



APPLICATION FOR CERTIFICATE OF STANDING

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

Please use Acrobat Reader to fill up this form.

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

ADMINISTRATIVE CHARGES

(Select your member status)

Standard certificate (7 working days)

Members: **SGD\$200.00**

Non-Practitioner Members ("NPM"): **SGD\$200.00**

Non-Members: **SGD\$500.00**

(Select if required)

Customised certificate (subject to approval)

Additional **SGD\$108.00**

Expedited processing (3 working days)

Additional **SGD\$100.00**

Charges include applicable GST, currently 8%

Please note that the application fees have been revised with effect from 1 January 2023.

Section A Your particulars and purpose for requesting Certificate

1. Name of solicitor: _____
As per NRIC/FIN/Passport
2. Admission number: _____
3. Admission date: _____
4. Address: _____
Line 1 (Block, Street)
Line 2 (Unit, Building)
Line 3 (State/City/Province)
Country: _____ Postal code: _____
5. Contact number: _____
6. Email address: _____
7. Current practising firm: _____
N/A for NPM and Non-Members
8. Ceased practice on: _____
Leave blank if never held PC
9. Any past or pending complaints against you? Yes No
If "Yes" to the above: _____
10. Purpose of request: _____

Section B Information to be reflected in the Certificate

11. Name to be reflected on certificate: _____

Enclose supporting documents with your application form if the name to appear on the Certificate differs from that reflected in your NRIC/FIN/passport/practising certificate.

Organisation/entity whom the Certificate is to be addressed to:

12. Organisation/Entity: _____
13. Address: _____
Line 1 (Block, Street)
Line 2 (Unit, Building)
Line 3 (State/City/Province)
Country: _____ Postal code: _____

Person in the organisation/entity whom the Certificate is to be made to the attention of:

14. Attention to: _____

Section C Mode of payment

Enclose proof of payment (screenshot of transmission receipt or scanned copy of cheque) in your application email.

***With effect from April 2020, The Law Society no longer accepts credit card payment.**

15. I wish to pay for the Certificate by:

(Select one)

Paynow

PayNow UEN: T17GB0002ACOM

Indicate the solicitor's name in your payment reference.

Cheque

On the reverse of the cheque, write "*Request for COS: Name of Solicitor*". Submit your crossed cheque made payable to "**The Law Society of Singapore**" to our office:

28 Maxwell Road
#01-03 Maxwell Chambers Suites
Singapore 069120
Attention: Compliance Department

Internet Banking¹

Refer to our bank information below. Indicate the solicitor's name in your payment reference.

Telegraphic Transfer¹

Provide the remittance transaction name in your application. 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

¹Bank charges (local and overseas) have to be borne by the solicitor/requestor.

Section D Mode of delivery

16. I wish to receive or have the Certificate delivered by:

(Select only one)

Email (Softcopy)

(Same as Q6)

Self-Collection

For collection by proxy, provide proxy's name and contact number.

Ordinary post

Local postage only. Enter delivery information in Q18 & Q19.

Registered post/
overseas courier

Charges to be advised. Enter delivery information in Q18 & Q19.

Recipient and delivery address for delivery by ordinary post/ registered post/ courier:

17. Recipient:

(Same as Q1 & Q4)

(Same as Q12 & Q13)

18. Delivery address:

Line 1 (Block, Street)

Line 2 (Unit, Building)

Line 3 (State/City/Province)

Country:

Postal code:

Section E Declaration

TERMS AND CONDITIONS

1. Processing of your application will only commence upon receipt of payment of the requisite administrative fees and complete application form.
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);
 - c. That your name is on the Roll of the Supreme Court of Singapore and whether any adverse order has been entered against you on the Roll; and
 - d. Whether there are pending/previous disciplinary charges made out against you.
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 SGD\$100.00 with applicable GST (currently 8%).
5. The Law Society regularly reviews the terms and conditions and templates of the Certificate. Notwithstanding the approval of previous applications, requests for the inclusion and/or exclusion of information that deviate from the standard Certificate will be considered on a case-by-case basis.
6. 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.
7. 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".
8. 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.
9. The time period for processing a standard Certificate is 7 working days from receipt of payment and complete application form. If there are disciplinary charges to be included in the Certificate, please allow up to 14 working days for us to prepare the Certificate.
10. 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 SGD\$100.00 will be imposed.
11. 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.
12. Please note that no requests for refunds will be entertained once the Law Society has issued the Certificate.

I agree to the terms and conditions set out above:

Name of solicitor: _____

Date: _____

Signature: _____