

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

REPRESENTATIVE OFFICE

This is a sample application form for a Representative Office. 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

Representative Office - New

INTRODUCTION

1. This is an application for setting up a new Representative Office 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).

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WELCOME Rachel Tay

Representative Office - New

Application No.: APP/LP/2016/13476

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.

Main Contact for the Application

Salutation*	<input type="text"/>		
Full Name	<input type="text"/>		
Suffix	<input type="text"/>	If other Suffix, please state	<input type="text"/>
Identification Type*	<input type="text"/>	Identification No.	<input type="text"/>
Nationality*	<input type="text"/>	Date of Birth* (DD/MM/YYYY)	<input type="text"/>
Substantive Appointment*	<input type="text"/>	Job Title*	<input type="text"/>
Organisation Name*	<input type="text"/>		
Correspondence Address*	<input checked="" type="radio"/> Local <input type="radio"/> Foreign		
Postal Code*	<input type="text"/>		
Block / House No.	<input type="text"/>	Unit No.	<input type="text"/>
Street	<input type="text"/>	Building Name	<input type="text"/>
Foreign Address	<input type="text"/>		
Country	<input type="text"/>		
Office No.*	<input type="text"/>	Fax No.*	<input type="text"/>
Mobile No.	<input type="text"/>	Email*	<input type="text"/>

Manager of Representative Office in Singapore

Is the Main Contact the Manager of the Representative Office? ☐ Yes ☒ No

Salutation

Full Name

Suffix

Identification Type

Nationality

Substantive Appointment

Correspondence Address ☒ Local ☐ Foreign

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

For reference only - Not valid for submission

Parent Law Practice Details

Name of Parent Law Practice*	<input type="text"/>		
Legal Structure*	<input type="text" value="v"/>	Please specify (if applicable)	<input type="text"/>
Date of Incorporation/Establishment* (DD/MM/YYYY)	<input type="text" value="calendar icon"/>		
Place of Incorporation/Establishment*	<input type="text" value="v"/>		
Authorized capital*	<input type="text"/>	Currency	<input type="text" value="v"/>
Paid-Up Capital*	<input type="text"/>	Currency	<input type="text" value="v"/>
Postal Code*	<input type="text" value="Q"/>		
Block / House No. *	<input type="text"/>	Unit No.	<input type="text"/>
Street*	<input type="text"/>	Building Name	<input type="text"/>
Office No. *	<input type="text"/>	Fax No. *	<input type="text"/>
Mobile No.	<input type="text"/>	Email*	<input type="text"/>
Website Address	<input type="text"/>		
Gross revenue of the Parent Law Practice in the last financial year (SGD)*	<input type="text"/>		

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

Identification Type*

Nationality*

Substantive Appointment*

Correspondence Address*

☒ Local ☐ Foreign

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*

Information on the Representative Office

Name of Proposed Representative Office*	<input type="text"/>	
Proposed Commencement Date* (DD/MM/YYYY)	<input type="text"/>	<input type="text"/>
No. of Professional/ Managerial/Executive Staff	<input type="text"/>	No. of Secretarial and Clerical Staff <input type="text"/>
Postal Code*	<input type="text"/>	<input type="text"/>
Block / House No.*	<input type="text"/>	Unit No. <input type="text"/>
Street*	<input type="text"/>	Building Name <input type="text"/>
Office No.*	<input type="text"/>	Fax No.* <input type="text"/>
Mobile No.	<input type="text"/>	Email* <input type="text"/>
Website Address	<input type="text"/>	

Representatives

[Add](#) [Remove](#)

S/N	Salutation	Full Name	Identification Type	Identification No.	Nationality	Job Title
No Data						

Projected Operating Expenditure of the Singapore Representative Office (SGD)

Financial Year - From (DD/MM/YYYY)	Financial Year - To (DD/MM/YYYY)	Salaries (including Employer's CPF contribution)	Rental (office, residence, machinery and equipment, etc)	Others (travelling, marketing, utilities, etc)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Representative

Salutation*

Full Name*

Identification Type*

Identification No.*

Nationality*

Job Title*

Save

Cancel

Sharing of Premises

Will the Representative Office in Singapore be sharing premise 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

Reasons for sharing premises with Entity*

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 Manager of the Representative Office*			Attach/Remove File
2	Business Case for the Representative Office in Singapore*	This should include but need not be limited to: 1. The reasons for setting up a Representative Office in Singapore; 2. The proposed business activities of the Representative Office in Singapore; and 3. Information on the Parent Law Practice (e.g. history, size, key practice areas).		Attach/Remove File
3	ACRA Business Profile of the Entity that the Representative Office will be sharing premises with	This is mandatory only if the Representative Office is sharing premises with another entity.		Attach/Remove File
4	Layout of the Shared Premises	The area or room(s) which the Representative Office will occupy must be clearly marked.		Attach/Remove File
5	An undertaking to restrict access to and maintain the confidentiality of client files and information	(1) This is mandatory if the Representative Office proposes to share, occupy or use premises jointly with another entity that is not a Singapore law practice. (2) The letter of undertaking should be signed by the Managing Partner/Director of the parent law practice of the Representative Office. (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
6	Written confirmation from the other entity recognising the obligations of the Representative Office	(1) This is mandatory if the Representative Office proposes to share, occupy or use premises jointly with another entity that is not a Singapore law practice. (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 Representative Office to restrict access to and maintain the confidentiality of client files and information.		Attach/Remove File
7	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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Logout

Home > Declaration

WELCOME Rachel Tay

Representative Office - New

Application No.: APP/LP/2016/13476

Declaration

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

Download

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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