



## 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 [COS\\_MV@lawsoc.org.sg](mailto:COS_MV@lawsoc.org.sg).

### ADMINISTRATIVE CHARGES

(Select your membership status)

#### **Standard certificate (around 14 working days)**

Members (PC holders): **SGD\$200.00**

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

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

\*NPMs pay an annual subscription fee pursuant to S41 of Legal Profession Act

Charges include applicable GST, currently 9%

**Please note that the application fees have been revised with effect from 1 January 2024.**

(Select required add-ons)

#### **Customised certificate (subject to approval)**

Additional **SGD\$109.00**

#### **Expedited processing (subject to approval 7 working days)**

Additional **SGD\$100.00**

### 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: \_\_\_\_\_  
Leave blank if you do not hold a PC
8. PC ceased on: \_\_\_\_\_  
Leave blank if you have never held a PC
9. Address of current practising firm: \_\_\_\_\_  
Line 1 (Block, Street)  
Line 2 (Unit, Building)  
Leave blank if you do not hold a PC  
Country: \_\_\_\_\_ Postal code: \_\_\_\_\_
10. (a) Any past or pending complaints against you? Yes No  
(b) If "Yes" to the above: \_\_\_\_\_
11. Purpose of request: \_\_\_\_\_

### Section B Information to be reflected in the Certificate

12. Name to be reflected on certificate: \_\_\_\_\_  
Mr/Ms/Miss/Dr Enclose supporting document(s) if name differs from NRIC/FIN/Passport/PC
- Organisation/entity whom the Certificate is to be addressed and attention to:
13. Organisation/Entity: \_\_\_\_\_
14. Address: \_\_\_\_\_  
Line 1 (Block, Street)  
Line 2 (Unit, Building)  
Line 3 (State/City/Province)  
Country: \_\_\_\_\_ Postal code: \_\_\_\_\_
15. 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.**

16. 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 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.

### Section D Mode of delivery

17. 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:

18. Recipient:

(Same as Q1 & Q4)

(Same as Q13 & Q14)

19. 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 our email confirmation to you that we have received your payment of the requisite administrative fees and your completed application form.
2. A standard Certificate will state only the following information without further amendments:
  - 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) must be made to the Law Society of Singapore ("**Society**") in writing via email. If your request is granted there will be an additional charge of SGD\$100.00 with applicable GST (currently 9%).
5. The Society reviews the terms and conditions and templates of the Certificate from time to time and reserves the right to issue the Certificate per the prevailing template as at the time of your application.
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.
7. All Certificates must be addressed to a specified addressee with a specified address (please note that no other information, such as identification numbers, should be included in the 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 around 14 working days from the date of our email confirmation in paragraph 1. If there are disciplinary charges to be included in the Certificate, the processing time will take around 21 working days for us to prepare the Certificate. Applications that are incomplete, non-standard or submitted during the peak period from February to April will require more time to process.
10. Subject to our approval and confirmation, if you require expedited processing of a standard Certificate (i.e. without customisation) within around 7 working days, an additional charge of SGD\$100.00 will be imposed.
11. We will send you a draft of the Certificate for your review and confirmation as to whether any amendments are required. Strictly no amendments will be permitted once you have confirmed the draft and the Society has issued the Certificate.
12. All final certificates (both softcopy and hardcopy) will be e-signed and no wet ink signatures will be available unless expressly requested and approved.
13. Please note that no requests for refunds will be permitted once the Society has issued the final Certificate.

I agree to the terms and conditions set out above:

Name of application: \_\_\_\_\_

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

Signature: \_\_\_\_\_