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Reference Centre

Keyword Search

Notice of Change

Step-by-step guide to giving notice of changes to practice or personal particulars PRELIMINARY

A Notice of Change of Particulars may be submitted through the eLitigation account of the individual solicitor whose particulars are sought to be amended by the Notice of Change of Particulars.

Accordingly, solicitors are strongly advised to make arrangements to ensure that they will be able to retain or otherwise have access to eLitigation during any period when they are required to file a Notice of Change of Particulars (for instance, when they have left their previous firm).

Alternatively, a solicitor may also file a Notice of Change of Particulars through the Service Bureau upon payment of the applicable fees and charges.

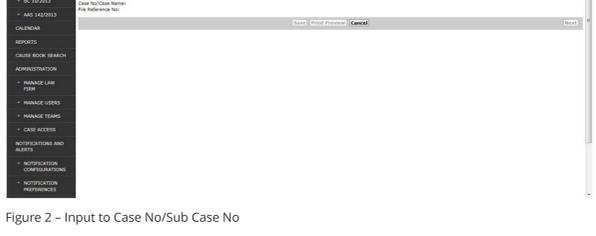
The submission of the Notice of Change of Particulars through the eLitigation account of the individual solicitor may be made as follows:

- To commence filing of the application for Notice of Change of Particulars, select "File a Document" via the Quick Access Button located at the top right hand corner of the Home screen. See Figure 1- Filing a Document.

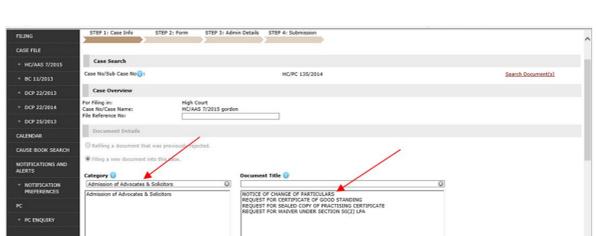


- If the applicant is the holder of a practising certificate ("PC") valid for the current practice year (as defined in the Legal Profession (Practising Certificate) Rules), the applicant should key in the PC number of his last issued PC in the "Case No/Sub Case No" field in the resulting screen using the format "PC [XXXXX]YYYY" or "HC/PC [XXXXX]YYYY".

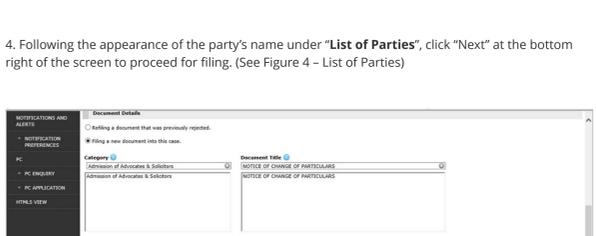
If the applicant is NOT the holder of a practising certificate ("PC") valid for the current practice year (as defined in the Legal Profession (Practising Certificate) Rules) or has during the current practice year filed a Notice of Change indicating that he has ceased practice, the applicant should key in his AAS number in the Case No/Sub Case No" field in the resulting screen using the format "AAS [XX]YYYY" or "HC/AAS [XX]YYYY". (See Figure 2 – Input to Case No/Sub Case No)



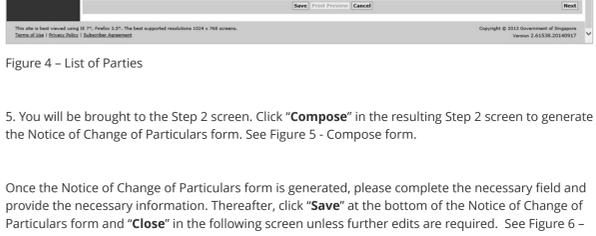
- In the resulting Step 1 screen, select "Admission of Advocates & Solicitors" in the "Category" field and "Notice of Change of Particulars" in the "Document Title" field. (See Figure 3 – Selection of Category and Document Title)



- Following the appearance of the party's name under "List of Parties", click "Next" at the bottom right of the screen to proceed for filing. (See Figure 4 – List of Parties)



- You will be brought to the Step 2 screen. Click "Compose" in the resulting Step 2 screen to generate the Notice of Change of Particulars form. See Figure 5 – Compose form.



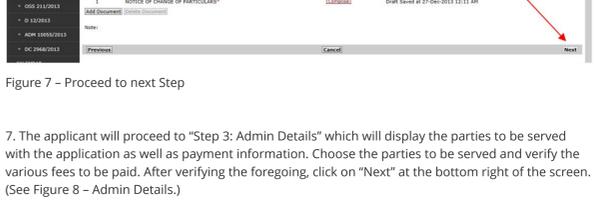
Once the Notice of Change of Particulars form is generated, please complete the necessary field and provide the necessary information. Thereafter, click "Save" at the bottom of the Notice of Change of Particulars form and "Close" in the following screen unless further edits are required. See Figure 6 – Saving of form



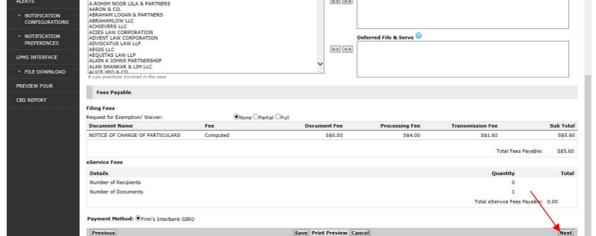
NOTICE OF CHANGE OF PARTICULARS

Case No: SICC/AAS 70185
 PC No: HC/PC 1352084
 Singapore NRIC No: IDN: 8649937A
 Full Name in per Singapore: goidun
 NRIC or Foreign Passport: goidun
 1. CHANGE OF PERSONAL PARTICULARS
 Full Name in per Singapore: goidun
 NRIC or Foreign Passport: goidun
 Alias: goidun
 If I have changed my ID Name/ Alias Gender/Marital Status/Nationality, the documentary evidence is (an)
 Deed Poll Decree Nisi/Absoluta Marriage Certificate Others (Please specify below)
 Attach Documentary Evidence(s): Assets Liabilities
 Gender: Male Female
 Marital Status: Single Married Widowed Divorced
 Nationality: Singaporean Other (Please specify below)
 Internet E-mail Address:
 Address Entry Type: Local Address Foreign Address
 Local Address:
 Block/Street No:
 Street Name:
 Floor No/Unit No:
 Building Name:
 Postal Code:
 Phone No.:
 Note: Please key in Residential Address.
 2. CHANGE OF PRACTICE PARTICULARS
 My Last Day with:
 Name of Law Firm/
 Law Corporation:
 I/M/Corp/Status:
 As a/an (state position, Legal Assistant/Partner etc.):
 (state date last worked)
 Please select one of the following:
 I have ceased practice with (an) firm.
 Reason(s) (Please specify):
 I shall commence with:
 Singapore Law Practice
 Licensed Foreign Law Practice
 Qualified Foreign Law Practice
 Joint Law Venture
 Concurrent Practice in Foreign Law Practice/ Joint Law Venture and Singapore Law Practice
 Please contact Admission General's Chamber to obtain Certificate of Registration and the configuration for Foreign Law Practice to be done in eLitigation system.
 Appointments:
 Type of Organisation under which I will practice:
 Name of Law Firm or other body under which I will practice:
 Appointment as Organization:
 Date of Commencement:
 Address:
 Phone No.:
 I am presently not employed by any law practice. However, I intend to remain in practice. I undertake to notify you of the name and address of the law practice at which I will be practising within one week from the date on which I receive my certificate. I understand that if I do not notify you three (3) months from the date on which I cease my law firm law corporation, my practising certificate will be cancelled and I have to re-apply for a new practising certificate should I intend to practice.
 I am disqualified from practice because of S36(1).
 Reason(s) (Please specify):
 I, goidun, S/N NRIC: 8649937A do solemnly and sincerely declare that all the information contained in this Notice of Change of Particulars is true, correct and complete.
 Save Close Print

- At the Step 2 screen, click "Next" at the bottom right of page to proceed to next step. (See Figure 7 – Proceed to next Step)



- The applicant will proceed to "Step 3: Admin Details" which will display the parties to be served and verified with the application as well as payment information. Choose the parties to be served and verify the various fees to be paid. After verifying the foregoing, click on "Next" at the bottom right of the screen. (See Figure 8 – Admin Details.)



- At Step 4, all forms may be reviewed before submission. (See Figure 9 – Review for submission)



- Upon submission, a submission reference number will be provided. (See Figure 10 – Submission Reference Number)

