

*Solicitors' Practice Rules*

SCHEDULE

FORM 1

[rule 5]

SOLICITORS' PRACTICE RULES

PARTICULARS RELATING TO SOLICITORS' FIRMS

I,

(full name as it appears on your practising certificate)

solemnly and sincerely declare as follows -

1. I am engaged in practice (on my own account / in partnership and am providing this return on behalf of my partners\*).

2. The name of my / our\* firm is

3. During the period 1 January \_\_\_\_\_ to 31 December \_\_\_\_\_, I / we\* have not shared with any person not being a solicitor practising in Hong Kong my / our\* profit costs in respect of any business, whether by way of paying or agreeing to pay a commission on business introduced by any such person or otherwise, except as set out in Schedule 1 / where a waiver of rule 4 of the Rules was granted by the Council on \_\_\_\_\_\*.

4. The number of principals, assistant solicitors and consultants in my / our\* firm as at 31 December \_\_\_\_\_, was -

Principals

Assistant Solicitors

Consultants

5. All of the principals, assistant solicitors and consultants in my / our\* firm are resident in Hong Kong and are not principals or employees of another firm of solicitors in Hong Kong or a salaried employee of a company in Hong Kong, except as set out in Schedule 2.

6. The particulars of every employee who has joined my / our\* firm (except employees who are solicitors) since 1 January \_\_\_ are set out in Schedule 3.

7. The particulars of every employee of my / our\* firm (except employees who are solicitors) who is not included in Schedule 3 between 1 January \_\_\_ to 31 December \_\_\_ are set out in Schedule 4.

8. My / our\* firm engages a service company to provide staff for the firm and the details of this company are set out in Schedule 5. The particulars of the employees provided by this company are included in Schedules 3 and 4.

(Delete this paragraph if it does not apply.)

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And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Cap.11).

Declared at Hong Kong this     )

day of                             )

Before me

\* Delete one of the alternatives.

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Note: (for Schedules 3 and 4)

1. If your firm pays non-discretionary bonuses at certain times of the year by way of an additional month's salary, such as at Chinese New Year, put the total number of months salary paid, for example, 13. If your firm does not pay any non-discretionary bonuses, put 12 in the space.
2. Details of all discretionary bonuses, allowances or other payments made to staff in addition to salary must be shown in the columns relating to bonuses. If no such payments are made, put "not applicable" in these columns.

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**SCHEDULE 1**

Give details of all commissions paid to unqualified persons.

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**SCHEDULE 2**

**PART A**

List the names of all principals, assistant solicitors or consultants of your firm who are also employees or principals of another firm of solicitors in Hong Kong or a salaried employee of a company in Hong Kong, the name of the other firm or company and their position in the other firm or company.

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**PART B**

List the names of all principals, assistant solicitors or consultants of your firm who are not resident in Hong Kong.

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**SCHEDULE 5**

Name of Service Company:

Directors of the Company:

Note: If your firm engages more than one service company, details of all companies must be given.

This page and the preceding \_\_\_\_\_ pages are the Schedules referred to in the declaration  
of \_\_\_\_\_ made before me at Hong Kong this \_\_\_\_\_  
day of \_\_\_\_\_.

\_\_\_\_\_  
Commissioner / Solicitor / Justice of the Peace.