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**THE LAW SOCIETY OF SINGAPORE**

**APPLICATION UNDER SECTION 75C (2) LEGAL PROFESSION ACT TO SHORTEN PERIOD OF EMPLOYMENT TO PRACTISE AS SOLE PROPRIETOR, PARTNER OR DIRECTOR**

This form must be completed and signed by the practitioner intending to practise as sole proprietor, partner or director in a Singapore law practice. If a question or section in the form is not applicable, state ‘N.A.’.

The completed application form and supporting documents are to be emailed to compliance@lawsoc.org.sg:

*\*Delete as appropriate*

I hereby apply to the Council in accordance with section 75C (2) Legal Profession Act for:

* \*a shortening of the 3 years’ period of employment in a Singapore law practice (section 75C(1)(b) Legal Profession Act); or
* a shortening of the 3 years’ period of employment as a relevant legal officer (section 75C(1)(c) Legal Profession Act)

in order to practise as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(designation)* in *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of law practice).*

I am making this application because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(promotion, new firm, career change, etc).*

I \*intend / do not intend to set up my own law practice (alone or in conjunction with others) within 6-12 months of the expiry of the undertaking given by me on pages 3 and 4 of this application form.

1. **Particulars of Applicant**

|  |  |
| --- | --- |
| Name |  |
| NRIC No |  |
| Admission No |  |
| Date of Admission |  |
| Date of \*current / last practising certificate |  |
| Period of employment in a Singapore law practice (since being admitted) |  |
| Period of employment as a relevant legal officer |  |

1. **Particulars of Law Practice** (where applicant intends to practise as sole proprietor, partner or director)

|  |  |
| --- | --- |
| Name of Law Practice |  |
| Address |  |
| Phone |  |
| Fax |  |
| E-mail |  |

**(C) Employment History (Most Recent First)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Please provide details of your experience in law starting with your current or most recent employment.** | | | | |
| **Name of Organisation 1:** | | | |  |
| Address & Country of Organisation: | | | |  |
| From  (DD/MM/YY) | To  (DD/MM/  YY) | Duration  (in months and years) | Designation | Brief description of job duties  and main practice areas |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Organisation 2:** | | | |  |
| Address & Country of Organisation: | | | |  |
| From  (DD/MM/YY) | To  (DD/MM/  YY) | Duration  (in months and years) | Designation | Brief description of job duties  and main practice areas |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Organisation 3:** | | | |  |
| Address & Country of Organisation: | | | |  |
| From  (DD/MM/YY) | To  (DD/MM/  YY) | Duration  (in months and years) | Designation | Brief description of job duties  and main practice areas |
|  |  |  |  |  |

(Please add more boxes or rows if required.)

**(D)Supporting Documents**

The documents in support of my application are as follow:

1. Curriculum vitae;
2. Letter/document from the organisation(s) (*set out in section (C)*) confirming the period(s) of employment;
3. Letter of recommendation from the law practice (intending to engage you).

Please submit the documents together with this application form.

**(E) Period of Shortening**

Based on the above, I hereby apply to the Council for approval to shorten the 3 years’ period of employment in \*section 75C(1)(b) Legal Profession Act / section 75C(1)(c) Legal Profession Act to a proposed period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (“**the Proposed Shortened Period**”) in order to practise as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I acknowledge and accept that the Council may amend the Proposed Shortened Period as it sees fit and that Council will notify me of the approved period (“**Approved Shortened Period**”) if my application is successful.

**UNDERTAKING**

1. If my application to commence practice as partner or director is successful, I undertake not to practise as:
2. a sole-proprietor;
3. a sole partner in a partnership or LLP;
4. a sole director in a LLC; or
5. a partner or a director with another solicitor who is not qualified under section 75C(1) Legal Profession Act to practise as a sole proprietor, partner or director (this includes a situation where such solicitor is qualified under section 75C(1) Legal Profession Act to practise as a sole proprietor, partner or director only because he or she obtained Council’s approval under section 75C(2) Legal Profession Act), within:

(a) three years less the Approved Shortened Period; or

(b) such other time period that Council may determine, with effect from the date of the Council’s letter approving the shortening the period of employment.

1. In the event that a change occurs in the information stated in this form, including the information in any declaration or undertaking given by me, before I have received the Council’s letter approving or rejecting the shortening of the period of employment as stated above, I undertake to give the Law Society written particulars of the change without delay. If I breach this undertaking, I agree that the Law Society reserves the right to refuse to approve my application.

**DECLARATIONS**

1. I \*have/have not been found guilty of any professional misconduct by any professional or regulatory body in Singapore or elsewhere, and \*have/do not have any pending disciplinary proceedings against me in Singapore or elsewhere in respect of any such professional misconduct.
2. I \*have committed/have not committed any breach of the Act (including its subsidiary legislation), irrespective of whether or not any such breach is the subject of any pending investigation or proceedings in Singapore.
3. I hereby confirm and declare that all information stated in this form is true, correct and complete.

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
|  |  |  |

**Particulars of Contact Person**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (O) Fax No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Explanatory Note**

1. In accordance with section 75C(1) Legal Profession Act, a solicitor is required to attend and complete the Law Society’s Legal Practice Management Course (“LPMC”) before he may practise as a sole proprietor, partner or director in a Singapore law practice. A solicitor admitted on/after 1 March 1997 must also have been employed for not less than 3 continuous years or 3 years out of a continuous period of 5 years – as a solicitor (since being admitted) in a Singapore law practice; or as a relevant legal officer.
2. These requirements do not apply to a solicitor who was practising in a Singapore law practice as a sole proprietor, partner or director before 9 March 2007.
3. A solicitor may apply, in accordance with section 75C (2) of the Legal Profession Act, for an exemption from having to complete the LPMC or a shortening of the 3 years’ period of employment. The Council may, with the approval of the Minister for Law, shorten the 3 years’ employment period if it is satisfied that the solicitor has gained substantial experience in law in Singapore or elsewhere.
4. With regard to the employment history in section (C) in the application form - any period spent in serving any articles, period of pupillage, practice training period or other period of supervised training in relation to the practice of law (by whatever name called), shall be disregarded.
5. The supporting documents referred to section (D) in the application form must include a curriculum vitae setting out in detail your experience in law, letter(s)/document(s) confirming the period(s) of your employment and a letter in support of your application from the law practice intending to engage you.
6. Please note that a solicitor in practice for less than 3 years in aggregate is prohibited:

* from signing a cheque or other instruction effecting a withdrawal from a client account *(Rule 8(7) Legal Profession (Solicitors’ Accounts) Rules)*; and
* from signing or countersigning any form or instruction to deposit or withdraw any conveyancing money into or from a conveyancing account or conveyancing (CPF) account *(Rule 8(1) Conveyancing and Law of Property (Conveyancing) Rules).*

For enquiries, please contact the Compliance department at [compliance@lawsoc.org.sg](mailto:compliance@lawsoc.org.sg)