

**NOTES ON HOW TO FILL IN THE APPLICATION FORM
FOR A PRACTISING CERTIFICATE**

Questions 1 and 2

Please print your full name in capital letters with surname first. Please print your office address (including firm's name) and home address.

Change of name since your last practising certificate will not be recognized unless an application to the High Court for change of name on the Roll of Solicitors has been done.

Question 2A

The Practising Certificate (Special Conditions) Rules came into effect in February 2003. Solicitors to whom the rules apply must give 6 weeks notice to the Society when applying for their practising certificates.

Question 3

Tick all appropriate boxes if you currently have more than one place of business or employment.

Question 4

The names of your **current** firms or employers must be included.

Question 5

If you have commenced or ceased to practise on your own account or in partnership in Hong Kong between 1st November 2009 and 31st October 2010, please complete Question 5. Otherwise, please cross out the whole question.

Question 6

All solicitors engaged in private practice are required to maintain an indemnity under the Solicitors (Professional Indemnity) Rules. The indemnity is maintained by the payment of the contributions specified in the Rules. All principals are required to pay a contribution on behalf of themselves and the assistant solicitors and consultants working in their firms. Any queries about payment of the contributions should be made to the managing partner of your firm.

For solicitors who are employed by non-solicitor employers, please refer to Practice Direction N and ensure compliance with it wherever applicable. With the coming into operation of the Practice Direction on 1 June 2007, the general and specific waivers granted previously by the Council have lapsed on the same day. Accordingly, the last two boxes under Question 6 are no longer applicable. Any queries relating to this Question should be directed to the Assistant Director, Regulation & Guidance at 2846-0523.

Enquiries

General enquiries regarding how to fill in the application form should be directed to the Registration Officer 2846-0516.

Specific enquiries regarding the Continuing Professional Development Scheme and Risk Management Education should be directed to the CPD Section at 2846-0567 or 2846-0510.

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IMPORTANT

A checklist for renewal of practising certificate :

1. a completed application form (signed and dated);
2. the portion of the pay-in slip marked "Society copy" after payment has been made to accompany the application form; and
3. a statement of compliance with CPD and RME requirements.