

ESTABLISHMENT OF REPRESENTATIVE OFFICE IN THE MAINLAND

APPLICATION FOR CERTIFICATES OF STANDING FOR:

- (1) FIRM
- (2) CHIEF REPRESENTATIVE
- (3) EACH OF THE REPRESENTATIVES

Name of firm	English:		
	Chinese (if applicable):		
Address of intended representative office in the Mainland Particulars of intended chief representative	Name	English:	
		Chinese (if applicable):	
	Position in the firm		
	Date of admission as a Hong Kong solicitor		
	Years of practice as a qualified legal practitioner outside the Mainland (Please tick as appropriate)	<input type="checkbox"/> 3 years or more <input type="checkbox"/> less than 3 years	
Particulars of representative(s)	1.	Name	English:
			Chinese (if applicable):
	Position in the firm		
	Date of admission as a Hong Kong solicitor		
	Years of practice as a qualified legal practitioner outside the Mainland (Please tick as appropriate)	<input type="checkbox"/> 2 years or more <input type="checkbox"/> less than 2 years	
	2.	Name	English:
			Chinese (if applicable):
		Position in the firm	
		Date of admission as a Hong Kong solicitor Years of practice as a qualified legal practitioner outside the Mainland (Please tick as appropriate)	<input type="checkbox"/> 2 years or more <input type="checkbox"/> less than 2 years
	Note: Please continue on separate sheet for additional representative(s).		

Intended date of establishment of representative office		
Number of staff in the firm (Please indicate, where appropriate, if the number includes the chief representative and the representatives)	Partners	(include/does not include the chief representative/representative(s))
	Consultants	(include/does not include the chief representative/representative(s))
	Assistant Solicitors	(include/does not include the chief representative/representative(s))
	Unqualified Staff	
Name and address of the Mainland Department to which the certificate is addressed for the purpose of applying for approval to establish a representative office in the Mainland	Name	English:
		Chinese:
	Address	English:
		Chinese:
Fee for application (a) HK\$3,000 in respect of the certificate for the firm (b) HK\$1,000 in respect of a certificate for each of the chief representative and representative(s)	* Cheque payable to The Law Society of Hong Kong for the total sum of HK\$ _____. * <input type="checkbox"/> attached <input type="checkbox"/> not attached (*Please tick as appropriate)	

I undertake to complete the attached Confirmation of the Establishment of a Representative Office in the Mainland and return it to the Society within 14 days after the commencement of business of the representative office in the Mainland.

Signed by sole principal/partner

Date

Full name of sole principal/partner
in capital letters