



THE LAW SOCIETY
OF SINGAPORE

APPLICATION FOR CERTIFICATE OF STANDING

This form must be completed in full, otherwise it will not be processed.

Please email the completed form to the Compliance department at compliance@lawsoc.org.sg

ADMINISTRATIVE CHARGES

Standard certificate:

Members and Non-Practitioner Members ("NPM"): S\$200.00
Non-members: S\$500.00

Customised certificate:

Additional S\$107.00

Charges include applicable GST, currently 7%

**Please note that the application fees have been revised with effect from 1 June 2015.*

Section A **Your Particulars and Purpose for Requesting Certificate** * Please delete accordingly

1. Name (as per NRIC or passport): _____
2. Admission number: _____ Admission date: _____
3. Address: _____
4. Contact number: _____ 5. E-mail address: _____
6. Name of law practice (if applicable): _____
7. Date you ceased practice (if applicable): _____ * NPM Member: **YES / NO**
8. * I **have / do not have** complaints (past or pending) against me.

9. Purpose for requesting Certificate:

Section B **Information Reflected in the Certificate**

10. Organisation to whom the Certificate should be addressed:
Name : _____
Address : _____

(Please indicate line breaks with a slash " / " for the address above.)
11. Person to whom Certificate should be made to the attention of:
Name : _____
12. Your name on the Certificate (as per NRIC or passport):

(Please submit a copy of your NRIC or passport if the name to appear on the Certificate differs from that appearing in your practising certificate.)

Section C **Payment and Delivery Details**

** Please delete accordingly*

13. I wish to pay for the Certificate by: (Please select one option)

- Paynow (Paynow UEN: T17GB0002ACOM)
- Cheque (Please see cheque payment details below.)^a
- Telegraphic Transfer (Please see our bank details below.)^b
- Internet Banking (Please see our bank details below.)^b

***Kindly note that we no longer accept payment by credit card as of April 2020.**

14. I wish to have the Certificate delivered by: (Please select one option)

***Please note that due to current COVID-19 restrictions, we only offer softcopy versions of Certificates of Standing until further notice**

- Courier _____ (Charges to be advised)
- Registered Post _____ (Charges to be advised)
- Ordinary Post _____
- Self Collection _____ (Please provide collector's name and local contact number below)

- Soft copy via email

15. Name of recipient and delivery address for Courier / Registered Post / Ordinary Post:
(Please indicate line breaks with a slash “ / ”)

***Currently not available as we only provide softcopy Certificates of Standing until further notice**

^a Cheque Payment Details

Please make the cheque payable to “The Law Society of Singapore” and send it by post to:

The Law Society of Singapore
28 Maxwell Road
#01-03 Maxwell Chambers Suites
Singapore 069120
Attn: Compliance Department

^b Telegraphic Transfer / Internet Banking Payment Details ***

Our Bank information is as follows:

Bank name	Oversea-Chinese Banking Corporation Limited
Address	65 Chulia Street, OCBC Centre, Singapore 049513
Account number	650-704851-001
Account name	The Law Society of Singapore
Bank code	7339
Branch code	650
SWIFT code	OCBCSGSG

***** Do note that bank charges (local and overseas) have to be borne by you.**

Section D Declaration

I agree to the terms and conditions set out below:

Name : _____
Date : _____
Signature : _____

TERMS AND CONDITIONS

1. Processing of your application will only commence upon receipt of payment of the requisite administrative fees. Please inform us if you require a copy of the invoice for your Certificate.
2. A standard Certificate will state only the following information:
 - a. The date you were admitted as an advocate and solicitor of the Supreme Court of Singapore;
 - b. Whether you are still practising, or when you ceased practice, or date when you last held a practising certificate, or that you never held a practising certificate (as the case may be); and
 - c. That your name is still on the Roll of the Supreme Court of Singapore and that no adverse order has been entered against you on the Roll.
3. If you have pending/previous disciplinary charges made out against you, the Society is obliged to make mention of these charges in the Certificate.
4. Requests for inclusion of information in the Certificate which differ from those set out in paragraph 2 above (i.e. a customised certificate) will be entertained on a case by case basis, and will incur an additional charge of \$107.00 with applicable GST (currently 7%).
5. Please note that as the templates for the Certificate have been approved by Council of the Law Society of Singapore, we are unable to delete words/sentences/paragraphs that are in the standard template. Only the inclusion of information (subject to approval) is permitted for customised Certificates. Requests for inclusion of information will be considered on a case-by-case basis.
6. All Certificates must be addressed to a specified addressee with a specified address. We are unable to issue Certificates addressed to "To Whom It May Concern".
7. If you choose to collect the Certificate from the Society, you must do so within one (1) month from the date of issue, failing which, the Certificate will lapse as of the date falling 1 month from the date of issue. You will be required to submit a fresh application with payment of the requisite application fees for the issuance of a fresh Certificate.
8. The time period for processing a standard Certificate is 7 working days. If there are disciplinary charges to be included in the Certificate, please allow us up to 14 working days to prepare the Certificate.
9. If you require expedited processing and to have the Certificate of Standing issued within 3 working days (subject to approval), kindly note that an additional charge of \$100.00 will be required.
10. Please review the draft and inform us if any amendments are required. Strictly no amendments will be permitted once you have confirmed the draft and the Law Society has issued the Certificate.
11. Please note that no requests for refunds will be entertained once the Law Society has issued the Certificate.

For enquiries, please e-mail the Compliance department at compliance@lawsoc.org.sg.