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## No. S 244

### LEGAL PROFESSION ACT (CHAPTER 161)

#### LEGAL PROFESSION (ADMISSION) RULES 2011

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In exercise of the powers conferred by section 10(1) and (2) of the Legal Profession Act, the Board of Directors of the Singapore Institute of Legal Education, after consulting the Minister for Law and the Council of the Law Society of Singapore, hereby makes the following Rules:

## PART I

### PRELIMINARY

#### **Citation and commencement**

1. These Rules may be cited as the Legal Profession (Admission) Rules 2011 and shall come into operation on 3rd May 2011.

#### **Definitions**

2. In these Rules, unless the context otherwise requires —

“Malayan practitioner” means any person entitled to practise before a High Court in any part of West Malaysia;

“master” means a person with whom a qualified person has served his period of pupillage before 9th October 2009;

“Part B of the Singapore Bar Examinations” means Part B of the Singapore Bar Examinations conducted —

(a) before 3rd May 2011, by the Board of Legal Education;  
or

(b) on or after 3rd May 2011, by —

(i) the Institute; or

(ii) the Institute and any other person appointed by the Board of Directors of the Institute;

“preparatory course leading to Part B of the Singapore Bar Examinations” means the preparatory course leading to Part B of the Singapore Bar Examinations conducted —

(a) before 3rd May 2011, by the Board of Legal Education;  
or

(b) on or after 3rd May 2011, by —

(i) the Institute; or

(ii) the Institute and any other person appointed by  
the Board of Directors of the Institute;

“qualifying relevant legal officer” has the same meaning as in  
rule 14(1)(b)(ii);

“supervising solicitor” means a solicitor who is responsible for  
the supervision of a practice trainee while the latter is serving  
his practice training period under a practice training contract.

## PART II

### PRESCRIBED COURSES AND EXAMINATIONS

#### **Courses prescribed for purposes of section 13(1)(d) of Act**

3. For the purposes of section 13(1)(d) of the Act, a qualified person shall have attended and satisfactorily completed any of the following courses:

- (a) the preparatory course leading to Part B of the Singapore Bar Examinations;
- (b) the Postgraduate Practical Course in Law conducted by the Board of Legal Education;
- (c) the Postgraduate Practical Course in Law conducted by the University of Malaya in Singapore or the University of Singapore;
- (d) the Post Final Practical Course of the Council of Legal Education in England ending no later than 31st December 1968.

#### **Examinations prescribed for purposes of section 13(1)(e) of Act**

4. Except as otherwise provided in rule 5, for the purposes of section 13(1)(e) of the Act, a qualified person shall have passed —

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- (a) if he attended the course referred to in rule 3(a), Part B of the Singapore Bar Examinations;
  - (b) if he attended the course referred to in rule 3(b), the examinations for the Postgraduate Practical Course in Law conducted by the Board of Legal Education;
  - (c) if he attended the course referred to in rule 3(c), the examinations for the Postgraduate Practical Course in Law conducted by the University of Malaya in Singapore or the University of Singapore, as the case may be; or
  - (d) if he attended the course referred to in rule 3(d), the examinations for the Post Final Practical Course of the Council of Legal Education in England ending no later than 31st December 1968.

**Examinations prescribed for purposes of rule 18(2) of Legal Profession (Qualified Persons) Rules**

5.—(1) In the case of a qualified person who is a Malayan practitioner and who wishes to rely on rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15), the examination prescribed for the purposes of section 13(1)(e) of the Act and rule 18(2) of the Legal Profession (Qualified Persons) Rules is the oral examination under this rule.

(2) A qualified person may apply to the Institute for an oral examination under this rule —

- (a) in such form and manner as the Institute may require; and
- (b) as soon as is practicable after he has filed his application under section 12(2) of the Act.

(3) The oral examination shall be conducted at such time and place as the Institute may determine.

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PART III  
CONDUCT AND DISCIPLINE

**Definitions for this Part**

6. In this Part, unless the context otherwise requires —

“Board” means the Board of Directors of the Institute;

“Chairman” means the Chairman of the Institute;

“class” means any lecture, tutorial, drafting class, practice class, workshop, Advocacy Training session, legal clinic session or dining term conducted as part of the Course;

“classroom” means the premises on which any class is conducted;

“Code of Conduct” means the Code of Conduct issued by the Director under rule 7 and includes the Code of Conduct as amended from time to time under that rule;

“Course” means the preparatory course leading to Part B of the Singapore Bar Examinations;

“Director” means the Director of the Course appointed by the Board, and includes any Deputy Director of the Course appointed by the Board;

“Examinations” means Part B of the Singapore Bar Examinations;

“misconduct” means any act, conduct or neglect that is in contravention of the Code of Conduct and includes any act or conduct referred to in rule 10(2);

“student” means a person who is currently registered as a student in the Course;

“Student Disciplinary Committee” means the Student Disciplinary Committee appointed by the Chairman under rule 8.

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### **Code of Conduct**

7.—(1) The Director may, with the approval of the Board, issue and from time to time amend a Code of Conduct for the maintenance and enforcement of discipline among the students.

(2) It shall be the duty of every student to comply with the Code of Conduct.

(3) The Director shall cause the Code of Conduct to be published —

- (a) on the Institute's Internet website;
- (b) in the annual Course Handbook; and
- (c) in such other additional manner as he may think necessary and appropriate to bring it to the attention of all students.

### **Student Disciplinary Committee**

8.—(1) The Chairman may appoint any 3 members of the Board to constitute a Student Disciplinary Committee, and shall appoint one of the members of the Student Disciplinary Committee to preside over it.

(2) The Student Disciplinary Committee may be appointed in connection with one or more matters or for a fixed period of time as the Chairman may think fit.

(3) If any member of the Student Disciplinary Committee is unable to act for any reason in any case, the Chairman may appoint another member of the Board to replace him for that case.

(4) The Director shall be the secretary of the Student Disciplinary Committee.

(5) A decision of the Student Disciplinary Committee shall be made by a majority vote of its members.

(6) The Student Disciplinary Committee shall not be bound to act in a formal manner and may determine its own procedures.

(7) The Student Disciplinary Committee shall not be bound by the provisions of the Evidence Act (Cap. 97) or by any other law relating to evidence, and may inform itself on any matter in such manner as it thinks fit.

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**Letter of warning for misconduct**

**9.**—(1) If the Director has reason to believe that a student has committed any misconduct, the Director shall, by notice in writing, call upon the student concerned to offer any explanation or to answer any allegation against him, whether in writing or in person before the Director, within a period of 7 days from the date specified in the notice.

(2) The Director shall issue a letter of warning to the student concerned, if the student concerned —

- (a) without reasonable cause does not comply with the Director's notice;
- (b) admits to having committed the misconduct as alleged; or
- (c) in the opinion of the Director, fails to offer a reasonable explanation or to satisfactorily answer the allegation against him.

**Report of misconduct to Student Disciplinary Committee**

**10.**—(1) Upon a student being issued with a third letter of warning under rule 9(2), the Director shall —

- (a) report the matter to the Student Disciplinary Committee in writing; and
- (b) notify the student concerned in writing that he has made the report to the Student Disciplinary Committee.

(2) Notwithstanding paragraph (1), the Director may immediately report the matter to the Student Disciplinary Committee in writing without complying with rule 9(1) or issuing any letter of warning to the student concerned under rule 9(2), but shall notify the student concerned in writing that he has made the report to the Student Disciplinary Committee, if the Director has reason to believe that the student concerned —

- (a) has cheated in the Examinations or on any test, examination or assignment, or has facilitated the cheating of another student in the Examinations or on any test, examination or assignment;



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- (b) has committed any offence in any classroom or on the premises of the Institute;
  - (c) has, in any dealing with the Institute, acted fraudulently or dishonestly;
  - (d) having been dealt with before by the Board under rule 12, has again committed any misconduct; or
  - (e) has done any other act or conducted himself in any other manner which —
    - (i) is unbecoming or unbecoming of a student of the Course or implies a defect of character making him unfit for the legal profession; and
    - (ii) is, in the opinion of the Director, of sufficient gravity to warrant an immediate report to the Student Disciplinary Committee.

### **Inquiry by Student Disciplinary Committee**

**11.—(1)** Upon receiving a report from the Director under rule 10, the Student Disciplinary Committee shall conduct an inquiry into the matter to determine if any action should be taken in respect of the student concerned and shall, by notice in writing, call upon the student concerned —

- (a) to show cause, in writing and within such time as may be specified in the notice, as to why he should not be dealt with by the Board under rule 12; or
  - (b) to attend before the Student Disciplinary Committee at the time and place specified in the notice to show cause as to why he should not be dealt with by the Board under rule 12.
- (2) The Student Disciplinary Committee may also call upon any other person —
- (a) to furnish to the Student Disciplinary Committee in writing; or
  - (b) to attend before the Student Disciplinary Committee at the time and place specified in the notice to furnish,

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any information or evidence as it thinks necessary for the purposes of its inquiry.

(3) If the student concerned does not attend before the Student Disciplinary Committee when called upon to do so under paragraph (1), the Student Disciplinary Committee may proceed with its inquiry in his absence.

(4) If, in the course of its inquiry, the Student Disciplinary Committee receives information that the student concerned has committed any misconduct that has not been referred to in the Director's report under rule 10, the Student Disciplinary Committee may, after giving notice to the student concerned, decide on its own motion to inquire into that misconduct.

(5) After the Student Disciplinary Committee has conducted its inquiry and given the student concerned a reasonable opportunity of being heard, the Student Disciplinary Committee shall submit a report of its findings to the Board and recommend to the Board the action to be taken in respect of the student concerned.

(6) If any student, in connection with an inquiry being conducted by the Student Disciplinary Committee, furnishes to the Student Disciplinary Committee any information or evidence which he knows or has reason to believe to be false or misleading in a material particular, the Student Disciplinary Committee may, after giving him a reasonable opportunity to show cause as to why he should not be dealt with by the Board under rule 12, report the matter to the Board and recommend to the Board the action to be taken against him.

### **Action by Board**

**12.**—(1) Upon receiving and considering the report and recommendation of the Student Disciplinary Committee under rule 11(5) or (6), the Board may —

- (a) expel the student concerned from the Course with effect from such date as the Board may specify;

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- (b) suspend the student concerned from attending all classes or any particular class of the Course with effect from such date and for such period as the Board may specify;
  - (c) disentitle the student concerned from sitting for the Examinations or any test, examination or assignment;
  - (d) deprive the student concerned of a pass in the Examinations or any test, examination or assignment;
  - (e) refuse to issue to the student concerned the certificate referred to in rule 25(4)(a) or 26(4)(a) or any other certificate which may be issued by the Institute, whether absolutely or until —
    - (i) the student concerned has, at his own expense, re-attended such class or the whole or any part of such module of the Course, and retaken the Examinations or such examination, as the Board may specify;
    - (ii) the student concerned has complied with such conditions as the Board may impose; or
    - (iii) such period of time, as determined by the Board, has elapsed;
  - (f) revoke any certificate, award or prize that has already been granted to the student concerned;
  - (g) issue a written notice to the student concerned directing him to comply with such requirements as the Board may specify in the notice;
  - (h) issue a private reprimand to the student concerned that may, at the Board's discretion, form part of the student's official record;
  - (i) issue a censure to the student concerned which may be published in such manner and to such persons as the Board thinks fit;
  - (j) withdraw from the student concerned, whether absolutely or partially, and whether permanently or for such period as the Board may specify, any facility, privilege or benefit granted by the Board to students; or

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(k) determine that no action be taken against the student concerned.

(2) If the student concerned fails to comply with a written notice issued to him under paragraph (1)(g), the Board may deal with him in any other manner provided for in paragraph (1) as it thinks fit.

(3) A student who has been dealt with by the Board under paragraph (1) shall not be entitled to any refund of any fee paid by him to the Institute for attending the Course or for the Examinations.

(4) The members of the Student Disciplinary Committee shall not participate in the Board's deliberation of its report or vote on the action to be taken by the Board in respect of the matter.

(5) The Board shall give notice in writing to the student concerned of its decision and the action (if any) that it has decided to take against him, and the decision of the Board shall be final.

(6) In paragraph (1)(f), "award" includes an award of a pass or distinction in any test, examination or assignment.

### **Continuing liability under this Part**

**13.** Notwithstanding the fact that a person has ceased to be a student upon his withdrawal from the Course or upon the conclusion of the Course or the Examinations for which he was registered —

- (a) such person shall, for a period of 3 months from the date he ceased to be a student —
- (i) continue to be subject to these Rules in respect of any misconduct that he may have committed while he was a student; and
  - (ii) be liable to be dealt with in accordance with rules 10, 11 and 12 for the misconduct as if he were still a student; and
- (b) the Institute may withhold the issue of any certificate or document to such person until the matter has been determined and disposed of by the Board under rule 12.

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PART IV  
REQUIREMENTS RELATING TO  
PRACTICE TRAINING PERIOD

**Service of practice training period**

**14.—(1)** A qualified person shall serve his practice training period, and receive supervised training in relation to the practice of Singapore law during that period —

- (a) under a practice training contract;
- (b) through working —
  - (i) as a Legal Service Officer; or
  - (ii) under the supervision of a relevant legal officer (referred to in these Rules as a qualifying relevant legal officer) who is an advocate and solicitor of not less than 5 years' standing and who, for a total of not less than 5 out of the 7 years immediately preceding the date of commencement of the supervised training, has been a relevant legal officer or has been in active practice in a Singapore law practice or both;
- (c) under 2 or more practice training contracts;
- (d) through working under the supervision of 2 or more qualifying relevant legal officers;
- (e) partly through working as a Legal Service Officer and partly through working under the supervision of one or more qualifying relevant legal officers;
- (f) partly under one or more practice training contracts and partly through working as a Legal Service Officer or under the supervision of one or more qualifying relevant legal officers;  
or
- (g) partly under one or more practice training contracts, partly through working as a Legal Service Officer and partly through working under the supervision of one or more qualifying relevant legal officers.

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(2) Subject to paragraph (3) and section 14(5) of the Act, the practice training period applicable to a qualified person shall be 6 months.

(3) Six months of supervised training in relation to the practice of Singapore law received by a qualified person through working as a Legal Service Officer, or through working under the supervision of a qualifying relevant legal officer, shall count as one month of the qualified person's practice training period.

(4) Subject to paragraph (5), no qualified person shall, without the permission in writing of the Board of Legal Education before 3rd May 2011 or the Institute on or after that date, hold any office or engage in any employment, whether full-time or part-time, during his practice training period.

(5) Paragraph (4) shall not —

- (a) apply to service as a Legal Service Officer or any other relevant legal officer;
- (b) apply to service as an Assistant Public Prosecutor in the Attorney-General's Chambers; or
- (c) preclude a qualified person from receiving remuneration from a Singapore law practice while serving his practice training period under a practice training contract with that Singapore law practice.

(6) Where a qualified person attends a course of instruction referred to in section 13(1)(d) of the Act while concurrently receiving any supervised training in relation to the practice of Singapore law under a practice training contract, or through working as a Legal Service Officer or under the supervision of a qualifying relevant legal officer, the period spent in attendance at the course of instruction shall not count as part of the qualified person's practice training period.

### **Transitional arrangements relating to period of pupillage**

**15.—**(1) Where, before 9th October 2009, a qualified person has served his period of pupillage or any part thereof with an advocate and solicitor referred to in section 14(1)(a) or (c) of the Act in force immediately before that date (being an advocate and solicitor in active

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practice in a Singapore law practice), then on and after that date, the qualified person shall be deemed to have received, during that period of pupillage or part thereof, supervised training in relation to the practice of Singapore law under a practice training contract.

(2) Where, before 9th October 2009, a qualified person has served his period of pupillage or any part thereof with a legal officer referred to in section 14(1)(b) of the Act in force immediately before that date, then on and after that date, the qualified person shall be deemed to have received, during that period of pupillage or part thereof, supervised training in relation to the practice of Singapore law —

- (a) in any case where the qualified person was a Legal Service Officer during that period of pupillage or part thereof, through working as a Legal Service Officer; or
- (b) in any other case, through working under the supervision of a qualifying relevant legal officer.

(3) Where, before 9th October 2009, a qualified person has served his period of pupillage or any part thereof in accordance with section 14(1) of the Act in force immediately before that date, then on and after that date —

- (a) his practice training period shall be deemed to have commenced on the date his period of pupillage commenced; and
- (b) the period of pupillage or part thereof which he has served shall count as part of his practice training period.

### **Entitlement to serve practice training period**

**16.**—(1) Subject to paragraph (2) and section 14(5) of the Act, no qualified person shall be entitled to serve his practice training period unless he —

- (a) has attended and satisfactorily completed the preparatory course leading to Part B of the Singapore Bar Examinations; and
- (b) has sat for the written examinations for all examinable subjects in Part B of the Singapore Bar Examinations.

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(2) Paragraph (1) shall not apply to —

(a) any person who became a qualified person before 9th October 2009;

(b) any person who —

(i) becomes a qualified person in reliance on rule 6(c), 7(c), 8(1)(iii), (2)(iii) or (3)(ii)(B), 9(1)(b)(ii), (2)(b)(ii) or (2A)(b)(ii) or 9A(1)(c)(ii) of the Legal Profession (Qualified Persons) Rules (R 15); and

(ii) has satisfied, or has been exempted under rule 15A(2) of those Rules from, the requirement under rule 6(c)(ii), 7(c)(ii), 8(1)(iii)(B), (2)(iii)(B) or (3)(ii)(B)(BB), 9(1)(b)(ii)(B), (2)(b)(ii)(B) or (2A)(b)(ii)(B) or 9A(1)(c)(ii)(B), as the case may be, of those Rules before he satisfies the requirement under rule 6(c)(i), 7(c)(i), 8(1)(iii)(A), (2)(iii)(A) or (3)(ii)(B)(BA), 9(1)(b)(ii)(A), (2)(b)(ii)(A) or (2A)(b)(ii)(A) or 9A(1)(c)(ii)(A), as the case may be, of those Rules;

(c) any person who —

(i) becomes a qualified person under rule 5 or 5A of the Legal Profession (Qualified Persons) Rules; and

(ii) is able to complete his service of his practice training period before he attends any part of the preparatory course leading to Part B of the Singapore Bar Examinations; and

(d) any practice training period or part thereof served through working —

(i) as a Legal Service Officer; or

(ii) under the supervision of a qualifying relevant legal officer.

### **Maximum duration of practice training period**

**17.—**(1) Subject to paragraphs (2) and (3) and section 14(5) of the Act —



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- (a) a qualified person shall complete his service of his practice training period within a continuous period of 8 months; and
- (b) any supervised training in relation to the practice of Singapore law which is received by him 8 months or more before the last day of his practice training period shall not count as part of his practice training period.
- (2) Where a qualified person has served his practice training period or any part thereof through working as a Legal Service Officer or under the supervision of a qualifying relevant legal officer —
- (a) he shall complete his service of his practice training period within a continuous period of 48 months; and
- (b) any supervised training in relation to the practice of Singapore law which is received by him 48 months or more before the last day of his practice training period shall not count as part of his practice training period.
- (3) Paragraphs (1) and (2) shall not apply to any person who became a qualified person before 9th October 2009.

## PART V

### REQUIREMENTS RELATING TO PRACTICE TRAINING CONTRACTS

#### **Supervising solicitor**

**18.**—(1) A solicitor shall not be the supervising solicitor of a practice trainee unless the solicitor —

- (a) is in active practice in a Singapore law practice; and
- (b) for a total of not less than 5 out of the 7 years immediately preceding the date of commencement of his supervision of the practice trainee, has in force a practising certificate.
- (2) A supervising solicitor who is a solicitor of not less than 12 years' standing must not supervise more than 4 practice trainees at any time.

*[S 824/2014 wef 15/12/2014]*

(2A) A supervising solicitor who is a solicitor of less than 12 years' standing must not supervise more than 2 practice trainees at any time.

*[S 824/2014 wef 15/12/2014]*

(3) A solicitor practising in a Singapore law practice shall not contravene paragraph (2) or (2A) by reason only of his participation in any arrangement under rule 20(2) to provide a practice trainee of another Singapore law practice with exposure to any area of practice referred to in rule 19(b).

*[S 824/2014 wef 15/12/2014]*

### **Responsibilities of supervising solicitor**

**19.**—(1) Subject to paragraph (2), a supervising solicitor shall ensure that each practice trainee under his supervision —

- (a) receives adequate training, during the practice training period, in such matters as the Board of Legal Education may specify before 3rd May 2011 in any guidelines issued under rule 10 of the Legal Profession (Practice Training Period) Rules 2009 (G.N. No. S 469/2009) in force immediately before that date, or as the Institute may specify on or after that date in any guidelines issued under rule 23, including matters relating to professional responsibility, etiquette and conduct;
- (b) is exposed, during the practice training period, to 2 or more areas of practice selected from the following areas of practice and from such other areas of practice as the Board of Legal Education may approve before 3rd May 2011, or as the Institute may approve on or after that date, on application by the supervising solicitor:
  - (i) civil litigation;
  - (ii) criminal litigation;
  - (iii) corporate practice;
  - (iv) conveyancing practice; and
- (c) attends, during the practice training period, such courses, workshops and programmes as the Board of Legal Education may specify before 3rd May 2011 in any guidelines issued under rule 10 of the Legal Profession (Practice Training

Period) Rules 2009 in force immediately before that date, or as the Institute may specify on or after that date in any guidelines issued under rule 23.

- (2) Where a practice trainee —
- (a) has received relevant legal training (being supervised training in relation to the practice of Singapore law under a formal training arrangement with a Singapore law practice) for a continuous period of not less than 6 months under rule 6(c)(ii), 7(c)(ii), 8(1)(iii)(B), (2)(iii)(B) or (3)(ii)(B)(BB), 9(1)(b)(ii)(B), (2)(b)(ii)(B) or (2A)(b)(ii)(B) or 9A(1)(c)(ii)(B) of the Legal Profession (Qualified Persons) Rules (R 15); and
  - (b) has been exposed, during the period of his relevant legal training, to any area of practice referred to in paragraph (1)(b)(i) to (iv),

his supervising solicitor, instead of complying with paragraph (1)(b) in relation to him, need only ensure that he is exposed, during his practice training period, to one or more other areas of practice referred to in paragraph (1)(b), if the Board of Legal Education before 3rd May 2011, or the Institute on or after that date, on application by the supervising solicitor, so approves.

### **Responsibilities of Singapore law practices under practice training contracts**

**20.**—(1) A Singapore law practice which provides a practice trainee with supervised training in relation to the practice of Singapore law under a practice training contract shall ensure that —

- (a) the practice trainee —
  - (i) is supervised by a supervising solicitor in active practice in the Singapore law practice; and
  - (ii) is based in Singapore; and
- (b) the supervising solicitor performs his responsibilities under rule 19 and any guidelines issued under rule 23.

(2) Where the Singapore law practice does not have the expertise or resources to provide the practice trainee with exposure to any area of practice referred to in rule 19(b), the Singapore law practice may arrange for him to receive that exposure in another Singapore law practice.

(3) A practice trainee shall be deemed to be supervised by his supervising solicitor during the period that he receives exposure in another Singapore law practice under paragraph (2).

### **Registration of practice training contracts**

**21.**—(1) A Singapore law practice shall register with the Board of Legal Education before 3rd May 2011, or with the Institute on or after that date —

- (a) every practice training contract under which the Singapore law practice provides to a practice trainee supervised training in relation to the practice of Singapore law; and
- (b) in relation to each such practice training contract, the particulars of the practice trainee and his supervising solicitor.

(2) A Singapore law practice shall, when it registers any practice training contract, declare to the Board of Legal Education or the Institute, as the case may be, the number of solicitors in the Singapore law practice who are qualified to be supervising solicitors on the date of commencement of the supervised training in relation to the practice of Singapore law under the practice training contract.

### **Disclosure of details of supervised training**

**22.** A Singapore law practice which intends to provide supervised training in relation to the practice of Singapore law under a practice training contract shall publicise the details of the supervised training —

- (a) on the Internet website, if any, of the Singapore law practice;  
or
- (b) on such other Internet website as the Institute may specify in any guidelines issued by the Institute under rule 23.

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**Guidelines**

**23.**—(1) The Institute may, from time to time, issue guidelines for the purposes of this Part.

(2) The guidelines issued under paragraph (1) may explain, clarify or provide examples or illustrations to explain or clarify any requirement under rules 18 to 22.

**PART VI****ADMISSION OF ADVOCATES AND SOLICITORS****Procedure before filing of application for admission**

**24.**—(1) A qualified person who intends to apply for admission as an advocate and solicitor shall, before filing his application for admission —

- (a) apply, in such form and manner as the Institute may require, to register his name with the Institute;
- (b) produce to the Institute such document or documents relating to the qualification by virtue of which he claims to be a qualified person as the Institute may require;
- (c) if he is required to serve a practice training period, inform the Institute, in such form and manner as the Institute may require, of —
  - (i) the proposed date of commencement of his practice training period; and
  - (ii) such of the following particulars as may be applicable to him:
    - (A) that he intends to serve his practice training period under a practice training contract with a Singapore law practice of the specified name and address;
    - (B) that he intends to serve his practice training period through working as a Legal Service Officer; or

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- (C) that he intends to serve his practice training period through working under the supervision of a qualifying relevant legal officer of the specified name, appointment and address;
- (d) if he is required to serve a practice training period, obtain the approval of the Institute of the manner in which he is to serve his practice training period; and
- (e) serve on the Attorney-General and the Society a copy each of every form and document referred to in sub-paragraphs (a), (b) and (c).
- (2) The Institute shall enter in a register of qualified persons —
- (a) the name of the qualified person;
- (b) the date of the production of the document or documents referred to in paragraph (1)(b); and
- (c) if he is required to serve a practice training period, such particulars referred to in paragraph (1)(c)(ii)(A), (B) or (C) as may be applicable to the qualified person.
- (3) The fee payable by a qualified person on the registration of the qualified person under this rule shall be \$107 (inclusive of the goods and services tax chargeable under the Goods and Services Tax Act (Cap. 117A)).
- (4) If a qualified person intends to change the manner in which he is to serve his practice training period, he shall first notify the Institute in writing of his intention and obtain the Institute's approval of the change, and the Institute shall enter the date of the notice and the date of the approval in the register of qualified persons containing his name.
- (5) Paragraph (1) shall not apply to a qualified person who —
- (a) before 9th October 2009 has complied with rule 12(1) of the revoked Legal Profession Rules (R 3) in force immediately before that date; or
- (b) on or after 9th October 2009 but before 3rd May 2011 has complied with rule 12(1) of the revoked Legal Profession Rules in force immediately before 3rd May 2011.

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(6) Paragraph (4) shall not apply to a qualified person who on 9th October 2009 has commenced but not completed his period of pupillage in any of the following circumstances:

(a) the qualified person —

- (i) has obtained the approval of the Board of Legal Education to serve, and immediately before that date was serving, his period of pupillage with an advocate and solicitor referred to in section 14(1)(a) or (c) of the Act in force immediately before that date; and
- (ii) intends to and does serve on and after that date his practice training period under a practice training contract with the Singapore law practice in which that advocate and solicitor is in active practice;

(b) the qualified person —

- (i) has obtained the approval of the Board of Legal Education to serve, and immediately before that date was serving, his period of pupillage with a legal officer referred to in section 14(1)(b) of the Act in force immediately before that date; and
- (ii) being a Legal Service Officer immediately before that date, intends to and does serve on and after that date his practice training period through working as a Legal Service Officer; or

(c) both of the following requirements are satisfied:

(i) the qualified person —

- (A) has obtained the approval of the Board of Legal Education to serve, and immediately before that date was serving, his period of pupillage with a legal officer referred to in section 14(1)(b) of the Act in force immediately before that date; and
- (B) not being a Legal Service Officer immediately before that date, intends to and does serve on and after that date his practice training period

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through working under the supervision of that legal officer; and

- (ii) as long as the qualified person serves his practice training period through working under the supervision of that legal officer, that legal officer is and continues to be a qualifying relevant legal officer.

(7) In this rule, “register of qualified persons” includes any register of qualified persons maintained by the Board of Legal Education under rule 12 of the revoked Legal Profession Rules in force immediately before 3rd May 2011 and transferred to the Institute under section 11 of the Act.

### **Application for admission, in general**

**25.—**(1) This rule shall apply to an application for admission under section 12(2) of the Act made by any qualified person other than a Malayan practitioner who wishes to rely on rule 18(1) of the Legal Profession (Qualified Persons) Rules (R 15).

(2) An application for admission under this rule shall be made to the court by originating summons and accompanied by such form as the Registrar may require.

(3) The date fixed for the hearing of the application shall be at least 60 days after the date on which the application and the form referred to in paragraph (2) are filed.

(4) The applicant shall, not earlier than 30 days after the date on which the application and the form referred to in paragraph (2) are filed, and not later than 21 days before the date fixed for the hearing of the application, file an affidavit exhibiting the following documents:

(a) a certificate issued by the Secretary of the Board of Legal Education before 3rd May 2011, or by the Institute on or after that date, stating that the applicant —

- (i) is a qualified person;

*[S 303/2013 wef 17/05/2013]*

- (ii) has satisfactorily served the practice training period applicable to him, or has been exempted therefrom under section 15(1) of the Act in force immediately



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- before 3rd May 2011 or by the Minister under section 15A(3) of the Act in force immediately before that date, or under rule 18(2) of the Legal Profession (Qualified Persons) Rules or by the Minister under section 14(5) of the Act;
- (iii) has attended the courses of instruction referred to in section 12(1)(d) of the Act in force immediately before 3rd May 2011, or has been exempted therefrom under section 15(1) of the Act in force immediately before that date or by the Minister under section 15A(3) of the Act in force immediately before that date, or has attended the courses of instruction referred to in section 13(1)(d) of the Act, or has been exempted therefrom under rule 18(2) of the Legal Profession (Qualified Persons) Rules or by the Minister under section 14(5) of the Act; and
- (iv) has passed the examinations referred to in section 12(1)(e) or 15(1) of the Act in force immediately before 3rd May 2011, or has been exempted therefrom by the Minister under section 15A(3) of the Act in force immediately before that date, or has passed the examinations referred to in section 13(1)(e) of the Act or rule 18(2) of the Legal Profession (Qualified Persons) Rules, or has been exempted therefrom by the Minister under section 14(5) of the Act;
- (b) in the case of an applicant who wishes to rely on rule 18(2) of the Legal Profession (Qualified Persons) Rules, a true copy of the order of court admitting and enrolling the applicant as a Malayan practitioner;
- (c) 2 recent certificates as to his good character which satisfy the requirements under paragraph (5); and
- (d) in the case of an applicant who is required to serve a practice training period, such certificate or certificates as are prescribed under paragraphs (7) and (8), or such other

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evidence as the court may require, that the applicant has served his practice training period with diligence.

(5) For the purpose of paragraph (4)(c) —

(a) the 2 certificates as to the good character of the applicant shall be given by 2 responsible persons, each of whom —

(i) is not immediately related to the applicant; and

(ii) has known the applicant for at least 2 years, and has had opportunities to judge the applicant's character; and

(b) at least one of the 2 persons giving the certificates as to the good character of the applicant must be a resident of Singapore.

(6) Notwithstanding paragraphs (4)(c) and (5), the court may accept in place of either or both of the certificates as to the good character of the applicant, or require in addition thereto, such other evidence of good character as the court thinks fit.

(7) Subject to paragraph (8), for the purposes of paragraph (4)(d), a qualified person shall exhibit, in his affidavit referred to in paragraph (4) —

(a) if he has, or is deemed to have, served the whole or any part of his practice training period under a practice training contract, a certificate of diligence from each Singapore law practice from which he has received supervised training in relation to the practice of Singapore law pursuant to a practice training contract;

(b) if he has, or is deemed to have, served the whole or any part of his practice training period through working as a Legal Service Officer, a certificate of diligence from the Solicitor-General, the Registrar of the Supreme Court, the Registrar of the Family Justice Courts or the Registrar of the State Courts; and

*[S 264/2014 wef 14/04/2014]*

*[S 711/2014 wef 01/10/2014]*

- (c) if he has, or is deemed to have, served the whole or any part of his practice training period through working under the supervision of a qualifying relevant legal officer, a certificate of diligence from each such qualifying relevant legal officer.

(8) A qualified person who before 9th October 2009 has served his period of pupillage or any part thereof under a master may, in lieu of a certificate referred to in paragraph (7)(a), (b) or (c) covering that period of pupillage or part thereof, exhibit a certificate of diligence covering that period of pupillage or part thereof from that master.

(9) There shall be served on the Attorney-General, the Society and the Institute —

- (a) a copy each of the application and the form referred to in paragraph (2), within 5 days after the date on which the application is filed; and
- (b) a copy of the affidavit referred to in paragraph (4), within 5 days after the date on which the affidavit is filed.

### **Application for admission made before 3rd May 2011**

**26.**—(1) This rule shall apply, on and after 3rd May 2011, to an application for admission as an advocate and solicitor which was made before that date under section 17 of the Act in force immediately before that date, and which was pending on that date.

(2) An application for admission referred to in paragraph (1) shall have been made to the court by originating summons and accompanied by a notice intimating that the applicant has so applied.

(3) The notice referred to in paragraph (2) shall have been or be or continue to be posted at the Supreme Court for 6 months before the applicant is admitted as an advocate and solicitor.

(4) The applicant shall, not later than 12 days before the date fixed for the hearing of the application, file an affidavit exhibiting the following documents:

- (a) a certificate issued by the Secretary of the Board of Legal Education before 3rd May 2011, or by the Institute on or after that date, stating —

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- (i) in the case of an applicant who applied for admission by virtue of section 11(1)(a) of the Act in force immediately before 3rd May 2011, that the applicant has satisfied the relevant requirements under the Act to be a qualified person;
  - (ii) that the applicant has satisfactorily served the practice training period applicable to him, or has been exempted therefrom under section 15(1) of the Act in force immediately before 3rd May 2011 or by the Minister under section 15A(3) of the Act in force immediately before that date, or under rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15) or by the Minister under section 14(5) of the Act;
  - (iii) that the applicant has attended the courses of instruction referred to in section 12(1)(d) of the Act in force immediately before 3rd May 2011, or has been exempted therefrom under section 15(1) of the Act in force immediately before that date or by the Minister under section 15A(3) of the Act in force immediately before that date, or has attended the courses of instruction referred to in section 13(1)(d) of the Act, or has been exempted therefrom under rule 18(2) of the Legal Profession (Qualified Persons) Rules or by the Minister under section 14(5) of the Act;
  - (iv) that the applicant has passed the examinations referred to in section 12(1)(e) or 15(1) of the Act in force immediately before 3rd May 2011, or has been exempted therefrom by the Minister under section 15A(3) of the Act in force immediately before that date, or has passed the examinations referred to in section 13(1)(e) of the Act or rule 18(2) of the Legal Profession (Qualified Persons) Rules, or has been exempted therefrom by the Minister under section 14(5) of the Act; and
  - (v) in the case of a certificate issued by the Secretary of the Board of Legal Education before 3rd May 2011, that

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the applicant has kept the dining terms referred to in section 12(1)(f) of the Act in force immediately before that date, or has been exempted therefrom by the Board of Legal Education under section 12(2) of the Act in force immediately before that date;

- (b) in the case of an applicant who applied for admission by virtue of section 15(1) of the Act in force immediately before 3rd May 2011, a true copy of the order of court admitting and enrolling the applicant as a Malayan practitioner, or true copies of any other documentary evidence showing that he is a Malayan practitioner;
- (c) 2 recent certificates as to his good character which satisfy the requirements under paragraph (5); and
- (d) in the case of an applicant who is required to serve a practice training period, such certificate or certificates as are prescribed under paragraphs (7) and (8), or such other evidence as the court may require, that the applicant has served his practice training period with diligence.

(5) For the purpose of paragraph (4)(c) —

- (a) the 2 certificates as to the good character of the applicant shall be given by 2 responsible persons, each of whom —
  - (i) is not immediately related to the applicant; and
  - (ii) has known the applicant for at least 2 years, and has had opportunities to judge the applicant's character; and
- (b) at least one of the 2 persons giving the certificates as to the good character of the applicant must be a resident of Singapore.

(6) Notwithstanding paragraphs (4)(c) and (5), the court may accept in place of either or both of the certificates as to the good character of the applicant, or require in addition thereto, such other evidence of good character as the court thinks fit.

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(7) Subject to paragraph (8), for the purposes of paragraph (4)(d), a qualified person shall exhibit, in his affidavit referred to in paragraph (4) —

- (a) if he has, or is deemed to have, served the whole or any part of his practice training period under a practice training contract, a certificate of diligence from each Singapore law practice from which he has received supervised training in relation to the practice of Singapore law pursuant to a practice training contract;
- (b) if he has, or is deemed to have, served the whole or any part of his practice training period through working as a Legal Service Officer, a certificate of diligence from the Solicitor-General, the Registrar of the Supreme Court or the Registrar of the State Courts; and

*[S 264/2014 wef 14/04/2014]*

- (c) if he has, or is deemed to have, served the whole or any part of his practice training period through working under the supervision of a qualifying relevant legal officer, a certificate of diligence from each such qualifying relevant legal officer.

(8) A qualified person who before 9th October 2009 has served his period of pupillage or any part thereof under a master may, in lieu of a certificate referred to in paragraph (7)(a), (b) or (c) covering that period of pupillage or part thereof, exhibit a certificate of diligence covering that period of pupillage or part thereof from that master.

(9) There shall be served on the Attorney-General, the Society and the Institute —

- (a) a copy of the application referred to in paragraph (2), within 5 days after the date on which the application is filed; and
- (b) a copy of the affidavit referred to in paragraph (4), within 5 days after the date on which the affidavit is filed.

(10) Notwithstanding paragraph (4), where before 3rd May 2011 the applicant has filed an affidavit under section 17(4) of the Act in force immediately before that date (referred to in this paragraph as the

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relevant affidavit), and the relevant affidavit complies with the requirements under paragraph (4) —

- (a) the relevant affidavit shall be treated as the affidavit referred to in paragraph (4); and
- (b) the applicant shall not be required to file any other affidavit under paragraph (4).

(11) Paragraph (9)(a) shall not apply to the applicant if, before 3rd May 2011, he has served on the Attorney-General, the Society and the Board of Legal Education a copy of his application referred to in paragraph (2).

(12) Paragraph (9)(b) shall not apply to the applicant if, before 3rd May 2011, he has served on the Attorney-General, the Society and the Board of Legal Education a copy of the relevant affidavit referred to in paragraph (10).

### **Application for admission made by Malayan practitioner in active practice in West Malaysia**

**27.—**(1) This rule shall apply —

- (a) to an application for admission under section 12(2) of the Act made by a Malayan practitioner who wishes to rely on rule 18(1) of the Legal Profession (Qualified Persons) Rules (R 15); and
- (b) on and after 3rd May 2011, to an application for admission as an advocate and solicitor which was made before that date under section 18 of the Act in force immediately before that date, and which was pending on that date.

(2) An application for admission referred to in paragraph (1)(a) shall be, and an application for admission referred to in paragraph (1)(b) shall have been, made to the court by originating summons and supported by an affidavit which satisfies the requirements under paragraph (4).

(3) The date fixed for the hearing of the application shall be at least one month after the date on which the application is filed.

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- (4) The affidavit supporting the application shall exhibit —
- (a) a true copy of the order of court admitting and enrolling the applicant as a Malayan practitioner;
  - (b) a certificate issued by another Malayan practitioner, who shall be of not less than 7 years' standing, stating that to his personal knowledge the applicant has been in active practice in West Malaysia for a continuous period of not less than 3 years in the 4 years immediately preceding the application; and
  - (c) in respect of each State of Malaysia where the applicant has practised, a recent certificate issued by the chairman, secretary or other officer of the body charged with responsibility for investigating allegations of professional misconduct or breaches of professional discipline in that State, stating that at the date of the certificate, no disciplinary proceedings are pending or contemplated against the applicant, and his professional conduct is not under investigation.

(5) A copy each of the application and the affidavit supporting the application shall be served, within 5 days after the date on which the application is filed, on the Attorney-General, the Society and the Institute.

(6) Notwithstanding paragraph (2), where before 3rd May 2011 the applicant has filed an affidavit which satisfies the requirements under section 18(4) of the Act in force immediately before that date (referred to in this paragraph as the relevant affidavit) —

- (a) the relevant affidavit shall be treated as the affidavit referred to in paragraph (2); and
- (b) the applicant shall not be required to file any other affidavit under paragraph (2).

(7) Paragraph (5) shall not apply to the applicant if, before 3rd May 2011, he has served on the Attorney-General, the Society and the Board of Legal Education a copy each of his application for admission referred to in paragraph (1)(b) and the relevant affidavit referred to in paragraph (6).



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**Objections to application for admission under rule 25, 26 or 27, in general**

**28.**—(1) Subject to rule 29(1), any person who intends to object to any application for admission under rule 25 shall file in the court and serve on the Attorney-General, the Society, the Institute and the applicant a notice of objection under this rule not later than 30 days after the date on which the application is filed.

(2) Subject to rule 29(1), any person who intends to object to any application for admission under rule 26, or any application for admission under rule 27 that is filed in the court before 3rd May 2011, shall —

- (a) before 3rd May 2011, enter a caveat against the admission of the applicant under section 20(1) and (2) of the Act in force immediately before 3rd May 2011; or
- (b) on or after 3rd May 2011, file in the court and serve on the Attorney-General, the Society, the Institute and the applicant a notice of objection under this rule not later than —
  - (i) in any case where the date fixed for the hearing of the application is more than 30 days after 3rd May 2011, 30 days after 3rd May 2011; or
  - (ii) in any other case, any time before the hearing of the application on the date fixed for that hearing.

(3) Subject to rule 29(1), any person who intends to object to any application for admission under rule 27 that is filed on or after 3rd May 2011 shall file in the court and serve on the Attorney-General, the Society, the Institute and the applicant a notice of objection under this rule not later than —

- (a) in any case where the date fixed for the hearing of the application is more than 30 days after the date on which the application is filed, 30 days after the date on which the application is filed; or
- (b) in any other case, any time before the hearing of the application on the date fixed for that hearing.

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(4) Every notice of objection under this rule shall contain the full name, occupation and address of the person who intends to object, a brief statement of the grounds of his objection and an address for service.

(5) For the purposes of section 12(5) of the Act and this rule, a caveat entered against the admission of an applicant under section 20(1) and (2) of the Act in force immediately before 3rd May 2011 shall be treated as a notice of objection under this rule.

(6) Where a caveat has been entered against the admission of an applicant under section 20(1) and (2) of the Act in force immediately before 3rd May 2011, the Registrar shall give the person entering the caveat not less than 3 clear days' notice of the date fixed for the hearing of the application.

### **Objections to application for admission under rule 25, 26 or 27 by Attorney-General, Society or Institute**

**29.—**(1) If the Attorney-General, the Society or the Institute intends to object to any application for admission under rule 25, 26 or 27, the Attorney-General, the Society or the Institute, as the case may be, shall file in the court and serve on the applicant, not less than 5 days before the date fixed for the hearing of the application, a notice of objection which shall contain a brief statement of the grounds of objection.

(2) If the Attorney-General, the Society or the Institute does not intend to object to any application for admission under rule 25, 26 or 27, the Attorney-General, the Society or the Institute, as the case may be, shall serve on the applicant, not less than 5 days before the date fixed for the hearing of the application, a letter stating that as at the date of the letter, the Attorney-General, the Society or the Institute, as the case may be, has no objections to the application.

(3) It shall not be necessary for the Attorney-General, the Society or the Institute to be represented at the hearing of any application for admission unless the Attorney-General, the Society or the Institute, as the case may be, intends to object to that application.

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(4) The Attorney-General, the Society or the Institute may, for the purposes of determining whether to object to any application for admission under rule 25, 26 or 27 —

- (a) require the applicant to provide, at his own expense, such additional information or documents as the Attorney-General, the Society or the Institute, as the case may be, may specify; and
- (b) apply for that application to be adjourned.

### **Declaration**

**30.**—(1) Every person admitted as an advocate and solicitor shall make the declaration referred to in paragraph (2).

(2) Subject to any modification necessary to conform to the religious beliefs of the person so admitted, the declaration shall be in the form set out in the First Schedule.

### **Forms**

**31.**—(1) The affidavit referred to in rule 25(4) shall —

- (a) except in any case where sub-paragraph (b) applies, be in Form A(1) as set out in the Second Schedule; or
- (b) in any case where the applicant wishes to rely on rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15), be in Form A(2) as set out in the Second Schedule.

(2) The affidavit referred to in rule 26(4) shall —

- (a) except in any case where sub-paragraph (b) applies —
  - (i) if the affidavit is made on or after 3rd May 2011, be in Form A(1) as set out in the Second Schedule; or
  - (ii) if the affidavit is made before that date, be in Form A(3) as set out in the Second Schedule; or
- (b) in any case where the applicant wishes to rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules —

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- (i) if the affidavit is made on or after 3rd May 2011, be in Form A(2) as set out in the Second Schedule; or
- (ii) if the affidavit is made before that date, be in Form A(4) as set out in the Second Schedule.
- (3) The certificate referred to in rule 25(4)(a) or 26(4)(a) shall —
- (a) if issued by the Secretary of the Board of Legal Education before 3rd May 2011 to an applicant who does not rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules, be in Form B(1) as set out in the Second Schedule;
- (b) if issued by the Secretary of the Board of Legal Education before 3rd May 2011 to an applicant who wishes to rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules, be in Form B(2) as set out in the Second Schedule;
- (c) if issued by the Institute to an applicant who does not rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules, be in Form B(3) as set out in the Second Schedule; or
- (d) if issued by the Institute to an applicant who wishes to rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules, be in Form B(4) as set out in the Second Schedule.
- (4) The certificates as to the good character of the applicant referred to in rule 25(4)(c) or 26(4)(c) shall be in Form C as set out in the Second Schedule.
- (5) A certificate referred to in rule 25(4)(d) or 26(4)(d) that an applicant for admission has served his practice training period with diligence shall —
- (a) if it is from a Singapore law practice which is a sole proprietorship, be in Form D(1) as set out in the Second Schedule;

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- (b) if it is from a Singapore law practice which is a partnership, a limited liability law partnership or a law corporation, be in Form D(2) as set out in the Second Schedule;
- (c) if it is from the Solicitor-General, the Registrar of the Supreme Court, the Registrar of the Family Justice Courts or the Registrar of the State Courts, be in Form D(3) as set out in the Second Schedule;
- [S 264/2014 wef 14/04/2014]*  
*[S 711/2014 wef 01/10/2014]*
- (d) if it is from a qualifying relevant legal officer, be in Form D(4) as set out in the Second Schedule;
- (e) if it is from a master, and is issued on or after 9th October 2009, be in Form D(5) as set out in the Second Schedule; or
- (f) if it is from a master, and is issued before 9th October 2009, be in Form D(6) as set out in the Second Schedule.
- (6) The affidavit referred to in rule 27(4) shall —
- (a) if the affidavit is made on or after 3rd May 2011, be in Form E(1) as set out in the Second Schedule; or
- (b) if the affidavit is made before that date, be in Form E(2) as set out in the Second Schedule.
- (7) The certificate referred to in rule 27(4)(b) shall be in Form F as set out in the Second Schedule.
- (8) The certificate referred to in rule 27(4)(c) shall be in Form G as set out in the Second Schedule.
- (9) Where the circumstances of an applicant for admission are such that no version of a Form as set out in the Second Schedule is applicable in his case, the applicant shall make use of such form as the Board of Legal Education may have approved before 3rd May 2011 or as the Institute may approve.

### **Ad hoc admissions**

**32.—**(1) The following areas of legal practice are prescribed for the purposes of section 15(2) of the Act:

- (a) constitutional and administrative law;

(b) criminal law;

(c) family law.

(2) For the purposes of section 15(5) of the Act, a person who applies to be admitted under section 15 of the Act shall —

(a) pay the Attorney-General a fee of \$1,000 for his costs incurred in the application; and

(b) pay the Society a fee of \$1,000 for their costs incurred in the application.

*[S 131/2012 wef 01/04/2012]*

## PART VII

### MISCELLANEOUS

#### **Power of Institute to revoke certificates, awards and prizes**

**33.**—(1) The Institute may revoke any certificate, award or prize granted or issued by it, or by the Board of Legal Education or the Secretary thereof, to any person if the Institute is satisfied that —

(a) the person has obtained the certificate, award or prize through dishonest or fraudulent means; or

(b) the person has made any statement which is false in any material particular, or made or produced or caused to be made or produced any false or fraudulent certificate or other academic qualification, in or in relation to his application for admission to —

(i) the preparatory course leading to Part B of the Singapore Bar Examinations; or

(ii) the Postgraduate Practical Course in Law conducted by the Board of Legal Education.

(2) The Institute shall, before revoking any certificate, award or prize under paragraph (1), give the person concerned notice in writing of its intention to do so, specifying a date, not less than 21 days after the date of the notice, upon which the revocation shall take effect and calling upon the person to show cause to the Institute why the certificate, award or prize should not be revoked.

(3) When the Institute has revoked any certificate, award or prize under paragraph (1) —

- (a) the Institute shall inform the person concerned by notice in writing of the revocation and cause the revocation to be notified in the *Gazette*; and
- (b) the person concerned shall, where applicable, return the certificate, award or prize to the Institute within such time as the Institute may allow.

(4) The certificate, award or prize shall cease to be valid upon its revocation.

(5) In this rule, “award” includes an award of a pass or a distinction in any test, examination or assignment.

## FIRST SCHEDULE

Rule 30(2)

### DECLARATION

I, A.B., do solemnly and sincerely declare (and swear) that I will truly and honestly conduct myself in the practice of an advocate and solicitor according to the best of my knowledge and ability and according to law.

(So help me God.)

## SECOND SCHEDULE

### FORM A(1)

Rule 31(1)(a) and (2)(a)

*(For person applying for admission under rule 25 or 26 who does not rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15))*

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

A.A.S. No.            )

of 20                    )

(Seal).

In the Matter of the Legal Profession Act (Cap. 161)

AND

SECOND SCHEDULE — *continued*

In the matter of <sup>a</sup> \_\_\_\_\_

*Applicant*

## AFFIDAVIT

I, <sup>a</sup> \_\_\_\_\_ of <sup>b</sup> \_\_\_\_\_  
 \_\_\_, \*make oath/\*affirm and say as follows:

1. I have attained the age of 21 years and am a —  
 \*citizen/permanent resident of Singapore.  
 \*citizen of <sup>c</sup> \_\_\_\_\_.
2. I am a qualified person as defined in section 2(1) of the Legal Profession Act (Cap. 161) (the Act) and was conferred the degree of <sup>d</sup> \_\_\_\_\_ by <sup>e</sup> \_\_\_\_\_ on <sup>f</sup> \_\_\_\_\_.
3. I have attended the course(s) of instruction and passed the examination(s) as required under the Act.
4. I have, or am deemed to have, served my practice training period in the following manner:
  - \* \_\_\_\_\_ months under a practice training contract with <sup>g</sup> \_\_\_\_\_.
  - \* \_\_\_\_\_ months through working as a Legal Service Officer.
  - \* \_\_\_\_\_ months through working under the supervision of <sup>h</sup> \_\_\_\_\_, a qualifying relevant legal officer (as defined in the Legal Profession (Admission) Rules 2011).
  - \* \_\_\_\_\_ months through serving as a pupil under <sup>i</sup> \_\_\_\_\_, \*an advocate and solicitor in active practice in a Singapore law practice/\*a legal officer referred to in section 14(1)(b) of the Act in force immediately before 9th October 2009.
5. Annexed hereto and marked “A” is the certificate issued by the \*Secretary of the Board of Legal Education/\*the Singapore Institute of Legal Education certifying that I am a qualified person and that I have —
  - (a) satisfactorily served the practice training period applicable to me;
  - (b) attended and satisfactorily completed the course(s) of instruction; and
  - (c) passed the examination(s),
 as required under the provisions of the Act.



SECOND SCHEDULE — *continued*

6. Annexed hereto and marked “B” \*is/\*are the certificate(s) showing that I have served my practice training period with diligence.

7. I —

- (a) have never been adjudged a bankrupt in Singapore or elsewhere;
- (b) have never entered into, in Singapore or elsewhere, any composition with my creditors or any scheme of arrangement for the benefit of my creditors;
- (c) have never been unable to satisfy any judgment for a specified amount entered against me, in Singapore or elsewhere, within 6 months from the date on which I was notified of the judgment;
- (d) have never been —
  - (i) subject, in Singapore, to a disqualification or disqualification order under section 149, 149A or 154 of the Companies Act (Cap. 50) or under section 34, 35 or 36 of the Limited Liability Partnerships Act (Cap. 163A); or
  - (ii) disqualified, elsewhere, from being a director, or in any way, whether directly or indirectly, being concerned in or taking part in the management of a company or foreign company (as defined in the Companies Act), or from being a manager of a limited liability partnership;
- (e) have never been found guilty of any professional misconduct by any professional or regulatory body in Singapore or elsewhere, and am not the subject of any pending disciplinary proceedings in Singapore or elsewhere in respect of any such professional misconduct;
- (f) have never been refused registration as a member of, or removed from the register of, any profession by any professional or regulatory body in Singapore or elsewhere;
- (g) have never been convicted of any criminal offence in Singapore or elsewhere, and am not the subject of any pending investigation or proceedings in Singapore or elsewhere in respect of any criminal offence;
- (h) do not suffer from any physical, mental or other condition which impairs, or may impair, my fitness to practise as an advocate and solicitor;
- (i) do not lack capacity, within the meaning of the Mental Capacity Act (Cap. 177A), to practise as an advocate and solicitor; and

SECOND SCHEDULE — *continued*

(j) have no knowledge of any fact that affects my suitability to practise as an advocate and solicitor in Singapore or as a legal practitioner (by whatever name called) elsewhere, \*except the following<sup>j</sup> \_\_\_\_\_.

8. Annexed hereto and marked “C” are 2 recent certificates confirming my good character.

\*Sworn/\*Affirmed at Singapore            )

this \_\_\_ day of \_\_\_\_\_ 20\_\_            )

Before me,

\_\_\_\_\_  
A Commissioner for Oaths.

<sup>a</sup> State name of applicant.

<sup>b</sup> State residential address of applicant.

<sup>c</sup> State country (other than Singapore) of applicant’s citizenship.

<sup>d</sup> State “Bachelor of Laws” or other name by which degree is known.

<sup>e</sup> State name of university.

<sup>f</sup> State date of conferment of degree as in degree scroll.

<sup>g</sup> State name of Singapore law practice.

<sup>h</sup> State name of qualifying relevant legal officer.

<sup>i</sup> State name of master.

<sup>j</sup> State the necessary particulars.

\*Delete if inapplicable.

## FORM A(2)

Rule 31(1)(b) and (2)(b)

*(For person applying for admission under rule 25 or 26 who wishes to rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15))*

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

A.A.S. No.            )

of 20                 )

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 SECOND SCHEDULE — *continued*

(Seal).

In the Matter of the Legal Profession Act (Cap. 161)

AND

In the matter of <sup>a</sup> \_\_\_\_\_

*Applicant*

AFFIDAVIT

I, <sup>a</sup> \_\_\_\_\_ of <sup>b</sup> \_\_\_\_\_  
 \_\_\_, \*make oath/\*affirm and say as follows:

1. I have attained the age of 21 years and am a citizen of <sup>c</sup> \_\_\_\_\_  
 \_\_\_\_\_.

2. I am a qualified person as defined in section 2(1) of the Legal Profession Act (Cap. 161) (the Act) and was conferred the degree of <sup>d</sup> \_\_\_\_\_ by <sup>e</sup> \_\_\_\_\_  
 \_\_\_\_\_ on <sup>f</sup> \_\_\_\_\_.

3. I am also a Malayan practitioner as defined in the Legal Profession (Admission) Rules 2011. I was admitted and enrolled as an advocate and solicitor of the High Court of Malaya on \_\_\_\_\_. Annexed hereto and marked “A” is a true copy of the Order of Court admitting and enrolling me as an advocate and solicitor of the High Court of Malaya.

4. I have passed the examination(s) required under the provisions of the Act. Annexed hereto and marked “B” is the certificate to that effect issued by the \*Secretary of the Board of Legal Education/\*the Singapore Institute of Legal Education.

5. I —

- (a) have never been adjudged a bankrupt in Singapore or elsewhere;
- (b) have never entered into, in Singapore or elsewhere, any composition with my creditors or any scheme of arrangement for the benefit of my creditors;
- (c) have never been unable to satisfy any judgment for a specified amount entered against me, in Singapore or elsewhere, within 6 months from the date on which I was notified of the judgment;
- (d) have never been —
  - (i) subject, in Singapore, to a disqualification or disqualification order under section 149, 149A or 154 of the Companies Act

SECOND SCHEDULE — *continued*

(Cap. 50) or under section 34, 35 or 36 of the Limited Liability Partnerships Act (Cap. 163A); or

- (ii) disqualified, elsewhere, from being a director, or in any way, whether directly or indirectly, being concerned in or taking part in the management of a company or foreign company (as defined in the Companies Act), or from being a manager of a limited liability partnership;
- (e) have never been found guilty of any professional misconduct by any professional or regulatory body in Singapore or elsewhere, and am not the subject of any pending disciplinary proceedings in Singapore or elsewhere in respect of any such professional misconduct;
- (f) have never been refused registration as a member of, or removed from the register of, any profession by any professional or regulatory body in Singapore or elsewhere;
- (g) have never been convicted of any criminal offence in Singapore or elsewhere, and am not the subject of any pending investigation or proceedings in Singapore or elsewhere in respect of any criminal offence;
- (h) do not suffer from any physical, mental or other condition which impairs, or may impair, my fitness to practise as an advocate and solicitor;
- (i) do not lack capacity, within the meaning of the Mental Capacity Act (Cap. 177A), to practise as an advocate and solicitor; and
- (j) have no knowledge of any fact that affects my suitability to practise as an advocate and solicitor in Singapore or as a legal practitioner (by whatever name called) elsewhere, \*except the following <sup>s</sup> \_\_\_\_

\_\_\_\_\_.

6. Annexed hereto and marked “C” are 2 recent certificates confirming my good character.

\*Sworn/\*Affirmed at Singapore )

this \_\_\_ day of \_\_\_\_\_ 20\_\_ )

Before me,

\_\_\_\_\_

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SECOND SCHEDULE — *continued*

A Commissioner for Oaths.

<sup>a</sup> State name of applicant.

<sup>b</sup> State residential address of applicant.

<sup>c</sup> State country of applicant's citizenship.

<sup>d</sup> State "Bachelor of Laws" or other name by which degree is known.

<sup>e</sup> State name of university.

<sup>f</sup> State date of conferment of degree as in degree scroll.

<sup>g</sup> State the necessary particulars.

\*Delete if inapplicable.

FORM A(3)

Rule 31(2)(a)

*(For person applying for admission under rule 26 who does not rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15))*

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

A.A.S. No.        )

of 20             )

(Seal).

In the Matter of the Legal Profession Act (Cap. 161)

AND

In the matter of <sup>a</sup> \_\_\_\_\_

*Applicant*

AFFIDAVIT

I, <sup>a</sup> \_\_\_\_\_ of <sup>b</sup> \_\_\_\_\_,  
 \*make oath/\*affirm and say as follows:

1. I have attained the age of 21 years and am a —

\*citizen/permanent resident of Singapore.

\*citizen of <sup>c</sup> \_\_\_\_\_.

SECOND SCHEDULE — *continued*

2. I am a qualified person as defined in section 2(1) of the Legal Profession Act (Cap. 161) (the Act) and was conferred the degree of<sup>d</sup> \_\_\_\_\_ by<sup>e</sup> \_\_\_\_\_ on<sup>f</sup> \_\_\_\_\_.

3. I have attended the course(s) of instruction, passed the examination(s) and kept the dining terms as required under the Act.

4. I have, or am deemed to have, served my practice training period in the following manner:

\* \_\_\_\_\_ months under a practice training contract with<sup>g</sup> \_\_\_\_\_.

\* \_\_\_\_\_ months through working as a Legal Service Officer.

\* \_\_\_\_\_ months through working under the supervision of<sup>h</sup> \_\_\_\_\_, a qualifying relevant legal officer (within the meaning of section 13(1)(b)(ii) of the Act).

\* \_\_\_\_\_ months through serving as a pupil under<sup>i</sup> \_\_\_\_\_, \*an advocate and solicitor in active practice in a Singapore law practice/\*a legal officer referred to in section 14(1)(b) of the Act in force immediately before 9th October 2009.

5. Annexed hereto and marked “A” is the certificate signed by the Secretary of the Board of Legal Education certifying that I am a qualified person and that I have —

- (a) satisfactorily served the practice training period applicable to me;
- (b) attended and satisfactorily completed the course(s) of instruction;
- (c) passed the examination(s); and
- (d) kept the dining terms,

as required under the provisions of the Act.

6. Annexed hereto and marked “B” \*is/\*are the certificate(s) showing that I have served my practice training period with diligence.

7. I —

- (a) have never been adjudged a bankrupt in Singapore or elsewhere;
- (b) have not been and am not the subject of any proceedings, whether concluded or pending, for professional misconduct on my part in any other foreign jurisdiction in which I have been admitted to practise as a legal practitioner (by whatever name called);
- (c) have not been the subject of any order, judgment, finding or conviction arising from any criminal proceedings brought against me, and am not

SECOND SCHEDULE — *continued*

the subject of any pending criminal proceedings in Singapore or elsewhere; and

- (d) have no knowledge of any fact that affects my suitability to practise as an advocate and solicitor in Singapore or elsewhere, \*except the following  
j \_\_\_\_\_.

8. Annexed hereto and marked “C” are 2 recent certificates confirming my good character.

\*Sworn/\*Affirmed at Singapore )

this \_\_\_ day of \_\_\_\_\_ 20\_\_ )

Before me,

\_\_\_\_\_  
A Commissioner for Oaths.

<sup>a</sup> State name of applicant.

<sup>b</sup> State residential address of applicant.

<sup>c</sup> State country (other than Singapore) of applicant’s citizenship.

<sup>d</sup> State “Bachelor of Laws” or other name by which degree is known.

<sup>e</sup> State name of university.

<sup>f</sup> State date of conferment of degree as in degree scroll.

<sup>g</sup> State name of Singapore law practice.

<sup>h</sup> State name of qualifying relevant legal officer.

<sup>i</sup> State name of master.

<sup>j</sup> State the necessary particulars.

\*Delete if inapplicable.

FORM A(4)

Rule 31(2)(b)

*(For person applying for admission under rule 26 who wishes to rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15))*

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

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 SECOND SCHEDULE — *continued*

A.A.S. No.    ) )  
 of 20            ) )  
 (Seal).

In the Matter of the Legal Profession Act (Cap. 161)

AND

In the matter of <sup>a</sup> \_\_\_\_\_

*Applicant*

AFFIDAVIT

I, <sup>a</sup> \_\_\_\_\_ of <sup>b</sup> \_\_\_\_\_,  
 an advocate and solicitor of the High Court of Malaya, \*make oath/\*affirm and  
 say as follows:

1. I am a citizen of <sup>c</sup> \_\_\_\_\_ and have attained the  
 age of 21 years.

2. I am a Malayan practitioner as defined in section 2(1) of the Legal  
 Profession Act (Cap. 161) (the Act) and was conferred the degree of <sup>d</sup> \_\_\_\_\_  
 by <sup>e</sup> \_\_\_\_\_ on <sup>f</sup> \_\_\_\_\_.

3. I was admitted and enrolled as an advocate and solicitor of the High Court of  
 Malaya on \_\_\_\_\_. Annexed hereto and marked “A” is a true copy of the  
 Order of Court admitting and enrolling me as an advocate and solicitor of the  
 High Court of Malaya.

4. I have passed the examination(s) required under the provisions of the Act.  
 Annexed hereto and marked “B” is the certificate to that effect issued by the  
 Secretary of the Board of Legal Education.

5. I —

- (a) have never been adjudged a bankrupt in Singapore or elsewhere;
- (b) have not been and am not the subject of any proceedings, whether  
 concluded or pending, for professional misconduct on my part in  
 any other foreign jurisdiction in which I have been admitted to  
 practise as an advocate and solicitor;
- (c) have not been the subject of any order, judgment, finding or  
 conviction arising from any criminal proceedings brought against  
 me, and am not the subject of any pending criminal proceedings in  
 Singapore or elsewhere; and



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SECOND SCHEDULE — *continued*

(d) have no knowledge of any fact that affects my suitability to practise as an advocate and solicitor in Singapore or elsewhere, \*except the following <sup>g</sup> \_\_\_\_\_.

6. Annexed hereto and marked “C” are 2 recent certificates confirming my good character.

\*Sworn/\* Affirmed at \*Singapore/\*Malaysia )

this \_\_\_ day of \_\_\_\_\_ 20\_\_ )

Before me,

\_\_\_\_\_  
A Commissioner for Oaths.

<sup>a</sup> State name of applicant.

<sup>b</sup> State residential address of applicant.

<sup>c</sup> State country of applicant’s citizenship.

<sup>d</sup> State “Bachelor of Laws” or other name by which degree is known.

<sup>e</sup> State name of university.

<sup>f</sup> State date of conferment of degree as in degree scroll.

<sup>g</sup> State the necessary particulars.

\*Delete if inapplicable.

FORM B(1)

Rule 31(3)(a)

*(For person applying for admission under rule 25 or 26 who does not rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15))*

BOARD OF LEGAL EDUCATION

Certificate under section 17(4)(a) and (e) of the Legal Profession Act

This is to certify that <sup>a</sup> \_\_\_\_\_,  
of <sup>b</sup> \_\_\_\_\_

(a) is a “qualified person” as defined in section 2(1) of the Legal Profession Act (Cap. 161); and

SECOND SCHEDULE — *continued*

(b) has —

- \* (i) satisfactorily served the practice training period applicable to \*him/\*her;
  - \* (ii) attended and satisfactorily completed the \*course/\*courses of instruction;
  - \* (iii) passed the \*examination/\*examinations; and
  - \* (iv) kept the dining terms,
- as required in \*his/\*her case under the provisions of the Legal Profession Act.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

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Secretary,  
Board of Legal Education,  
Singapore

<sup>a</sup> State name of applicant.

<sup>b</sup> State residential address of applicant.

\*Delete if inapplicable.

## FORM B(2)

Rule 31(3)(b)

*(For person applying for admission under rule 25 or 26 who wishes to rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15))*

## BOARD OF LEGAL EDUCATION

Certificate under section 17(4)(e) of the Legal Profession Act

This is to certify that <sup>a</sup> \_\_\_\_\_,  
of <sup>b</sup> \_\_\_\_\_, has passed the  
examinations as required in \*his/\*her case under section 15(1) of the Legal  
Profession Act (Cap. 161) (the Act), and has been exempted —

- (a) under section 15(1) of the Act, from serving any practice training period and from attending any course of instruction referred to in section 12(1)(d) of the Act; and

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SECOND SCHEDULE — *continued*

(b) under section 12(2) of the Act, from keeping any dining terms.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

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Secretary,  
Board of Legal Education,  
Singapore

<sup>a</sup> State name of applicant.

<sup>b</sup> State residential address of applicant.

\*Delete if inapplicable.

FORM B(3)

Rule 31(3)(c)

*(For person applying for admission under rule 25 or 26 who does not rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15))*

SINGAPORE INSTITUTE OF LEGAL EDUCATION

Certificate under rule \*25(4)(a)/\*26(4)(a) of  
the Legal Profession (Admission) Rules 2011

This is to certify that <sup>a</sup> \_\_\_\_\_,  
of <sup>b</sup> \_\_\_\_\_ —

(a) is a “qualified person” as defined in section 2(1) of the Legal Profession Act (Cap. 161); and

(b) has —

\* (i) satisfactorily served the practice training period applicable to  
\*him/\*her;

\* (ii) attended and satisfactorily completed the \*course/\*courses of  
instruction; and

\* (iii) passed the \*examination/\*examinations,

as required in \*his/\*her case under the provisions of the Legal Profession Act.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

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 SECOND SCHEDULE — *continued*


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Director,  
Singapore Institute of Legal Education,  
Singapore

<sup>a</sup> State name of applicant.

<sup>b</sup> State residential address of applicant.

\*Delete if inapplicable.

## FORM B(4)

Rule 31(3)(d)

*(For person applying for admission under rule 25 or 26 who wishes to rely on section 15(1) of the Act in force immediately before 3rd May 2011 or rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15))*

## SINGAPORE INSTITUTE OF LEGAL EDUCATION

Certificate under rule \*25(4)(a)\*26(4)(a) of  
the Legal Profession (Admission) Rules 2011

This is to certify that <sup>a</sup> \_\_\_\_\_,  
of <sup>b</sup> \_\_\_\_\_

- (a) is a “qualified person” as defined in section 2(1) of the Legal Profession Act (Cap. 161) (the Act);
- (b) has passed the examinations as required in \*his/\*her case under rule 18(2) of the Legal Profession (Qualified Persons) Rules (R 15);  
and
- (c) has been exempted under rule 18(2) of those Rules from serving any practice training period and from attending any course of instruction referred to in section 13(1)(d) of the Act.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

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Director,  
Singapore Institute of Legal Education,  
Singapore

<sup>a</sup> State name of applicant.

<sup>b</sup> State residential address of applicant.

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 SECOND SCHEDULE — *continued*

\*Delete if inapplicable.

## FORM C

Rule 31(4)

 CERTIFICATE OF GOOD CHARACTER  
 FOR ADMISSION AS ADVOCATE AND SOLICITOR

1. I, <sup>a</sup> \_\_\_\_\_, of <sup>b</sup> \_\_\_\_\_,  
 \*a/\*an <sup>c</sup> \_\_\_\_\_, certify that I have known the  
 applicant <sup>d</sup> \_\_\_\_\_ personally for at least \_\_\_ years.

2. I have had the following opportunities to judge the applicant's character,  
 that is to say:

<sup>e</sup>  
 \_\_\_\_\_  
 \_\_\_\_\_

3. I believe the applicant is a person of respectability and a fit and proper  
 person to be admitted and enrolled as an advocate and solicitor of the Supreme  
 Court of Singapore.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

<sup>a</sup> State name of person making the certificate.

<sup>b</sup> State residential address of person making the certificate.

<sup>c</sup> State occupation of person making the certificate.

<sup>d</sup> State name of applicant.

<sup>e</sup> State the necessary particulars.

\*Delete if inapplicable.

## FORM D(1)

Rule 31(5)(a)

 CERTIFICATE OF DILIGENCE  
 FOR ADMISSION AS ADVOCATE AND SOLICITOR  
 (BY SINGAPORE LAW PRACTICE)

I, <sup>a</sup> \_\_\_\_\_, of <sup>b</sup> \_\_\_\_\_  
 \_\_\_\_\_, a Singapore law practice with its principal place of business at <sup>c</sup> \_\_\_\_\_  
 \_\_\_\_\_, certify as follows:

SECOND SCHEDULE — *continued*

1. The applicant <sup>d</sup> \_\_\_\_\_ has received supervised training in the practice of Singapore law under a practice training contract with <sup>b</sup> \_\_\_\_\_ for an aggregate of not less than \_\_\_ months during the following period(s):

<sup>e</sup> \_\_\_\_\_

2. The applicant has received instruction or gained experience in every type of work normally undertaken by an advocate and solicitor, and has had ample opportunity to become acquainted with the laws and the general rules of practice and procedure applicable to the legal profession in the Republic of Singapore.

3. On behalf of <sup>b</sup> \_\_\_\_\_, I certify that —

(a) during the period(s) referred to in paragraph 1, the applicant has served his practice training period with diligence; and

(b) the applicant is a fit and proper person for admission as an advocate and solicitor of the Supreme Court of Singapore.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
a  
\_\_\_\_\_  
b  
\_\_\_\_\_

<sup>a</sup> State name and appointment of person making the certificate (who must be the sole proprietor of the Singapore law practice).

<sup>b</sup> State name of the Singapore law practice.

<sup>c</sup> State address of principal place of business of the Singapore law practice.

<sup>d</sup> State name of applicant.

<sup>e</sup> State the period or periods, as necessary.

FORM D(2)

Rule 31(5)(b)

CERTIFICATE OF DILIGENCE  
FOR ADMISSION AS ADVOCATE AND SOLICITOR  
(BY SINGAPORE LAW PRACTICE)

We, <sup>a</sup> \_\_\_\_\_, and <sup>a</sup> \_\_\_\_\_,  
of <sup>b</sup> \_\_\_\_\_, a Singapore law practice with its principal place of  
business at <sup>c</sup> \_\_\_\_\_, certify as follows:

SECOND SCHEDULE — *continued*

1. The applicant <sup>d</sup> \_\_\_\_\_ has received supervised training in the practice of Singapore law under a practice training contract with <sup>b</sup> \_\_\_\_\_ for an aggregate of not less than \_\_\_ months during the following period(s):

<sup>e</sup>

2. The applicant has received instruction or gained experience in every type of work normally undertaken by an advocate and solicitor, and has had ample opportunity to become acquainted with the laws and the general rules of practice and procedure applicable to the legal profession in the Republic of Singapore.

3. On behalf of <sup>b</sup> \_\_\_\_\_, we certify that —

- (a) during the period(s) referred to in paragraph 1, the applicant has served his practice training period with diligence; and
- (b) the applicant is a fit and proper person for admission as an advocate and solicitor of the Supreme Court of Singapore.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_

a

\_\_\_\_\_

a

\_\_\_\_\_

b

\_\_\_\_\_

b

<sup>a</sup> State name and appointment of either of the 2 persons making the certificate (each of whom must be a partner or director of the Singapore law practice).

<sup>b</sup> State name of the Singapore law practice.

<sup>c</sup> State address of principal place of business of the Singapore law practice.

<sup>d</sup> State name of applicant.

<sup>e</sup> State the period or periods, as necessary.

## FORM D(3)

Rule 31(5)(c)

CERTIFICATE OF DILIGENCE  
FOR ADMISSION AS ADVOCATE AND SOLICITOR  
(BY SOLICITOR-GENERAL, REGISTRAR OF SUPREME COURT,  
REGISTRAR OF FAMILY JUSTICE COURTS OR REGISTRAR OF  
STATE COURTS)

I, <sup>a</sup> \_\_\_\_\_, the \*Solicitor-General/\*Registrar of the Supreme Court/\*Registrar of the Family Justice Courts/\*Registrar of the State Courts, certify as follows:

SECOND SCHEDULE — *continued*

1. The applicant <sup>b</sup> \_\_\_\_\_ has received supervised training in the practice of Singapore law through working as a Legal Service Officer for an aggregate of not less than \_\_\_ months during the following period(s):

<sup>c</sup>

2. The applicant has received instruction or gained experience in every type of work normally undertaken by a Legal Service Officer in the <sup>d</sup> \_\_\_\_\_, and has had ample opportunity to become acquainted with the laws and the general rules of practice and procedure applicable to the legal profession in the Republic of Singapore.

3. On behalf of the Singapore Legal Service, I certify that —

- (a) during the period(s) referred to in paragraph 1, the applicant has served his practice training period with diligence; and
- (b) the applicant is a fit and proper person for admission as an advocate and solicitor of the Supreme Court of Singapore.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
 \*Solicitor-General  
 \*Registrar, Supreme Court  
 \*Registrar, Family Justice Courts  
 \*Registrar, State Courts

<sup>a</sup> State name of person making the certificate (who must be the Solicitor-General, the Registrar of the Supreme Court, the Registrar of the Family Justice Courts or the Registrar of the State Courts).

<sup>b</sup> State name of applicant.

<sup>c</sup> State the period or periods, as necessary.

<sup>d</sup> State each Singapore Legal Service posting of applicant.

\*Delete if inapplicable.

[S 711/2014 wef 01/10/2014]

FORM D(4)



SECOND SCHEDULE — *continued*

Rule 31(5)(d)

CERTIFICATE OF DILIGENCE  
FOR ADMISSION AS ADVOCATE AND SOLICITOR  
(BY QUALIFYING RELEVANT LEGAL OFFICER)

I, <sup>a</sup> \_\_\_\_\_, of <sup>b</sup> \_\_\_\_\_,  
certify as follows:

1. I am a qualifying relevant legal officer within the meaning of \*section 13(1)(b)(ii) of the Legal Profession Act (Cap. 161)/\*the Legal Profession (Admission) Rules 2011.

2. The applicant <sup>c</sup> \_\_\_\_\_ has received supervised training in the practice of Singapore law through working under my supervision for an aggregate of not less than \_\_\_ months during the following period(s):

<sup>d</sup>

3. The applicant has received instruction or gained experience in every type of work normally undertaken by \*a legal officer/\*an Assistant Public Prosecutor in the <sup>e</sup> \_\_\_\_\_, and has had ample opportunity to become acquainted with the laws and the general rules of practice and procedure applicable to the legal profession in the Republic of Singapore.

4. From my knowledge and observation, I am of the opinion, and hereby certify, that —

- (a) during the period(s) referred to in paragraph 1, the applicant has served his practice training period with diligence; and
- (b) the applicant is a fit and proper person for admission as an advocate and solicitor of the Supreme Court of Singapore.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_

a

\_\_\_\_\_

<sup>a</sup> State name and appointment of person making the certificate (who must be a qualifying relevant legal officer).

<sup>b</sup> State address of person making the certificate.

<sup>c</sup> State name of applicant.

<sup>d</sup> State the period or periods, as necessary.

<sup>e</sup> State —

SECOND SCHEDULE — *continued*

(a) in the case of an applicant who is a relevant legal officer other than a Legal Service Officer, the name of the statutory body or law office in the public service at which the applicant works; or

(b) in the case of an Assistant Public Prosecutor, “Attorney-General’s Chambers”.

\*Delete if inapplicable.

## FORM D(5)

Rule 31(5)(e)

*(Certificate issued by Master on or after 9th October 2009)*

CERTIFICATE OF DILIGENCE  
FOR ADMISSION AS ADVOCATE AND SOLICITOR  
(BY MASTER)

I, <sup>a</sup> \_\_\_\_\_, of <sup>b</sup> \_\_\_\_\_,  
certify as follows:

\*1. I am an advocate and solicitor referred to in section 14(1)\**(a)*/\**(c)* of the Legal Profession Act (Cap. 161) in force immediately before 9th October 2009.

\*1. I am a legal officer referred to in section 14(1)*(b)* of the Legal Profession Act (Cap. 161) in force immediately before 9th October 2009.

2. The applicant <sup>c</sup> \_\_\_\_\_ has served as a pupil under my supervision for an aggregate of not less than \_\_\_ months during the following period(s):

<sup>d</sup>

\*3. The applicant has received instruction or gained experience in every type of work normally undertaken by an advocate and solicitor, and has had ample opportunity to become acquainted with the laws and the general rules of practice and procedure applicable to the legal profession in the Republic of Singapore.

\*3. The applicant has received instruction or gained experience in every type of work normally undertaken by \*a Legal Service Officer/\*a legal officer/\*an Assistant Public Prosecutor in the <sup>e</sup> \_\_\_\_\_, and has had ample opportunity to become acquainted with the laws and the general rules of practice and procedure applicable to the legal profession in the Republic of Singapore.

4. From my knowledge and observation, I am of the opinion, and hereby certify, that —

(a) during the period(s) referred to in paragraph 1, the applicant has been diligent as a pupil; and

SECOND SCHEDULE — *continued*

(b) the applicant is a fit and proper person for admission as an advocate and solicitor of the Supreme Court of Singapore.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_

a \_\_\_\_\_

<sup>a</sup> State name of person making the certificate.

<sup>b</sup> State address of person making the certificate.

<sup>c</sup> State name of applicant.

<sup>d</sup> State the period or periods, as necessary.

<sup>e</sup> State —

(a) in the case of an applicant who is a Legal Service Officer, the Singapore Legal Service posting of the applicant;

(b) in the case of an applicant who is a relevant legal officer other than a Legal Service Officer, the name of the statutory body or law office in the public service at which the applicant works; or

(c) in the case of an Assistant Public Prosecutor, “Attorney-General’s Chambers”.

\*Delete if inapplicable.

## FORM D(6)

Rule 31(5)(f)

*(Certificate issued by Master before 9th October 2009)*

CERTIFICATE OF DILIGENCE  
FOR ADMISSION AS ADVOCATE AND SOLICITOR

I, <sup>a</sup> \_\_\_\_\_, of <sup>b</sup> \_\_\_\_\_,  
certify as follows:

\*1. I am an advocate and solicitor in active practice in Singapore and am of not less than 5 years’ standing. For a total of not less than 5 out of the 7 years immediately preceding the date of this certificate, I \*have been in active practice/\*have been a legal officer/\*have been in active practice as well as been a legal officer in Singapore.

\*1. I am a legal officer in Singapore and also an advocate and solicitor of not less than 5 years’ standing. For a total of 5 out of the 7 years immediately preceding the date of this certificate, I \*have been a legal officer/\*have been in

SECOND SCHEDULE — *continued*

active practice/\*have been a legal officer as well as been in active practice in Singapore.

\*1. I am an advocate and solicitor in Singapore who held office as \*the Attorney-General/\*a Judge of the Supreme Court in Singapore from \_\_\_\_\_ to \_\_\_\_\_.

2. The applicant <sup>c</sup> \_\_\_\_\_ has served as a pupil under my supervision for an aggregate of not less than \_\_\_ months during the following period(s):

d

3. The applicant has received instruction or gained experience in every type of work normally undertaken by an advocate and solicitor, and has had ample opportunity to become acquainted with the laws and the general rules of practice and procedure applicable to the legal profession in the Republic of Singapore.

4. The applicant has been diligent as a pupil and from my knowledge and observation, I am of the opinion that the applicant is a fit and proper person for admission as an advocate and solicitor of the Supreme Court of Singapore.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
\*Legal Officer/\* Advocate and Solicitor

<sup>a</sup> State name of person making the certificate.

<sup>b</sup> State address of person making the certificate.

<sup>c</sup> State name of applicant.

<sup>d</sup> State the period or periods, as necessary.

\*Delete if inapplicable.

## FORM E(1)

Rule 31(6)(a)

*(For person applying for admission under rule 27  
whose affidavit is made on or after 3rd May 2011)*

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

A.A.S. No.     )

of 20            )

SECOND SCHEDULE — *continued*

(Seal).

In the Matter of the Legal Profession Act (Cap. 161)

AND

In the matter of <sup>a</sup> \_\_\_\_\_

*Applicant*

## AFFIDAVIT

I, <sup>a</sup> \_\_\_\_\_ of <sup>b</sup> \_\_\_\_\_,  
\*make oath/\*affirm and say as follows:

1. I have attained the age of 21 years and am a citizen of <sup>c</sup> \_\_\_\_\_.
2. I am a qualified person as defined in section 2(1) of the Legal Profession Act (Cap. 161) (the Act) and was conferred the degree of <sup>d</sup> \_\_\_\_\_ by <sup>e</sup> \_\_\_\_\_ on <sup>f</sup> \_\_\_\_\_.
3. I am also a Malayan practitioner as defined in the Legal Profession (Admission) Rules 2011. I was admitted and enrolled as an advocate and solicitor of the High Court of Malaya on \_\_\_\_\_. Annexed hereto and marked “A” is a true copy of the Order of Court admitting and enrolling me as an advocate and solicitor of the High Court of Malaya.
4. I have since my admission as an advocate and solicitor of the High Court of Malaya been in active practice in Malaysia for a continuous period of not less than 3 years in the 4 years immediately preceding the date of this application. Annexed hereto and marked “B” is a certificate issued by <sup>g</sup> \_\_\_\_\_, a Malayan practitioner of not less than 7 years’ standing stating that to his personal knowledge I have been in active practice in Malaysia for the period aforesaid.
5. I have in the last 4 years practised in the States of West Malaysia during the periods set out below and, except as stated, have not practised in any other States of Malaysia:  
 State: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
 State: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
 State: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.
6. I am now \*practising under the name and style of/\*a partner of/\*an assistant employed by <sup>h</sup> \_\_\_\_\_ at <sup>i</sup> \_\_\_\_\_.

7. I —

SECOND SCHEDULE — *continued*

- (a) have never been adjudged a bankrupt in Singapore or elsewhere;
- (b) have never entered into, in Singapore or elsewhere, any composition with my creditors or any scheme of arrangement for the benefit of my creditors;
- (c) have never been unable to satisfy any judgment for a specified amount entered against me, in Singapore or elsewhere, within 6 months from the date on which I was notified of the judgment;
- (d) have never been —
  - (i) subject, in Singapore, to a disqualification or disqualification order under section 149, 149A or 154 of the Companies Act (Cap. 50) or under section 34, 35 or 36 of the Limited Liability Partnerships Act (Cap. 163A); or
  - (ii) disqualified, elsewhere, from being a director, or in any way, whether directly or indirectly, being concerned in or taking part in the management of a company or foreign company (as defined in the Companies Act), or from being a manager of a limited liability partnership;
- (e) have never been found guilty of any professional misconduct by any professional or regulatory body in Singapore or elsewhere, and am not the subject of any pending disciplinary proceedings in Singapore or elsewhere in respect of any such professional misconduct;
- (f) have never been refused registration as a member of, or removed from the register of, any profession by any professional or regulatory body in Singapore or elsewhere;
- (g) have never been convicted of any criminal offence in Singapore or elsewhere, and am not the subject of any pending investigation or proceedings in Singapore or elsewhere in respect of any criminal offence;
- (h) do not suffer from any physical, mental or other condition which impairs, or may impair, my fitness to practise as an advocate and solicitor;
- (i) do not lack capacity, within the meaning of the Mental Capacity Act (Cap. 177A), to practise as an advocate and solicitor; and
- (j) have no knowledge of any fact that affects my suitability to practise as an advocate and solicitor in Singapore or as a legal practitioner

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SECOND SCHEDULE — *continued*

(by whatever name called) elsewhere, \*except the following<sup>j</sup> \_\_\_\_\_  
\_\_\_\_\_.

8. I have not done any act or thing which would cause me to be disbarred or struck off the roll of any Court. Annexed hereto and marked “C” is a recent certificate issued by the \*Chairman/\*Secretary of<sup>k</sup> \_\_\_\_\_ stating that as of the date of the certificate, no disciplinary proceedings are pending or contemplated against me and that my professional conduct is not under investigation.

\*Sworn/\*Affirmed at Singapore )

this \_\_\_ day of \_\_\_\_\_ 20\_\_ )

Before me,

\_\_\_\_\_  
A Commissioner for Oaths.

<sup>a</sup> State name of applicant.

<sup>b</sup> State residential address of applicant.

<sup>c</sup> State country of applicant’s citizenship.

<sup>d</sup> State “Bachelor of Laws” or other name by which degree is known.

<sup>e</sup> State name of university.

<sup>f</sup> State date of conferment of degree as in degree scroll.

<sup>g</sup> State name of person who issued certificate.

<sup>h</sup> State name of law practice.

<sup>i</sup> State address of law practice.

<sup>j</sup> State the necessary particulars.

<sup>k</sup> State name of appropriate body.

\*Delete if inapplicable.

FORM E(2)

Rule 31(6)(b)

*(For person applying for admission under rule 27  
whose affidavit is made before 3rd May 2011)*

IN THE HIGH COURT OF THE REPUBLIC OF SINGAPORE

SECOND SCHEDULE — *continued*

A.A.S. No.    )  
of 20            )  
(Seal).

In the Matter of the Legal Profession Act (Cap. 161)

AND

In the matter of <sup>a</sup> \_\_\_\_\_

*Applicant*

## AFFIDAVIT

I, <sup>a</sup> \_\_\_\_\_ of <sup>b</sup> \_\_\_\_\_,  
an advocate and solicitor of the High Court of Malaya, \*make oath/\*affirm and  
say as follows:

1. I am a citizen of <sup>c</sup> \_\_\_\_\_.
2. I was admitted and enrolled as an advocate and solicitor of the High Court of Malaya on \_\_\_\_\_. Annexed hereto and marked “A” is a true copy of the Order of Court admitting and enrolling me as an advocate and solicitor of the High Court of Malaya.
3. I have since my admission as an advocate and solicitor of the High Court of Malaya been in active practice in Malaysia for a continuous period of not less than 3 years in the 4 years immediately preceding the date of this application. Annexed hereto and marked “B” is a certificate issued by <sup>d</sup> \_\_\_\_\_, a Malayan practitioner of not less than 7 years’ standing stating that to his personal knowledge I have been in active practice in Malaysia for the period aforesaid.
4. I have in the last 4 years practised in the States of West Malaysia during the periods set out below and, except as stated, have not practised in any other States of Malaysia:  
State: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
State: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
State: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
5. I am now \*practising under the name and style of/\*a partner of/\*an assistant employed by <sup>e</sup> \_\_\_\_\_ at <sup>f</sup> \_\_\_\_\_.

6. I —

(a) have never been adjudged a bankrupt in Singapore or elsewhere;



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SECOND SCHEDULE — *continued*

- (b) have not been and am not the subject of any proceedings, whether concluded or pending, for professional misconduct on my part in any other foreign jurisdiction in which I have been admitted to practise as an advocate and solicitor;
- (c) have not been the subject of any order, judgment, finding or conviction arising from any criminal proceedings brought against me, and am not the subject of any pending criminal proceedings in Singapore or elsewhere; and
- (d) have no knowledge of any fact that affects my suitability to practise as an advocate and solicitor in Singapore or elsewhere, \*except the following <sup>g</sup> \_\_\_\_\_.

7. I have not done any act or thing which would cause me to be disbarred or struck off the roll of any Court. Annexed hereto and marked “C” is a recent certificate issued by the \*Chairman/\*Secretary of <sup>h</sup> \_\_\_\_\_ stating that as of the date of the certificate, no disciplinary proceedings are pending or contemplated against me and that my professional conduct is not under investigation.

\*Sworn/\*Affirmed at \*Singapore/\*Malaysia )  
 this \_\_\_ day of \_\_\_\_\_ 20\_\_ )

Before me,

---

A Commissioner for Oaths.

<sup>a</sup> State name of applicant.

<sup>b</sup> State residential address of applicant.

<sup>c</sup> State country of applicant’s citizenship.

<sup>d</sup> State name of person who issued certificate.

<sup>e</sup> State name of law practice.

<sup>f</sup> State address of law practice.

<sup>g</sup> State the necessary particulars.

<sup>h</sup> State name of appropriate body.

\*Delete if inapplicable.

SECOND SCHEDULE — *continued*

## FORM F

Rule 31(7))

*(For person applying for admission under rule 27)*

## CERTIFICATE OF ACTIVE PRACTICE IN WEST MALAYSIA

I, <sup>a</sup> \_\_\_\_\_, of <sup>b</sup> \_\_\_\_\_  
 \_\_, a person entitled to practise before a High Court in West Malaysia of not less than 7 years' standing, hereby certify that to my personal knowledge, the applicant <sup>c</sup> \_\_\_\_\_ has been in active practice in West Malaysia for a continuous period of not less than 3 years in the 4 years immediately preceding the date of \*his/\*her application to be admitted as an advocate and solicitor of the Supreme Court of Singapore.

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
 Advocate and Solicitor

<sup>a</sup> State name of person making the certificate.

<sup>b</sup> State address of person making the certificate.

<sup>c</sup> State name of applicant.

\*Delete if inapplicable.

## FORM G

Rule 31(8)

*(For person applying for admission under rule 27)*

## CERTIFICATE OF ABSENCE OF DISCIPLINARY ACTION

I, <sup>a</sup> \_\_\_\_\_ hereby certify that —

- (a) at the date of this certificate, no disciplinary proceedings are pending or contemplated against the applicant <sup>b</sup> \_\_\_\_\_  
 \_\_\_\_\_, and \*his/\*her professional conduct is not under investigation; and
- \**(b)* there has been no record of any professional misconduct or proceedings against the applicant.
- \**(b)* the applicant has a record of professional misconduct or proceedings against \*him/\*her, namely —

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 SECOND SCHEDULE — *continued*

<i>Charge</i>	<i>Proceedings</i>	<i>Result</i>
(i) _____	_____	_____
(ii) _____	_____	_____
(iii) _____	_____	_____

Dated this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
 \*Chairman/\*Secretary  
 \*Bar Committee/\*Bar Council  
 c  
 \_\_\_\_\_

<sup>a</sup> State name of person making the certificate.

<sup>b</sup> State name of applicant.

<sup>c</sup> State name of State of Malaysia.

\*Delete if inapplicable.

Made this 3rd day of May 2011.

JUSTICE V K RAJAH  
*Chairman,*  
*Singapore Institute of Legal*  
*Education.*

[LAW 06/011/002 V29; AG/LLRD/SL/161/2010/8 Vol. 4]

(To be presented to Parliament under section 131 of the Legal Profession Act).