You may refer to the “Notes” on the online form for additional information on how to complete the form.

## Important Note:

There are circumstances where solicitors may be required to complete other form(s) to be downloaded in the section entitled “Other Circumstances”. A typical example is that a solicitor applies to renew a practising certificate for the next year but he does not hold a practising certificate in the current year. Please refer to the note in the relevant section for further information.



# Recreation & Sports Programme

Recreation and Sports Programme

Member Name

Gender

Membership

First Name

Surname

Mobile

Current

Member

Ann

S

If the above information is correct, please select the activities you are interested in.

If you have not joined any activities, please select the 'None' option.

Please select the activities you are interested in:

☐ Select all

**Recreation**

- ☐ Bridge
- ☐ Chinese Calligraphy & Painting
- ☐ Cookery, Food & Wine Appreciation
- ☐ Martial Arts
- ☐ Live Band
- ☐ Dancing
- ☐ Photography
- ☐ Singing
- ☐ Yoga

**Sports**

- ☐ Badminton
- ☐ Basketball
- ☐ Cycling
- ☐ Dragon Boat
- ☐ Football
- ☐ Golf
- ☐ Hiking
- ☐ Running
- ☐ Snooker
- ☐ Swimming
- ☐ Table Tennis
- ☐ Tennis
- ☐ Tenpin Bowling
- ☐ Volleyball

**Remark:**

- All fees are non-refundable and cannot be paid on a pro-rata basis.
- Your membership will be effective from 1 January 2024 to 31 December 2024.
- It will normally take around a month to process your enrolment. Your kind understanding would be highly appreciated.
- Schedule of current recreation and sports activities are posted in the Law Society's website, App and/or Circulars.

☐ I agreed to the [Personal Information Collection Statement and Statement on the use of photos/videos](#)

**BACK WITHOUT SAVE** **STOP HERE & PROCEED TO PAYMENT** **SUBMIT & PROCEED TO PAYMENT**

**Please refer to the instructions in the online form.**

Check the pre-filled (personal) information in the form. If you have enrolled to the Programme in the current year, your selection of teams will also be pre-filled in the form.

**You are now ready to proceed to payment.**

**Skip R&S & Proceed to Payment** : skip the R&S application and proceed to the payment page

OR

**Submit & Proceed to Payment** : confirm & submit the R&S application, and proceed to the payment page

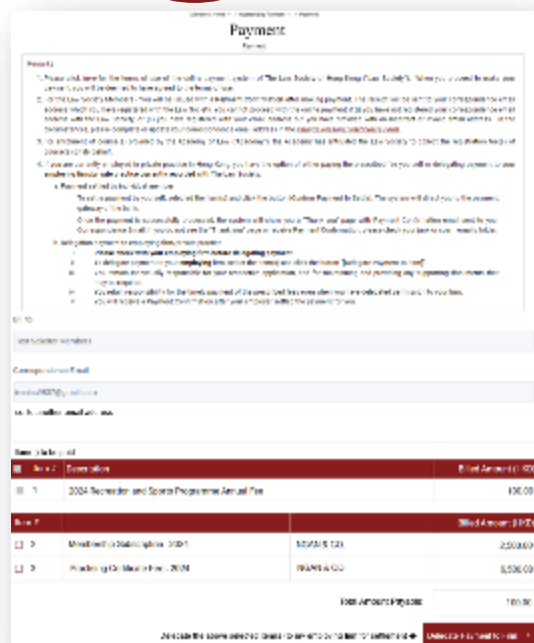
**Important Note:**

An email acknowledgement for your application will be sent to your Correspondence Email. If you have not received any email, please check your junk or spam emails.

(Cont.)



# Payment Item(s): Assign to Law Firm or Settle by Individual Member



The screenshot shows a web form titled "Payment Item(s)". It contains several sections for user input, including "Payment Item(s)", "Payment Method", "Payment Amount", and "Payment Date". Below these sections is a table with columns for "Item ID", "Description", and "Amount". The table lists several items, including "2024 Reciprocal and Special Programme Annual Fee" and "Membership Application Fee". At the bottom of the form, there is a "Total Amount" field and a "Confirm Payment" button.

## 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)

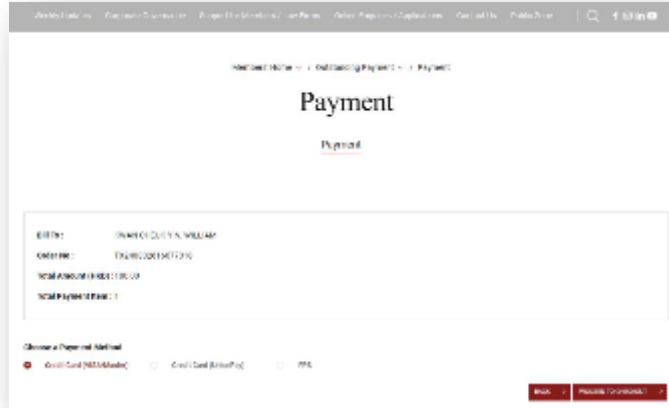
1. If you are settling some or all items by yourself, choose the payment item(s), click the **Confirm Payment to Settle** button to settle the payment item(s) which is/are not assigned to your firm.

## Important Note:

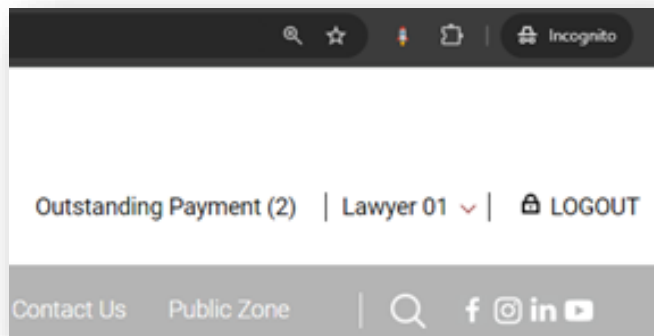
**A member remains responsible for submitting the relevant applications and making timely payment.** All outstanding payment(s) will be shown on your shopping cart until it is settled either by your Law Firm or yourself. Please be reminded to check the payment status from time to time. Your application 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 / Master)
  - 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 member can always check the Outstanding Payment item(s) on the top right corner after logging on the Members' zone.



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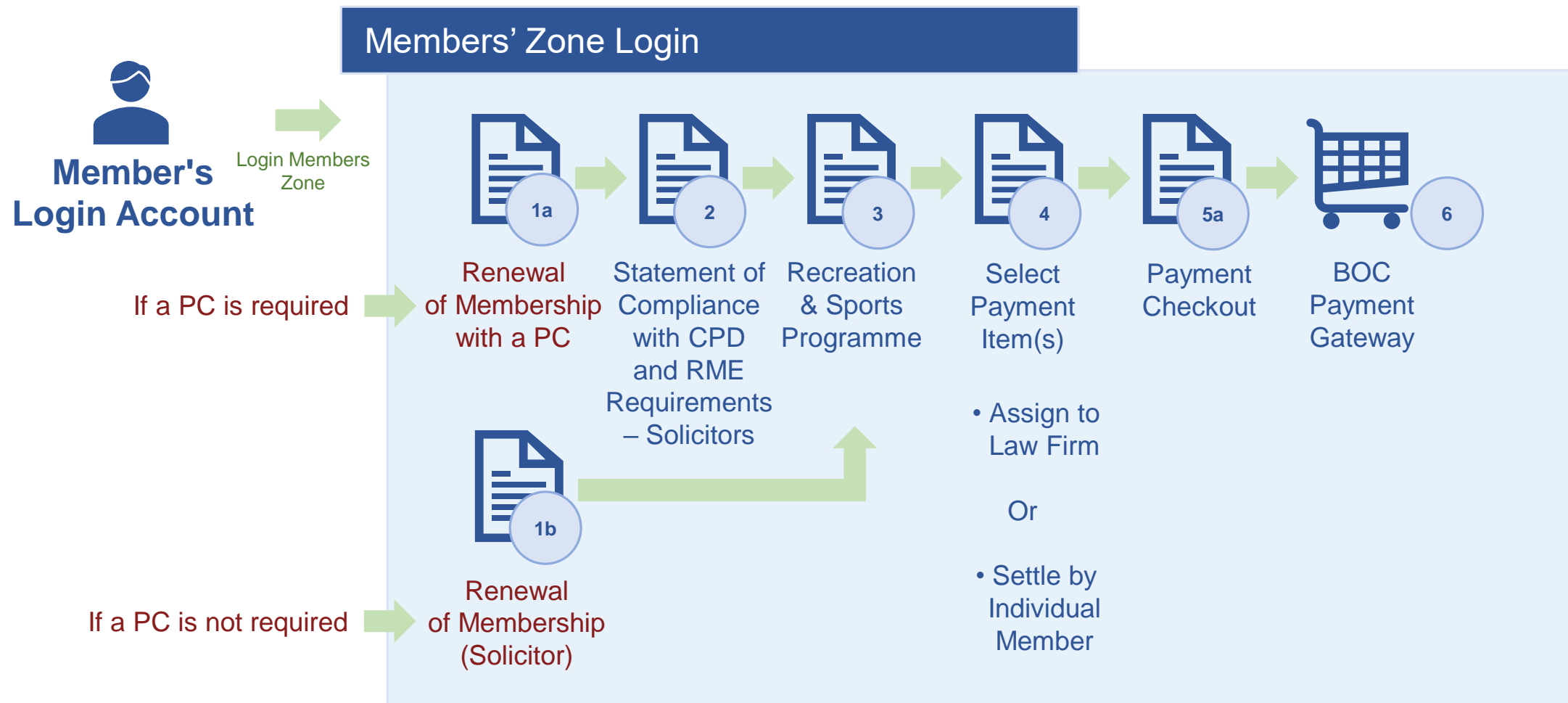
# For Members

Renew Membership without  
Practising Certificate

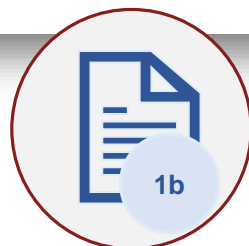
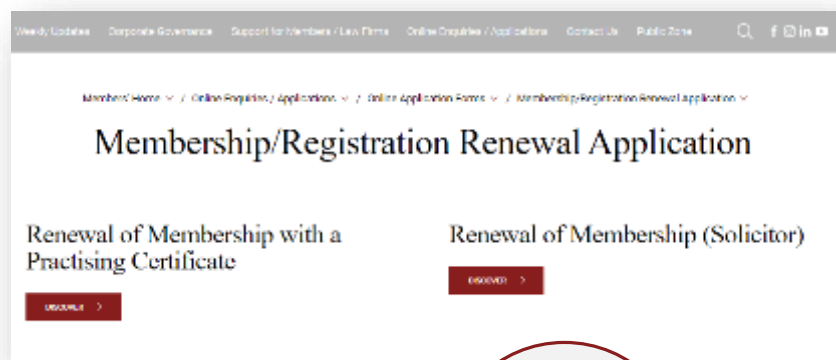
# Workflow for Individual Solicitors

A member can now make the following applications online:

1. Renewal of membership (with or without a PC)
2. Recreation & sports programme



# Renewal of Membership WITHOUT Practising Certificate



1. Login **Members' Zone**
2. Go to Members' Home >  
Online Enquiries/Applications >  
Online Applications Forms >  
Membership/Registration Renewal Application
3. Select the application form "Renewal of Membership (Solicitor)"



# Renewal of Membership WITHOUT Practising Certificate - Steps

**Renewal of Membership (Solicitor)**

**GUIDELINES TO ONLINE APPLICATION TO RENEW MEMBERSHIP OF THE LAW SOCIETY**

- a. If you would like to renew your membership with The Law Society through the internet ("Online Application"), you are required to have your Correspondence Email registered with the Law Society before you could proceed with the application. Subsequent to receiving your application, the Law Society would also send to your Correspondence Email the application confirmation and the payment confirmation.

b. If you have yet to register your Correspondence Email, please do so by using the "Change Personal Particular" form at the Members' Zone. Your Correspondence Email will be updated immediately by the system upon receiving your information. It will take appropriately 4 days for The Law Society to process other changes reported.
- To apply online to renew your membership, you will need one of the following internet browsers: Google Chrome 65 or higher, Apple Safari 5.6 or higher, Microsoft Edge and Mozilla Firefox 60 or higher. Please also be reminded **NOT to use public machine** to submit your Online Application and to **logout from Members' Zone after completion**.
- The online application process to renew your membership requires you to:

  - Confirm your personal/work particulars currently maintained by The Law Society pre-populated in the Application Form for Renewal of Membership (Solicitor)\*\* and if necessary update any particulars via the "Change Personal Particular" form; and
  - Fill in The Recreation and Sports Programme 2025 (optional).

\*\* You may upload your new photo if you wish to use a new photograph for your new membership card.
- Once the payment is successfully processed, you will receive a **Payment Confirmation** and an **acknowledgement** from The Law Society for your renewal application at your Correspondence Email. If you have not received any emails, please check your junk or spam emails.
- As a Member of the Law Society, you are entitled to receive Direct Marketing Materials (the "Materials"). If you would like to review/update your choice in receiving the Materials, please access the "My Setting" page under the Member's Zone.
- The Law Society may seek clarification or further information from you via your Correspondence Email.

1. Review the "Guidelines to Online Application to Renew Membership of The Law Society" and Click **Next** button to proceed to next page.
2. Check the pre-printed personal/work particulars currently maintained by the Law Society under the "Personal Information Review" section of the "Renewal of Membership (Solicitor)" form. If required, submit a "Change of Personal Particular" form. **You are not required to wait for the updates and may proceed to submit your application.**
3. Complete the Recreation and Sports Programme.





# Recreation & Sports Programme

Recreation and Sports Programme

Member Name

Gen

M

Firm

S

Mod

Cor

M

Men

S

Ann

S

If the above information is correct, please select the activities you are interested in.

If you have not joined any activities, please select N/A.

☐ Select all

**Recreation**

☐ Bridge

☐ Chinese Calligraphy & Painting

☐ Cookery, Food & Wine Appreciation

☐ Martial Arts

☐ Live Band

☐ Dancing

☐ Photography

☐ Singing

☐ Yoga

**Sports**

☐ Badminton

☐ Basketball

☐ Cycling

☐ Dragon Boat

☐ Football

☐ Golf

☐ Hiking

☐ Running

☐ Snooker

☐ Swimming

☐ Table Tennis

☐ Tennis

☐ Tenpin Bowling

☐ Volleyball

**Remark:**

1. All fees are non-refundable and cannot be paid on a pro-rata basis.

2. Your membership will be effective from 1 January 2024 to 31 December 2024.

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**BACK WITHOUT SAVE** **STOP HERE & PROCEED TO PAYMENT** **SUBMIT & PROCEED TO PAYMENT**

**Please refer to the instructions in the online form.**

Check the pre-filled (personal) information in the form. If you have enrolled to the Programme in the current year, your selection of teams will also be pre-filled in the form.

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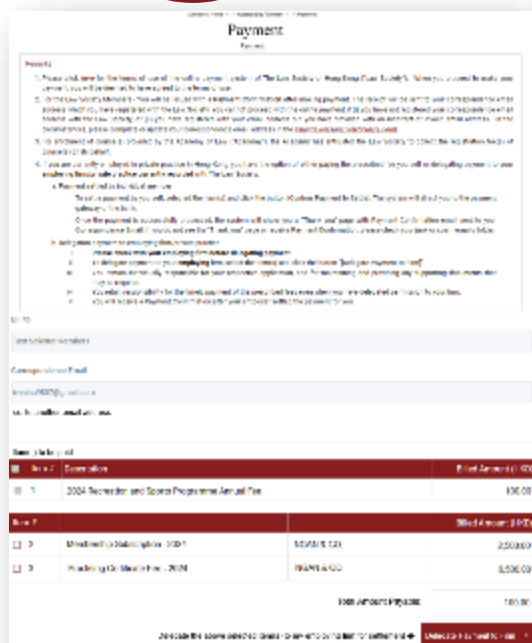
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(Cont.)



# Payment Item(s): Assign to Law Firm or Settle by Individual Member



The screenshot shows a form titled "Payment Item(s)" with a "Payment" button. Below the button, there is a section for "Payment Item(s)" with a table of items. The table has columns for "Item No.", "Description", and "Amount". The items listed are:

Item No.	Description	Amount
1	2024 Reciprocal and Special Programme Annual Fee	\$36.00
2	Maintained (2024/25) - 2024	\$2,500.00
3	Maintained (2024/25) - 2024	\$2,500.00
4	Maintained (2024/25) - 2024	\$2,500.00
5	Maintained (2024/25) - 2024	\$2,500.00
6	Maintained (2024/25) - 2024	\$2,500.00
7	Maintained (2024/25) - 2024	\$2,500.00
8	Maintained (2024/25) - 2024	\$2,500.00
9	Maintained (2024/25) - 2024	\$2,500.00
10	Maintained (2024/25) - 2024	\$2,500.00
11	Maintained (2024/25) - 2024	\$2,500.00
12	Maintained (2024/25) - 2024	\$2,500.00
13	Maintained (2024/25) - 2024	\$2,500.00
14	Maintained (2024/25) - 2024	\$2,500.00
15	Maintained (2024/25) - 2024	\$2,500.00
16	Maintained (2024/25) - 2024	\$2,500.00
17	Maintained (2024/25) - 2024	\$2,500.00
18	Maintained (2024/25) - 2024	\$2,500.00
19	Maintained (2024/25) - 2024	\$2,500.00
20	Maintained (2024/25) - 2024	\$2,500.00
21	Maintained (2024/25) - 2024	\$2,500.00
22	Maintained (2024/25) - 2024	\$2,500.00
23	Maintained (2024/25) - 2024	\$2,500.00
24	Maintained (2024/25) - 2024	\$2,500.00
25	Maintained (2024/25) - 2024	\$2,500.00
26	Maintained (2024/25) - 2024	\$2,500.00
27	Maintained (2024/25) - 2024	\$2,500.00
28	Maintained (2024/25) - 2024	\$2,500.00
29	Maintained (2024/25) - 2024	\$2,500.00
30	Maintained (2024/25) - 2024	\$2,500.00
31	Maintained (2024/25) - 2024	\$2,500.00
32	Maintained (2024/25) - 2024	\$2,500.00
33	Maintained (2024/25) - 2024	\$2,500.00
34	Maintained (2024/25) - 2024	\$2,500.00
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41	Maintained (2024/25) - 2024	\$2,500.00
42	Maintained (2024/25) - 2024	\$2,500.00
43	Maintained (2024/25) - 2024	\$2,500.00
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49	Maintained (2024/25) - 2024	\$2,500.00
50	Maintained (2024/25) - 2024	\$2,500.00
51	Maintained (2024/25) - 2024	\$2,500.00
52	Maintained (2024/25) - 2024	\$2,500.00
53	Maintained (2024/25) - 2024	\$2,500.00
54	Maintained (2024/25) - 2024	\$2,500.00
55	Maintained (2024/25) - 2024	\$2,500.00
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62	Maintained (2024/25) - 2024	\$2,500.00
63	Maintained (2024/25) - 2024	\$2,500.00
64	Maintained (2024/25) - 2024	\$2,500.00
65	Maintained (2024/25) - 2024	\$2,500.00
66	Maintained (2024/25) - 2024	\$2,500.00
67	Maintained (2024/25) - 2024	\$2,500.00
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70	Maintained (2024/25) - 2024	\$2,500.00
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72	Maintained (2024/25) - 2024	\$2,500.00
73	Maintained (2024/25) - 2024	\$2,500.00
74	Maintained (2024/25) - 2024	\$2,500.00
75	Maintained (2024/25) - 2024	\$2,500.00
76	Maintained (2024/25) - 2024	\$2,500.00
77	Maintained (2024/25) - 2024	\$2,500.00
78	Maintained (2024/25) - 2024	\$2,500.00
79	Maintained (2024/25) - 2024	\$2,500.00
80	Maintained (2024/25) - 2024	\$2,500.00
81	Maintained (2024/25) - 2024	\$2,500.00
82	Maintained (2024/25) - 2024	\$2,500.00
83	Maintained (2024/25) - 2024	\$2,500.00
84	Maintained (2024/25) - 2024	\$2,500.00
85	Maintained (2024/25) - 2024	\$2,500.00
86	Maintained (2024/25) - 2024	\$2,500.00
87	Maintained (2024/25) - 2024	\$2,500.00
88	Maintained (2024/25) - 2024	\$2,500.00
89	Maintained (2024/25) - 2024	\$2,500.00
90	Maintained (2024/25) - 2024	\$2,500.00
91	Maintained (2024/25) - 2024	\$2,500.00
92	Maintained (2024/25) - 2024	\$2,500.00
93	Maintained (2024/25) - 2024	\$2,500.00
94	Maintained (2024/25) - 2024	\$2,500.00
95	Maintained (2024/25) - 2024	\$2,500.00
96	Maintained (2024/25) - 2024	\$2,500.00
97	Maintained (2024/25) - 2024	\$2,500.00
98	Maintained (2024/25) - 2024	\$2,500.00
99	Maintained (2024/25) - 2024	\$2,500.00
100	Maintained (2024/25) - 2024	\$2,500.00

## 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)

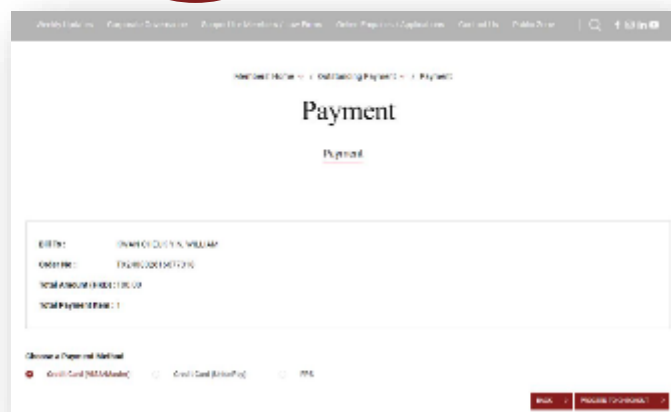
1. If you are settling some or all items by yourself, choose the payment item(s), click the **Confirm Payment to Settle** button to settle the payment item(s) which is/are not assigned to your firm.

## Important Note:

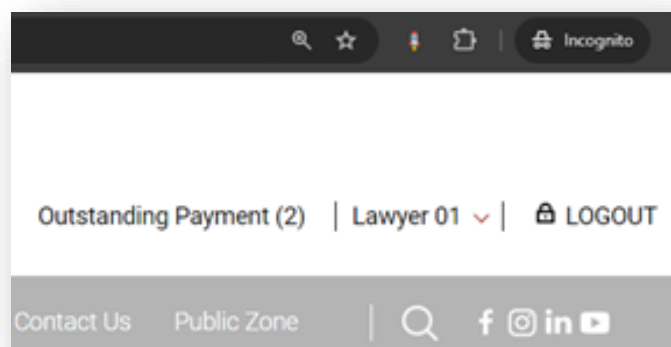
**A member remains responsible for submitting the relevant applications and making timely payment.** All outstanding payment(s) will be shown on your shopping cart until it is settled either by your Law Firm or yourself. Please be reminded to check the payment status from time to time. Your application 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 / Master)
  - 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 member can always check the Outstanding Payment item(s) on the top right corner after logging on the Members' zone.




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For Law Firms

Membership & PC Renewal

# Steps for Law Firms (Payment)

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

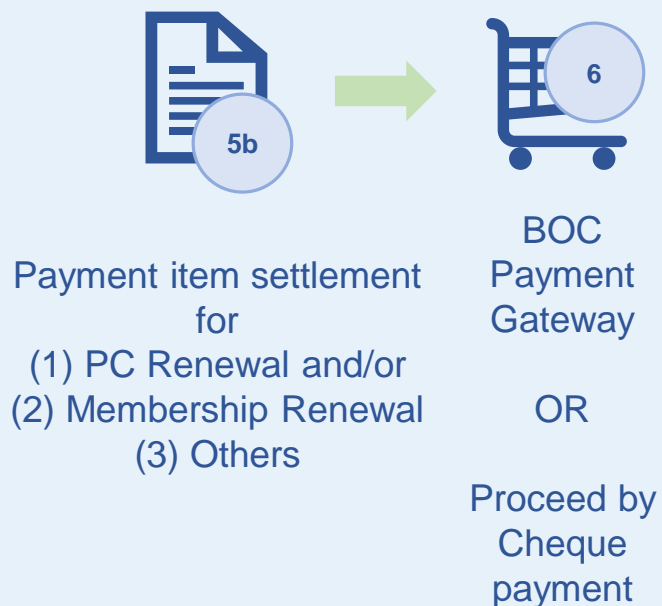


**Law Firm  
Login  
Account**

This is the account  
for Law Firm to  
review the Circular,  
update Holiday  
arrangement, etc.

→ Login Members  
Zone

## Members' Zone Logon



Login with your law firm account

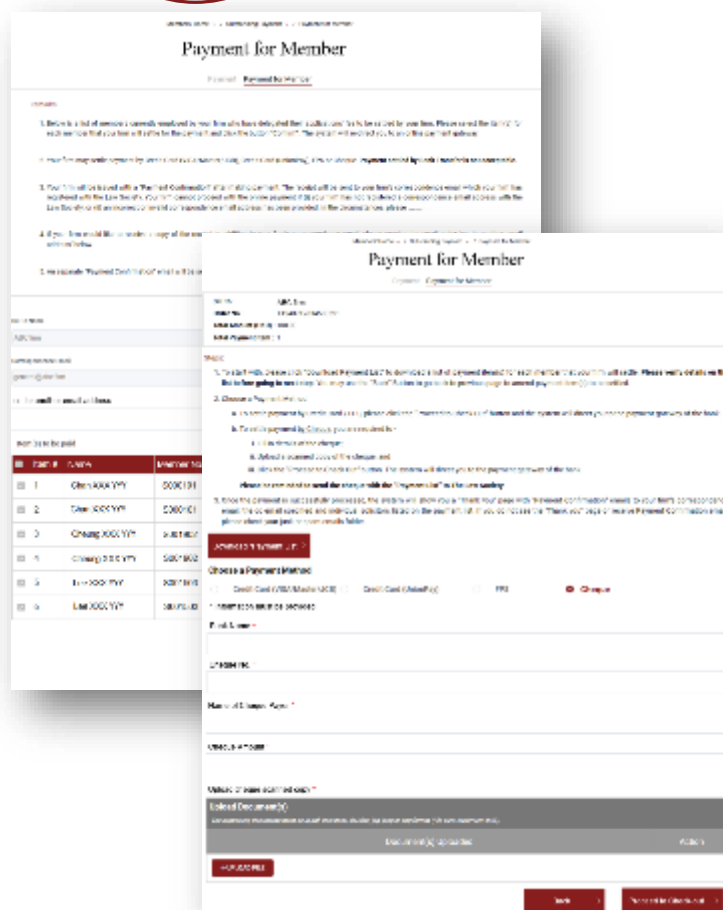
1. Go to **Shopping Cart / Outstanding Items** on the top right corner.
2. Select **Payment by Law Firm** page

### 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 item(s) which were assigned by individual members 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 (b) Payment list within **3 days** from submitting the online form



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# 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 and 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 you would like to replace the existing photograph on your membership card, 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? Can I quit at any stage of the process and return for completion at another time?

You can save the completed “Application for a Practising Certificate” form and/or “Statement of Compliance with CPD & RME Requirements – Solicitors” and continue with the process at another time. Information completed on these documents will be saved.

- 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. You may then continue the application with your last saved data in the “Application for a Practising Certificate” form and/or “Statement of Compliance with CPD & RME Requirements – Solicitors”.

# Frequently Asked Questions – Online Renewal Applications

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

Once your application has been submitted, a receipt acknowledgement will be sent to your Correspondence Email account. If you have not received any confirmation or acknowledgement email, 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](mailto: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 [pcrenewal@hklawsoc.org.hk](mailto:pcrenewal@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 [pcrenewal@hklawsoc.org.hk](mailto:pcrenewal@hklawsoc.org.hk) or by telephone on 2846-0554 or 2846-0529.

Specific enquiries regarding the CPD or RME Programme should be directed to the Standards and Development Department by email at [statement@hklawsoc.org.hk](mailto:statement@hklawsoc.org.hk) or by telephone on 2805-9117 or 2805-9119.



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# Frequently Asked Questions

Settlement of Payments

# Frequently Asked Questions – Settlement of Payments

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

You can either settle payment personally by credit card (Visa/Master/Union Pay)/ 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.

## 10) Can I submit paper application and settle payment through online payment gateway?

You are required to submit the Pay-In Slip / Credit Card Authorisation form together with your paper application.

## 11) 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

## 12) Can my firm settle the payment for me?

Yes. If you are currently engaged in private practice in Hong Kong, 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 member remains responsible for submitting the relevant applications 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.

## 13) 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.

## 14) If I am employed by an overseas branch of a law firm, can the Hong Kong office of my law firm settle payments for me?

No. You can only assign payment to a private practice in Hong Kong that you are currently engaged with as Partner/Assistant Solicitor/Consultant.

# Frequently Asked Questions – Settlement of Payments

15) 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 18.

16) 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.

17) 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.

# Frequently Asked Questions

## 18) 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 [pcrenewal@hklawsoc.org.hk](mailto:pcrenewal@hklawsoc.org.hk) or by telephone on 2846-0554 or 2846-0529.

Specific enquiries regarding the CPD or RME Programme should be directed to the Standards and Development Department by email at [statement@hklawsoc.org.hk](mailto:statement@hklawsoc.org.hk) or by telephone on 2805-9117 or 2805-9119.



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