



**Private & Confidential**

## MEMBERSHIP VERIFICATION

*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@lawsoc.org.sg](mailto:compliance@lawsoc.org.sg).*

### ADMINISTRATIVE CHARGES

Per verification request: **SGD\$100.00** (Charges include applicable GST, currently 9%)

#### Section A To be completed by Requesting Organisation (RO)

(All fields are mandatory)

1. Name of RO: \_\_\_\_\_
2. Address of RO: \_\_\_\_\_  
Line 1 (Block, Street)  
Line 2 (Unit, Building)  
Line 3 (State/City/Province)  
Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Details of Requesting Officer:

3. Name: \_\_\_\_\_ 4. Job title: \_\_\_\_\_
5. Email address: \_\_\_\_\_ 6. Contact number: \_\_\_\_\_
7. Purpose of request: \_\_\_\_\_

We have sought the authorisation and consent of the solicitor in question to obtain information regarding his/her membership and disciplinary standing.

\_\_\_\_\_  
Signature of Requesting Officer

Date: \_\_\_\_\_

#### Section B To be completed by Solicitor under verification

(All fields are mandatory)

8. Name of solicitor: \_\_\_\_\_  
*As per NRIC/FIN/Passport*
9. \_\_\_\_\_ 10. Contact number: \_\_\_\_\_
11. Admission number: \_\_\_\_\_ 12. Date of admission: \_\_\_\_\_

I hereby authorise and consent for the Requesting Body above to be furnished with all information regarding my membership and disciplinary standing. I also consent to background checks, which may be conducted in connection with this application.

\_\_\_\_\_  
Signature of Solicitor

Date: \_\_\_\_\_

## 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.**

13. I wish to pay for the Membership Verification by:  
(Select one)

Paynow **Paynow UEN: T17GB0002ACOM**

Indicate the solicitor's name in your payment reference.

Cheque On the reverse of the cheque, write "*Membership Verification: Name of Solicitor (Name of Requesting Organisation)*". 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 Banking<sup>1</sup> Refer to our bank information below. Indicate the solicitor's name in your payment reference.

Telegraphic Transfer<sup>1</sup> Provide the remittance transaction name in your application. Our bank information is as follows:

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

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

### TERMS AND CONDITIONS

1. Processing of your application will only commence upon our email confirmation to you that we have received your payment of the requisite administrative fees and your completed application form.
2. Completed forms will be sent by email only.
3. All Membership Verification requests must have a specified addressee with a specified email address to send to. We are unable to process applications without a specified addressee.
4. If the requestor is submitting a verification for more than one person, a separate form is to be used. Separate payment is also required for each request.
5. The time period for processing the membership verification is around 14 working days from the date of our email confirmation in paragraph 1. If there are disciplinary charges to be included in the form, the processing time will take around 21 working days for us to prepare the form.

For enquiries, please send your email to the Compliance Department at [compliance@lawsoc.org.sg](mailto:compliance@lawsoc.org.sg).

**Section D     To be completed by The Law Society of Singapore**

14. Requesting organisation: \_\_\_\_\_ (Autofill from Section A Q1)

15. Requesting officer: \_\_\_\_\_ (Autofill from Section A Q3)

16. Name of solicitor: \_\_\_\_\_ (As per Law Society's records)

17. \_\_\_\_\_

18. Admission number: \_\_\_\_\_

19. Date of admission: \_\_\_\_\_

20. Matters pertaining to the standing of the Solicitor stated above:

(a) Admitted as an Advocate and Solicitor of the Supreme Court of Singapore?                      Yes              No

(b) Holds a current practising certificate (PC) in Singapore?    Yes              No

(i) If answer to Q20(b) is "**Yes**", current PC is valid until:

\_\_\_\_\_ (DD Month YYYY)

(ii) If answer to Q20(b) is "**No**" –

Solicitor has ceased practice in Singapore with effect from:

\_\_\_\_\_ (DD Month YYYY)

**OR**

Solicitor has not held a practising certificate since being called to the Singapore Bar.

(c) Have there been any disciplinary proceedings against the said Solicitor?                      Yes              No

(i) If answer to Q20(c) is "**Yes**" –

21. Membership status with the Law Society of Singapore:

Type of Membership:

Practising Member

Non-Practitioner Member (NPM)

Non-Member

Membership ceases on:

(For NPM)

\_\_\_\_\_ (DD Month YYYY)

22. Processed by:

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

Designation: \_\_\_\_\_ Date: \_\_\_\_\_