

# LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

## TERMINATE

This is a sample application form for a Termination application. 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

[myDashboard](#) [Logout](#)

[Home](#) > [Introduction](#)

WELCOME: Rachel Tay  
Lim & Tan Law Practice (UEN: USLP00110)

### Singapore Law Practice - Terminate

#### INTRODUCTION

1. This is an application for terminating the licence or registration of a Singapore 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. Please note that the Certificates of Registration of any individuals registered under the applicant law practice will be automatically terminated on the same date as the approved cessation date of the licence.
7. 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.
8. 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](mailto:MLAW_LSRA@mlaw.gov.sg) (and indicate your application number, if any).
9. 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.
10. Please note that the signatory parties may be copied in correspondence relating to this application.
11. 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.
12. If you have any queries, please email us at [MLAW\\_LSRA@mlaw.gov.sg](mailto:MLAW_LSRA@mlaw.gov.sg) (and indicate your application number, if any).

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[myDashboard](#) [Logout](#)

[Home](#) > [Licence Termination](#)

WELCOME: **Rachel Tay**  
**Lim & Tan Law Practice (UEN: USLP00110)**  
Application No.: APP/LP/2016/13491  
Licence No.: LSRA/LF/2015/0010

## Termination of Licence / Registration 1

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.

### Termination of Licence / Registration

Name of Law Practice\*

Category\*

Date of Establishment\*

Last Day of Operations\*

Reason for Cessation\*

Details of Law Practice(s) or  
Solicitor(s) taking over files and  
clients' monies with consent of  
clients\*

### Lawyers (if any) in the Law Practice

S/N	Name	Identification No.	AAS/CoR No.	Certificate Type	Registered Under	Singapore Solicitor / Foreign Lawyer	Substantive Appointment	Disciplinary or Criminal Proceedings?	Interests in the Law Practice?	Equity Interests (%)	Voting Rights (%)	Profits (%)
No Data												

### Regulated Non-Practitioner(s) (if any) in the Law Practice

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										

### Documents

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

S/N	Document Required	Description	Uploaded Document(s)	Action
1	Any other information			Attach/Remove File
2	Transfer of Files and Clients' Monies	Please provide the names and addresses of the law practice(s) or Singapore solicitor(s) taking over files and clients' monies with the consent of clients.		Attach/Remove File
3	Final Accountant's Reports			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		

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Search

Within This Website

Go

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myDashboard

Logout

Home > Declaration

WELCOME Rachel Tay

Lim & Tan Law Practice (UEN: USLP00110)

Application No.: APP/LP/2016/13491

Licence No.: LSRA/LF/2015/0010

## Singapore Law Practice - Terminate

### 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).

Back

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