

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

FOREIGN LAW PRACTICE

This is a sample application form for a Foreign Law Practice. It is provided for reference only and may not accurately reflect the current version of the online application form. Please note that this sample application form is not valid for submission.

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

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WELCOME Rachel Tay

Foreign Law Practice - New

INTRODUCTION

1. This is an application for setting up a new Foreign Law Practice in Singapore.
2. The relevant requirements, privileges and conditions are set out in the [Legal Profession Act \(Cap. 161\)](#) and [subsidiary legislation](#).

INSTRUCTIONS

1. The LSRA e-Services website is best viewed with Internet Explorer 11.
2. This application may take about 30 minutes to complete if you have all the information and supporting documents ready. For security reasons, you will be logged out after 30 minutes if you do not extend your session by acknowledging the session time-out message within 5 minutes. You may wish to click the "Save as Draft" button at the bottom of the page at regular intervals to avoid any data loss. You can retrieve your draft application via LSRA e-Services and make the necessary amendments before you submit the application.
3. The application must be submitted with the applicable fee specified in the First Schedule of the [Legal Profession \(Law Practice Entities\) Rules](#) within 90 days from its creation date. Otherwise, the application will lapse, and you will be required to start a new application.
4. Before you begin, please refer to the sample form for the information and supporting documents required to complete the application, as well as the User Guide and FAQs available on our [LSRA e-Services portal](#).
5. For your convenience, the application allows you to retrieve particulars from previous applications submitted by the applicant law practice and, if applicable, its constituent/member law practices. Some parts of the application may also have been pre-populated with these particulars. It is the applicant law practice's responsibility to check that the particulars are correct before submitting the application.
6. The application must be completed in English. Supporting documents must also be in English. Where the original documents are not in English, please provide a certified English translation of the documents.
7. The LSRA may contact you for clarification or additional information. If there are any changes to the application after it has been submitted, please email us at MLAW_LSRA@mlaw.gov.sg (and indicate your application number, if any).
8. It is the responsibility of the applicant law practice to ensure that all information in this application is correct. The declaration in the completed application must be signed by the person or persons with the requisite authority, as specified in the declaration.
9. Please note that the signatory parties may be copied in correspondence relating to this application.
10. Licence-related applications will normally take around 3 to 16 weeks to process. Applications that are incomplete, complex or submitted during the peak period from January to March may require more time to process.
11. If the application is approved, the applicant law practice will be required to register with the Accounting and Corporate Regulatory Authority ("ACRA") if it is a Singapore Law Practice, Foreign Law Practice, Joint Law Venture or Qualifying Foreign Law Practice, and pay the applicable fee specified in the First Schedule of the [Legal Profession \(Law Practice Entities\) Rules](#), before it can commence operations in Singapore.
12. If you have any queries, please email us at MLAW_LSRA@mlaw.gov.sg (and indicate your application number, if any).

[Apply Now](#)

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

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Home > Foreign Law Practice

WELCOME Rachel Tay

Foreign Law Practice - New

Application No.: APP/LP/2016/13473

Please fill in all mandatory fields (indicated by *).

You may save your draft at any time by clicking on the "Save as Draft" button at the bottom of this page.

Retrieve Previous/Current Law Practice Details

Previous/Current Licence No. *

Managing Partner's Identification No. *

Retrieve

Main Contact for the Application

Salutation *

Full Name *

Suffix *

Identification Type *

Nationality *

Substantive Appointment *

Organisation Name *

Correspondence Address *

Postal Code *

Block / House No. *

Street *

Foreign Address *

Country *

Office No. *

Mobile No. *

If other Suffix, please state *

Identification No. *

Date of Birth* (DD/MM/YYYY) *

Job Title *

Unit No. *

Building Name *

Fax No. *

Email *

Local Foreign

Managing Partner/Director of the Foreign Law Practice in Singapore

Is the Main Contact the Managing Partner/Director of the Foreign Law Practice in Singapore?*

☐ Yes ☒ No

Salutation*

Full Name*

Suffix

If other Suffix, please state

Identification Type*

Identification No. *

Nationality*

Date of Birth* (DD/MM/YYYY)

Substantive Appointment*

Job Title *

Correspondence Address*

☒ Local ☐ Foreign

Postal Code*

Block / House No.

Unit No.

Street

Building Name

Foreign Address

Country

Office No. *

Fax No. *

Mobile No.

Email*

Jurisdiction(s) in which the Managing Partner/Director is Qualified to Practise

Add Remove

S/N	Country	State/Bar	Date of Admission	Expiry Date of PC	Description of Qualification	Principal Jurisdiction?
No Data						

Period since first date of admission

No. of years No. of months

Period not in practice

No. of years No. of months

Description of period not in practice

Post Qualification Experience (PQE) ⓘ

No. of years No. of months

Practice Area(s)

Unselected

Accident and Personal Injury Claims
 Administrative and Constitutional Law
 Admiralty and Shipping Law
 Arbitration
 Banking, Finance and Securities Law
 Bankruptcy and Insolvency Law
 Building and Construction Law
 Civil and Commercial Litigation
 Competition Law
 Conveyancing and Property Law
 Corporate and Commercial Law
 Criminal Law
 Environmental Law



Selected

If other Practice Area(s), please state

Jurisdiction

Country*

State / Bar

If Other, please specify State / Bar

Date of Admission* (DD/MM/YYYY)

Practising Certificate Expiry Date
(DD/MM/YYYY)

Description of Qualification (e.g.
Advocate & Solicitor, Attorney,
Barrister)*

Is this the lawyer's principal
jurisdiction?*

☐ Yes ☐ No

Save

Cancel

Managing Partner/Director's Educational Qualifications

Add

Remove

S/N	Academic Qualification	Results	University/College Attended	Country	Full-Time Internal Candidate	Length of Course	Year Awarded
No Data							

Education

Academic Qualification*

If other Academic Qualification, please state

Results*

If other Results, please state

University/College Attended*

If other University/College Attended, please state

Country*

Full-Time Internal Candidate?*

☐ Yes ☐ No



Length of Course*

Year Awarded* (YYYY)

Save

Cancel

Parent Law Practice

Is there a Parent Law Practice?

☐ Yes ☒ No

Name of Parent Law Practice

Legal Structure

Please specify (if applicable)

Headquarters of Parent Law Practice

State

Gross revenue of the Parent Law Practice in the last financial year (\$GD)

No. of Offices

Singapore

Overseas

No. of Lawyers

Singapore

Overseas

Countries in which Overseas Offices are located

Unselected:

Selected:

Practice Area(s)

Unselected:

Selected:

If other Practice Area(s), please state

Correspondence Address

☐ Local ☐ Foreign

Postal Code

Block / House No.

Unit No.

Street

Building Name

Foreign Address

Country

Office No.

Fax No.

Mobile No.

Email

Website Address

Managing Partner/Director of the Parent Law Practice

Is the Main Contact the Managing Partner/Director of the Parent Law Practice?

☐ Yes ☒ No

Salutation

Full Name

Suffix

If other Suffix, please state

Identification Type

Identification No.

Nationality

Date of Birth (DD/MM/YYYY)

Substantive Appointment

Job Title

Correspondence Address

☒ Local ☐ Foreign

Postal Code

Block / House No.

Unit No.

Street

Building Name

Foreign Address

Country

Office No.

Fax No.

Mobile No.

Email

Information on the Foreign Law Practice

Proposed Name of the Foreign Law Practice in Singapore in order of preference:

Proposed Name Option 1>

Proposed Name Option 2>

Proposed Name Option 3>

Proposed Commencement Date> 
(DD/MM/YYYY)

Law Practice Structure>

Please specify (if applicable)

Practice Area(s)

Unselected:

Accident and Personal Injury Claims
Administrative and Constitutional Law
Admiralty and Shipping Law
Arbitration
Banking, Finance and Securities Law
Bankruptcy and Insolvency Law
Building and Construction Law
Civil and Commercial Litigation
Competition Law
Conveyancing and Property Law
Corporate and Commercial Law
Criminal Law
For reference only - Not valid for submission

>>

<<

Selected:

If other Practice Area(s), please state

Correspondence Address> ☒ Local ☐ Foreign

Postal Code>

Block / House No.

Unit No.

Street

Building Name

Foreign Address

Country

Office No.>

Fax No.>

Mobile No.

Email>

Website Address

Projected Gross Revenue of the Foreign Law Practice over the next 3 Financial Years

Financial Year - From (DD/MM/YYYY)	Financial Year - To (DD/MM/YYYY)	Projected Gross Revenue (\$GD)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lawyers in the Law Practice in Singapore


Please add all lawyers you intend to register under this law practice, including the Managing Partner/Director, Partners/Directors, and other lawyers.

Add Remove

SIN	Name	Identification No.	CoR No.	Certificate Type	Registered Under	Singapore Solicitor / Foreign Lawyer	Substantive Appointment	Equity Interests (%)	Voting Rights (%)	Profits (%)
No Data										

Add Lawyers in the Law Practice in Singapore

Certificate Type* 

CoR No.* 

Identification No.* Retrieve

Identification Type*

Registered Under

PC No.

Certificate Expiry Date

Full Name*

Substantive Appointment*

Job Title*

How many days a year (on average) does this individual intend to reside in Singapore?

*
Disciplinary or Criminal Proceedings?* ☐ Yes ☒ No

Save

Cancel

Regulated Non-Practitioner(s) in the Law Practice in Singapore

Add Remove

S/N	Name	Identification No.	Registration No.	Certificate Type	Substantive Appointment	Disciplinary or Criminal Proceedings?	Interests in the Law Practice?	Equity Interests (%)	Voting Rights (%)	Profits (%)
No Data										

Add Regulated Non-Practitioner(s) in the Law Practice in Singapore

Certificate Type*

Registration No.*

Identification No.* **Retrieve**

Identification Type*

Registration Expiry Date

Full Name*

Substantive Appointment* **Job Title***

Is this individual a member of the management of the law practice?* ☐ Yes ☒ No

Length of Employment at Law Practice* No. of years No. of months

Primary Occupation(e.g. Accountant)*

How many days a year (on average) does this individual intend to reside in Singapore?

Disciplinary or Criminal Proceedings?* ☐ Yes ☒ No

Equity Interests / Voting Rights / Profits in the Law Practice* ☐ Yes ☐ No

Equity Interests (%)* 0.00

Voting Rights (%)* 0.00

Profits (%)* 0.00

Save

Cancel

Summary

Interests in Foreign Law Practice

	Equity Interest (%)	Voting Rights (%)	Profits (%)
Regulated Non-Practitioners	0.00	0.00	0.00
Lawyers	100.00	100.00	100.00
Total	100.00	100.00	100.00

Percentages of Singapore Solicitors and Foreign Lawyers

	Partners/Directors	Partners/Directors (%)	Other Lawyers	Total Number	Total %
Singapore Solicitors	0	0.00	0	0	0.00
Foreign Lawyers	0	0.00	0	0	0.00
Total	0	100.00	0	0	100.00

Sharing of Premises

Will the Law Practice in Singapore be sharing premises with another entity?*

☐ Yes ☒ No

Type of Entity

Name of Entity

UEN of Entity

Nature of Business of Non-Law Entity

Relationship with Entity

If other Relationship with Entity, please state

Proposed plans to maintain the distinct identity of the Law Practice *

Proposed safeguards to ensure the confidentiality of client matters and information*

Documents

You can upload a maximum of 12.00 MB of documents below.

S/N	Document Required	Description	Uploaded Document(s)	Action
1	NRIC/Passport of the Managing Partner/Director of the Law Practice in Singapore*			Attach/Remove File
2	Admission Certificate(s) of the Managing Partner/Director of the Foreign Law Practice*			Attach/Remove File
3	Practising Certificate for the Principal Jurisdiction of the Managing Partner/Director of the FLP	This is only mandatory where the principal jurisdiction is a foreign jurisdiction. Where a Practising Certificate is not required for practice outside the jurisdiction, please provide supporting documents to show that the Registrant is duly authorised or registered to practise law in a state or territory other than Singapore by a foreign authority having the function conferred by law of authorising or registering persons to practise law in that state or territory for the period of registration in Singapore.		Attach/Remove File
4	Curriculum Vitae of the Managing Partner/Director of the Law Practice in Singapore*	Please provide an up-to-date Curriculum Vitae of the Managing Partner/Director which should include, but need not be limited to, details of the Managing Partner/Director's career, employment history, periods of employment, positions held, recent and significant transactions, rankings in legal publications such as Chambers & Partners, educational history, and academic and professional qualifications.		Attach/Remove File
5	Curricula Vitae of the Lawyers and Regulated Non-Practitioners of the Foreign Law Practice*	Please provide an up-to-date Curriculum Vitae of each lawyer and regulated non-practitioner, if any. For lawyers, the Curriculum Vitae should include, but need not be limited to, details of the lawyer's career, employment history, periods of employment, positions held, recent and significant transactions, rankings in legal publications such as Chambers & Partners, educational history, and academic and professional qualifications. For Regulated Non-Practitioners, the Curriculum Vitae should include but need not be limited to, details of the Regulated Non-Practitioner's career, employment history, periods of employment, positions held, educational history, and academic and professional qualifications.		Attach/Remove File
6	Business Case for the Foreign Law Practice*	This should include but need not be limited to: The reasons for setting up a Foreign Law Practice in Singapore; 1. The benefits of the Foreign Law Practice's presence to Singapore; 2. The proposed nature of work or focus of practice of the Foreign Law Practice in Singapore; and 3. The identity and location of existing clients to be served by the Foreign Law Practice in Singapore.		Attach/Remove File
7	Ownership Structure of the Foreign Law Practice	The following is mandatory only if the Foreign Law Practice is owned or controlled by one or more corporate entities and/or non-lawyers: 1. An organisation chart showing the full ownership structure of the Foreign Law Practice, i.e. (a) every entity which has an ownership and/or controlling interest in the Foreign Law Practice; and (b) every entity which has an ownership and/or controlling interest in the entities listed in (a), up to and including the ultimate Parent Law Practice, which is the entity that is not itself owned or controlled by any entity; and/or 2. Details of all non-lawyer ownership and/or controlling interest within the ownership structure of the Foreign Law Practice.		Attach/Remove File

8	Management Structure of the Foreign Law Practice*	Please provide details of the management structure of the Foreign Law Practice.	Attach/Remove File
9	Track Record of the Parent Law Practice	This is mandatory only if there is a Parent Law Practice. This should include but need not be limited to international/regional law awards/rankings, significant global/regional/local clients, and major transactions over the last five years, particularly in the proposed practice areas.	Attach/Remove File
10	Professional Indemnity Insurance Policy*	Please submit an insurance policy which provides indemnity against loss arising from claims in respect of civil liability in connection with the provision of legal services in or from Singapore by the foreign law practice, as required under the Legal Profession (Law Practice Entities) Rules 2015. The insurance cover should be at least \$2 million for each and every claim. If the policy is not yet available, please provide a quote from an insurance company.	Attach/Remove File
11	Layout of the Shared Premises	The area or room(s) which the Foreign Law Practice will occupy must be clearly marked.	Attach/Remove File
12	ACRA Business Profile of the Entity that the Foreign Law Practice will be sharing premises with	This is mandatory only if the Foreign Law Practice is sharing premises with another entity which is not a constituent/member law practice of a Joint Law Venture, a Formal Law Alliance or a Foreign Group Practice that the Foreign Law Practice may be a constituent/member of.	Attach/Remove File
13	An undertaking to restrict access to and maintain the confidentiality of client files and information	(1) This is mandatory if the applicant law practice proposes to share, occupy or use premises jointly with another entity, unless that other entity is: (a) a Singapore law practice; (b) or a constituent/member law practice of a Joint Law Venture, Formal Law Alliance or Group Practice of which the applicant law practice is or proposes to be a constituent/member. (2) The letter of undertaking should be signed by the Sole Proprietor or Managing Partner/Director of the applicant law practice. (3) Please note that the other entity must also submit an application to update the 'Sharing of Premises' section in its own licence record.	Attach/Remove File
14	Written confirmation from the other entity recognising the obligations of the applicant law practice	(1) This is mandatory if the applicant law practice proposes to share, occupy or use premises jointly with another entity, unless that other entity is: (a) a Singapore law practice; (b) or a constituent/member law practice of a Joint Law Venture, Formal Law Alliance or Group Practice of which the applicant law practice is or proposes to be a constituent/member. (2) The written confirmation should: (a) be signed by an individual with requisite authority from the other entity; and (b) state that it will recognise the obligations of the applicant law practice to restrict access to and maintain the confidentiality of client files and information.	Attach/Remove File
15	Any other information		Attach/Remove File

Remaining Size: 12.00 MB

Save as Draft Next

Attach/Remove Documents

Note: Individual files must not exceed 5 MB.

Step 1: Please select a file to upload

Choose File

Step 2: Click the "Attach File" button

Attach File

Attachment(s)

Remove

S/N	Document Name	Size (KB)
No Data		

Close

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WELCOME Rachel Tay

Foreign Law Practice - New

Application No.: APP/LP/2016/13473

Declaration

Please download the declaration form by clicking the "Download" button.

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Please upload the signed declaration form by clicking the "Choose File" button.

[Choose File](#)

Note: The file size of the scanned declaration form should not exceed 7 MB. Please scan the document in low resolution (e.g. 200 dpi).

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