
MINISTRY OF LAW
Legal Services Regulatory Authority (LSRA) Portal

User Guide

:: Version 1.0

REVISION HISTORY

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1.0 Introduction

1.1 Purpose

The purpose of this User Guide is to provide an end-user's guide on how to apply for services in the Legal Services Regulatory Authority's (LSRA) e-Services portal.

1.2 Definitions, Acronyms and Abbreviations

Abbreviation	Description
ACRA	Accounting and Corporate Regulatory Authority
CoR	Certificate of Registration
FLA	Formal Law Alliance
FLP	Foreign Law Practice
GP	Group Practice
JLV	Joint Law Venture
LawSoc	Law Society of Singapore
LPA	Legal Profession Act
LSRA	Legal Services Regulatory Authority
MinLaw	Ministry of Law
PC	Practising Certificate
QFLP	Qualifying Foreign Law Practice
RNP	Regulated Non-Practitioner
RO	Representative Office
SLP	Singapore Law Practice

1.3 Supported Browsers

The following browsers are supported:

Environment	Browsers
LSRA's e-Services portal	<ol style="list-style-type: none"> 1. Internet Explorer 11.0 2. Mozilla Firefox 3. Google Chrome 4. Safari

2.0 System Overview

2.1 Objective

The objective of LSRA e-Services is to provide the following services:

1. Apply for New Licences/Registrations for Law Practice entities;
2. Renew/Update/Terminate Licences/Registrations for existing Law Practice entities;
3. Apply for Approval to Hold Interests in a Law Practice;
4. Register New Lawyers;
5. Renew/Update/Terminate existing Lawyer Registrations; and
6. Search for a Law Practice/Lawyer

2.2 Entity Licence/Registration Types

Types	Previous LPA Section	Current LPA Section	Description
SLP	N.A.	Law Firm – Division 1 LLP – Division 2 LLC – Division 3	Singapore Law Practice Licence Types: 1. Law Firm – Sole Proprietorship or Partnership 2. Limited Liability Law Partnership 3. Law Corporation
FLP	130E	172	Foreign Law Practice Licence
JLV	130B	169	Joint Law Venture Licence - Formed by <u>one</u> constituent SLP and <u>one</u> constituent FLP/QFLP
FLA	130C	170	Formal Law Alliance Licence - Formed by <u>one or more</u> SLP member(s) and <u>one or more</u> FLP/QFLP member(s)
RO	130F	173	Representative Office
GP	N.A.	SGP – Division 2* FGP – Division 6* *Legal Profession (Law Practice Entities) Rules 2015	Group Practice Types: 1. Singapore Group Practice – Formed by two or more SLP members 2. Foreign Group Practice – Formed by two or more FLP members

2.3 Lawyer Registration Types

Previous LPA Section	Current LPA Section	Description
130I	36B	Section 36B of the Legal Profession Act (Cap. 161) - Register a foreign lawyer who holds the Foreign Practitioner Certificate (FPC) to practise Singapore law in the permitted areas of legal practice.
130K	36C	Section 36C of the Legal Profession Act (Cap. 161) - Register a foreign lawyer to practise foreign law in Singapore.
130L	36D	Section 36D of the Legal Profession Act (Cap. 161) - Register a foreign lawyer (who does not practise in Singapore) to be a partner, director or shareholder in, or to share in the profits of, an SLP.
130N	36E	Section 36E of the Legal Profession Act (Cap. 161) - Register a Singapore Solicitor who holds a valid Practising Certificate (PC) to practise Singapore law in the permitted areas of legal practice in an FLP, a JLV or a QFLP.
130O	36F	Section 36F of the Legal Profession Act (Cap. 161) - Register a Singapore Solicitor who does not hold a PC to practise foreign law in an FLP or a JLV. Note: The deadline for new and renewal applications for 36F is 18 Dec 2015.
N.A.	36G (new)	Section 36G of the Legal Profession Act (Cap. 161) - Register a Regulated Non-Practitioner who does not practise law to be a partner, director or shareholder in, or to share in the profits of, a Law Practice.

2.4 Business Process Overview

2.4.1 New Entity Licence/Registration Application

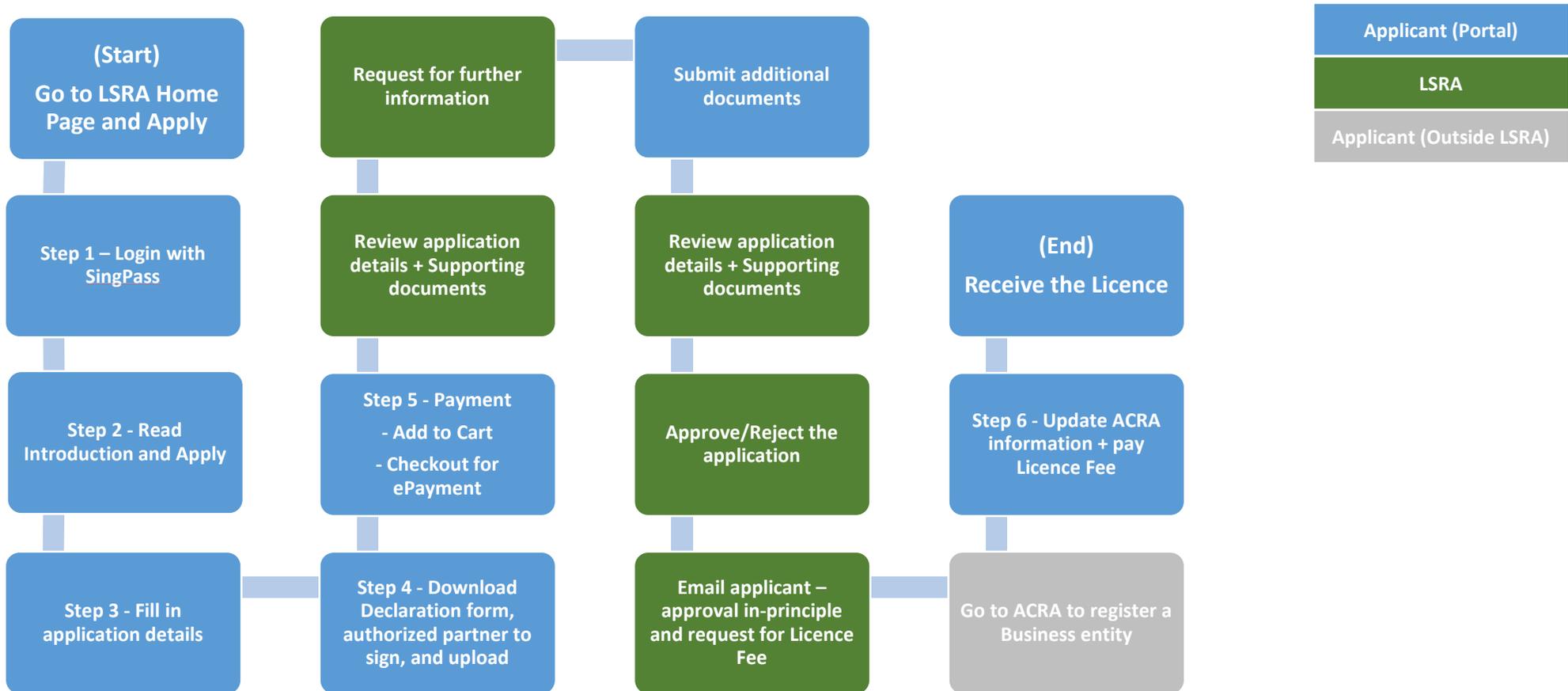


Figure 2.4.1: Business Process Overview - New Licence/Registration Application

FLA and GP are not business entities and do not need to register the business entity with ACRA and update the ACRA information in LSRA e-Services. They will proceed to pay the Licence Fee (for FLA) and Certificate Fee (for GP) after receiving an in-principle approval from LSRA.

2.4.2 Renew a Licence

The process to renew a Licence is similar to the new Licence application. The main difference is:

1. Login with Singpass;
2. Select an Action from myDashboard instead of clicking on 'Apply Now' on LSRA e-Services Home Page; and
3. No need to register the business entity with ACRA and update the ACRA information in LSRA e-Services.

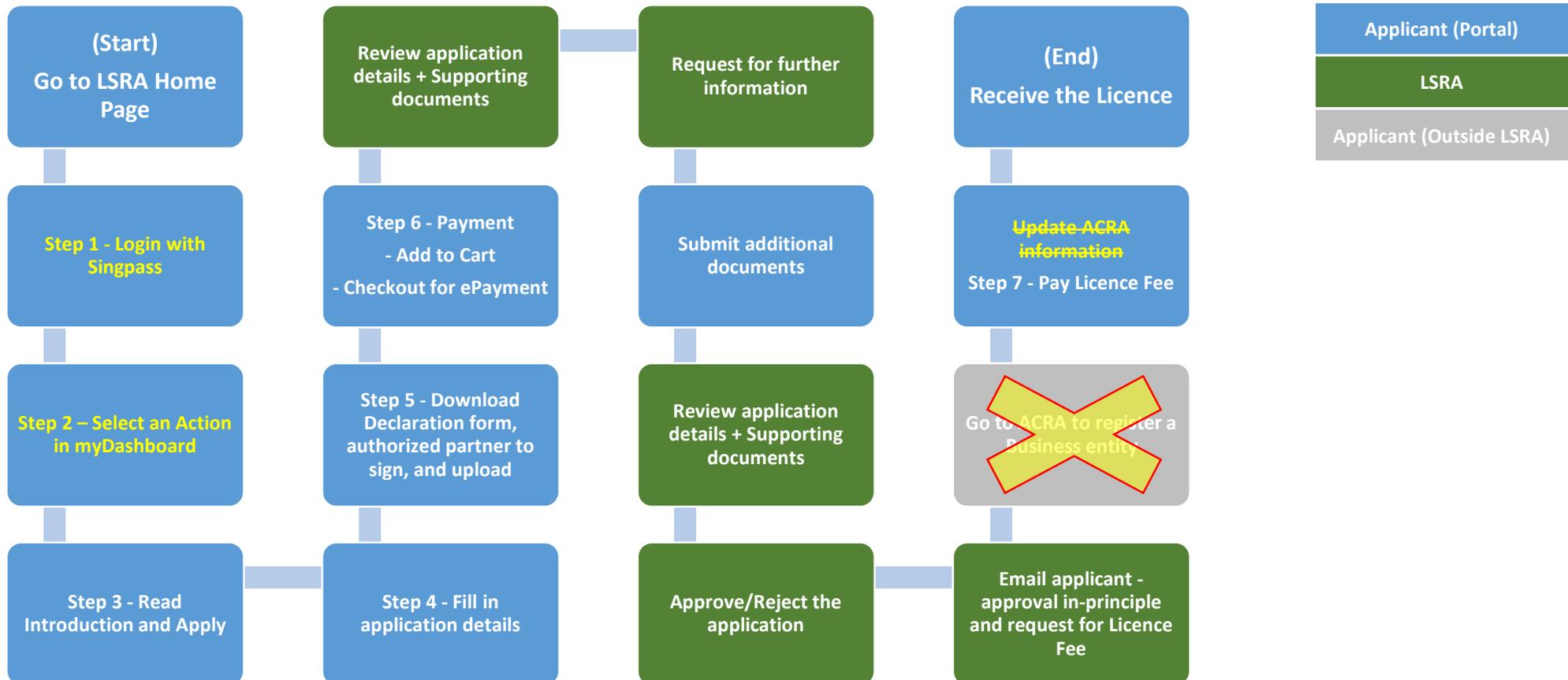


Figure 2.4.2: Business Process Overview - Renew a Licence

2.4.3 Update a Licence

The process to update a Licence is similar to a new Licence application. The main difference is:

1. Login with Singpass;
2. Select an Action from myDashboard instead of clicking on 'Apply Now' on LSRA e-Services Home Page;
3. Payment is only required if the Licence needs to be re-issued; and
4. No need to register the business entity with ACRA and update the ACRA information in LSRA e-Services.

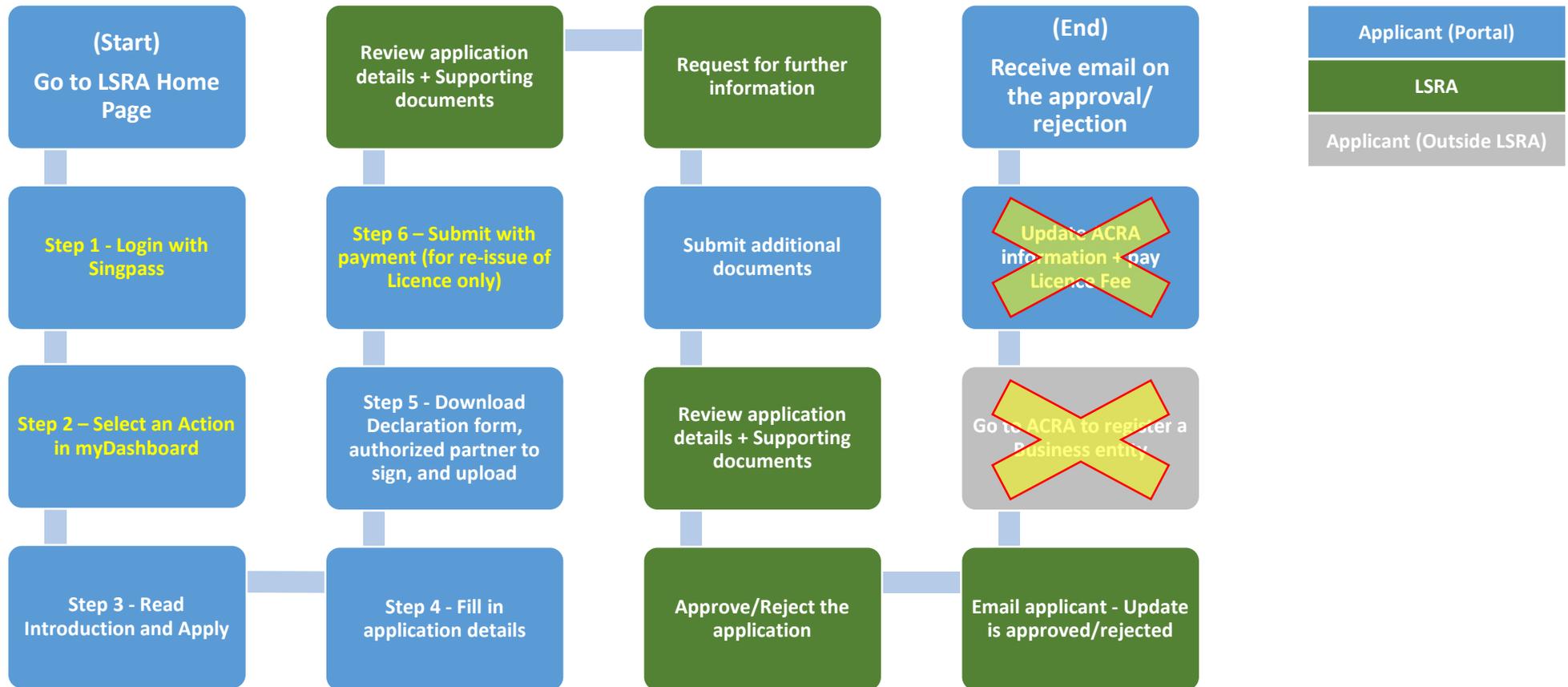


Figure 2.4.3: Business Process Overview - Update a Licence

2.4.4 Terminate a Licence

The process to terminate a Licence is similar to a new Licence application. The main difference is:

1. Login with Singpass;
2. Select an Action from myDashboard instead of clicking on 'Apply Now' on LSRA e-Services Home Page; and
3. There are no charges for termination.

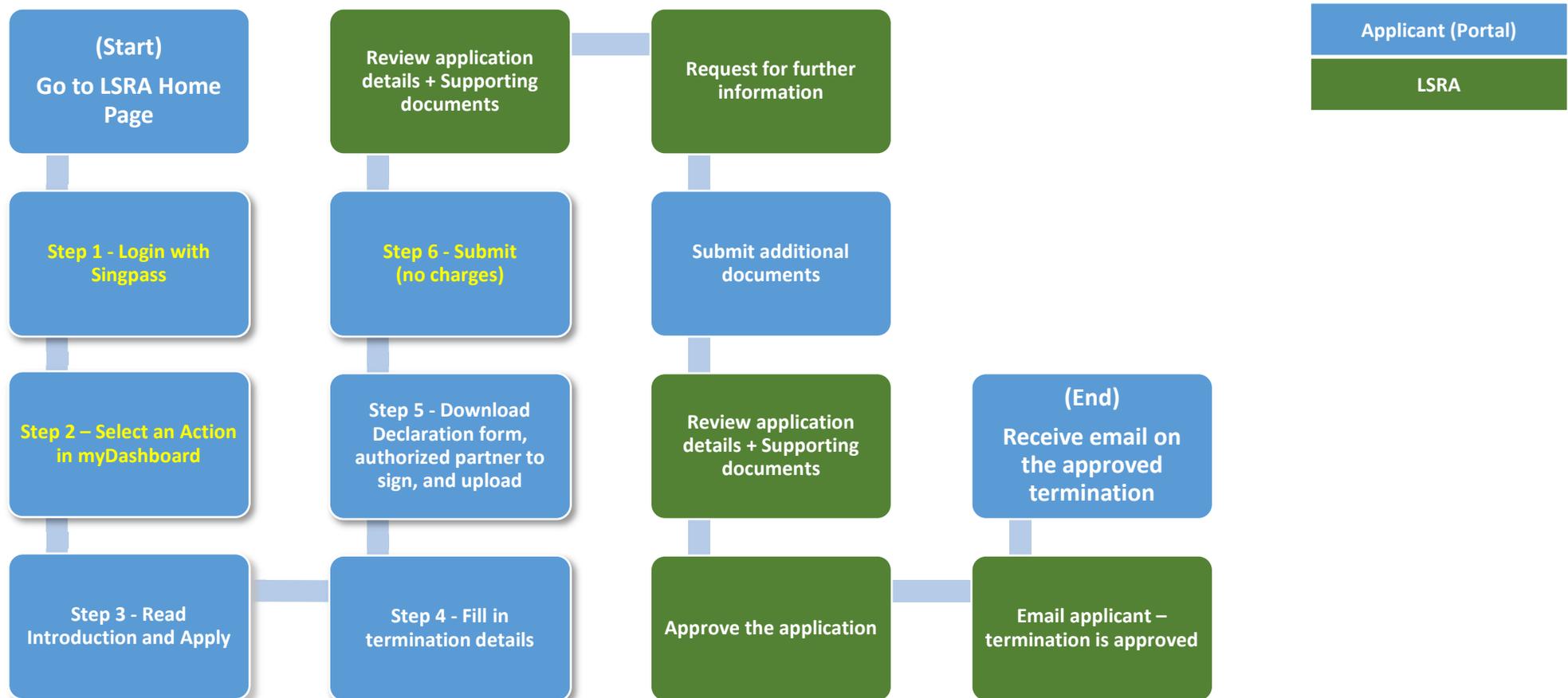


Figure 2.4.4: Business Process Overview - Terminate a Licence

2.4.5 New Lawyer Registration

The process flow is similar for all types of Lawyer Registration. The lawyer must be registered under an active Law Practice. Thus, login with Singpass is required.

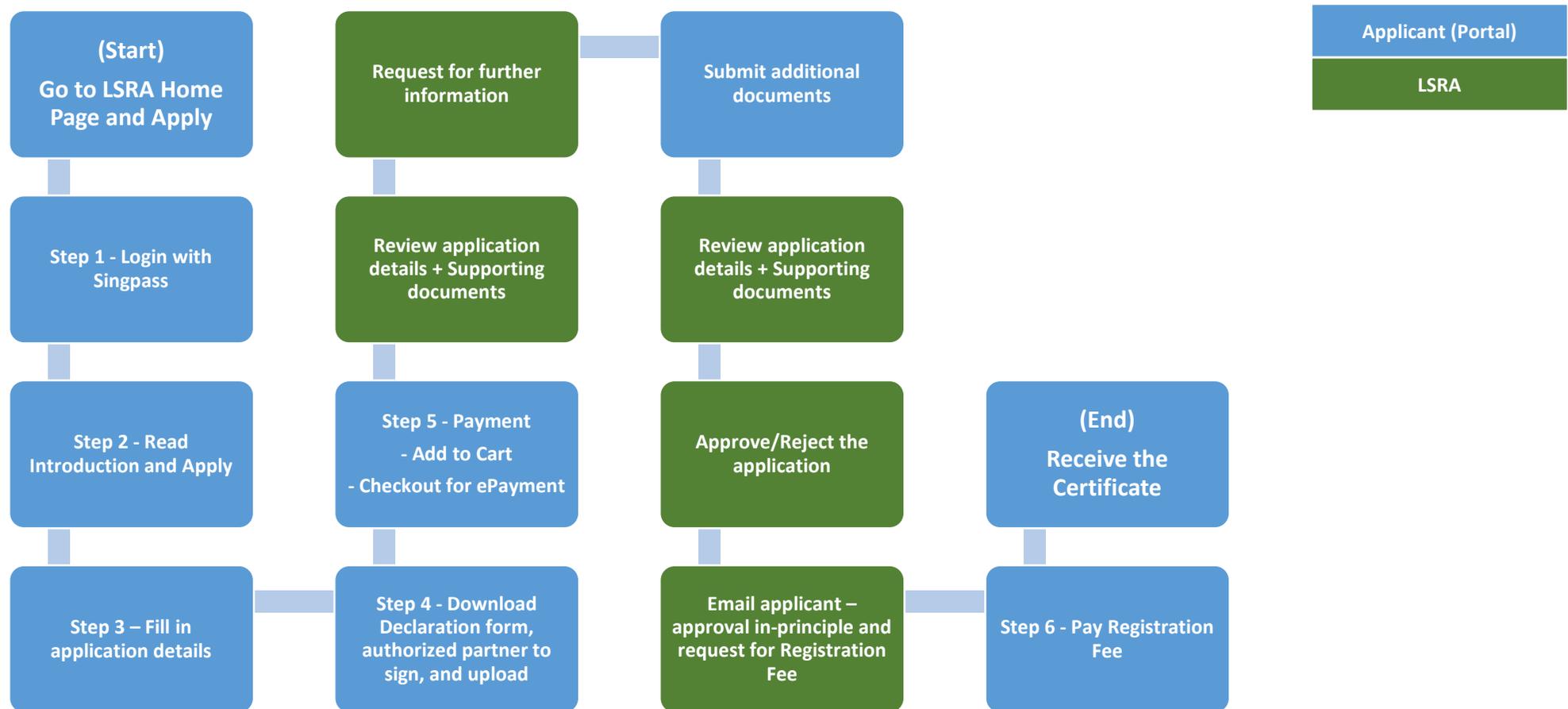


Figure 2.4.5: Business Process Overview – New Lawyer Registration

2.4.6 Renew a Lawyer Registration

The process to renew a Lawyer Registration is similar to new Lawyer Registration. The main difference is:

1. Select an action next to the Registration in myDashboard instead of clicking on 'Apply Now' on LSRA e-Services Home Page.

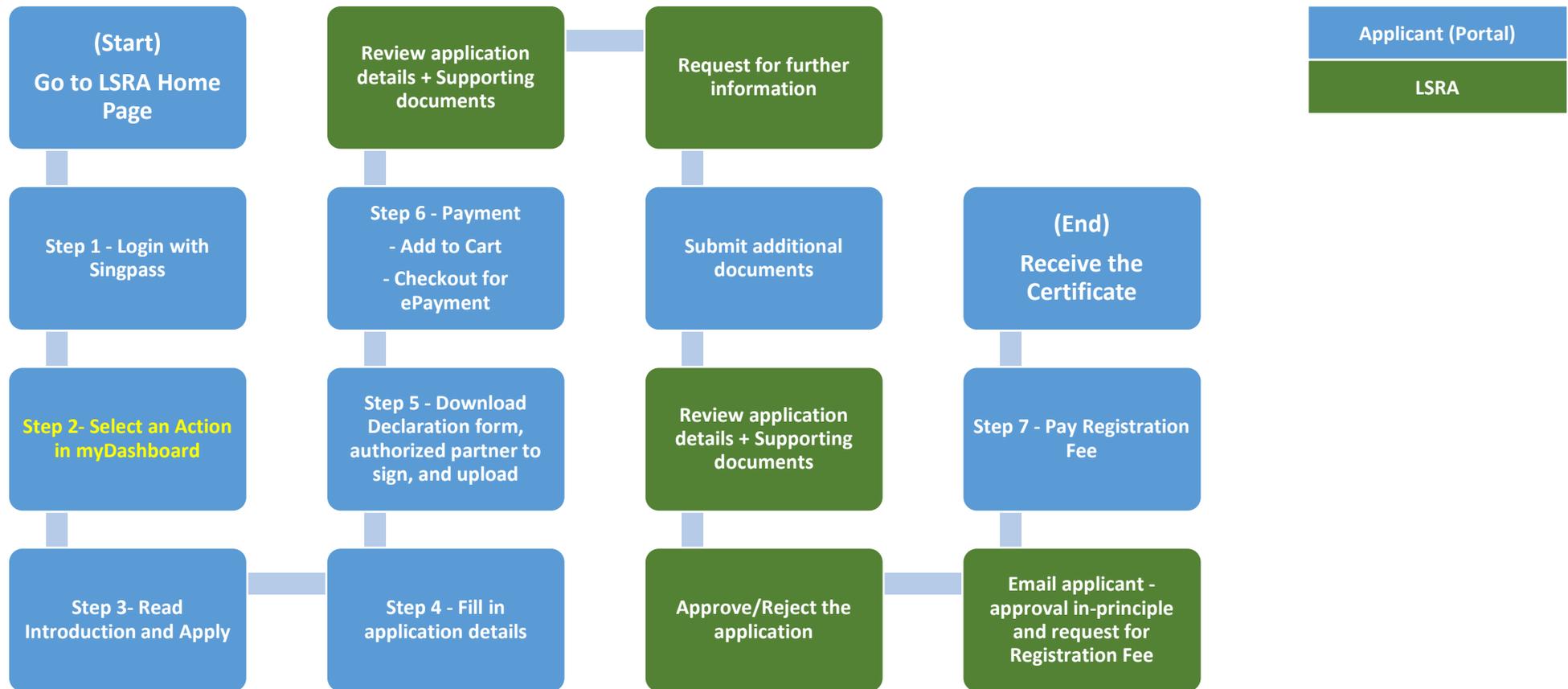


Figure 2.4.6: Business Process Overview – Renew a Lawyer Registration

2.4.7 Update a Lawyer Registration

The process to update a Lawyer Registration is similar to a new Lawyer Registration. The main difference is:

1. Select an action next to the Registration in myDashboard instead of clicking on 'Apply Now' on LSRA e-Services Home Page; and
2. Payment is only required if the Certificate of Registration needs to be re-issued.

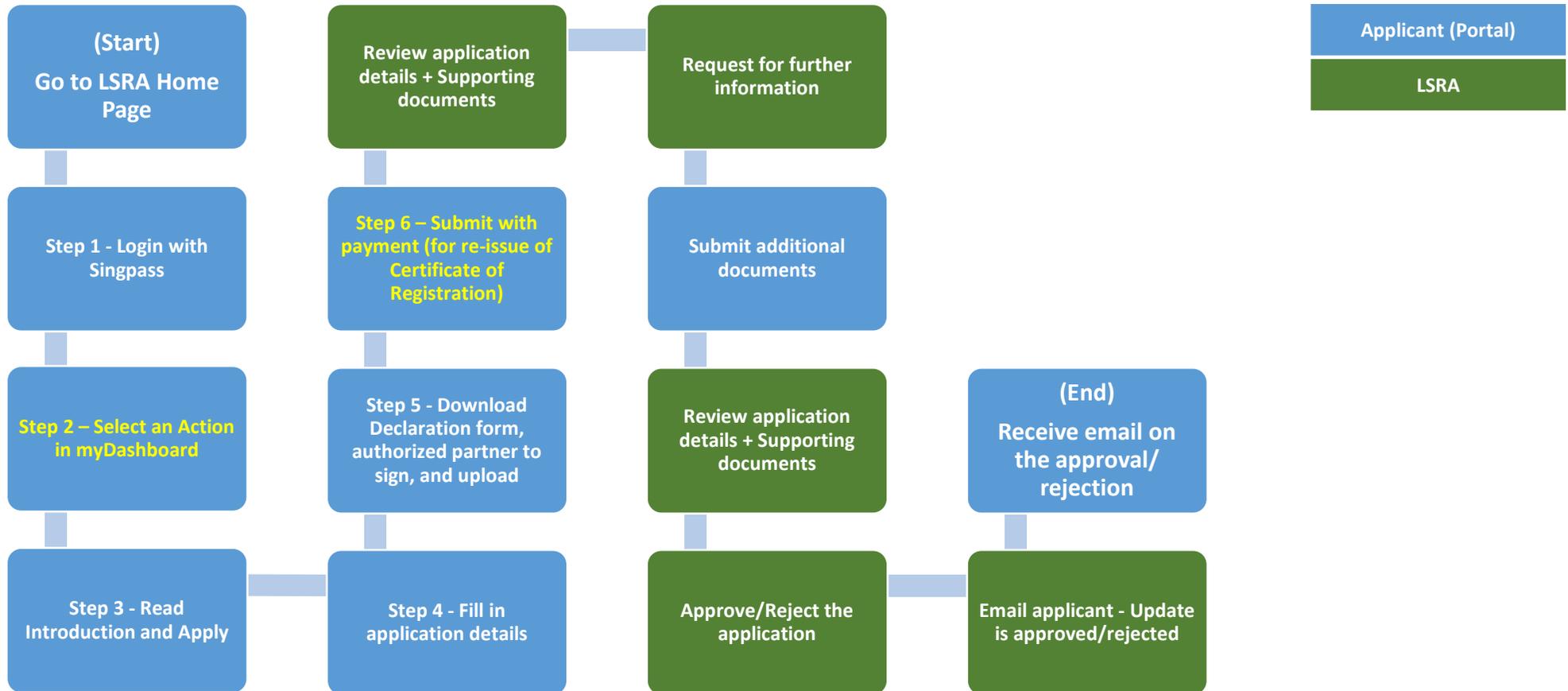


Figure 2.4.7: Business Process Overview – Update a Lawyer Registration

2.4.8 Terminate a Lawyer Registration

The process to terminate a Lawyer Registration is similar to a new Lawyer Registration. The main difference is:

1. Select an Action next to the Registration in myDashboard instead of clicking on 'Apply Now' on LSRA e-Services Home Page; and
2. There are no charges for termination.

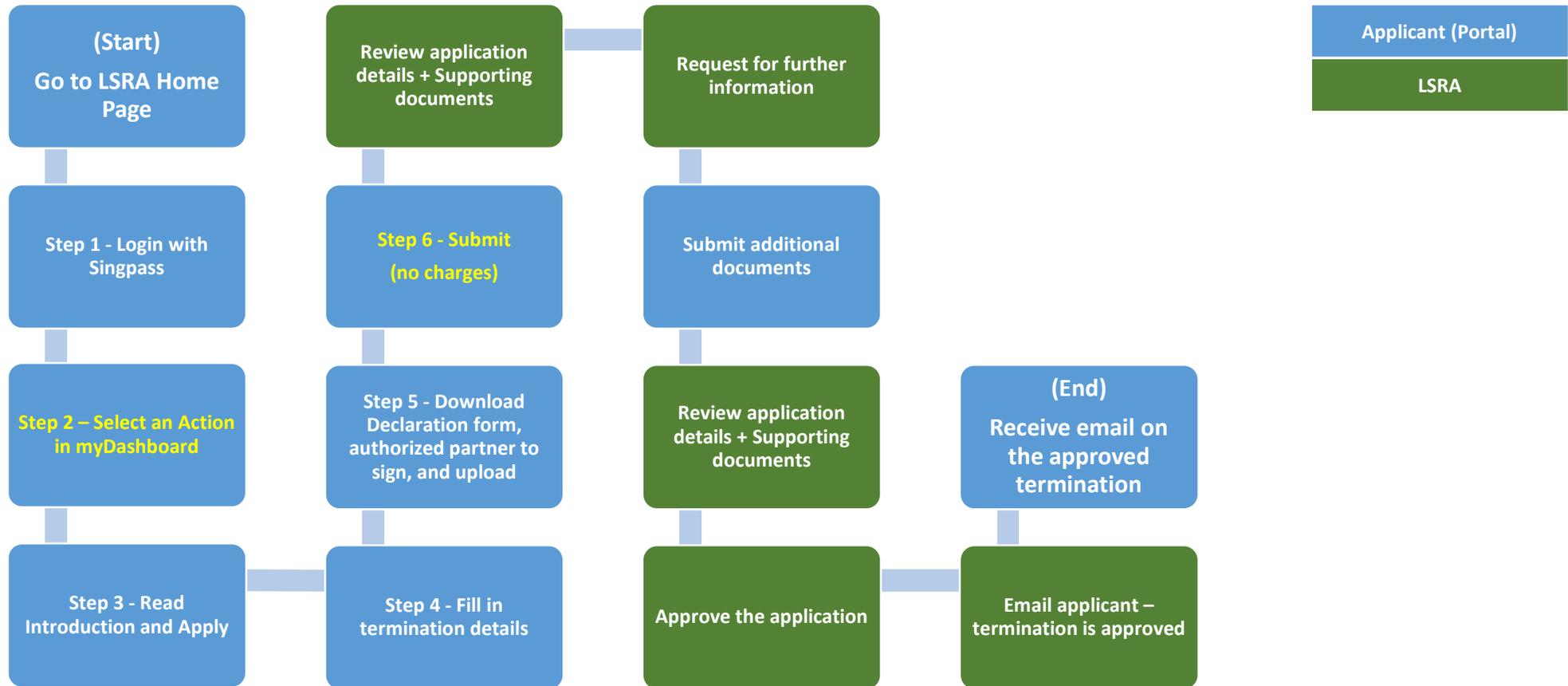


Figure 2.4.8: Business Process Overview – Terminate a Lawyer Registration

3.0 Introduction to LSRA e-Services

3.1 LSRA e-Services Home Page

LSRA e-Services Home Page is accessible from MinLaw's website.

The screenshot displays the LSRA e-Services Home Page with the following sections:

- LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES** (Header)
- Home > LSRA Home** (Breadcrumbs)
- Login to myDashboard** (Section Header)
 - Login using Singpass (For licensed law practices)
 - Login using Singpass (For new or pending licence applications only)
- Announcements** (Section Header)
 - 04 Apr 2020: Reminder to update your law practice's particulars
 - 06 Mar 2020: System maintenance on the first and second Sunday every month
 - 14 Feb 2020: Minimise visits to the Ministry of Law Services Centre (MSC)
- Quick Links** (Section Header)
 - Overview of Licences & Registrations
- NEW ENTITY LICENCE OR REGISTRATION** (Section Header)
 - Singapore Law Practice – Sections 131, 138 or 153 of the Legal Profession Act (Cap. 161)**
 - Apply for a licence for a law firm, limited liability law partnership or law corporation
 - View a [sample form \(PDF/573kb\)](#) (not valid for applications)
 - Buttons: **Apply New**, **Renew**
 - Foreign Law Practice – Section 172 of the Legal Profession Act (Cap. 161)**
 - Apply for a licence for a foreign law practice
 - View a [sample form \(PDF/742kb\)](#) (not valid for applications)
 - Buttons: **Apply New**, **Renew**
 - Joint Law Venture – Section 169 of the Legal Profession Act (Cap. 161)**
 - Apply for a licence for a Joint Law Venture
 - View a [sample form \(PDF/656kb\)](#) (not valid for applications)
 - Buttons: **Apply New**, **Renew**
 - Formal Law Alliance – Section 170 of the Legal Profession Act (Cap. 161)**
 - Apply for a licence for a Formal Law Alliance
 - View a [sample form \(PDF/431kb\)](#) (not valid for applications)
 - Buttons: **Apply New**, **Renew**
 - Group Practice – Rules 14 and 60 of the Legal Profession (Law Practice Entities) Rules 2015**
 - Apply for approval for a Singapore Group Practice or Foreign Group Practice
 - View a [sample form \(PDF/322kb\)](#) (not valid for applications)
 - Buttons: **Apply New**, **Renew**
 - Representative Office – Section 173 of the Legal Profession Act (Cap. 161)**
 - Give notice of the establishment of a Representative Office
 - View a [sample form \(PDF/419kb\)](#) (not valid for applications)
 - Buttons: **Apply New**, **Renew**
- NEW INDIVIDUAL REGISTRATION** (Section Header)
 - Section 36B of the Legal Profession Act (Cap. 161)**
 - Register a foreign lawyer to practise both Singapore law and foreign law in Singapore
 - View a [sample form](#) (not valid for applications)
 - Button: **Apply Now**
 - Section 36C of the Legal Profession Act (Cap. 161)**
 - Register a foreign lawyer to practise foreign law in Singapore
 - View a [sample form](#) (not valid for applications)
 - Button: **Apply Now**
 - Section 36D of the Legal Profession Act (Cap. 161)**
 - Register a foreign lawyer to be a director, partner or shareholder in, or to share in the profits of a Singapore Law Practice
 - View a [sample form](#) (not valid for applications)
 - Button: **Apply Now**
 - Section 36E of the Legal Profession Act (Cap. 161)**
 - Register a solicitor to practise Singapore law in a Joint Law Venture or its constituent Foreign Law Practice, Qualifying Foreign Law Practice or Foreign Law Practice
 - View a [sample form](#) (not valid for applications)
 - Button: **Apply Now**
 - Section 36F of the Legal Profession Act (Cap. 161)**
 - Register a solicitor to practise foreign law in a Joint Law Venture or Foreign Law Practice
 - View a [sample form](#) (not valid for applications)
 - Note: The deadline for applications is DD MMMM 2015
 - Button: **Apply Now**
 - Section 36G of the Legal Profession Act (Cap. 161)**
 - Register a regulated non-practitioner
 - View a [sample form](#) (not valid for applications)
 - Button: **Apply Now**
- OTHER SERVICES** (Section Header)
 - Renew Licence/Registration
 - Update Licence/Registration Particulars
 - Terminate Licence/Registration
 - Submit Annual Report
 - Apply for Approval:
 - For a foreign lawyer (36B, 36C or 36D) to be a director, partner or shareholder in, or to share in the profits of, a Singapore law practice
 - For a foreign law practice to be a shareholder in, or to share in the profits of, a Singapore law practice
 - For a regulated non-practitioner (36G) to be a shareholder in, or to share in the profits, a law practice

Figure 3.1.1: LSRA Home Page

Step 1: Go to MinLaw’s website at <https://www.mlaw.gov.sg/>

Step 2: Click on **E-Services > LSRA e-Services**.



Figure 3.1: MinLaw website

3.2 Login using Singpass

You will need to login using Singpass to:

1. Apply for new entity Licence/Registration; or
2. Login to myDashboard to retrieve new entity Licence/Registration application that is pending.

Step 1:

- Click on **Apply Now** – To apply for a new entity Licence/Registration; or Click on **Login using Singpass** (for new or pending licence applications only) – To login to myDashboard to retrieve the new entity Licence/Registration application that is pending.

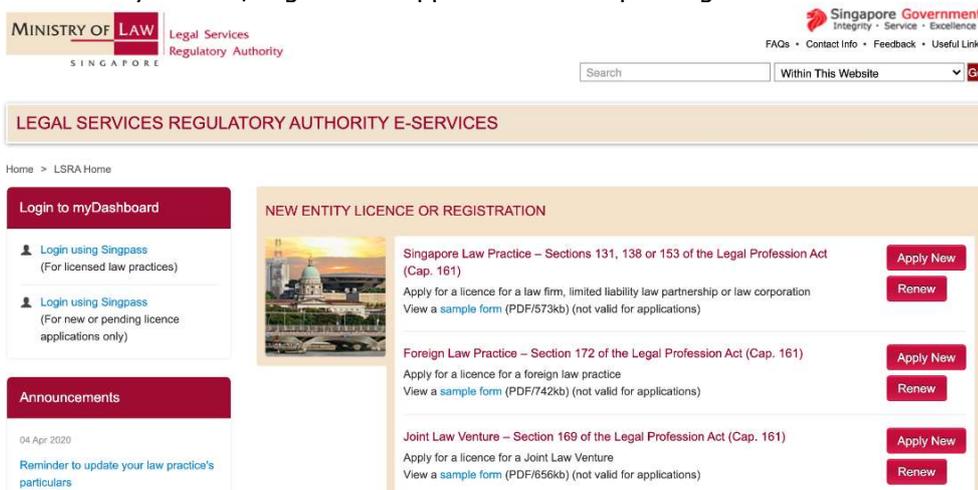


Figure 3.2-1: Navigating to Singpass Page

Step 2: Scan with the Singpass app or enter your Singpass ID and Password to login.

singpass

F | T | F | Q

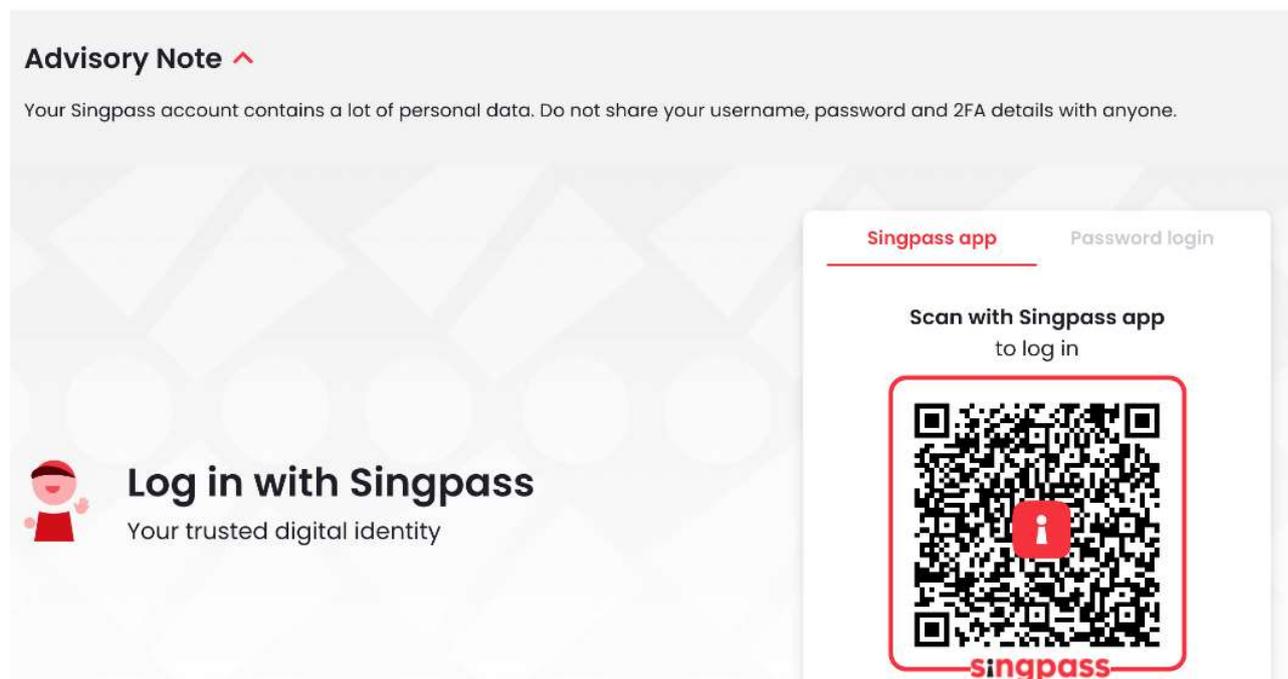


Figure 3.2-2: Singpass Page

3.3 Login using Singpass

You will need to login using Singpass to:

1. Renew, Update or Terminate an entity Licence/Registration;
2. Apply for a New Lawyer Registration or Renew, Update, or Terminate an existing Lawyer Registration; or
3. Apply for Approval to Hold Interests in a Law Practice.

Step 1:

- Click on **Apply Now** – To apply for a new Lawyer Registration; or
- Click on **Login using Singpass** (For licensed law practices) – To login to myDashboard to:
 - a. Renew, Update, or Terminate an entity Licence/Registration;
 - b. Renew, Update, or Terminate a Lawyer Registration; or
 - c. Apply for Approval to Hold Interests in a Law Practice.

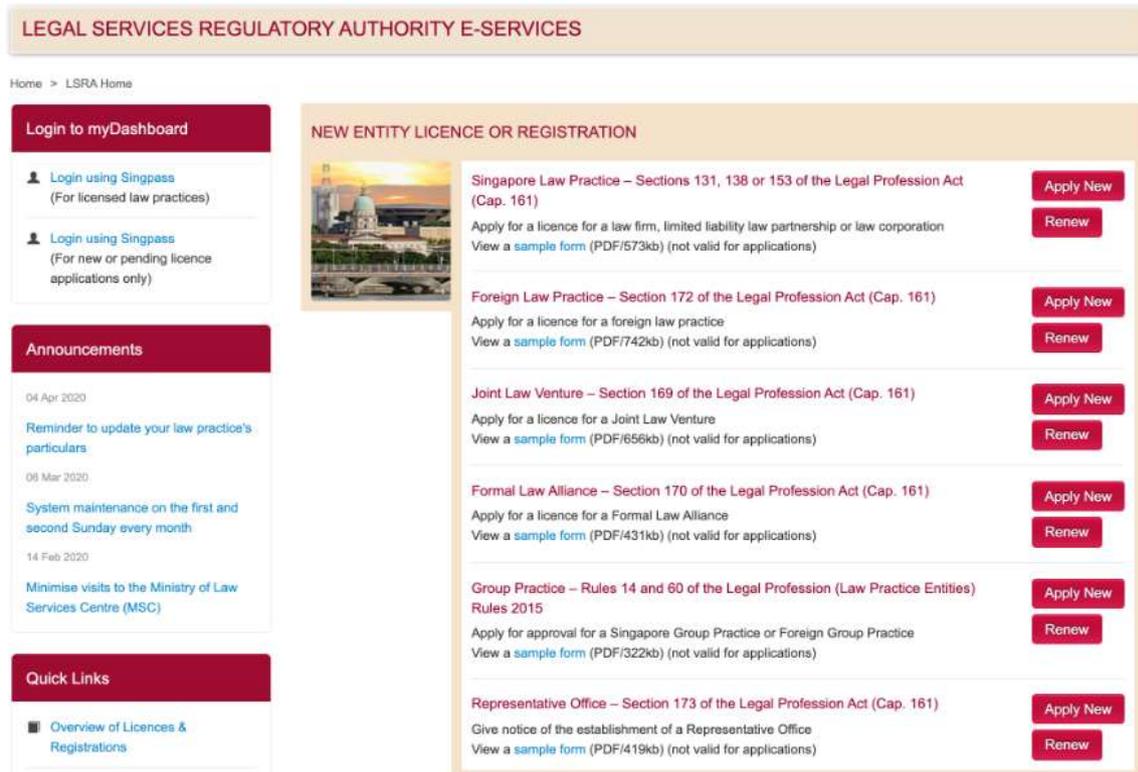


Figure 3.3-1: Navigating to Singpass Page

Step 2: Scan with the Singpass app or enter your Singpass ID and Password to login.

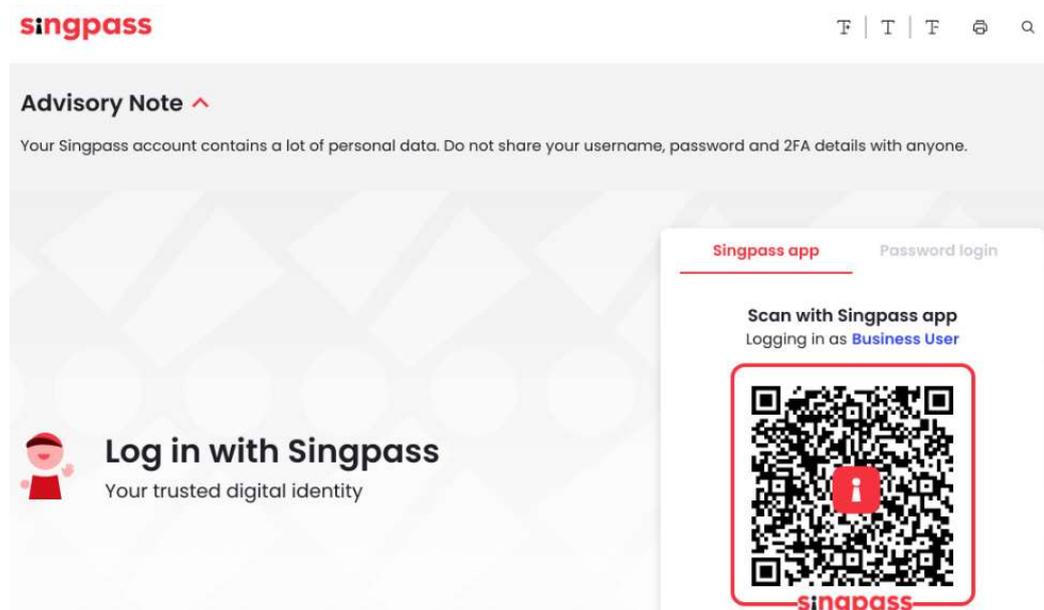


Figure 3.3-2: Singpass Login Page

3.4 myDashboard Page

You can perform the following transactions from myDashboard:

1. Check the status of your applications;
2. Retrieve your draft applications;
3. Submit supporting documents;
4. Update ACRA information for new Licence applications;
5. Pay the Licence/Certificate/Registration Fees;
6. View active entity Licences/Registrations and Lawyer Registrations;
7. Update, Renew or Terminate entity Licence/Registrations and Lawyer Registrations;
8. Apply for Approval to Hold Interests in a Law Practice;
9. Request the Re-Issue of a Licence or Certificate (via the Update application); and
10. Download a copy of the Licence or Certificate.

3.4.1 myDashboard Page – Login using Singpass

This page shows the draft applications for new Licences only. At this point, you have not set up your Law Practice. Therefore, only the **ENTITIES** tab and **Draft Applications** table are shown. This is where you can:

1. Check the status of your applications;
2. Retrieve your draft applications;
3. Submit supporting documents;
4. Update ACRA information for new Licence applications; and
5. Pay the Licence/Certificate Fee.



Figure 3.4.1: myDashboard Page - Login using Singpass

3.5 View Sample Forms

You can download sample forms for each Licence/Registration application by clicking on the relevant link. The purpose of these sample forms is to show you the information and supporting documents that you will need to provide in the application. Please do not use them for submission of applications.

NEW ENTITY LICENCE OR REGISTRATION



<p>Singapore Law Practice – Sections 131, 138 or 153 of the Legal Profession Act (Cap. 161)</p> <p>Apply for a licence for a law firm, limited liability law partnership or law corporation</p> <p>View a sample form (not valid for applications)</p>	<p>Apply Now</p>
<p>Foreign Law Practice – Section 172 of the Legal Profession Act (Cap. 161)</p> <p>Apply for a licence for a foreign law practice</p> <p>View a sample form (not valid for applications)</p>	<p>Apply Now</p>
<p>Joint Law Venture – Section 169 of the Legal Profession Act (Cap. 161)</p> <p>Apply for a licence for a Joint Law Venture</p> <p>View a sample form (not valid for applications)</p>	<p>Apply Now</p>
<p>Formal Law Alliance – Section 170 of the Legal Profession Act (Cap. 161)</p> <p>Apply for a licence for a Formal Law Alliance</p> <p>View a sample form (not valid for applications)</p>	<p>Apply Now</p>
<p>Group Practice – Rules 14 and 60 of the Legal Profession (Law Practice Entities) Rules 2015</p> <p>Apply for approval for a Singapore Group Practice or Foreign Group Practice</p> <p>View a sample form (not valid for applications)</p>	<p>Apply Now</p>
<p>Representative Office – Section 173 of the Legal Profession Act (Cap. 161)</p> <p>Give notice of the establishment of a Representative Office</p> <p>View a sample form (not valid for applications)</p>	<p>Apply Now</p>

Figure 3.5: View Sample forms

4.0 How to Apply for a New Entity Licence/Registration

4.1 Go to the LSRA e-Services Home page and click on 'Apply Now'

Login using Singpass is required for new entity Licence/Registration applications. Refer to Sections 3.1 and 3.2 for details.

4.2 Read Introduction and Apply

Step 1: Read Introduction and click on **Apply Now** at the bottom of the page.

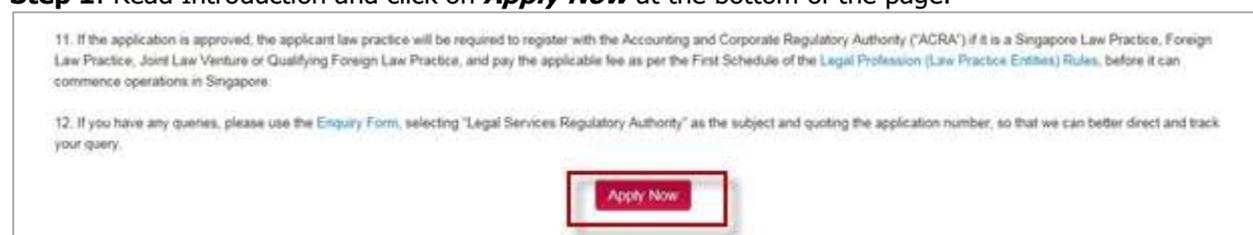


Figure 4.2: Introduction page

4.3 Fill in the Application Details

Information in the Application Details page are organised in sections. The table below summarises the various sections available in the Application Details page for each entity Licence/Registration application form.

Sections	SLP	FLP	JLV	FLA	GP	RO
Retrieve Previous/Current Law Practice Details	Y	Y	Y			
Main Contact	Y	Y	Y	Y	Y	Y
Managing Partner/Director of the Law Practice	Y	Y	Y			
Manager of the GP/RO					Y	Y
Parent Law Practice & Managing Partner/Director of Parent Law Practice		Y				Y
Constituent Law Practices of the JLV			Y			
Member Law Practices of the FLA/GP				Y	Y	
Information on the Law Practice	Y	Y	Y	Y	Y	Y
Lawyers in the Law Practice	Y	Y	Y			
Interests of Other Law Practices in the Law Practice	Y					
Regulated Non-Practitioners in the Law Practice	Y	Y	Y			
Partners/Directors Practising Concurrently				Y		
Summary	Y	Y	Y			
Threshold Requirements			Y	Y		
Sharing of Premises	Y	Y	Y	Y		Y
Supporting Documents	Y	Y	Y	Y	Y	Y

Refer to the sub-sections below for details of each section.

4.3.1 Retrieve Previous/Current Law Practice Details

For Law Practices that are converting their legal structure (e.g. from LLP to LLC) or applying for a new Licence type (e.g. FLP applying for a JLV), this section can be used to retrieve the details of a previous or current Licence, provided you have that Law Practice's Licence Number and the Identification Number (e.g. NRIC, passport or FIN) previously submitted for the Managing Partner of that Law Practice.

This section is available in the SLP, FLP and JLV Licence application forms.

Figure 4.3.1: Section - Retrieve Previous/Current Law Practice Details

4.3.2 Main Contact for the Application

The Main Contact is the person who logged in using Singpass. He or she will be the person that LSRA will contact for any queries about the application.

This information is required in every Licence form.

Figure 4.3.2: Section - Main Contact for the Application

4.3.3 Managing Partner/Director of the Singapore Law Practice

The details of the Managing Partner/Director are required in the SLP, FLP and JLV Licence application forms. The FLA Licence application form does not require this information.

For GP and RO, instead of Managing Partner/Director, please provide the Manager's details.

Managing Partner/Director of the Singapore Law Practice

Is the Main Contact the Managing Partner of the Singapore Law Practice? Yes No

Salutation: Mr

First Name (Given Name): Jonathan

Last Name (Surname): Lim

Suffix:

If other Suffix, please state:

Identification Type: NRIC (Pink)

Identification No.:

Nationality:

Date of Birth (DD/MM/YYYY): 10/10/1989

Substantive Appointment: Managing Partner/Director (Salario)

Job Title:

AAS No.: AAS/008

PC No.: WW/PC 1/2015

PC Expiry Date: 27/10/2017

Correspondence Address: Local Foreign

Postal Code: 500141

Block / House No.: 5

Unit No.:

Street: ANG MO KIO STREET 62

Building Name: NCS HUB

Foreign Address:

Country:

Office No.: 65560001

Fax No.: 65560002

Mobile No.: 65560003

Email: jonathalim@gmail.com

Figure 4.3.3: Section - Managing Partner/Director of the Singapore Law Practice

4.3.4 Manager of the GP/RO

This section is only available in the GP and RO Licence application forms.

The screenshot shows a web form titled "Manager of the Group Practice" with a red arrow icon. The form contains the following fields and options:

- Is the Main Contact the Manager of the Group Practice?*** with radio buttons for Yes and No (No is selected).
- Salutation***: dropdown menu.
- First Name (Given Name)***: text input field.
- Last Name (Surname)***: text input field.
- Suffix**: dropdown menu.
- If other Suffix, please state**: text input field.
- Identification Type***: dropdown menu.
- Identification No.***: text input field.
- Nationality***: dropdown menu.
- Date of Birth* (DD/MM/YYYY)**: date input field with a calendar icon.
- Substantive Appointment***: dropdown menu.
- Job Title**: text input field.
- Correspondence Address***: radio buttons for Local (selected) and Foreign.
- Postal Code***: text input field with a search icon.
- Block / House No.**: text input field.
- Unit No.**: text input field.
- Street**: text input field.
- Building Name**: text input field.
- Foreign Address**: large greyed-out text area.
- Country**: dropdown menu.
- Office No.***: text input field.
- Fax No.***: text input field.
- Mobile No.**: text input field.
- Email***: text input field.

Figure 4.3.4: Section - Manager of the GP/RO

4.3.5 Parent Law Practice

This section is only available in the FLP and RO Licence application forms.

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 (SGD)

No. of Offices

Singapore **Overseas**

No. of Lawyers

Singapore **Overseas**

Countries in which Overseas Offices are located

Unselected:

- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antigua
- Argentina
- Armenia
- Aruba
- Australia

>>

<<

Selected:

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
- Employment Law

>>

<<

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

Figure 4.3.5: Section - Parent Law Practice

4.3.6 Managing Partner/Director of Parent Law Practice

This section is only available in the FLP and RO Licence application forms.

The screenshot shows a web form titled "Managing Partner/Director of the Parent Law Practice". The form contains the following fields and options:

- Is the Main Contact the Managing Partner/Director of the Parent Law Practice?*** (Radio buttons: Yes, No) - The "No" option is selected.
- Salutation*** (Dropdown menu)
- First Name (Given Name)*** (Text input)
- Last Name (Surname)*** (Text input)
- Suffix** (Dropdown menu)
- If other Suffix, please state** (Text input)
- Identification Type*** (Dropdown menu)
- Identification No.*** (Text input)
- Nationality*** (Dropdown menu)
- Date of Birth* (DD/MM/YYYY)** (Date picker)
- Substantive Appointment*** (Dropdown menu)
- Job Title** (Text input)
- Correspondence Address*** (Radio buttons: Local, Foreign) - The "Local" option is selected.
- Postal Code*** (Text input with search icon)
- Block / House No.** (Text input)
- Unit No.** (Text input)
- Street** (Text input)
- Building Name** (Text input)
- Foreign Address** (Text input)
- Country** (Dropdown menu)
- Office No.*** (Text input)
- Fax No.*** (Text input)
- Mobile No.** (Text input)
- Email*** (Text input)

Figure 4.3.6: Section - Managing Partner/Director of Parent Law Practice

4.3.7 Constituent Law Practices of the JLV

Fill in the proposed constituent Law Practices. You can retrieve the details of the proposed constituent Law Practice by entering its UEN or Licence Application Number and clicking on the search button. To edit the details of the Law Practice, please submit a separate application to update its Licence record.

Constituent Singapore Law Practice

The screenshot shows a web form titled "Constituent Singapore Law Practice". At the top left, there is a search section with the text "Search By*" and two radio buttons: "UEN" (unselected) and "Licence Application No." (selected). To the right of the second radio button is a small blue information icon. Below the search section is a search input field labeled "UEN / Licence Application No.*" with a magnifying glass icon on the right. The main form area contains several input fields and dropdown menus:

- "Name of Singapore Law Practice": a text input field.
- "Legal Structure": a dropdown menu.
- "UEN Type": a dropdown menu.
- "No. of Offices in Singapore": a text input field.
- "No. of Offices Overseas": a text input field.
- "No. of Lawyers in Singapore": a text input field.
- "No. of Lawyers Overseas": a text input field.
- "Countries in which Overseas Offices are located": a wide text input field.
- "Practice Area(s)": a wide text input field.
- "Other Area(s) of Legal Practice": a text input field.
- "Postal Code": a text input field.
- "Block / House No.": a text input field.
- "Unit No.": a text input field.
- "Street": a text input field.
- "Building Name": a text input field.
- "Office No.": a text input field.
- "Fax No.": a text input field.
- "Mobile No.": a text input field.
- "Email": a text input field.
- "Website Address": a text input field.

Figure 4.3.7-1: Section – Constituent Singapore Law Practice

Constituent Foreign Law Practice/Qualifying Foreign Law Practice

Constituent Foreign Law Practice / Qualifying Foreign Law Practice

Search By* UEN Licence Application No. ⓘ

UEN / Licence Application No.*

Type of Law Practice

Name of Law Practice

Legal Structure Other Legal Structure

UEN Type

Country of Origin of Parent Law Practice State

No. of Offices in Singapore No. of Offices Overseas

No. of Lawyers in Singapore No. of Lawyers Overseas

Countries in which Overseas Offices are located

Practice Area(s)

Other Area(s) of Legal Practice

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

Figure 4.3.7-2: Section – Constituent Foreign Law Practice/Qualifying Foreign Law Practice

4.3.8 Member Law Practices of the FLA/GP

For FLA and GP applications, please fill in the proposed member Law Practices.

To add a member Law Practice:

Step 1: Click on **Add**.

Formal Law Alliance Member(s) - Singapore Law Practice(s)

Add Remove

S/N	Name of Law Practice	Type of Law Practice	UEN / Licence Application No.
No Data			

Formal Law Alliance Member(s) - Foreign Law Practice(s) / Qualifying Foreign Law Practice(s)

Add Remove

S/N	Name of Law Practice	Type of Law Practice	UEN / Licence Application No.
No Data			

Figure 4.3.8-1: Section – Member Law Practices of the FLA

Member Law Practices of the Group Practice

Add Remove

S/N	Name of Law Practice	UEN/Application No.	Licence No.	Date of Joining Group Practice
No Data				

Figure 4.3.8-2: Section – Member Law Practices of the GP

Step 2: Fill in the UEN or Licence Application Number and click on **Search**.

Step 3: Click on **Save**.

Add Formal Law Alliance Member(s) - Singapore Law Practice(s)

Search By* Law Firm UEN Licence Application No.

UEN / Licence Application No.*

Name of Law Practice

Legal Structure UEN Type

Practice Area(s)

Other Practice Area(s)

Postal Code

Block / House No. Unit No.

Street Building Name

Office No. Fax No.

Mobile No.

Email Website Address

Figure 4.3.8-3: Section – Subpage to add a member SLP of the FLA

Add Formal Law Alliance Member(s) - Foreign Law Practice(s) / Qualifying Foreign Law Practice(s)

Search By* Law Firm UEN Licence Application No.

UEN / Licence Application No.*

Name of Law Practice

Type of Law Practice

UEN Type

Legal Structure Other Legal Structure

Practice Area(s)

Other Practice Area(s)

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

Figure 4.3.8-4: Section – Subpage to add a member FLP/QFLP of the FLA

Add Member Law Practices of the Group Practice

Search By* UEN Licence Application No.

UEN/Licence Application No.*

Name of Law Practice

Type of Law Practice

Licence No.

Date of Joining Group Practice

(DD/MM/YYYY)

Figure 4.3.8-5: Subpage to add a member Law Practice of the GP

4.3.9 Information on the Law Practice

This information is required in every entity Licence/Registration application form.

Information on the Singapore Law Practice

Proposed Legal Structure*

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

Proposed Name Option 1*

Proposed Name Option 2

Proposed Name Option 3

Please explain the proposed name(s) (E.g. initials and non-English words, if any)

Proposed Name Option 1

Proposed Name Option 2

Proposed Name Option 3

Address

Postal Code*

Block / House No.* **Unit No.**

Street* **Building Name**

Office No.* **Fax No.***

Mobile No.

Website Address

Email*

No. of Offices

Singapore **Overseas**

No. of Lawyers

Singapore **Overseas**

Countries in which Overseas Offices are located

Unselected:

- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antigua
- Argentina
- Armenia
- Aruba
- Australia
- Austria

Selected:

Practice Area(s)

Unselected:

- Accident and Personal Injury Claims
- Admiralty and Shipping Law
- Arbitration
- Bankruptcy and Insolvency Law
- Building and Construction Law
- Civil and Commercial Litigation
- Competition Law
- Conveyancing and Property Law
- Corporate and Commercial Law
- Employment Law
- Family Law
- Immigration Law
- Insurance Law

Selected:

- Administrative and Constitutional Law
- Banking, Finance and Securities Law
- Criminal Law

If other Practice Area(s), please state

Figure 4.3.9: Section - Information on the Law Practice

4.3.10 Lawyers in the Law Practice

This section is for the details of all the Partners, Directors and other Lawyers (including the Managing Partner/Director) in the Law Practice. It is required in the SLP, FLP and JLV Licence application forms.

To add a lawyer:

Step 1: Click on **Add**.

Lawyers in the Singapore Law Practice

Add Remove

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												

Figure 4.3.10-1: Section - Lawyers in the Law Practice

Step 2: Fill in the Lawyer's details in the subpage and click on **Save**.

Select one of the following from the **Certificate Type** field:

1. **AAS** - to add a Singapore Solicitor who has an AAS number and does not have a CoR.
2. **CoR** - to add a Lawyer who has a current CoR.
3. **Not yet applied for CoR** - to add a Lawyer who does not have a current CoR, and will apply for a CoR with LSRA later.

For a Lawyer who has an AAS number or current CoR, you can enter the AAS/CoR No. and Identification No., and click on **Retrieve** to auto-populate the subpage with the details that were previously submitted for this Lawyer. Please check and edit the relevant details, if necessary, before submitting the application.

Subpage to add a Lawyer of the SLP/FLP

The screenshot shows a web form titled "Add Lawyers in the Singapore Law Practice". The form contains the following fields and sections:

- Certificate Type- (dropdown menu)
- AAS/CoR No.- (text input)
- Identification No.- (text input) with a "Find Now" button
- Identification Type- (dropdown menu)
- Registered Under (dropdown menu)
- Certificate Expiry Date (text input)
- PC No. (text input)
- First Name (Given Name)- (text input)
- Last Name (Surname)- (text input)
- Substantive Appointment- (dropdown menu)
- Job Title (text input)
- Pool Qualification Experience (PQE)- (text input)
- No. of years (text input)
- No. of months (text input)
- Practice Areas- (checkboxes)
- Unselected: (list of practice areas: Accident and Personal Injury, Administrative and Constitutional Law, Admiralty and Shipping Law, Arbitration, Banking, Finance and Secured Transactions, Insolvency and Restructuring, Building and Construction Law, Civil and Commercial Litigation, Competition Law, Conveyancing and Property Law, Corporate and Commercial Law, Criminal Law)
- Selected: (empty box)
- If other Practice Area(s), please state- (text input)
- Disciplinary or Criminal Proceedings?- (radio buttons for Yes and No)

At the bottom of the form are "Save" and "Cancel" buttons.

Figure 4.3.10-2: Subpage to add a Lawyer in the SLP/FLP

Subpage to add a Lawyer of the JLV

For a Lawyer who is practising concurrently in the JLV and SLP, select the SLP and fill in the concurrent practice details in the SLP.

Add Lawyers in the Joint Law Venture

Certificate Type- Not yet applied for CoR

AAS/CoR No.-

Identification No.- Retrieve

Identification Type-

Registered Under

Certificate Expiry Date

PC No.:

First Name (Given Name)-

Last Name (Surname)-

Substantive Appointment- Managing Partner/Director

Job Title

Is this individual a member of the management of the law practice? - Yes No

Post Qualification Experience (PQE)-

No. of years: No. of months:

Practice Area(s)-

Unselected:

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

Selected:

If other Practice Area(s), please state-

Disciplinary or Criminal Proceedings? - Yes No

Equity Interests / Voting Rights / Profits in the Law Practice? - Yes No

Select the Law Practice in which this individual is practising concurrently	Name of other Law Practice	Type of other Law Practice	Law Practice UEN	Substantive Appointment at other Law Practice	Member of Management of Other Law Practice?
<input type="checkbox"/>	TAY & NG Law Firm	Singapore Law Practice	USLP00104		

Save Cancel

Figure 4.3.10-3: Subpage to add a Lawyer in the JLV

Note: *Equity Interests, Voting Rights and Profits:*

1. These fields are only required for Foreign Lawyers who have equity interests, voting rights, or who share in the profits of an SLP. Each field cannot be more than 33.33%.
2. Singapore Solicitors in the SLP do not need to state their % amounts.
3. In the FLP and JLV Licence application forms, these % amounts are not required.

4.3.11 Interests of Other Law Practice(s) in the Singapore Law Practice

This section is for the details of other Law Practices which have interests in the SLP. It is only applicable for the SLP Licence application form.

To add Interests of Other Law Practice:

Step 1: Click on **Add**.

S/N	Name of Other Law Practice	Type of Law Practice	Law Practice UEN	UEN Type	Is the Law Practice based in Singapore?	Singapore / Foreign	Equity Interests (%)	Voting Rights (%)	Profits (%)
No Data									

Figure 4.3.11-1: Section - Interests of Other Law Practice

Step 2: Fill in the details in subpage and click on **Save**.

Figure 4.3.11-2: Subpage to add Interests of Other Law Practice(s)

Note: *Equity Interests, Voting Rights and Profits:*

1. These % fields are only required if the Other Law Practice is a Foreign Law Practice.
2. Each field cannot be more than 33.33%.

4.3.12 Regulated Non Practitioner(s) in the Law Practice

This section is for details of the Regulated Non-Practitioners in the Law Practice. It is available in the SLP, FLP and JLV Licence application forms.

To add an RNP

Step 1: Click on **Add**.



Figure 4.3.12-1: Section - Regulated Non-Practitioners

Step 2: Fill in the details in the subpage and click on **Save**.

Select one of the following from the **Certificate Type** field:

1. **Registration** - to add an RNP who has a current CoR.
2. **Not yet applied for CoR** - to add an RNP who does not have a current CoR, and will apply for a CoR with LSRA later.

For an RNP who has a current CoR, you can enter the CoR No. and Identification No., and click on **Retrieve** to auto-populate the subpage with the details that were previously submitted for this RNP. Please check and edit the relevant details, if necessary, before submitting the application.

Figure 4.3.12-2: Subpage to add a Regulated Non-Practitioner

Note: *Equity Interests, Voting Rights and Profits:*

1. *Each field cannot be more than 25%.*

4.3.13 Partners/Directors Practising Concurrently

This section is available in the FLA Licence application form. For JLV applications, this information is to be entered in the add Lawyer subpage (refer to Sections 4.3.10).

To add a Partner/Director Practising Concurrently

Step 1: Click on **Add**.

	S/N	Name	Identification No.	ID Type	AAS/CoR No.	Certificate Type	Registration Under	Certificate Expiry Date	Substantive Appointment	Member of Management?	PQE	Disciplinary/Criminal Proceedings
<input type="checkbox"/>	1	Xiao Yan Tan	T0708008A	NRIC (Blue)	LSRA/36C/2015/0003	CoR	36C Legal Profession Act	07/07/2017	Managing Partner/Director (Salaried)	No	0 Yrs 3 Mths	No

Figure 4.3.13-1: Section – Partner(s)/Director(s) Practising Concurrently

Step 2: Fill in the Partner/Director’s details in the subpage and click on **Save**.

Select one of the following from the **Certificate Type** field:

1. **AAS** - to add a Singapore Solicitor who has an AAS number and does not have a CoR.
2. **CoR** - to add a Lawyer who has a current CoR.
3. **Not yet applied for CoR** - to add a Lawyer who does not have a current CoR, and will apply for a CoR with LSRA later.

For a Partner/Director who has an AAS number or current CoR, you can enter the AAS/CoR No. and Identification No., and click on **Retrieve** to auto-populate the subpage with the details that were previously submitted for this Lawyer. Please check and edit the relevant details, if necessary, before submitting the application.

For a Partner/Director who is practising concurrently in the member Law Practices of the FLA, select each member Law Practices and fill in the concurrent practice details in each Law Practices.

Add Managing Partner(s) / Partner(s) / Director(s) Practising Concurrently

Certificate Type* ⓘ

AAS/CoR No.* ⓘ

Identification No.* Retrieve

Registered Under* **PC No.**

Certificate Expiry Date

First Name (Given Name)* **Last Name (Surname)***

Identification Type*

Substantive Appointment* **Job Title**

Is this individual a Member of the Management of the Law Practice?* Yes No ⓘ

Post Qualification Experience (PQE)* No. of years No. of months

Disciplinary or Criminal Proceedings?* Yes No

Select the Law Practice in which this individual is practising concurrently	Name of other Law Practice	Type of other Law Practice	Law Practice UEN	Substantive Appointment at other Law Practice	Member of Management of Other Law Practice?
<input checked="" type="checkbox"/>	Tan & Tan Law Firm	Singapore Law Practice	UEN/SLP/3606	<input type="text" value="Managing Partner/Director"/>	<input type="text" value="No"/>
<input type="checkbox"/>	Newton Law Alliance	Foreign Law Practice	UEN/FLP/9002	<input type="text"/>	<input type="text"/>

Save
Cancel

Figure 4.3.13-2: Subpage to add a Partner/Director Practising Concurrently

4.3.14 Summary

This section is available in the SLP, FLP and JLV Licence application forms. Information in this section is auto-populated based on the details from the following sections:

1. Lawyers in the Law Practice;
2. Regulated Non-Practitioner(s) in the Law Practice; and
3. Interests of Other Law Practice(s) (only applicable to Singapore Law Practices).

Summary			
Interests in Singapore Law Practice			
	Equity Interest (%)	Voting Rights (%)	Profits (%)
Regulated Non-Practitioners	0.00	0.00	0.00
Singapore Interests	100.00	100.00	100.00
Foreign Interests	0.00	0.00	0.00
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

Figure 4.3.14-1: Section - Summary (Singapore Law Practice)

Note: For an SLP Licence application:

Interests in Singapore Law Practice

1. % of Foreign Interests – cannot be more than 33.33%.
2. % of Interests held by Regulated Non-Practitioners – cannot be more than 25%.
3. % of Interests held by Foreign Interests + Regulated Non-Practitioners – cannot be more than 35%.

Percentages of Singapore Solicitors and Foreign Lawyers

1. % of Foreign Partners/Directors – cannot be more than 33.33%.
2. Total % of Foreign Lawyers – cannot be more than 33.33%.

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

Figure 4.3.14-2: Section - Summary (Foreign Law Practice)

Note: For an FLP Licence application:

Interests in Foreign Law Practice

1. % of Interests held by Regulated Non-Practitioners – cannot be more than 25%.
2. There is no limit on the % of Interests held by Lawyers.

Percentages of Singapore Solicitors and Foreign Lawyers

1. There is no limit on the % of Foreign Partners/Directors.
2. There is no limit on the % of Foreign Lawyers.

Summary

Interests in the Joint Law Venture

	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

Figure 4.3.14-3: Section - Summary (Joint Law Venture)

Note: For a JLV Licence application:

Interests in Joint Law Venture

1. % of Interests held by Regulated Non-Practitioners – cannot be more than 25%.
2. There is no limit on the % of Interests held by Lawyers.

Percentages of Singapore Solicitors and Foreign Lawyers

If the JLV is formed with:

1. Constituent FLP, total % of Singapore Solicitors cannot be more than 50%.
2. Constituent QFLP, total % of Singapore Solicitors cannot be more than 80%.

4.3.15 Sharing of Premises

This section is shown in every Licence application form except for GP.

The screenshot shows a form titled "Sharing of Premises" with a red header. The form contains the following fields and options:

- Question: "Will the Law Practice in Singapore be sharing premises with another entity?*" with radio buttons for "Yes" and "No" (selected).
- Field: "Type of Entity" with a dropdown menu.
- Fields: "Name of Entity" and "UEN of Entity" with text input boxes.
- Field: "Nature of Business of Non-Law Entity" with a large text input area.
- Field: "Relationship with Entity" with a dropdown menu.
- Field: "If other Relationship with Entity, please state" with a text input box.
- Field: "Proposed plans to maintain the distinct identity of the Law Practice" with a large text input area.
- Field: "Proposed safeguards to ensure the confidentiality of client matters and information" with a large text input area.

Figure 4.3.15: Section - Sharing of Premises

4.3.16 Threshold Requirements

This section is available in the JLV and FLA Licence application forms.

The screenshot shows a form titled "Threshold Requirements" with a red header. The form contains the following fields and options:

- Question: "Does the constituent Singapore Law Practice satisfy the threshold requirements?*" with radio buttons for "Yes" and "No" (selected).
- Field: "If No, please provide details*" with a large text input area.
- Question: "Will there be any actual or potential conflict of interests that may arise from the concurrent practice of any Managing Partner(s) / Partner(s) / Director(s)?*" with radio buttons for "Yes" and "No" (selected).
- Field: "If Yes, please provide details of the actual or potential conflict of interests, and the Law Practice's proposal to address this." with a large text input area.

Figure 4.3.16: Section - Threshold Requirements

4.3.17 Supporting Documents

This section is shown in every Licence application form.

Step 1: Click on ***Attach/Remove File***.



Figure 4.3.17-1: Section - Documents

Step 2: Click on ***Choose File***.

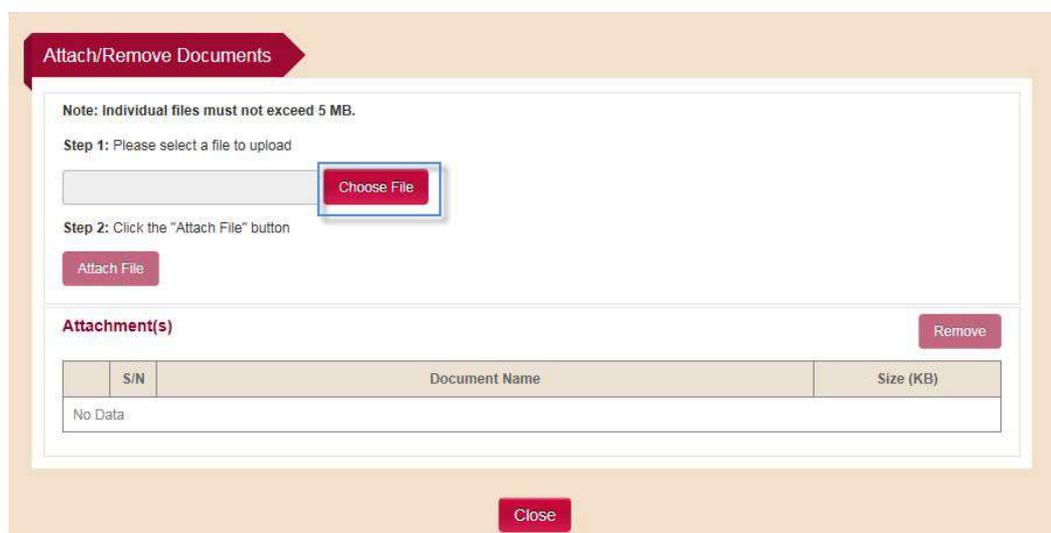


Figure 4.3.17-2: Attach/Remove Documents

Step 3: Click on ***Attach File***.

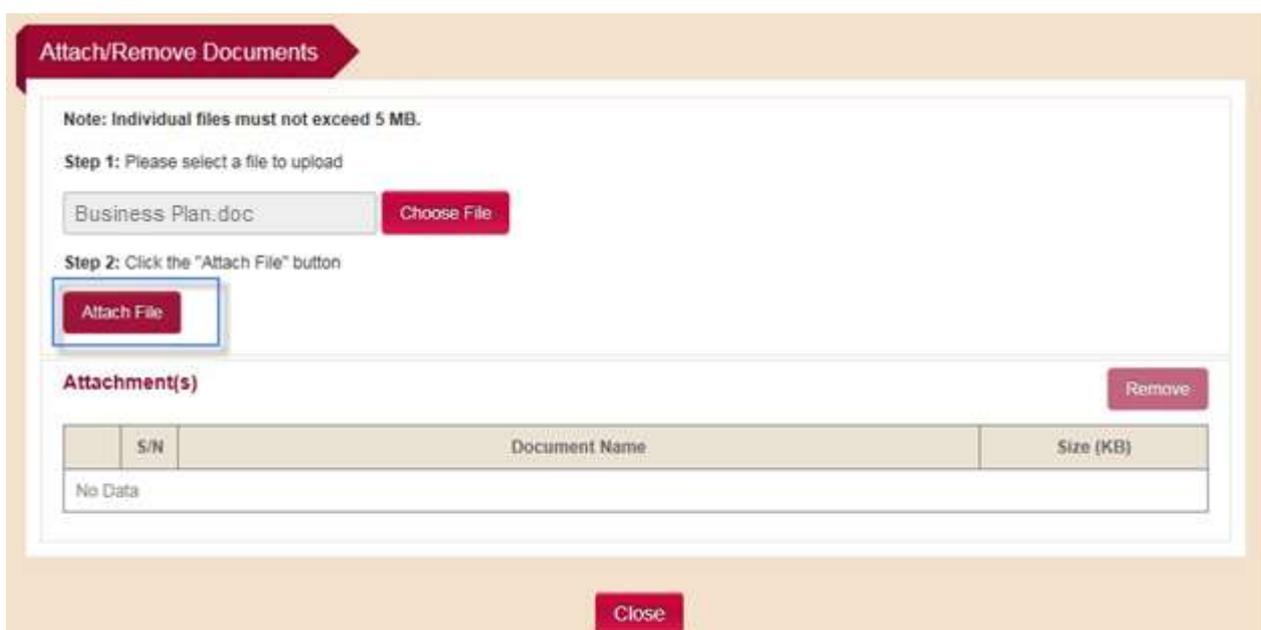


Figure 4.3.17-3: Attach File

Step 4: Click on **Close**.

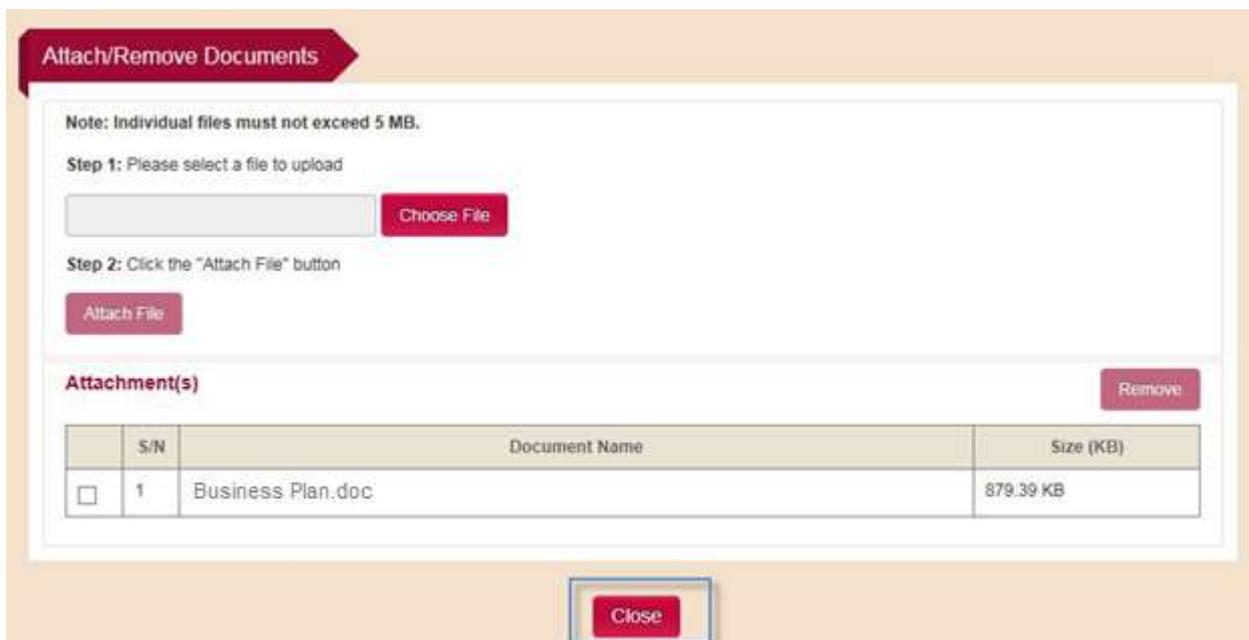


Figure 4.3.17-4: Close the Attach/Remove Document page

4.4 Submit Signed Declaration Form

After completing the Application Details page, the next step is to submit the signed declaration form.

4.4.1 Download Declaration Form

Step 1: Click on **Next** to go to the Declaration page.

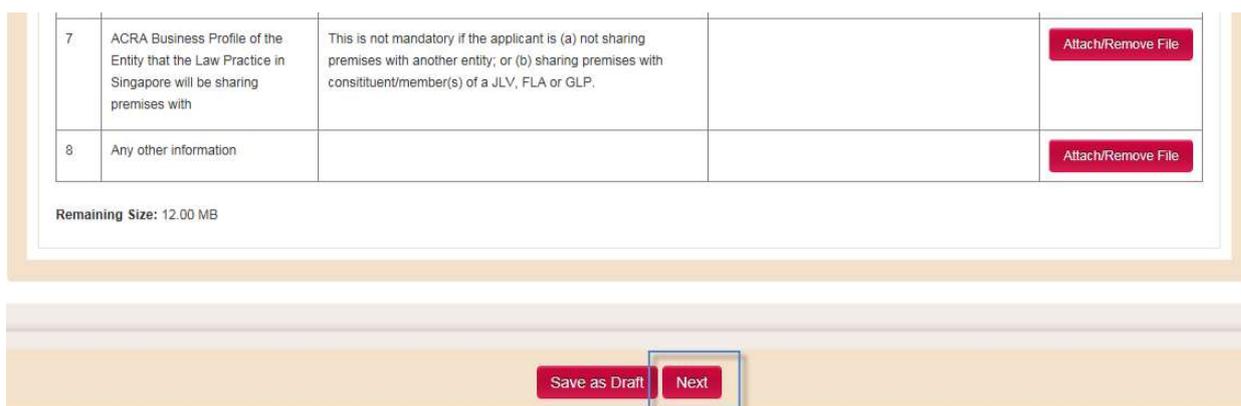


Figure 4.4.1-1: Application Details page - Proceed to Declaration page

Step 2: Click on **Download**. Print the declaration form, check the details, and ensure that the form is signed by the correct individuals.

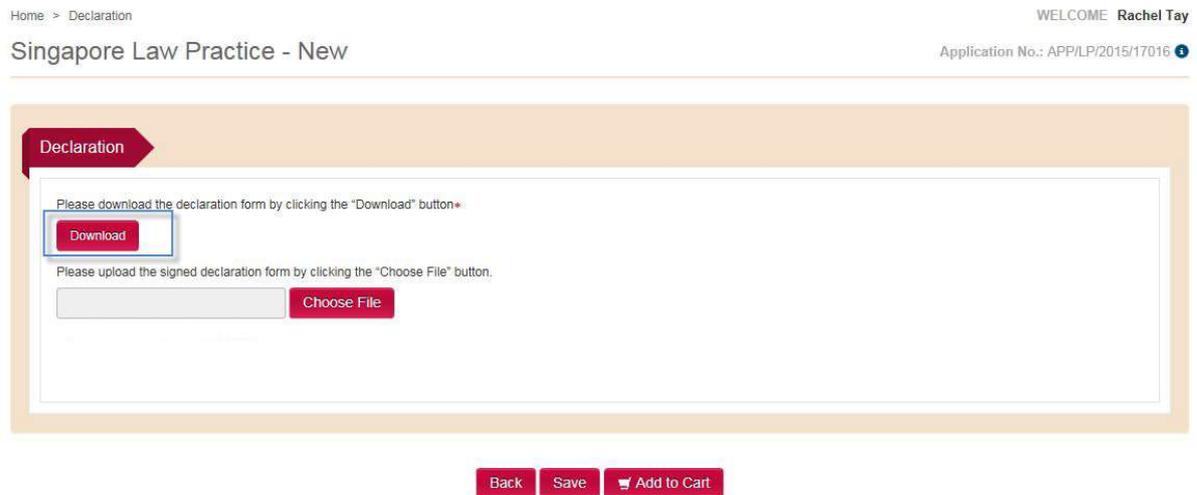


Figure 4.4.1-2: Download Declaration Form

4.4.2 Upload Signed Declaration Form

Step 1: Click on **Choose File**. Upload a copy of the signed declaration form.

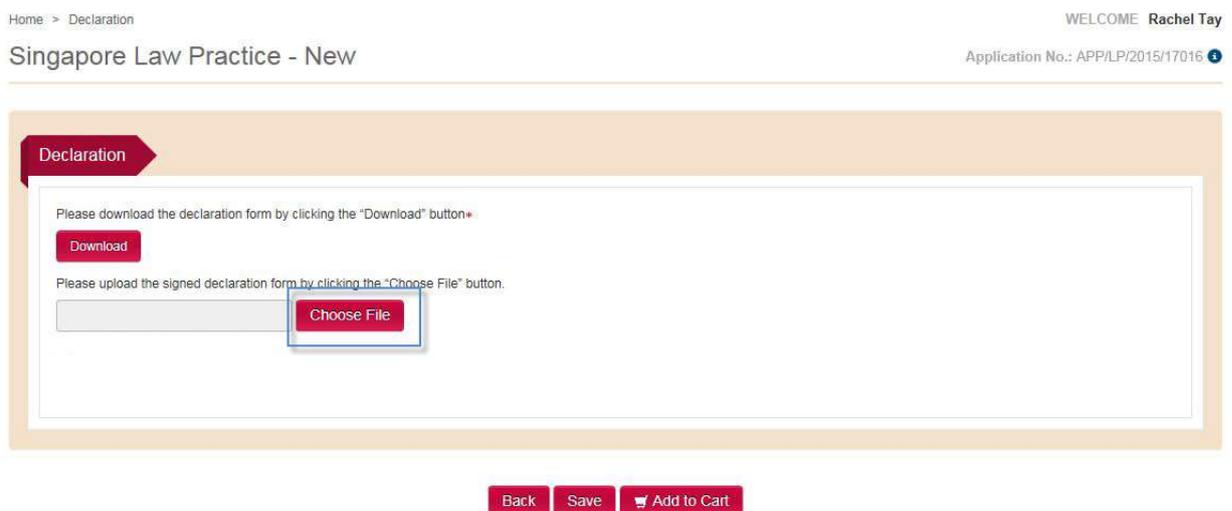


Figure 4.4.1-3: Declaration page - Upload Signed Declaration Form

4.5 Pay Application Fee and Submit

Step 1: Click on **Add to Cart** in the Declaration page.

The screenshot shows the 'Declaration' page. At the top left is the 'MINISTRY OF LAW SINGAPORE' logo and 'Legal Services Regulatory Authority'. At the top right is the 'Singapore Government' logo and navigation links. A search bar and a 'Within This Website' dropdown are present. Below the header is a navigation bar with 'LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES' and a 'Logout' button. The main content area has a breadcrumb 'Home > Declaration' and a welcome message 'WELCOME Rachel Tay' with 'Application No.: APP/LP/2015/09047'. The 'Declaration' section contains instructions: 'Please download the declaration form by clicking the "Download" button.' with a 'Download' button, and 'Please upload the signed declaration form by clicking the "Choose File" button.' with a 'Choose File' button. At the bottom of the page are three buttons: 'Back', 'Save', and 'Add to Cart'.

Figure 4.5-1: Declaration page - Add to Cart

Step 2: You will be brought back to myDashboard. If you have no other applications to submit, click on **Go to Cart**.

The screenshot shows the 'myDashboard' page. At the top left is the 'MINISTRY OF LAW SINGAPORE' logo and 'Legal Services Regulatory Authority'. At the top right is the 'Singapore Government' logo and navigation links. A search bar and a 'Within This Website' dropdown are present. Below the header is a navigation bar with 'LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES' and a 'Logout' button. The main content area has a breadcrumb 'Home > myDashboard' and a welcome message 'WELCOME Rachel Tay'. The 'ENTITIES' section is active. A 'Go to Cart' button is highlighted in a blue box in the top right corner. Below is a table titled 'Draft Applications'.

Application No.	Name	Category	Licence / Registration No.	Service Type	Submitted Date	Submitted By	Submission Deadline	Status	Action
APP/LP/2015/17016	Lim & Tan Law Firm	SLP		New	09/11/2015	Rachel Tay	02/02/2016	Pending Admin Fee	Action

Figure 4.5-2: myDashboard - Go to Cart

Step 3: Click on ***Proceed to Checkout***, and make payment.

The screenshot shows the 'LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES' interface. At the top left is the 'MINISTRY OF LAW SINGAPORE' logo. At the top right is the 'Singapore Government' logo with the tagline 'Integrity · Service · Excellence' and a navigation menu including 'FAQs', 'Contact Info', 'Feedback', 'Useful Links', and 'Sitemap'. Below the logo is a search bar and a dropdown menu set to 'Within This Website'. A navigation bar contains 'myDashBoard' and 'Logout' buttons. The breadcrumb trail reads 'Home > Cart'. The user is identified as 'WELCOME Rachel Tay'. A red banner indicates 'Application(s) with Outstanding Payment' for '1 item(s), \$950.00'. Below this is a table with the following data:

Application No.	Name	Category	Service Type	Fee Type	Fee Amount	Action
APP/LP/2015/17016	Lim & Tan Law Firm	SLP	New	Admin Fee	\$950.00	Remove from Cart
				Total	\$950.00	

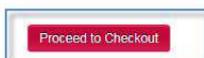


Figure 4.5-3: Proceed to Checkout

The Confirmation page will be shown upon successful payment.

The screenshot shows the 'Confirmation' page. At the top left is the 'MINISTRY OF LAW SINGAPORE' logo. At the top right is the 'Singapore Government' logo with the tagline 'Integrity · Service · Excellence' and a navigation menu including 'FAQs', 'Contact Info', 'Feedback', 'Useful Links', and 'Sitemap'. Below the logo is a search bar and a dropdown menu set to 'Within This Website'. A navigation bar contains a 'Logout' button. The breadcrumb trail reads 'Home > Page Not Found'. The user is identified as 'WELCOME Rachel Tay'. A red banner indicates 'Confirmation'. Below this is a white box containing the following text:

Your application(s) has/have been submitted. Please quote your application number(s) for any enquiries.

- APP/LP/2015/09047

Below the text is a red button labeled 'Return to myDashboard'.

Figure 4.5-4: Confirmation page

4.6 Update ACRA Information

After the SLP, FLP or JLV Licence application is approved in-principle, the Law Practice can proceed to register the business entity with ACRA, and thereafter update the ACRA information in LSRA e-Services.

Note: FLAs and GPs are not legal entities and do not need to register with ACRA. After the FLA and GP Licence applications are approved in-principle, the Law Practice can proceed to pay the Licence Fee.

Step 1: Login to myDashboard using Singpass. Click on **Action** and select **Update ACRA Info**.

The screenshot shows the 'myDashboard' interface for the Ministry of Law, Singapore. The user is logged in as Rachel Tay. The main content area displays a table of 'Draft Applications'. The table has the following data:

Application No.	Name	Category	Licence / Registration No.	Service Type	Submitted Date	Submitted By	Submission Deadline	Status	Action
APP/LP/2015/17016	Lim & Tan Law Firm	SLP	LSRA/LF/2015/00110	New	09/11/2015	Rachel Tay	02/02/2016	Pending Licence Fee	Action

The 'Action' dropdown menu for the first row is open, showing the option 'Update ACRA Info' highlighted.

Figure 4.6-1: myDashboard – Select Update ACRA Info

Step 2: Fill in the ACRA details.

The screenshot shows the 'Update ACRA' form page. The form contains the following fields:

- Law Practice Name***: A dropdown menu with 'Lim & Tan Law Corporation' selected.
- UEN Type***: A dropdown menu.
- Insurance Document**: A text input field with a 'Browse...' button.
- Law Practice UEN***: A text input field.
- Date of Establishment***: A date picker.

At the bottom of the form, there is an 'Add to Cart' button.

Figure 4.6-2 Update ACRA Information page

4.7 Pay Licence/Certificate Fee

Step 1: Click on **Add to Cart** in the Update ACRA Information page.

The screenshot shows the 'Update ACRA' page. At the top left is the 'MINISTRY OF LAW SINGAPORE' logo. To the right is the 'Singapore Government' logo with the tagline 'Integrity · Service · Excellence' and links for 'FAQs', 'Contact Info', 'Feedback', 'Useful Links', and 'Sitemap'. Below this is a search bar and a 'Within This Website' dropdown. A navigation bar contains 'LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES' and a 'Logout' button. The breadcrumb trail is 'Home > Update ACRA' and the user is identified as 'WELCOME Rachel Tay'. The main content area is titled 'Update ACRA' and contains a form with the following fields: 'Law Practice Name*' (dropdown menu showing 'Lim & Tan Law Corporation'), 'UEN Type*' (dropdown menu), 'Law Practice UEN*' (text input), and 'Date of Establishment*' (calendar icon). There is also an 'Insurance Document' field with a 'Browse...' button. A red 'Add to Cart' button with a shopping cart icon is located below the form and is highlighted with a blue box.

Figure 4.7-1: Update ACRA Information page - Add to Cart

Step 2: Click on **Go to Cart**.

The screenshot shows the 'myDashboard' page. At the top left is the 'MINISTRY OF LAW SINGAPORE' logo. To the right is the 'Singapore Government' logo with the tagline 'Integrity · Service · Excellence' and links for 'FAQs', 'Contact Info', 'Feedback', 'Useful Links', and 'Sitemap'. Below this is a search bar and a 'Within This Website' dropdown. A navigation bar contains 'LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES' and a 'Logout' button. The breadcrumb trail is 'Home > My DashBoard' and the user is identified as 'WELCOME Rachel Tay' and 'Lim & Tan Law Corporation (UEN: UEN/SLP/9047)'. The main content area has two tabs: 'ENTITIES' and 'INDIVIDUALS'. A red 'Go to Cart' button with a shopping cart icon is highlighted with a blue box. Below the tabs are two sections: 'Draft Applications' and 'Active Licences / Registrations'. The 'Draft Applications' section contains a table with the following data:

Application No.	Name	Category	Licence / Registration No.	Service Type	Submitted Date	Submitted By	Submission Deadline	Status	Action
APP/LP/2015/09047	Lim & Tan Law Corporation	SLP	LSRA/LLC/2015/0055	New	10/10/2015	Rachel Tay	06/01/2016	Pending Licence Fee	Action

The 'Active Licences / Registrations' section shows 'No Data'.

Figure 4.7-2: myDashboard - Go to Cart

Step 3: Click on ***Proceed to Checkout***, and make payment.

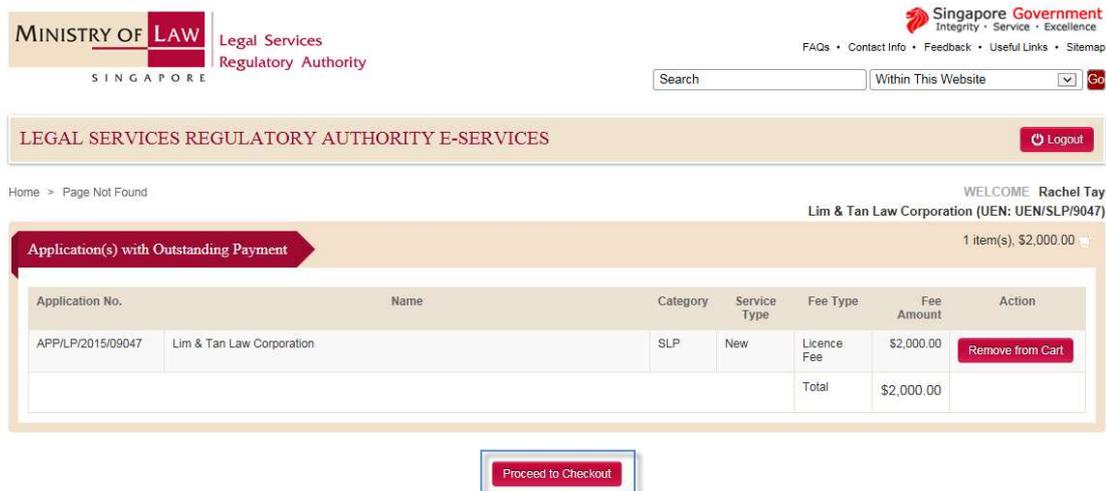


Figure 4.7-3: Pay Licence Fee

The Confirmation page will be shown upon successful payment.

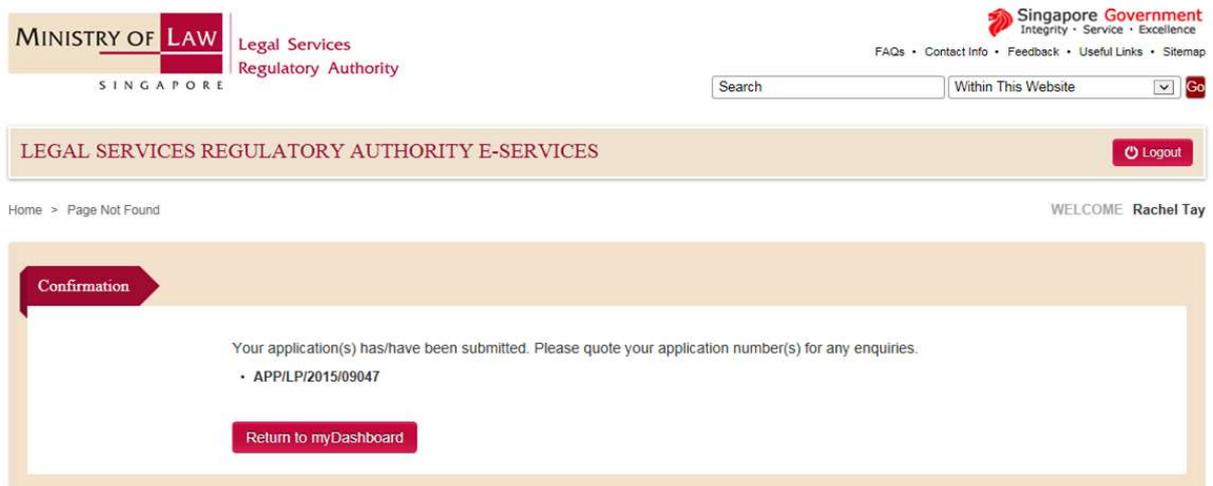


Figure 4.7-4: Confirmation page

4.8 Check Application Status

After successful payment of the Licence/Certificate Fee, you can login to myDashboard using Singpass at any time to check the status of your application.

When the Licence/Registration is pending Licence/Certificate Issuance, the application will be shown in the **Draft Applications** table.

The screenshot shows the 'myDashboard' interface for the Legal Services Regulatory Authority. The user is logged in as Rachel Tay, Lim & Tan Law Corporation (UEN: UEN/SLP/9047). The 'INDIVIDUALS' tab is selected, and the 'Draft Applications' table contains one entry:

Application No.	Name	Category	Licence / Registration No.	Service Type	Submitted Date	Submitted By	Submission Deadline	Status	Action
APP/LP/2015/09047	Lim & Tan Law Corporation	SLP	LSRA/LLC/2015/0055	New	10/10/2015	Rachel Tay	06/01/2016	Pending Licence Issuance	

The 'Active Licences / Registrations' table below it is empty, showing 'No Data'.

Figure 4.8-1: myDashboard – Pending Licence Issuance

When the entity Licence/Certificate is issued, the Licence/Registration record will be shown in the **Active Licences/Registrations** table.

The screenshot shows the 'myDashboard' interface after the licence has been issued. The 'Draft Applications' table is now empty, showing 'No Data'. The 'Active Licences / Registrations' table now contains one entry:

Name	Category	Licence / Registration No.	Valid From	Valid To	Status	Action
Lim & Tan Law Corporation	SLP	LSRA/LLC/2015/0055	10/10/2015	10/10/2017	Licence Issued	Action

Figure 4.7-6: myDashboard – Licence Issued

5.0 How to Renew or Update a Licence/Registration

5.1 Go to LSRA e-Services Home Page and Login

Login using Singpass is required to apply to Renew or Update an entity Licence/Registration. Refer to Sections 3.1 and 3.3 for details.

Updates that are administrative (e.g. change of telephone number) will be immediately reflected in the Licence/Registration record. Other updates (e.g. change of name) will require time to process and approve.

5.2 Select an Action in myDashboard

Step 1: Click on **Action** and select **Renew** or **Update**.

Home > myDashboard WELCOME Rachel Tay
Lim & Tan Law Firm (UEN: USLP00110)

ENTITIES INDIVIDUALS Go to Cart

Draft Applications

Application No.	Name	Category	Licence / Registration No.	Service Type	Submitted Date	Submitted By	Submission Deadline	Status	Action
No Data									

Active Licences / Registrations

Name	Category	Licence / Registration No.	Valid From	Valid To	Status	Action
Lim & Tan Law Firm	SLP	LSRA/LF/2015/00110	09/11/2015	09/11/2016	Active	Action Approval to Hold Interests in a Law Practice Renew Update Terminate Print Licence

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Figure 5.2: myDashboard - Select Renew/Update Action

5.3 Read Introduction and Apply

Step 1: Read the Introduction and Click on **Apply Now** at the bottom of the page.

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 notify the LSRA via the [Enquiry Form](#), selecting "Legal Services Regulatory Authority" as the subject and quoting the application number.

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 use the [Enquiry Form](#), selecting "Legal Services Regulatory Authority" as the subject and quoting the application number, so that we can better direct and track your query.

[Apply Now](#)

Figure 5.3: Introduction page

5.4 Fill in the Renew or Update Application Details

The forms for Renew and Update are similar to the new entity Licence/Registration application, except that the form will be auto-populated with details previously submitted for the Licence/Registration. Please check and edit the relevant details, if necessary, before submitting the application.

Section Name	Description
Main Contact for the Application	Auto-populated based on the Singpass login of the Main Contact. The details can be edited except for Identification No.
Managing Partner/Director of the Law Practice	Auto-populated with the details previously submitted. The details can be edited for SLPs only. To edit the details for other entity Licence/Registration types, please update the Managing Partner's/Director's CoR.
Manager of the GP/RO	Auto-populated with the details previously submitted. The details can be edited.
Parent Law Practice & Managing Partner/Director of Parent Law Practice	Auto-populated with the details previously submitted. The details can be edited.
Constituent Law Practices of the JLV	Auto-populated with the details previously submitted. To edit the details of the constituent Law Practices, please update their respective Licence records.
Member Law Practices of the FLA/GP	Auto-populated with the details previously submitted. The details can be edited for GP but not FLA. To edit the details of the member Law Practices of an FLA, please update their respective Licence records.
Information on the Law Practice	Auto-populated with the details previously submitted. The details can be edited.
Lawyers in the Law Practice	<ol style="list-style-type: none"> 1. Auto-populated with the details previously submitted for Lawyers who are PC holders. Only their Substantive Appointment can be edited. Other edits require a Notice of Change to be submitted via Supreme Court's eLitigation system. 2. Auto-populated with the details previously submitted for Lawyers registered with LSRA. To edit their details, please update their respective CoRs. 3. The details of equity interests, voting rights and profits will only be shown for Lawyers who have been granted approval to hold interests in the Law Practice. To edit these details, please submit an application for Approval to Hold Interests in the Law Practice.
Interests of Other Law Practice(s) in the Singapore Law Practice	<ol style="list-style-type: none"> 1. Auto-populated with the details previously submitted. 2. The details of equity interests, voting rights and profits will only be shown for other Law Practices which have been granted approval to hold interests in the Law Practice. <p>To edit these details, please submit an application for Approval to Hold Interests in the Law Practice.</p>
Regulated Non-Practitioner(s) in the Law Practice	<ol style="list-style-type: none"> 1. Auto-populated with the details previously submitted. To edit the details, please update their respective CoRs. 2. The details of equity interests, voting rights and profits will only be shown for RNPs who have been granted approval to hold interests in the Law Practice. To edit these details, please submit an application for Approval to Hold Interests in the Law Practice.
Partners/Directors Practising Concurrently	Auto-populated with the details previously submitted. To edit these details, please update the respective CoRs.

Summary	Auto-populated based on the details from the following sections: 1. Lawyers in the Law Practice; 2. Regulated Non-Practitioner(s); and 3. Interests of Other Law Practice(s) (only applicable to Singapore Law Practices).
Threshold Requirements	Auto-populated with the details previously submitted. The details can be edited.
Sharing of Premises	Auto-populated with the details previously submitted. The details can be edited.
Request Re-Issue of Licence	Only available in the Update application form. Refer to Section 5.4.1 for details.
Please state the sections/fields which you have updated	Only available in the Update application form. Refer to Section 5.4.2 for details.
Supporting Documents	Please upload all relevant supporting documents.

5.4.1 Request Re-Issue of Licence

This is only required if you are applying to change the name of your Law Practice and will therefore require your Licence to be re-issued under the new name.

Your Law Practice's current Licence can be downloaded at any time from myDashboard.

Step 1: Select **Yes** to request for the re-issue of the Licence.

Figure 5.3.1: Section - Request Re-Issue of Licence

5.4.2 Please state the sections/fields which you have updated

To speed up the processing of your application, please list the updates you are applying for.

Figure 5.3.2: Section - State the sections/fields which you have updated

5.5 Submit Signed Declaration Form

Refer to Section 4.4 for details.

5.6 Pay Application Fee and Submit

An Application Fee will be charged for Renewals. For Update applications, a fee will only be charged for re-issue of Licence. Refer to Section 4.5 for details.

5.7 Pay Licence/Certificate Fee

A Licence/Certificate Fee is only chargeable for Renewals. Refer to Section 4.7 for details.

6.0 How to Terminate an Entity Licence/Registration

6.1 Go to LSRA e-Services Home Page and login

Login using Singpass is required to apply for Termination of an entity Licence/Registration. Refer to Sections 3.1 and 3.3 for details.

6.2 Select an Action in myDashboard

Click on **Action** and select **Terminate**.

The screenshot shows the LSRA E-Services myDashboard interface. At the top, there is the Ministry of Law Singapore logo and the Singapore Government logo. Below the logo is a search bar and a 'Logout' button. The main content area is titled 'LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES'. The user is logged in as Rachel Tay, Lim & Tan Law Firm (UEN: USLP00110). The dashboard has two tabs: 'ENTITIES' and 'INDIVIDUALS'. Under 'ENTITIES', there are two sections: 'Draft Applications' and 'Active Licences / Registrations'. The 'Active Licences / Registrations' section contains a table with one row for 'Lim & Tan Law Firm'. The 'Action' column for this row has a dropdown menu open, showing options: 'Approval to Hold Interests in a Law Practice', 'Renew', 'Update', 'Terminate', and 'Print Licence'. The 'Terminate' option is highlighted.

Application No.	Name	Category	Licence / Registration No.	Service Type	Submitted Date	Submitted By	Submission Deadline	Status	Action
No Data									

Name	Category	Licence / Registration No.	Valid From	Valid To	Status	Action
Lim & Tan Law Firm	SLP	LSRA/LF/2015/00110	15/11/2015	09/11/2016	Active	<ul style="list-style-type: none"> Approval to Hold Interests in a Law Practice Renew Update Terminate Print Licence

Figure 6.2: myDashboard - Select Terminate Action

6.3 Read Introduction and Apply

Read the Introduction and click on **Apply Now** at the bottom of the page.

MINISTRY OF LAW Legal Services Regulatory Authority
SINGAPORE

Singapore Government
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FAQs · Contact Info · Feedback · Useful Links · Sitemap

Search Within This Website Go

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES myDashBoard Logout

Home > Introduction WELCOME Rachel Tay
Lim & Tan Law Firm (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 notify the LSRA via the [Enquiry Form](#), selecting "Legal Services Regulatory Authority" as the subject and quoting the application number.
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 use the [Enquiry Form](#), selecting "Legal Services Regulatory Authority" as the subject and quoting the application number, so that we can better direct and track your query.

Apply Now

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Figure 6.3: Introduction page

6.4 Fill in the Termination Application Details

6.4.1 Termination of Entity Licence/Registration

Home > Licence Termination

WELCOME Rachel Tay
Lim & Tan Law Firm (UEN: USLP00110)
Application No.: APP/LP/2015/17067

Termination of Licence / Registration

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*	<input type="text" value="Lim & Tan Law Firm"/>
Category*	<input style="border: 1px solid #ccc;" type="text" value="Singapore Law Practice"/>
Date of Establishment*	<input style="border: 1px solid #ccc;" type="text" value="15/11/2015"/>
Date of Termination*	<input style="border: 1px solid #ccc;" type="text"/>
Reason for Termination*	<input style="width: 100%; height: 20px;" type="text"/>
Details of Law Practice(s) or Solicitor(s) taking over files and clients' monies with consent of clients*	<input style="width: 100%; height: 20px;" type="text"/>

Figure 6.4-1: Section - Termination of Entity Licence/Registration

6.4.2 Lawyers and Regulated Non-Practitioner(s) in the Law Practice

This section displays the Lawyers registered under this Licence. It cannot be edited. The CoRs of these Lawyers will be automatically terminated upon the approved cessation date of the Law Practice.

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										

Figure 6.4-2: Section - Lawyers and Regulated Non-Practitioner(s) in the Law Practice.

6.4.3 Supporting 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*	Provide the details of the names and addresses of law practice (s) or 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

Figure 6.3.3: Section - Documents

6.5 Submit Signed Declaration Form

Refer to Section 4.4 for details.

6.6 Submit Application

There are no charges for Termination applications.

Click on **Submit** to submit the application.

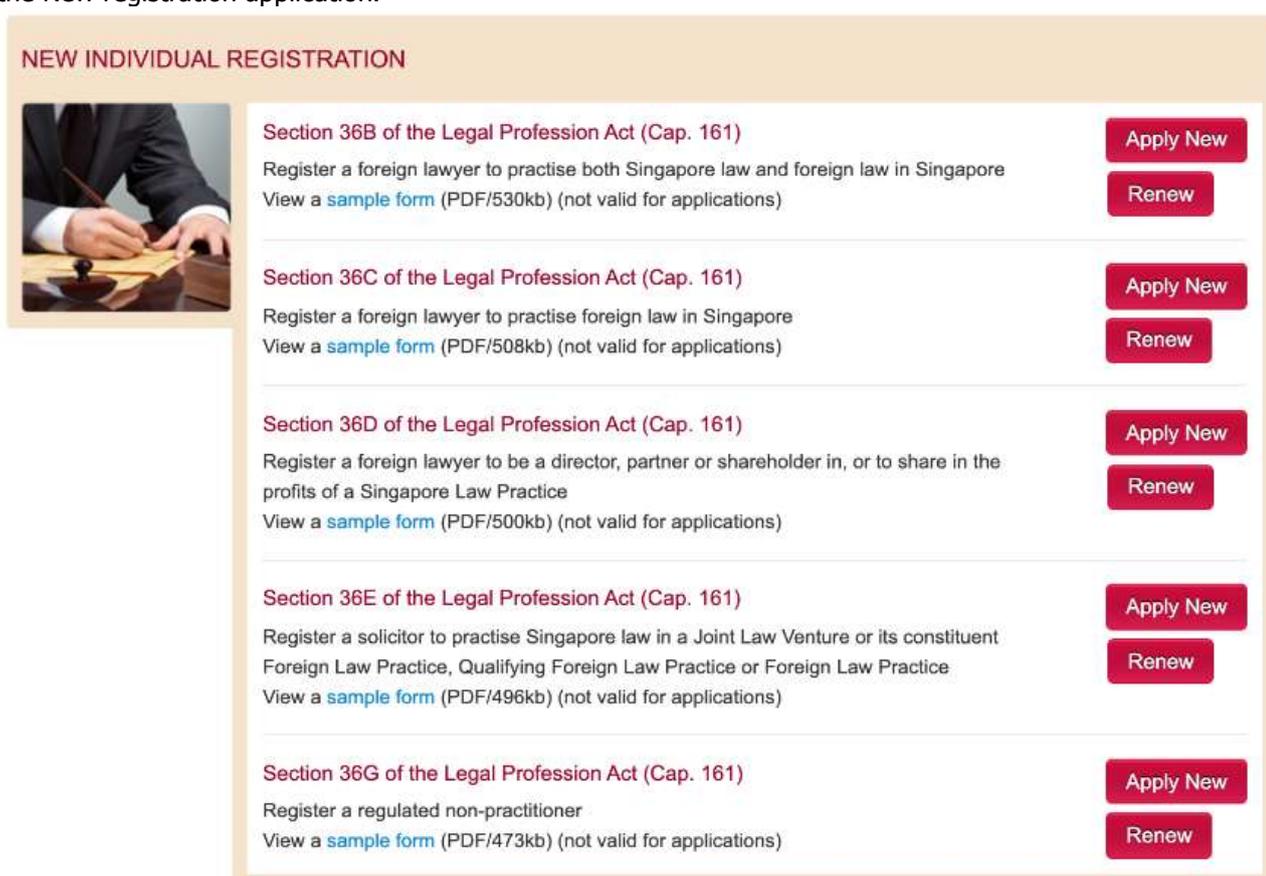
7.0 How to Apply for a New Lawyer Registration

7.1 Go to LSRA e-Services Home Page and Apply

Login using Singpass is required to apply for a New Lawyer Registration. Refer to Sections 3.1 and 3.3 for details.

Please note:

- A Law Practice can only apply for a New Lawyer Registration after the Law Practice Licence has been issued.
- Where a Lawyer is converting their Registration type (e.g. from 36C to 36B), the Law Practice will need to apply for a new CoR for the Lawyer and also apply to terminate the current CoR. LSRA will only issue the new CoR after approving the termination of the current CoR.
- Where a Lawyer is transferring between Law Practices, the new Law Practice will need to apply for a new CoR for the Lawyer, and the current Law Practice will need to apply to terminate the current CoR for the Lawyer. LSRA will only issue the new CoR after approving the termination of the current CoR.
- Where the Law Practice is converting their legal structure (e.g. from partnership to LLC), the Law Practice will need to apply for a new Licence and also apply to terminate the current Licence. All CoRs under the current Licence will be automatically terminated on the approved cessation date of the Licence. After the Licence for the new Law Practice has been issued, the new Law Practice will need to apply for new CoRs for all the Lawyers to be registered under the new Law Practice. For your convenience, you will be able to retrieve the details of the Lawyer's previous registrations in the New registration application.



The screenshot displays the 'NEW INDIVIDUAL REGISTRATION' section of the LSRA Home page. It features a list of registration categories, each with a description, a link to a sample form, and buttons for 'Apply New' and 'Renew'. An image of a person writing is shown on the left side of the page.

Section	Description	Sample Form	Buttons
Section 36B of the Legal Profession Act (Cap. 161)	Register a foreign lawyer to practise both Singapore law and foreign law in Singapore	View a sample form (PDF/530kb) (not valid for applications)	Apply New, Renew
Section 36C of the Legal Profession Act (Cap. 161)	Register a foreign lawyer to practise foreign law in Singapore	View a sample form (PDF/508kb) (not valid for applications)	Apply New, Renew
Section 36D of the Legal Profession Act (Cap. 161)	Register a foreign lawyer to be a director, partner or shareholder in, or to share in the profits of a Singapore Law Practice	View a sample form (PDF/500kb) (not valid for applications)	Apply New, Renew
Section 36E of the Legal Profession Act (Cap. 161)	Register a solicitor to practise Singapore law in a Joint Law Venture or its constituent Foreign Law Practice, Qualifying Foreign Law Practice or Foreign Law Practice	View a sample form (PDF/496kb) (not valid for applications)	Apply New, Renew
Section 36G of the Legal Profession Act (Cap. 161)	Register a regulated non-practitioner	View a sample form (PDF/473kb) (not valid for applications)	Apply New, Renew

Figure 7.1: LSRA Home page

7.2 Read Introduction and Apply

Step 1: Read the Introduction and click **Apply Now** at the bottom of page.

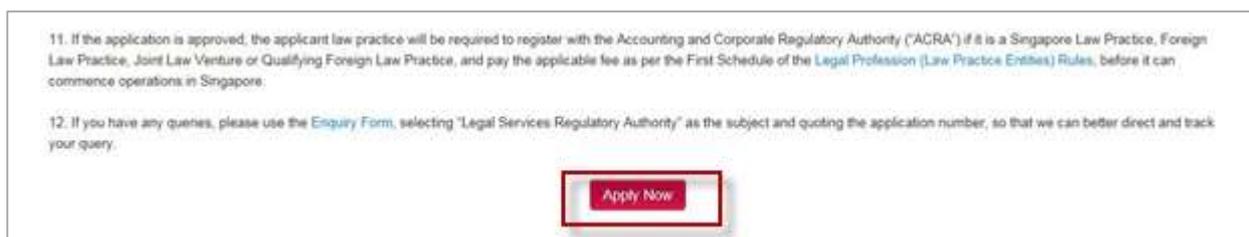


Figure 7.2: Introduction Page

7.3 Fill in the Application Details

The forms are similar for all Lawyer Registration applications.

7.3.1 Registration Details

For Lawyers who are transferring between Law Practices, or whose previous registration has expired, this section can be used to retrieve the details previously submitted for the Lawyer, provided you have the CoR and Identification Number (e.g. NRIC, passport or FIN) previously submitted for the Lawyer.

This section is available in all types of Lawyer Registration application forms.

Please also select the requested Registration Period for the Lawyer.

A screenshot of a web form titled "Registration Details". The form contains several fields and options: a radio button group for "Has this individual previously registered with LSRA or AGC?" with "No" selected; two text input fields for "Previous/Current Certificate of Registration No." and "Identification No.", each with an information icon; a "Retrieve" button; and a section for "Please select the requested Registration Period" with two radio button options: "Until 31 March 2016" (unchecked) and "From 1 April 2016 to 31 March 2017" (checked).

Figure 7.3.1-1: Section - Registration Details for 36B and 36E

A screenshot of a web form titled "Registration Details". The form contains several fields and options: a radio button group for "Has this individual previously registered with LSRA or AGC?" with "No" selected; two text input fields for "Previous/Current Certificate of Registration No." and "Identification No.", each with an information icon; a "Retrieve" button; and a section for "Please select the requested Registration Period" with a dropdown menu currently showing "12 Months".

Figure 7.3.1-2: Section - Registration Details for 36C, 36D, 36F and 36G

7.3.2 Law Practice Details

These fields are auto-populated based on the Singpass login. They cannot be edited.

Changes to these fields must be made through the Licence Update application.

The screenshot shows a form titled "Law Practice Details". It contains the following fields:

- Name of Law Practice:** Text input field containing "Lim & Tan Law Corporation".
- Type of Law Practice:** Dropdown menu with "Singapore Law Practice" selected.
- UEN Type:** Dropdown menu with "Local Companies" selected.
- Law Practice UEN:** Text input field containing "UEN/SLP/9047" with a search icon.

Figure 7.3.2: Section - Law Practice Details

7.3.3 Main Contact

The Main Contact's details will be auto-populated based on his or her Singpass login.

This information is required in every Registration form.

The screenshot shows a form titled "Main Contact for the Application". It contains the following fields:

- Salutation:** Dropdown menu with "Ms" selected.
- First Name (Given Name):** Text input field containing "Rachel".
- Last Name (Surname):** Text input field containing "Tay".
- Suffix:** Dropdown menu with "SC" selected.
- If other Suffix, please state:** Text input field.
- Identification Type:** Dropdown menu with "NRIC (Pnk)" selected.
- Identification No.:** Text input field.
- Nationality:** Dropdown menu with "SINGAPORE CITIZEN" selected.
- Date of Birth (DDMM/YYYY):** Text input field containing "02/05/1984".
- Substantive Appointment:** Dropdown menu with "Managing Partner/Director (Salaried)" selected.
- Job Title:** Text input field containing "Senior Partner".
- Organisation Name:** Text input field containing "Jonash & Partners".
- Correspondence Address:** Radio buttons for "Local" (selected) and "Foreign".
- Postal Code:** Text input field containing "018940" with a search icon.
- Block / House No.:** Text input field containing "11".
- Unit No.:** Text input field containing "#30-11".
- Street:** Text input field containing "MARINA BOULEVARD".
- Building Name:** Text input field.
- Foreign Address:** Text input field.
- Country:** Dropdown menu.
- Office No.:** Text input field.
- Fax No.:** Text input field containing "85596079".
- Mobile No.:** Text input field.
- Email:** Text input field.

Figure 7.3.3: Section Main Contact for Application

7.3.4 Managing Partner/Director of Applicant Law Practice

This information is auto-populated from the details previously submitted. Changes to these fields must be made via an Update to the Managing Partner's/Director's CoR.

Managing Partner/Director of Applicant Law Practice

Salutation*	Mr	Last Name (Surname)*	Lim
First Name (Given Name)*	Jonathan	If other Suffix, please state	
Suffix	QC	Identification No.*	
Identification Type*	FIN	Date of Birth* (DD/MM/YYYY)	10/10/1989
Nationality*	ANDORRAN	Job Title	
Substantive Appointment*	Managing Partner/Director (Salarie)	Correspondence Address*	<input checked="" type="radio"/> Local <input type="radio"/> Foreign
Postal Code	569141	Block / House No.	5
Street	ANG MO KIO STREET 62	Unit No.	
Foreign Address			
Country		Building Name	NCS HUB
Office No.*	65560001	Fax No.*	65560002
Mobile No.	65560003	Email*	jonathatlim@gmail.com

Figure 7.3.4: Section - Managing Partner/Director of Applicant Law Practice

7.3.5 Registrant

Figure 7.3.5-1: Section - Registrant

*Note: If you select 'Yes' for the question **Is the Registrant the Managing Partner/Director of the Applicant Law Practice**, the Registrant details will be auto-populated from the Managing Partner's previously submitted CoR details and cannot be edited.*

This field is only available for 36B, 36E, 36F and 36G.

Figure 7.3.5-2: Section - Registrant

This field is only available for 36E and 36G.

Figure 7.3.5-3: Section – Registrant

This field is only available for 36B and 36C.

Figure 7.3.5-4: Section – Registrant

This field is only available for 36B and 36E.

Accountant's Report Required?* Yes No ⓘ

Figure 7.3.5-5: Section – Registrant

This field is only available for 36B, 36C, 36E, 36F, 36G.

How many days a year (on average) does this individual intend to reside in Singapore for the registration period?* Between 90 days to less than 183

Figure 7.3.5-5: Section – Registrant

7.3.6 Concurrent Practice

This is available when the Law Practice registering this Lawyer is a:

1. JLJV or its constituent SLP; or
2. Member SLP/FLP/QFLP of an FLA.

Details of Concurrent Practice

Select the Law Practice (s) in which this individual is practising concurrently	Name of other Law Practice	Type of Law Practice	Law Practice UEN	Substantive Appointment at other Law Practice	Is this individual in the Management Committee at the other Law Practice?
<input type="checkbox"/>	ABC Law Practice	Joint Law Venture	T00LL1234E		

Figure 7.3.6: Concurrent Practice

7.3.7 Jurisdictions in which the Registrant is Qualified to Practise

To add a Jurisdiction

Step 1: Click on **Add**.

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

Figure 7.3.7-1: Section - Jurisdiction(s) in which the Registrant is Qualified to Practise

Step 2: Fill in the details and click on **Save**.

Jurisdiction

Country*

State / Bar If Other, please specify State / Bar

Date of Admission* (DD/MM/YYYY)

Is a Practising Certificate required outside this jurisdiction?* Yes No / N.A.

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**

Figure 7.3.7-2: Subpage of Jurisdiction

7.3.8 Registrant's Educational Qualifications

Step 1: Click on **Add**.

The screenshot shows a section titled "Registrant's Educational Qualifications" with a red header. Below the header are two buttons: "Add" and "Remove". Underneath is a table with the following columns: S/N, Academic Qualification, Results, University/College Attended, Country, Full-Time Internal Candidate?, Length of Course, and Year Awarded. The table is currently empty, displaying "No Data".

Figure 7.3.8-1: Section - Registrant's Educational Qualifications

Step 2: Fill in the details and click on **Save**.

The screenshot shows the "Education" subpage with a red header. The form contains the following fields:

- Academic Qualification*: A dropdown menu with a "v" icon. To its right is the text "If other Academic Qualification, please state" followed by a text input field.
- Results*: A dropdown menu with a "v" icon. To its right is the text "If other Results, please state" followed by a text input field.
- University/College Attended*: A dropdown menu with a "v" icon. To its right is the text "If other University/College Attended, please state" followed by a text input field.
- Country*: A dropdown menu with a "v" icon.
- Full-Time Internal Candidate?*: Radio buttons for "Yes" and "No".
- Length of Course*: A dropdown menu with a "v" icon.
- Year Awarded* (YYYY): A text input field.

 At the bottom of the form are two buttons: "Save" and "Cancel".

Figure 7.3.8-2: Subpage Education

7.4 Submit Signed Declaration Form

Refer to Section 4.4 for details.

7.5 Pay Application Fee and Submit

The Application Fee is charged based on the number of years for the Registration Period. For payment of the Application Fee, refer to Section 4.5 for details.

7.6 Pay Registration Fee

The Registration Fee is charged based on the number of years for the Registration Period. For payment of the Registration Fee, refer to Section 4.7 for details.

8.0 How to Renew and Update a Lawyer Registration

8.1 Go to the LSRA e-Services Home Page and Login

Login using Singpass is required to apply to Renew or Update a Lawyer Registration. Refer to Section 3.1 for details.

8.2 Select an Action in myDashboard

Step 1: Click on **Action** and select **Renew** or **Update**.

Name	Category	Registration No.	Valid From	Valid To	Registration Status	Action
Bao Yi Zeng	36D	LSRA/36D/2015/0016	05/11/2015	04/11/2018	Active	Action
Jian Ya Cai	36B	LSRA/36B/2015/0040	29/10/2015	31/03/2017	Active	Action
Rong Hao Li	36C	LSRA/36C/2015/0016	04/11/2015	03/11/2017	Active	Action
Ya Shu Ma	36F	LSRA/36F/2015/0010	05/11/2015	04/11/2016	Active	Action

Figure 8.2: myDashboard - Select Renew/Update Action

8.3 Read the Introduction and Apply

Read the Introduction and click on **Apply Now**.

10. Registration-related applications will normally take around 3 to 6 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. Please note that successful application for a certificate of registration does not mean that the Ministry of Manpower ("MOM") will approve an application for an employment pass for a foreign Registrant. MOM provides a [self-assessment tool](#) which gives an indication of the Registrant's eligibility, but it does not guarantee the actual outcome of the application.

12. If you have any queries, please use the [Enquiry Form](#), selecting "Legal Services Regulatory Authority" as the subject and quoting the application number, so that we can better direct and track your query.

[Apply Now](#)

Figure 8.3: Introduction page

8.4 Fill in Renew or Update Application Details

The forms for Renew and Update are similar to the new Lawyer Registration application, except that the form will be auto-populated with details previously submitted for the Lawyer. Please check and edit the relevant details, if necessary, before submitting the application.

Section Name	Description
Registration Details	The Registration Period can be edited in the Renewal form but not in the Update form.
Law Practice Details	Auto-populated with the details previously submitted. The details cannot be edited.
Main Contact for the Application	Auto-populated based on the Singpass login of the Main Contact. The details can be edited except for Identification No.
Managing Partner/Director of the Applicant Law Practice	Auto-populated with the details previously submitted. Details in this section cannot be edited. If there is a change of Managing Partner/Director, please refer to the Registrant section.

Registrant	Auto-populated with the details previously submitted. The details can be edited. If the Registrant is or will become the new Managing Partner/Director of the Law Practice, please select 'Yes' for the question <i>Is the Registrant the Managing Partner/Director of the Applicant Law Practice?</i> , and edit the relevant fields. The details in the section for Managing Partner/Director of the Applicant Law Practice will be updated upon approval of the Update application.
Details of Concurrent Practice	Auto-populated with the details previously submitted. The details can be edited.
Jurisdiction(s) in which the Registrant is Qualified to Practise	Auto-populated with the details previously submitted. The details can be edited.
Registrant's Educational Qualification	Auto-populated with the details previously submitted. The details can be edited.
Request Re-Issue of Certificate	Only available in the Update application form. Refer to Section 8.4.1 for details.
Please state the sections/fields which you have updated	Only available in the Update application form. Refer to Section 8.4.2 for details.

8.4.1 Request Re-Issue of Certificate

Step 1: Select **Yes** to request the re-issue of the Certificate.

Figure 8.4.1: Section – Request Re-Issue of Certificate

8.4.2 Please state the sections/fields which you have updated

Figure 8.4.2: Section - State the sections/fields which you have updated

8.5 Submit Signed Declaration Form

Refer to Section 4.4 for details.

8.6 Pay Application Fee and Submit

An Application Fee will be charged for Renewal. It is charged based on the number of years for the Registration Period.

For Updates, a fee is only chargeable for the re-issue of a Certificate.

For payment of Application Fees, refer to Section 4.5 for details.

8.7 Pay Registration Fee

A Registration Fee will be charged for Renewal. It is charged based on the number of years for the Registration Period.

For payment of Registration Fees, refer to Section 4.7 for details.

9.0 How to Terminate a Lawyer Registration

9.1 Go to LSRA e-Services Home Page and login

Login using Singpass is required to apply for Termination of a Lawyer Registration. Refer to Sections 3.1 for details.

9.2 Select an Action in myDashboard

Click on **Action** and select **Terminate**.



Figure 9.2: myDashboard - Select Terminate Action

9.3 Read Introduction and Apply

Read the Introduction and click on **Apply Now**.

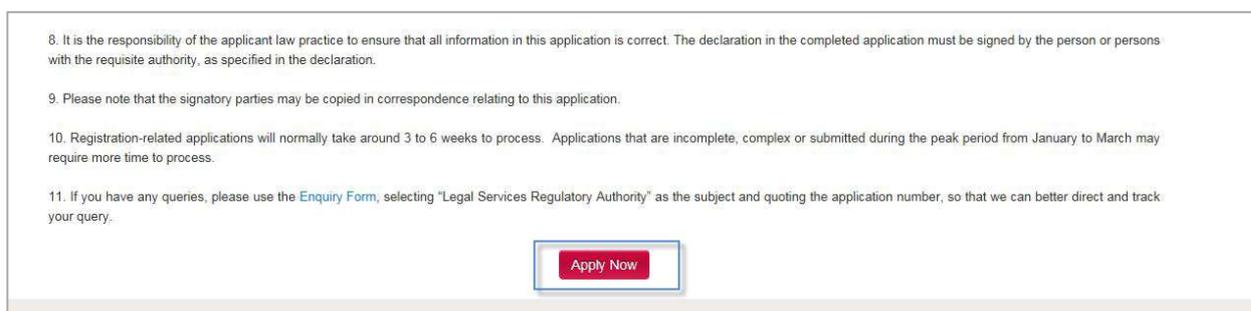


Figure 9.3: Introduction page

9.4 Fill in the Termination Application Details

9.4.1 Termination of Registration

Termination of Registration

CoR No.* LSRA/36C/2015/0016

Registered Under* 36C Legal Profession Act

First Name (Given Name)* Rong Hao

Last Name (Surname)* Li

Email* ronghao@163.com

Name of Law Practice* Cai & Zhou Law Firm

Type of Law Practice* Singapore Law Practice

Date of Termination*

Reason for Termination*

Figure 9.4.1: Section - Termination of Registration

9.4.2 Supporting Documents

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

Remaining Size: 12.00 MB

Save as Draft Next

Figure 9.4.2: Section - Documents

9.5 Submit Signed Declaration Form

Refer to Section 4.4 for details.

9.6 Submit Application

There are no charges for Termination.

Click on **Submit** to submit the application.

10.0 How to Apply for Approval to Hold Interests in a Law Practice

10.1 Go to LSRA e-Services Home Page and Login

Login using Singpass is required to apply for Approval to Hold Interest in a Law Practice. Refer to Sections 3.1 for details.

10.2 Select an Action in myDashboard

Click on **Action** and select **Approval to Hold Interest in a Law Practice**.

The screenshot shows the 'myDashboard' interface. At the top, there are tabs for 'ENTITIES' and 'INDIVIDUALS'. A 'Go to Cart' button is visible in the top right. Below the tabs, there are two main sections: 'Draft Applications' and 'Active Licences / Registrations'. The 'Draft Applications' section is currently empty, showing 'No Data'. The 'Active Licences / Registrations' section contains one entry for 'Lim & Tan Law Firm' with details: Category: SLP, Licence / Registration No.: LSRA/LF/2015/00110, Valid From: 09/11/2015, Valid To: 09/11/2016, Status: Active. An 'Action' dropdown menu is open for this entry, showing options: 'Approval to Hold Interests in a Law Practice' (highlighted), 'Renew', 'Update', 'Terminate', and 'Print Licence'. At the bottom of the dashboard, there is a footer with copyright information: '© 2015 Government of Singapore | Privacy Statement | Rate This Website | Terms of Use'.

Figure 10.2: myDashboard - Select Approval to Hold Interest in a Law Practice Action

10.3 Read Introduction and Apply

Read the Introduction and click on **Apply Now**.

The screenshot shows the 'Introduction Page' with four numbered paragraphs of text. At the bottom center, there is a red 'Apply Now' button. The text in the paragraphs is as follows:

- 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 notify the LSRA via the [Enquiry Form](#), selecting "Legal Services Regulatory Authority" as the subject and quoting the application number.
- 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 use the [Enquiry Form](#), selecting "Legal Services Regulatory Authority" as the subject and quoting the application number, so that we can better direct and track your query.

Figure 10.3 Introduction Page

10.4 Fill in the Application Details

Section Name	Description
Main Contact for the Application	Auto-populated based on the Singpass login of the Main Contact. The details can be edited except for Identification No.
Managing Partner/Director of the Law Practice	Auto-populated with the details previously submitted. The details can be edited for SLPs only. To edit the details for other Law Practice types, please update the Managing Partner's/Director's CoR.
Information on the Law Practice	Auto-populated with the details previously submitted. To edit the details, please update the Law Practice Licence record.
Lawyers in the Singapore Law Practice	<ol style="list-style-type: none"> 1. This section is only available for SLPs. 2. Auto-populated with Lawyers who have been granted approval to hold interests in the SLP. 3. You can add or remove Lawyers, or edit their details. 4. Refer to Section 10.4.1 for details.
Interests of Other Law Practice(s) in the Singapore Law Practice	<ol style="list-style-type: none"> 1. This section is only available for SLPs. 2. Auto-populated with other Law Practices who have been granted approval to hold interests in the SLP. 3. You can add or remove Law Practices, or edit their details. 4. Refer to Section 10.4.1 for details.
Regulated Non-Practitioner(s) in the Law Practice	<ol style="list-style-type: none"> 1. This section is available for all Law Practices. 2. Auto-populated with RNPs who have been granted approval to hold interests in the Law Practice. 3. You can add or remove RNPs, or edit their details. 4. Refer to Section 10.4.1 for details.
Summary	<p>Auto-populated based on the details from the following sections:</p> <ol style="list-style-type: none"> 1. Lawyers in the Law Practice (applicable for SLPs only); 2. Interests of Other Law Practice(s) (applicable for SLPs only); and 3. Regulated Non-Practitioner(s).

10.4.1 Interests of Lawyers, Other Law Practices and RNPs

Lawyers in the Singapore Law Practice

Add
Remove
Undo changes to existing records

S/N	Name	Identification No.	CoR/Application 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 (%)	Action
No Data													

Interests of Other Law Practice(s) in the Singapore Law Practice

Add
Remove
Undo changes to existing records

S/N	Name of Law Practice	Type of Law Practice	Law Practice UEN	UEN Type	Is the Law Practice based in Singapore?	Singapore / Foreign	Equity Interests (%)	Voting Rights (%)	Profits (%)	Action
No Data										

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

Add
Remove
Undo changes to existing records

S/N	Name	Identification No.	Registration No.	Certificate Type	Substantive Appointment	Interests in the Law Practice?	Interests in the Law Practice?	Equity Interests (%)	Equity Interests (%)	Profits (%)	Action
No Data											

Figure 10.4.1 Interests of Lawyers, Other Law Practices and RNPs

Note 1: The Application and Certificate Fees are charged for each Lawyer or Law Practice added or edited.

Note 2: There are no charges for:

1. Removing any Lawyers or Law Practices;
2. Adding, editing or removing RNPs.

10.5 Submit Signed Declaration Form

Refer to Section 4.4 for details.

10.6 Pay Application Fee and Submit

An Application Fee is charged for each Lawyer or Law Practice added or edited. For payment of Application Fees, refer to Section 4.5 for details.

10.7 Pay Certificate Fee

A Certificate Fee is for each Lawyer or Law Practice added or edited. For payment of Certificate Fees, refer to Section 4.7 for details.

11.0 How to Search for a Law Practice/Lawyer

LSRA's integrated search function allows users to conveniently search all law practices and collaborations registered with LSRA, and all lawyers with a valid Practising Certificate (based on records obtained from the Supreme Court) or Certificate of Registration (based on registrations with LSRA).

Home > LSRA Home

The screenshot displays the LSRA Home page interface. On the left, there are navigation panels for 'Login to myDashboard', 'Announcements', 'Quick Links', and a search box. The search box is set to 'Law Practices & Collaborations' and has a search input field. The main content area is divided into two sections: 'NEW ENTITY LICENCE OR REGISTRATION' and 'NEW INDIVIDUAL REGISTRATION'. Each section lists various legal entities and their corresponding registration requirements, with 'Apply New' and 'Renew' buttons for each.

NEW ENTITY LICENCE OR REGISTRATION

- Singapore Law Practice – Sections 131, 138 or 153 of the Legal Profession Act (Cap. 161)**
Apply for a licence for a law firm, limited liability law partnership or law corporation
View a [sample form](#) (PDF/573kb) (not valid for applications) Apply New Renew
- Foreign Law Practice – Section 172 of the Legal Profession Act (Cap. 161)**
Apply for a licence for a foreign law practice
View a [sample form](#) (PDF/742kb) (not valid for applications) Apply New Renew
- Joint Law Venture – Section 169 of the Legal Profession Act (Cap. 161)**
Apply for a licence for a Joint Law Venture
View a [sample form](#) (PDF/656kb) (not valid for applications) Apply New Renew
- Formal Law Alliance – Section 170 of the Legal Profession Act (Cap. 161)**
Apply for a licence for a Formal Law Alliance
View a [sample form](#) (PDF/431kb) (not valid for applications) Apply New Renew
- Group Practice – Rules 14 and 60 of the Legal Profession (Law Practice Entities) Rules 2015**
Apply for approval for a Singapore Group Practice or Foreign Group Practice
View a [sample form](#) (PDF/322kb) (not valid for applications) Apply New Renew
- Representative Office – Section 173 of the Legal Profession Act (Cap. 161)**
Give notice of the establishment of a Representative Office
View a [sample form](#) (PDF/419kb) (not valid for applications) Apply New Renew

NEW INDIVIDUAL REGISTRATION

- Section 36B of the Legal Profession Act (Cap. 161)**
Register a foreign lawyer to practise both Singapore law and foreign law in Singapore
View a [sample form](#) (PDF/530kb) (not valid for applications) Apply New Renew
- Section 36C of the Legal Profession Act (Cap. 161)**
Register a foreign lawyer to practise foreign law in Singapore
View a [sample form](#) (PDF/508kb) (not valid for applications) Apply New Renew
- Section 36D of the Legal Profession Act (Cap. 161)**
Register a foreign lawyer to be a director, partner or shareholder in, or to share in the profits of a Singapore Law Practice Apply New Renew

Figure 11.1-1 Search Function on LSRA's e-Services Home Page

11.1 How to search for a Law Practice

Step 1: Select **Law Practices & Collaborations**.



The image shows a search interface for law practices or lawyers. It features a dark red header with the text "Search for a Law Practice or Lawyer". Below the header is a dropdown menu currently set to "Law Practices & Collaborations". Underneath the dropdown is a search input field with the placeholder text "Search" and a magnifying glass icon on the right. At the bottom of the search area is a link labeled "More Search Options".

Figure 11.1-2 Search for a Law Practice

Step 2: Fill in the Law Practice Name and click the search  button.



Figure 11.1-3: Fill in the Law Practice Name

The search results are shown in a new page.

Search Result (13 Records)

1	Name of Law Practice	: Aziz Tayabali & Associates	Type of Law Practice	: Singapore Law Practice
	Key Practice Area(s)	: N.A.		
	Size of Law Practice	: Small (1 to 5 lawyers)	Tel No.	: 65330505
	Email	: azizt@starhub.net.sg	Website	: N.A.
	Managing Partner / Director	: N.A.	Management Committee	: N.A.
	Address	: 133 NEW BRIDGE ROAD CHINATOWN POINT # #12-02 SINGAPORE 059413		
2	Name of Law Practice	: Bee See & Tay	Type of Law Practice	: Singapore Law Practice
	Key Practice Area(s)	: N.A.		
	Size of Law Practice	: Small (1 to 5 lawyers)	Tel No.	: 62226829
	Email	: bcntay@singnet.com.sg	Website	: N.A.

Figure 11.1-4: Search Result

11.2 How to search for a Lawyer

Step 1: Select ***Singapore-qualified Lawyers*** or ***Lawyers Registered with LSRA***.

Singapore-qualified Lawyers – to search for PC holders including 36E (130N).

Lawyer Registered with LSRA – to search for all individuals registered with LSRA (including 36E and RNPs).



Figure 11.2-1: Search for a Lawyer

Step 2: Fill in the Lawyer's Name and click the search  button.



The search interface features a dark red header with the text "Search for a Law Practice or Lawyer". Below the header is a dropdown menu currently set to "Singapore-qualified Lawyers". Underneath the dropdown is a text input field containing the name "Tay" and a search icon. At the bottom of the search area is a link labeled "More Search Options".

Figure 11.2-2: Fill in the Lawyer's Name

The search results are shown in a new page.



The search results are displayed in a table with a light beige background. The table is titled "Search Result (1 Record)". The results are as follows:

Name	: David Tay	Registration Type	: 36D Legal Profession Act
Job Title	: N.A.	Tel No.	: 65565432
Key Practice Area(s)	: N.A.		
Name of Law Practice	: Tay & Tan Law Practice	Type of Law Practice	: Singapore Law Practice
Email	: tantay@gmail.com	Website	: N.A.
Address	: 967 HOUGANG AVENUE 9 SINGAPORE 530967		

Figure 11.2-3: Search Result

11.3 Search with More Options

Step 1: Click on *More Search Options*.



The search interface is similar to Figure 11.2-2, but the dropdown menu is now set to "Law Practices & Collaborations". The text input field still contains "Tay" and the search icon is present. The "More Search Options" link is also visible.

Figure 11.3-1: More Search Options

Step 2: Fill in the search criteria and click on **Search**.

Search for a Law Practice / Lawyer

Search for: Law Practices & Collaborations Singapore-qualified Lawyers Lawyers Registered with LSRA

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
- Employment Law

Selected:

Type of Law Practice

Law Practice / Lawyer Name Lim

Search

Figure 11.3-2: More Search Options page

12.0 How to Submit a Complaint about a Law Practice

You can submit complaints about a Law Practice breaching the business criteria and conditions relevant to its Licence/Registration via MinLaw's website. Complaints about a Lawyer's professional misconduct should be directed to Law Society.

Step 1: Go to MinLaw's webpage on submitting a Complaint at:

<https://www.mlaw.gov.sg/content/minlaw/en/legal-industry/other-services/submit-a-complaint-about-a-law-practice-entity.html>

Step 2: Follow the link to the Complaint form.

Step 3: Fill in the *verification code* and click on *Next*.

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LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

Home > Complaint Introduction

Complaint

This form must be completed and signed by the complainant intending to make a complaint against the practitioners/ partners of a law firm. If a question or section in the form is not applicable, select 'N.A.'

CZK: C8
Click to refresh verification code

Next

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Figure 12-1: Introduction page

Step 4: Fill in the Complaint form.

Step 5: Click on *Next* to submit.



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LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

Home > Complaint

Contact Information

Salutation*

First Name* Last Name*

Identification Type* Identification No*

Address*

Contact No

Email*

What is your relationship with the Law Practice about which you are complaining?*

If other relationship, please state

Are you submitting a complaint on behalf of another person? Yes No

Details of the person on whose behalf you are submitting a complaint

Salutation

First Name Last Name

Address

Contact No

Email

What is your relationship with the person on whose behalf you are submitting a complaint?

Whom should we contact regarding this complaint? You The person on whose behalf you are submitting a complaint

Letter of Authorisation (if available)

Details of the Law Practice Entity you are reporting

Name of the Law Practice*

Address

Contact No

Have you previously submitted a complaint to LSRA or any other authority regarding this matter? Yes No

If Yes, please provide details (E.g. authority, date, ref. no.)

Please set out your concerns as clearly as possible, using specific dates where applicable*

If you are submitting this complaint more than 6 years after the incident(s) occurred, please explain why

Documents

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

S/N	Document Required	Description	Uploaded Document(s)	Action
No Data				

Remaining Size: 12.00 MB

Figure 12-2: Complaint Details page

The Confirmation page will be shown upon successful submission.

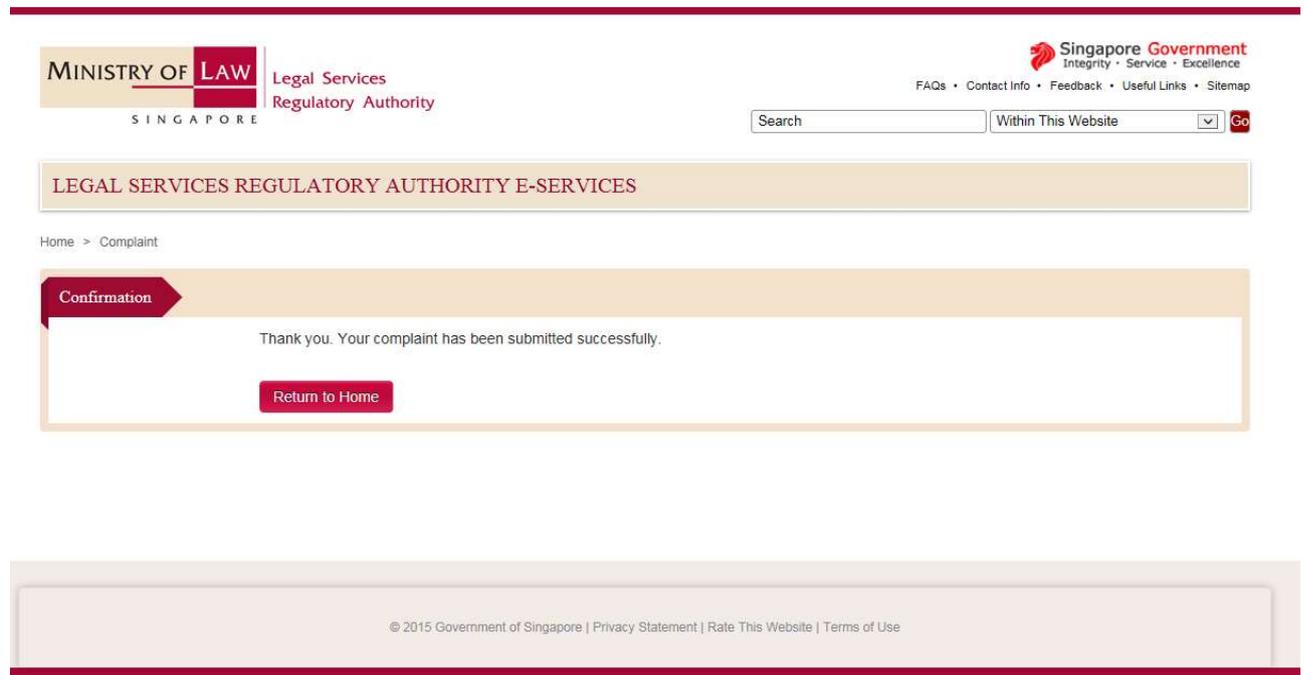


Figure 12-3: Confirmation page

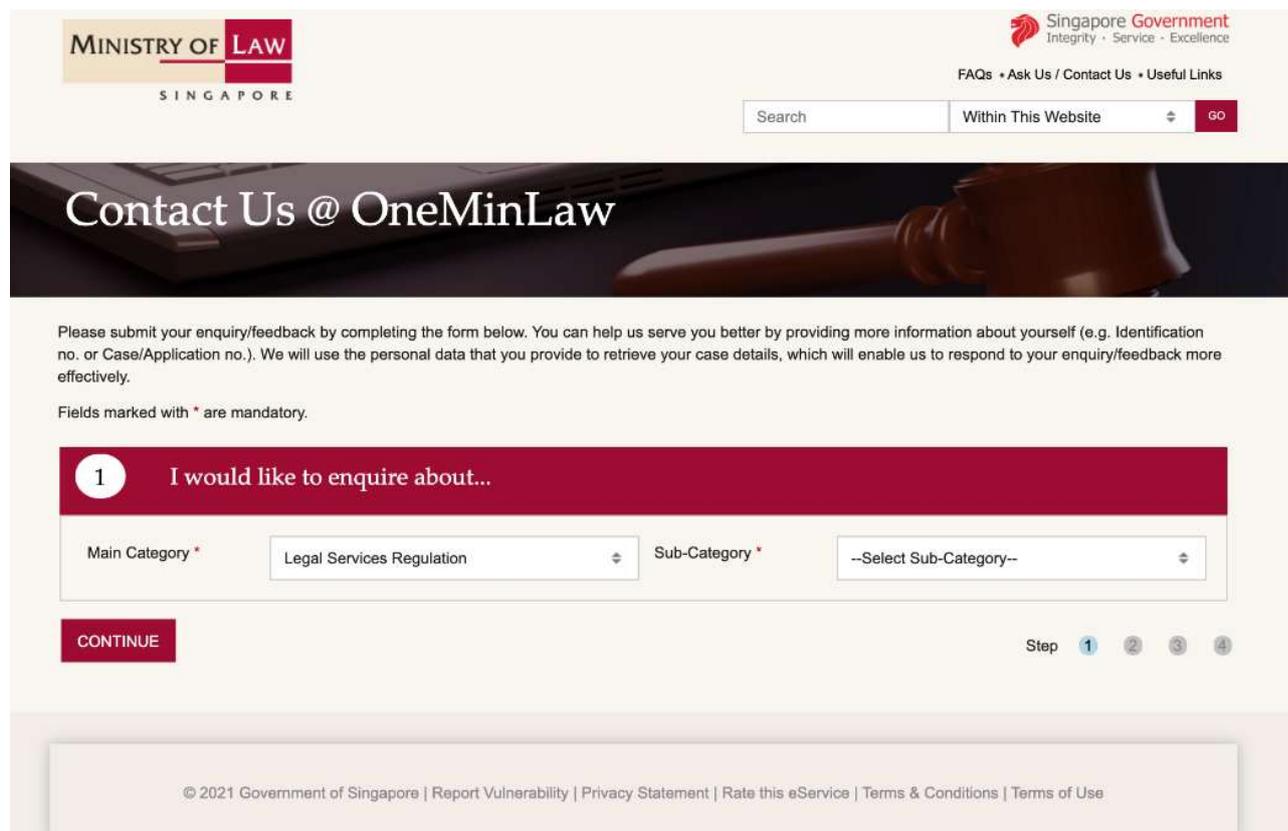
13.0 Contact

The enquiry form is accessible from MinLaw's website.

Step 1: Go to MinLaw's enquiry form at: <http://eservices/mlaw.gov.sg/enquiry/>

Step 2: Fill in the form. Select **Legal Services Regulatory** as the Main Category and include your Licence/Registration/Application number if available.

Step 3: Complete the enquiry form and submit.



The screenshot shows the MinLaw enquiry form interface. At the top left is the Ministry of Law Singapore logo. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and links for 'FAQs', 'Ask Us / Contact Us', and 'Useful Links'. Below the logo is a search bar with a 'GO' button and a dropdown menu set to 'Within This Website'. A large banner image shows a laptop and a gavel with the text 'Contact Us @ OneMinLaw'. Below the banner, there is a paragraph of text: 'Please submit your enquiry/feedback by completing the form below. You can help us serve you better by providing more information about yourself (e.g. Identification no. or Case/Application no.). We will use the personal data that you provide to retrieve your case details, which will enable us to respond to your enquiry/feedback more effectively.' Below this is a note: 'Fields marked with * are mandatory.' The main form area has a red header with a white circle containing the number '1' and the text 'I would like to enquire about...'. Below the header are two dropdown menus: 'Main Category *' with 'Legal Services Regulation' selected, and 'Sub-Category *' with '--Select Sub-Category--' selected. A red 'CONTINUE' button is on the left, and a progress indicator 'Step 1 2 3 4' is on the right. At the bottom, there is a footer with copyright information: '© 2021 Government of Singapore | Report Vulnerability | Privacy Statement | Rate this eService | Terms & Conditions | Terms of Use'.

Figure 13-1: Enquiry Form