

# **MINISTRY OF LAW Legal Services Regulatory Authority (LSRA) Portal**

***User Guide***

**:: Version 1.0**

## REVISION HISTORY

Version	Effective Date	SUMMARY OF CHANGES	Author
<b>1.0</b>	10 November 2015	Initial release	Too Heng Siang (NCS)

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## 1.0 Introduction

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### 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
<b>ACRA</b>	Accounting and Corporate Regulatory Authority
<b>CoR</b>	Certificate of Registration
<b>FLA</b>	Formal Law Alliance
<b>FLP</b>	Foreign Law Practice
<b>GP</b>	Group Practice
<b>JLV</b>	Joint Law Venture
<b>LawSoc</b>	Law Society of Singapore
<b>LPA</b>	Legal Profession Act
<b>LSRA</b>	Legal Services Regulatory Authority
<b>MinLaw</b>	Ministry of Law
<b>PC</b>	Practising Certificate
<b>QFLP</b>	Qualifying Foreign Law Practice
<b>RNP</b>	Regulated Non-Practitioner
<b>RO</b>	Representative Office
<b>SLP</b>	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"><li>1. Internet Explorer 11.0</li><li>2. Mozilla Firefox</li><li>3. Google Chrome</li><li>4. Safari</li></ol>

## 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

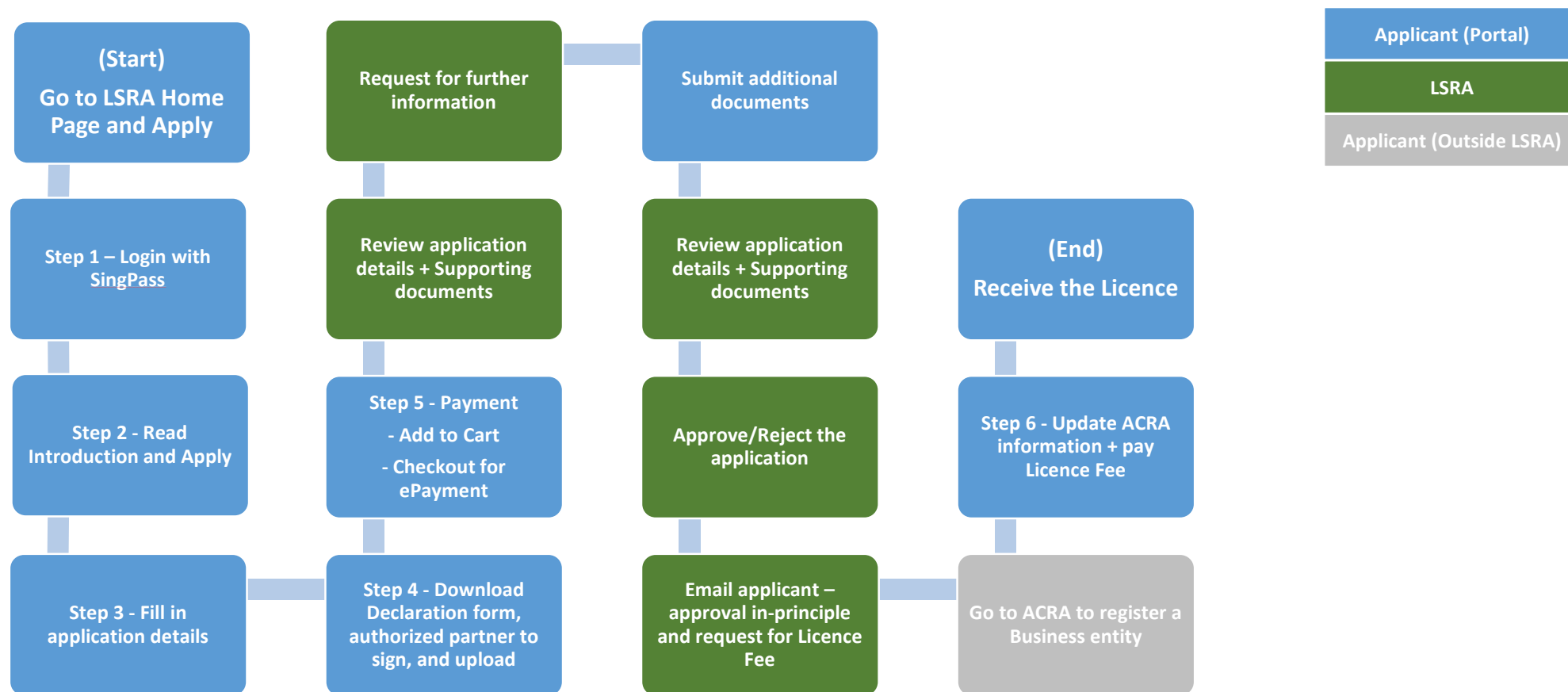


Figure 2.4.1: Business Process Overview - New Licence/Registration Application

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.

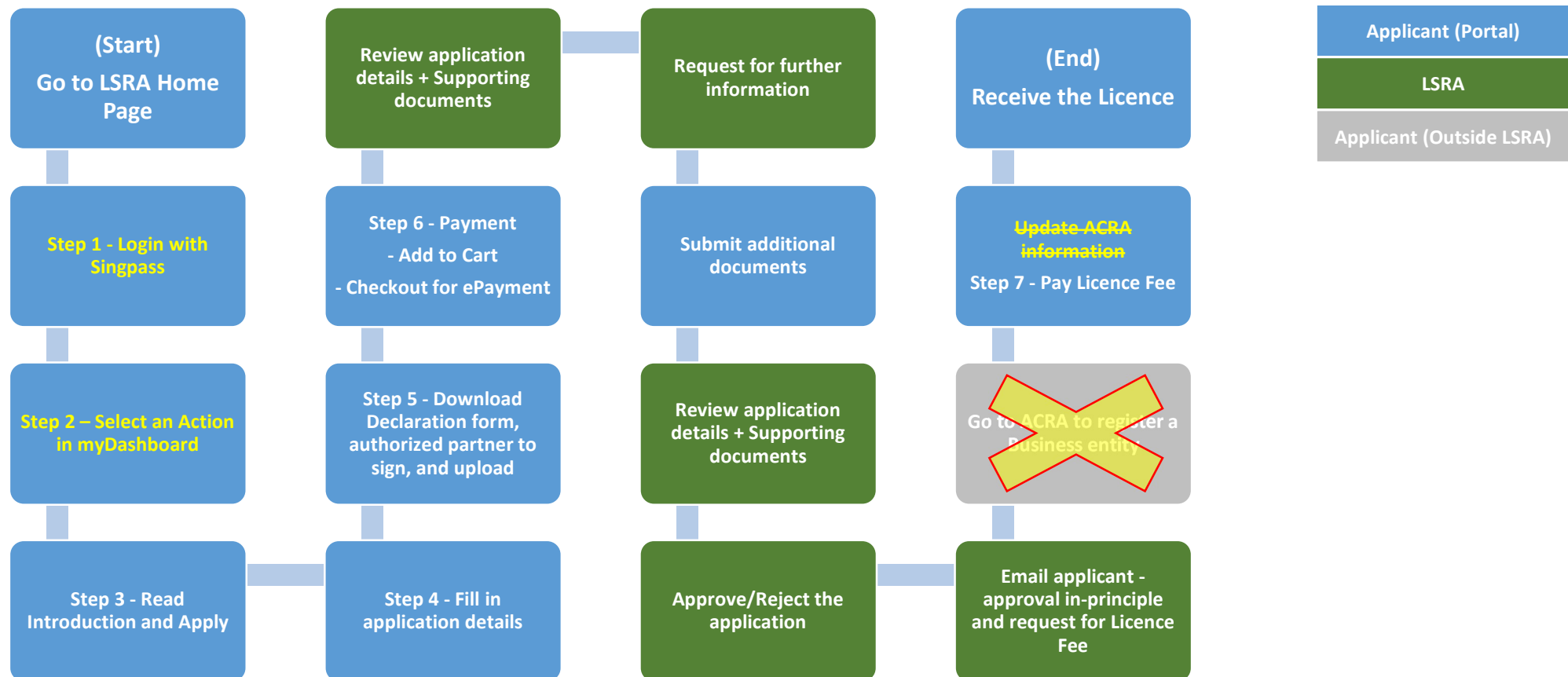


Figure 2.4.2: Business Process Overview - Renew a Licence

### 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.

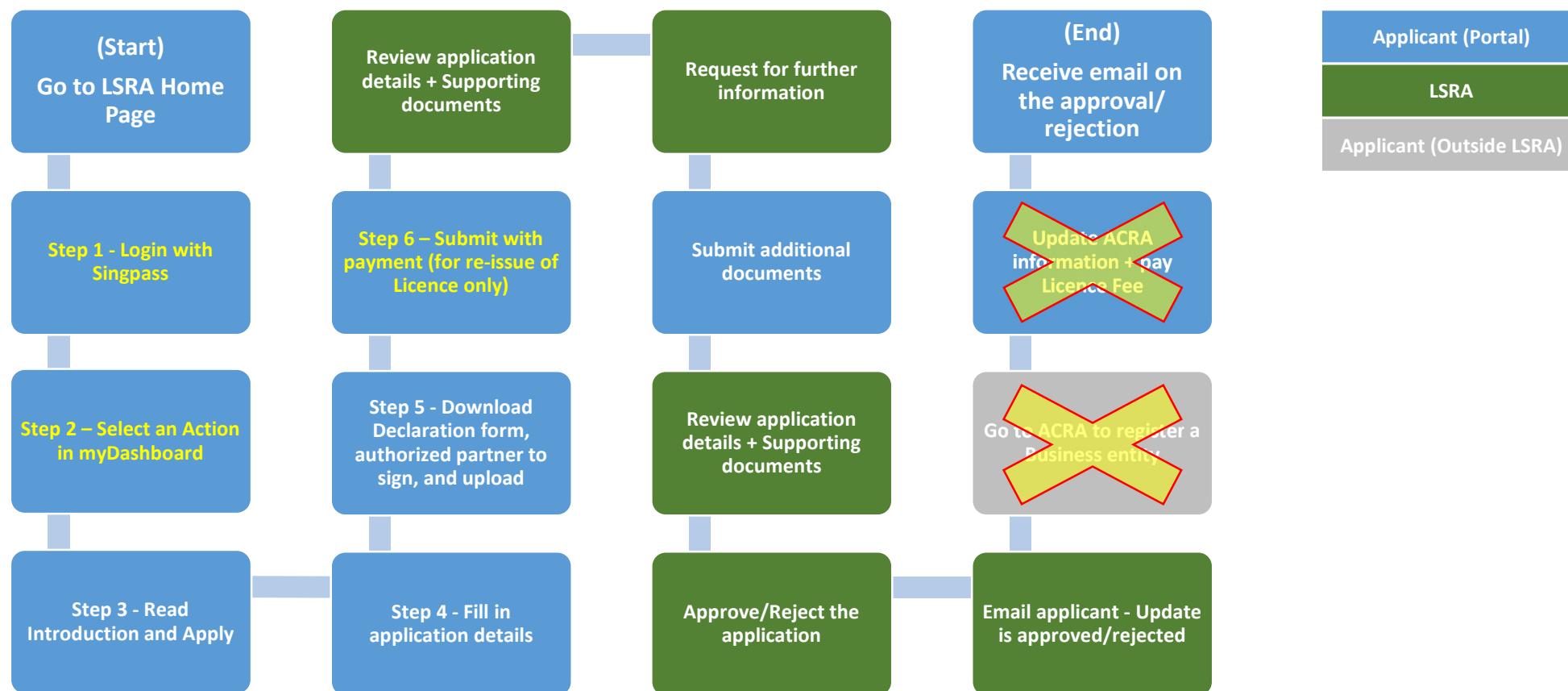


Figure 2.4.3: Business Process Overview - Update a Licence

## 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.

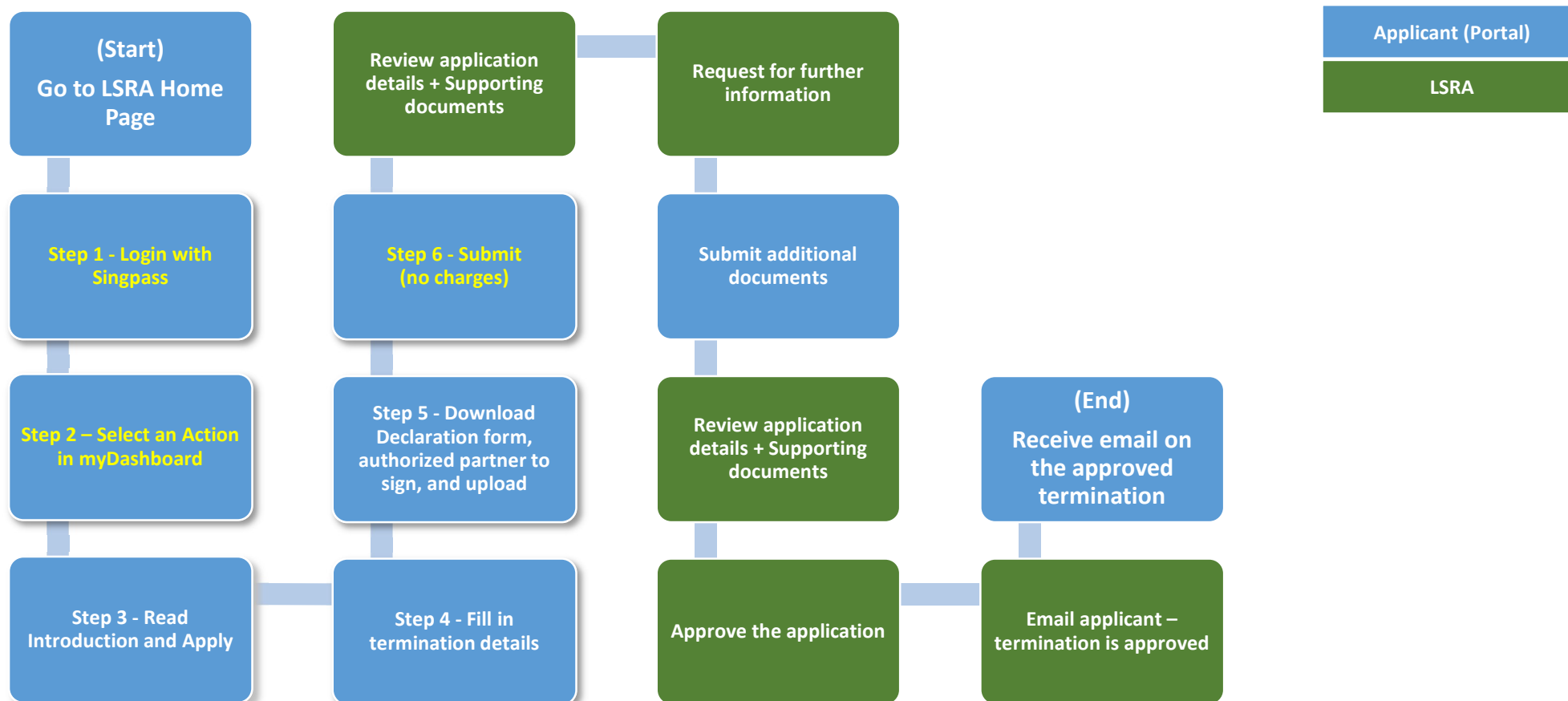


Figure 2.4.4: Business Process Overview - Terminate a Licence

## 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.

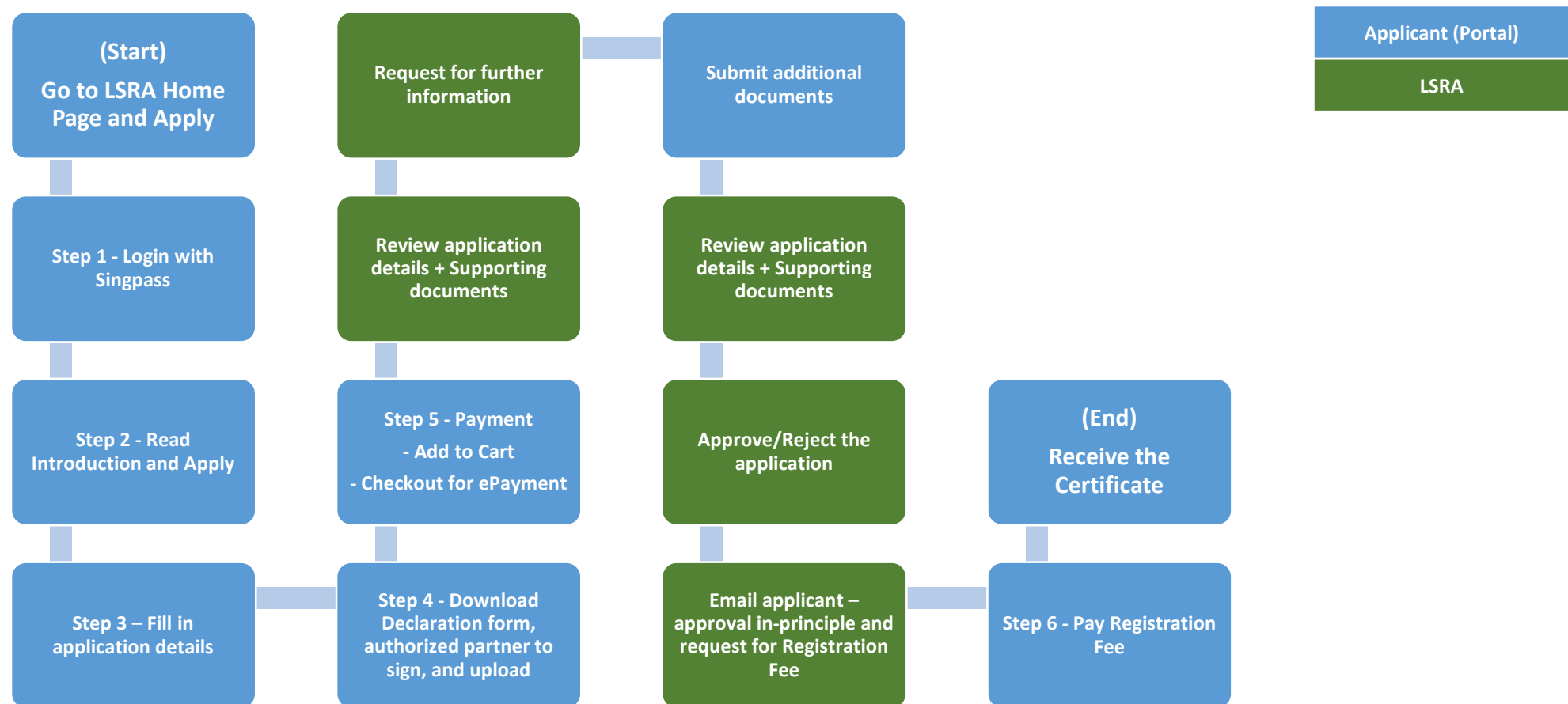


Figure 2.4.5: Business Process Overview – New Lawyer Registration

## 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.

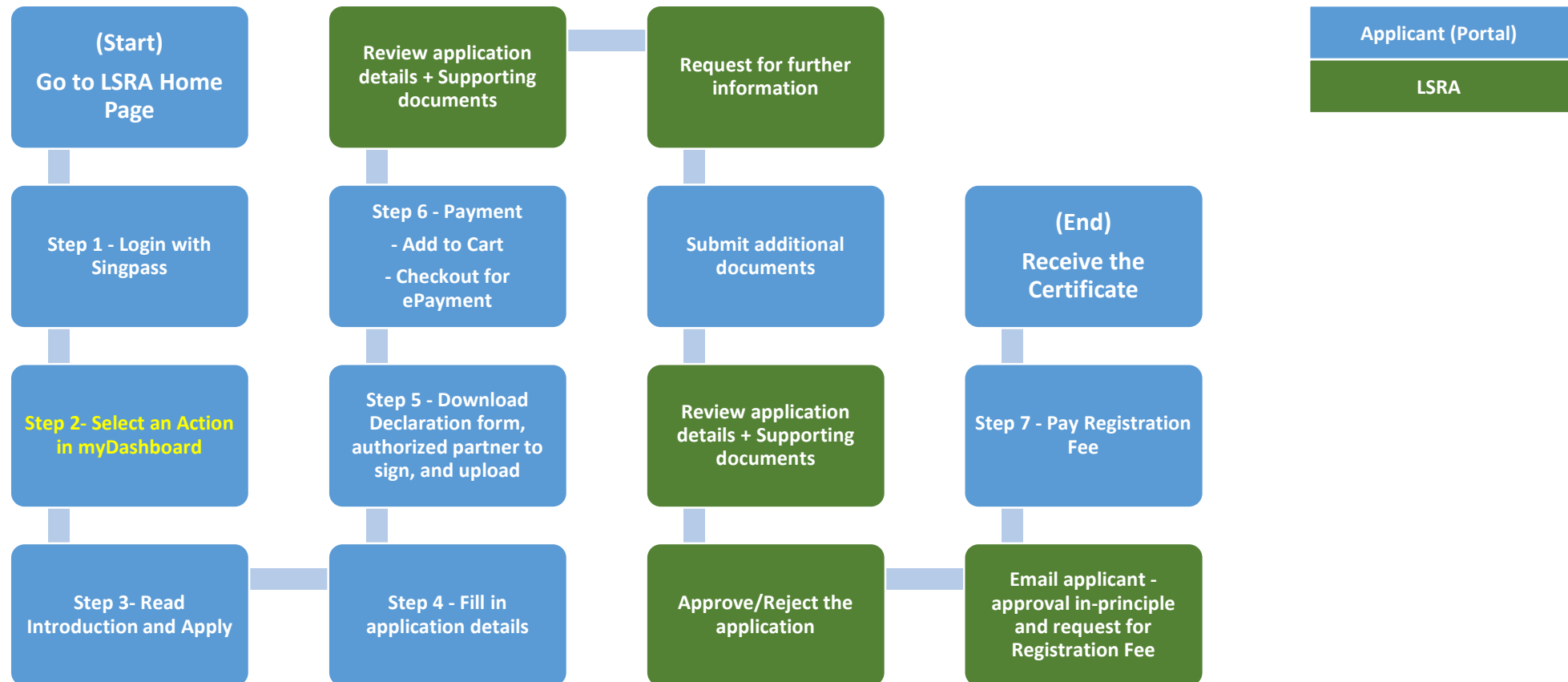


Figure 2.4.6: Business Process Overview – Renew a Lawyer Registration

## 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.

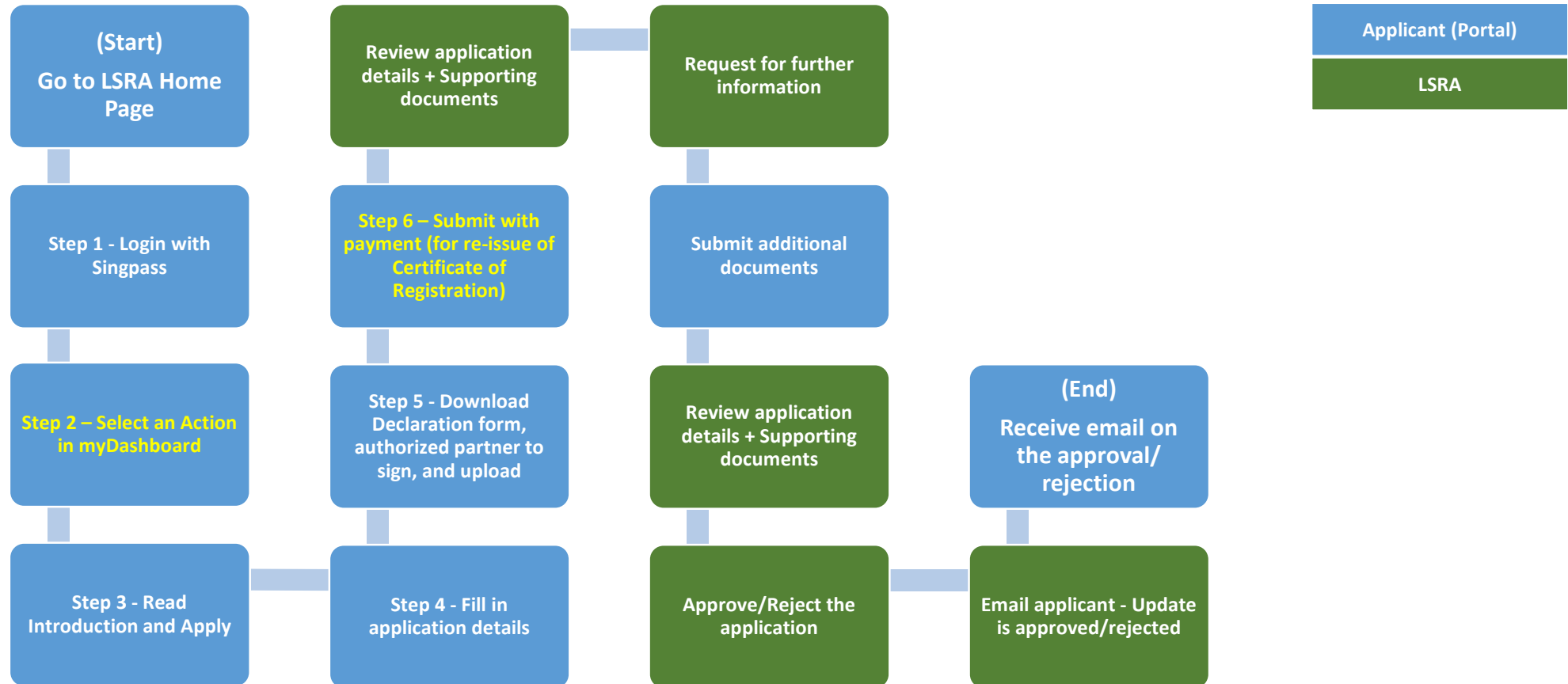


Figure 2.4.7: Business Process Overview – Update a Lawyer Registration

## 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.

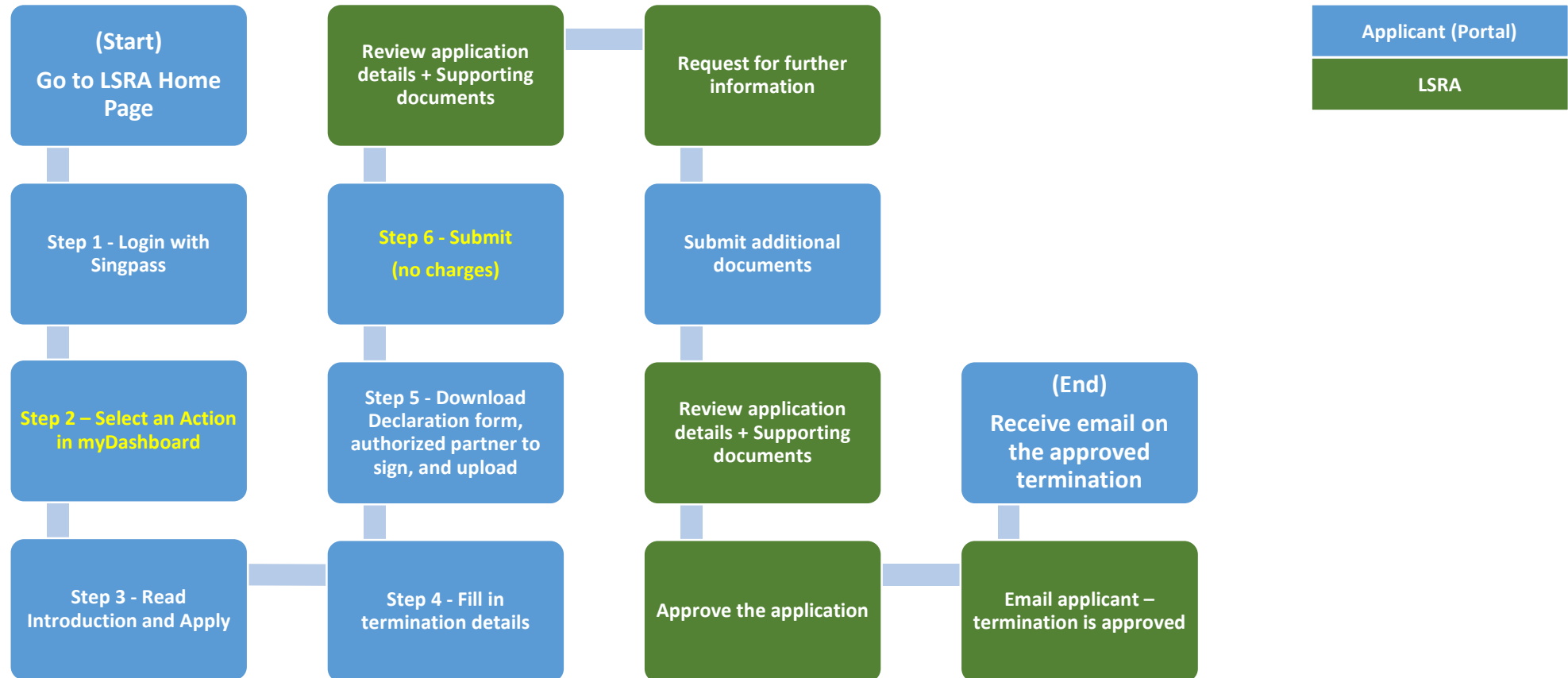


Figure 2.4.8: Business Process Overview – Terminate a Lawyer Registration



## 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.

**LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES**

Home > LSRA Home

**Login to myDashboard**

- Login using Singpass (For licensed law practices)
- Login using Singpass (For new or pending licence applications only)

**Announcements**

- 04 Apr 2020: Reminder to update your law practice's particulars
- 09 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**

- Overview of Licences & Registrations

**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](#) (not valid for applications) **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) **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) **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) **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 **Apply Now**
- Section 36G of the Legal Profession Act (Cap. 161)**  
Register a regulated non-practitioner  
View a [sample form](#) (not valid for applications) **Apply Now**

**OTHER SERVICES**

- 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.

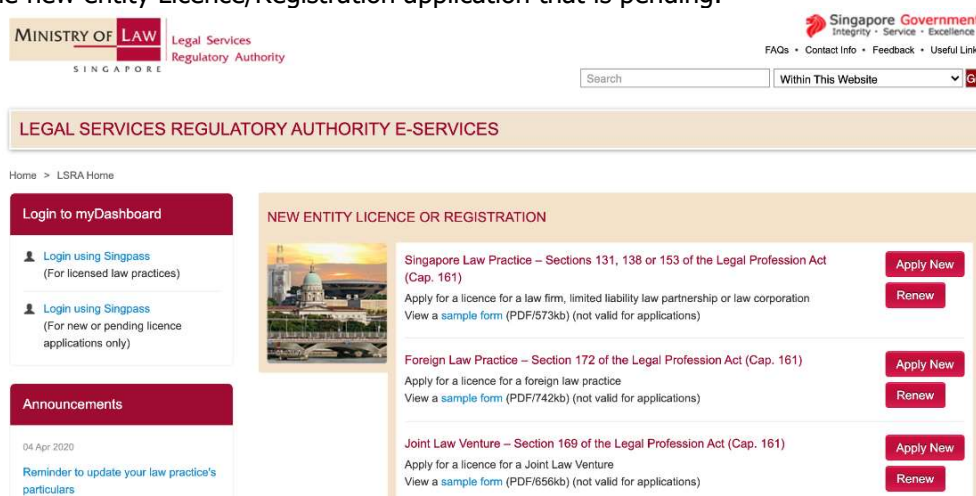


Figure 3.2-1: Navigating to Singpass Page

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

**singpass**

F | T | F | Q

#### Advisory Note ^

Your Singpass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.



## Log in with Singpass

Your trusted digital identity

Singpass app

Password login

Scan with Singpass app  
to log in



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.

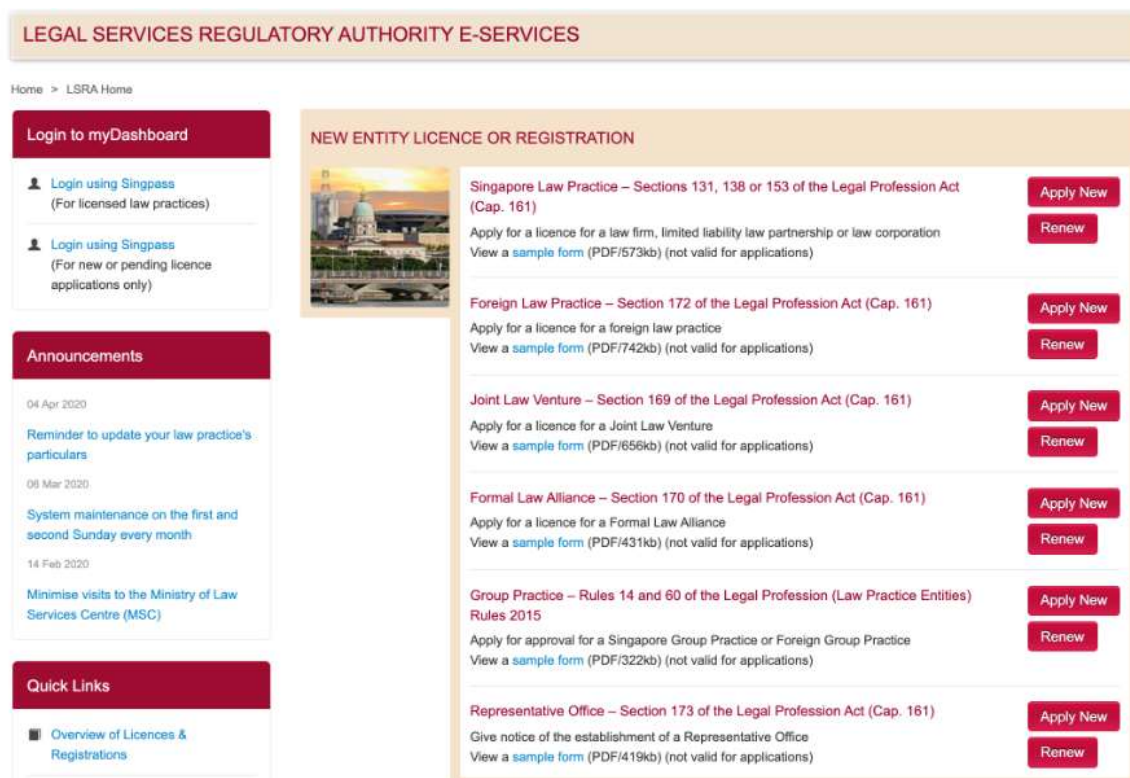


Figure 3.3-1: Navigating to Singpass Page

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

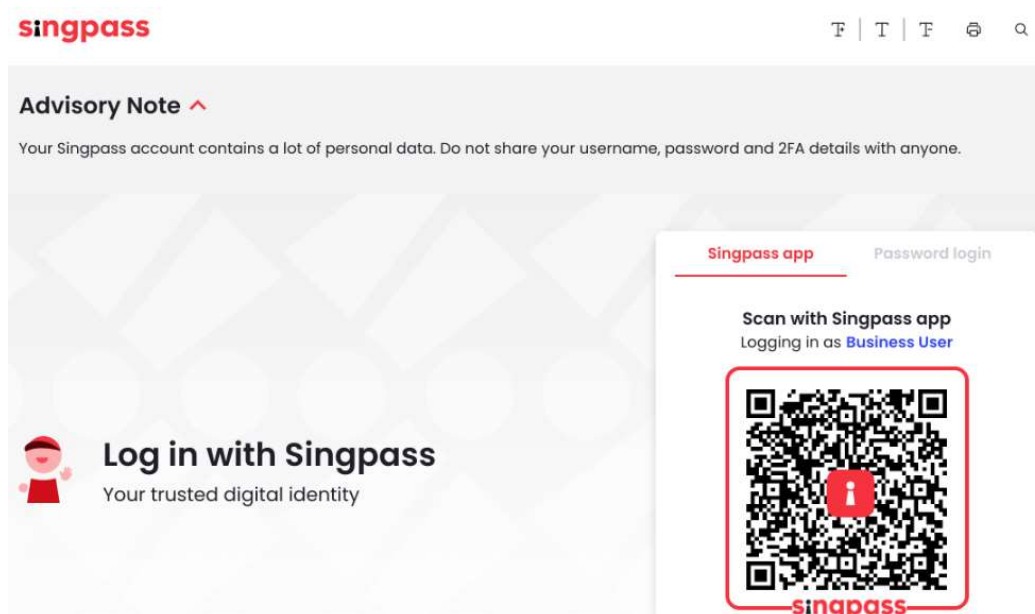


Figure 3.3-2: Singpass Login Page

### 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.



The screenshot shows the 'LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES' header with a 'Logout' button. Below the header, the breadcrumb 'Home > myDashboard' is visible. The 'ENTITIES' tab is selected and highlighted. To the right of the tab is a 'Go to Cart' button. Below the tab, 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
APPLP/2015/17015		SLP		New		Rachel Tay	02/02/2016	Draft	Action


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 <a href="#">sample form</a> (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 <a href="#">sample form</a> (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 <a href="#">sample form</a> (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 <a href="#">sample form</a> (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 <a href="#">sample form</a> (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 <a href="#">sample form</a> (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.

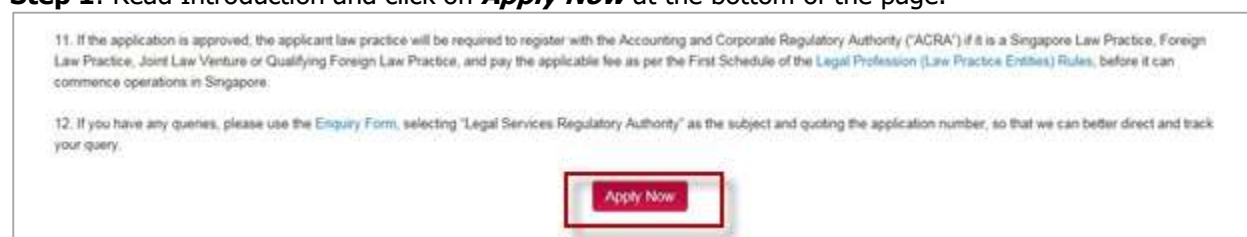


Figure 4.2: Introduction page

### 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 (Salane)

Job Title:

AAS No.: AAS/008

PC No.: WW/PC 1/2015

PC Expiry Date: 27/10/2017

Correspondence Address: ☒ Local ☐ Foreign

Postal Code: 569141

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.

**Manager of the Group Practice**

Is the Main Contact the Manager of the Group Practice? ☐ Yes ☒ No

Salutation\*

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

Suffix  If other Suffix, please state

Identification Type\*  Identification No.\*

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

Substantive Appointment\*  Job Title

Correspondence Address\* ☒ Local ☐ Foreign

Postal Code\*

Block / House No.  Unit No.

Street  Building Name

Foreign Address

Country

Office No.\*  Fax No.\*

Mobile No.  Email\*

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  
Austria

>>  
  
<<

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

>>  
  
<<

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.

Managing Partner/Director of the Parent Law Practice

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

☐ Yes ☒ No

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

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**

**Constituent Singapore Law Practice**

Search By: ☐ UEN ☒ Licence Application No. ⓘ

UEN / Licence Application No.  🔍

Name of Singapore Law Practice

Legal Structure  ▼

UEN Type  ▼

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

Postal Code

Block / House No.  Unit No.

Street  Building Name

Office No.  Fax No.

Mobile No.  Email

Website Address

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

Legal Structure

UEN Type

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\*

Law Corporation

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

Proposed Name Option 1\*

Lim & Tan Law Corporation

Proposed Name Option 2

Lim-Tan Partners

Proposed Name Option 3

Lim-Tan Associates

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\*

018945

Block / House No.\*

30

Unit No.

#30-01

Street\*

MARINA COASTAL DRIVE

Building Name

Office No.\*

69007966

Fax No.\*

69001220

Mobile No.

Email\*

contact@limtan.com

Website Address

No. of Offices

Singapore

1

Overseas

0

No. of Lawyers

Singapore

5

Overseas

0

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

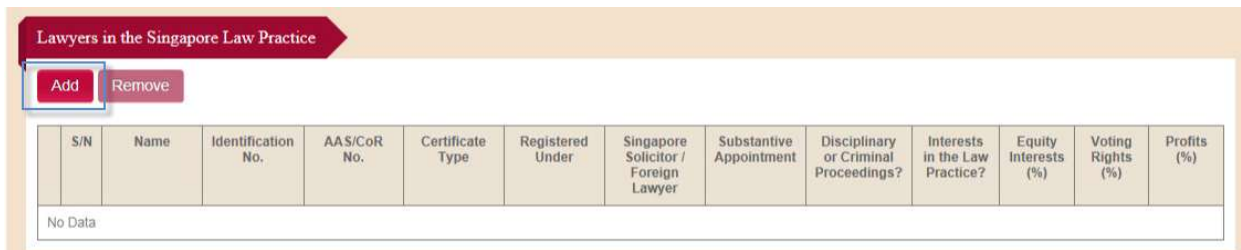
Figure 4.3.9: Section - Information on the Law Practice

### 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**.



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**

**Add Lawyers in the Singapore Law Practice**

Certificate Type:  ⓘ

AAS/CoR No.:  ⓘ

Identification No.:  **Required**

Identification Type:

Registered Under:  PC No.:

Certificate Expiry Date:

First Name (Given Name):  Last Name (Surname):

Substantive Appointment:  Job Title:

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

Practice Area(s):

Unselected:

- Accident and Personal Injury
- Administrative and Constitutional Law
- Administrative and Shipping Law
- Arbitration
- Banking, Finance and Secured
- 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

**Save Cancel**

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:  ⓘ

AAS/CoR No.:  ⓘ

Identification No.:  Retrieve

Identification Type:

Registered Under:  PC No.:

Certificate Expiry Date:

First Name (Given Name):  Last Name (Surname):

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:

Practice Area(s):

Unselected:

- Accident and Personal Injury
- Administrative and Constitutional Law
- Administrative and Shipping Law
- Arbitration
- 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	<input type="text"/>	<input type="text"/>

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\*** CoR i

**AAS/CoR No.\*** LSRA/36C/2015/0003 i

**Identification No.\*** T0708008A Retrieve

**Registered Under\*** 36C Legal Profession Act v

**Certificate Expiry Date** 07/07/2017

**First Name (Given Name)\*** Xiao Yan

**Identification Type\*** NRIC (Blue) v

**Substantive Appointment\*** Managing Partner/Director v

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

**Post Qualification Experience (PQE)\*** No. of years 0 No. of months 3

**Disciplinary or Criminal Proceedings?\*** ☐ Yes ☒ No

**PC No.**

**Last Name (Surname)\*** Tan

**Job Title**

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	<span style="border: 1px solid #ccc; padding: 2px 10px;">Managing Partner/Director</span> <span style="color: #007bff; font-size: 0.8em;">v</span>	<span style="border: 1px solid #ccc; padding: 2px 10px;">No</span> <span style="color: #007bff; font-size: 0.8em;">v</span>
<input type="checkbox"/>	Newton Law Alliance	Foreign Law Practice	UEN/FLP/9002	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span> <span style="color: #007bff; font-size: 0.8em;">v</span>	<span style="border: 1px solid #ccc; padding: 2px 10px;"></span> <span style="color: #007bff; font-size: 0.8em;">v</span>

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
<b>Total</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>

**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
<b>Total</b>	<b>0</b>	<b>100.00</b>	<b>0</b>	<b>0</b>	<b>100.00</b>

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	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Lawyers	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>
<b>Total</b>	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>

**Percentages of Singapore Solicitors and Foreign Lawyers**

	Partners/Directors	Partners/Directors (%)	Other Lawyers	Total Number	Total (%)
Singapore Solicitors	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Foreign Lawyers	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
<b>Total</b>	<input type="text" value="0"/>	<input type="text" value="100.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="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	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Lawyers	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>
<b>Total</b>	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>

**Percentages of Singapore Solicitors and Foreign Lawyers**

	Partners/Directors	Partners/Directors (%)	Other Lawyers	Total Number	Total %
Singapore Solicitors	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Foreign Lawyers	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
<b>Total</b>	<input type="text" value="0"/>	<input type="text" value="100.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="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 questions:

- Will the Law Practice in Singapore be sharing premises with another entity?\*: ☐ Yes ☒ No
- Type of Entity:
- Name of Entity:  UEN of Entity:
- Nature of Business of Non-Law Entity:
- Relationship with Entity:
- If other Relationship with Entity, please state:
- Proposed plans to maintain the distinct identity of the Law Practice\*:
- Proposed safeguards to ensure the confidentiality of client matters and information\*:

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 questions:

- Does the constituent Singapore Law Practice satisfy the threshold requirements?\*: ☐ Yes ☒ No ⓘ
- If No, please provide details\*:
- 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)?\*: ☐ Yes ☒ No
- If Yes, please provide details of the actual or potential conflict of interests, and the Law Practice's proposal to address this.:

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***.

S/N	Document Required	Description	Uploaded Document(s)	Action
1	NRIC/Passport of the Managing Partner/Director of the Law Practice in Singapore	Test Sample		Attach/Remove File
2	Admission Certificate(s) of the Managing Partner/Director of the Law Practice in Singapore			Attach/Remove File

Figure 4.3.17-1: Section - Documents

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

Note: Individual files must not exceed 5 MB.

Step 1: Please select a file to upload

Step 2: Click the "Attach File" button

Attachment(s)

S/N	Document Name	Size (KB)
No Data		

Figure 4.3.17-2: Attach/Remove Documents

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

Note: Individual files must not exceed 5 MB.

Step 1: Please select a file to upload

Step 2: Click the "Attach File" button

Attachment(s)

S/N	Document Name	Size (KB)
1	Business Plan.doc	Choose File

Figure 4.3.17-3: Attach File

**Step 4:** Click on **Close**.

**Attach/Remove Documents**

Note: Individual files must not exceed 5 MB.

**Step 1:** Please select a file to upload

**Choose File**

**Step 2:** Click the "Attach File" button

**Attach File**

**Attachment(s)** **Remove**

	S/N	Document Name	Size (KB)
<input type="checkbox"/>	1	Business Plan.doc	879.39 KB

**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.

7	ACRA Business Profile of the Entity that the Law Practice in Singapore will be sharing premises with	This is not mandatory if the applicant is (a) not sharing premises with another entity; or (b) sharing premises with constituent/member(s) of a JLV, FLA or GLP.	<b>Attach/Remove File</b>
8	Any other information		<b>Attach/Remove File</b>

Remaining Size: 12.00 MB

**Save as Draft** **Next**

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.

Home > Declaration

WELCOME Rachel Tay

Singapore Law Practice - New

Application No.: APP/LP/2015/17016 ⓘ

Declaration

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

Download

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

Choose File

Back Save Add to Cart

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.

Home > Declaration

WELCOME Rachel Tay

Singapore Law Practice - New

Application No.: APP/LP/2015/17016 ⓘ

Declaration

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

Download

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

Choose File

Back Save Add to Cart

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.

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Home > Declaration WELCOME Rachel Tay  
Singapore Law Practice - New Application No.: APP/LP/2015/09047

**Declaration**

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

Download

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

Choose File

Back Save 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**.

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Home > myDashboard WELCOME Rachel Tay

**ENTITIES**

**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

Go to Cart

Figure 4.5-2: myDashboard - Go to Cart



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

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Home > Cart WELCOME Rachel Tay

Application(s) with Outstanding Payment 1 item(s), \$950.00

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	

Proceed to Checkout

Figure 4.5-3: Proceed to Checkout

The Confirmation page will be shown upon successful payment.

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Home > Page Not Found WELCOME Rachel Tay

Confirmation

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

- APP/LP/2015/09047

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**.

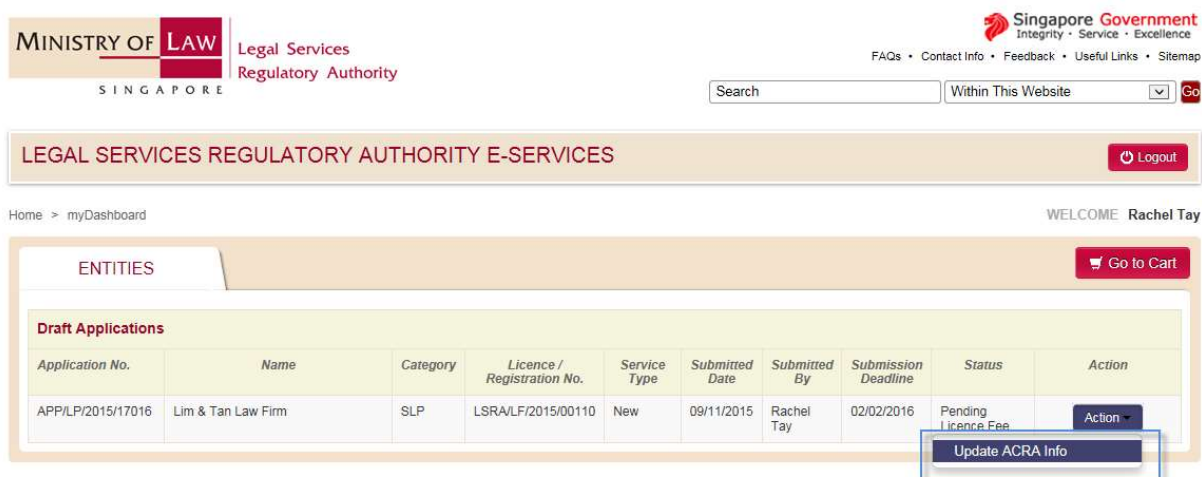


Figure 4.6-1: myDashboard – Select Update ACRA Info

**Step 2:** Fill in the ACRA details.

The screenshot shows the 'Update ACRA' page. The header is the same as Figure 4.6-1. The breadcrumb is 'Home > Update ACRA'. The 'WELCOME Rachel Tay' message is present. A 'Go to Cart' button is in the top right. The 'Update ACRA' tab is selected. The form contains the following fields: 'Law Practice Name' (dropdown menu with 'Lim & Tan Law Corporation' selected), 'Law Practice UEN' (text input field), 'UEN Type' (dropdown menu), 'Date of Establishment' (text input field), and 'Insurance Document' (file upload button labeled 'Browse...'). An 'Add to Cart' button is at the bottom.

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.

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Home > Update ACRA WELCOME Rachel Tay

Update ACRA

Law Practice Name\* Lim & Tan Law Corporation

UEN Type\*

Law Practice UEN\*

Date of Establishment\*

Insurance Document Browse...

Add to Cart

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

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

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Home > My DashBoard WELCOME Rachel Tay  
Lim & Tan Law Corporation (UEN: UEN/SLP/9047)

ENTITIES INDIVIDUALS

Go to Cart

**Draft Applications**

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

**Active Licences / Registrations**

Name	Category	Licence / Registration No.	Valid From	Valid To	Status	Action
No Data						

Figure 4.7-2: myDashboard - Go to Cart

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

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Home > Page Not Found WELCOME Rachel Tay  
Lim & Tan Law Corporation (UEN: UEN/SLP/9047)

Application(s) with Outstanding Payment 1 item(s), \$2,000.00

Application No.	Name	Category	Service Type	Fee Type	Fee Amount	Action
APP/LP/2015/09047	Lim & Tan Law Corporation	SLP	New	Licence Fee	\$2,000.00	Remove from Cart
				Total	\$2,000.00	

Proceed to Checkout

Figure 4.7-3: Pay Licence Fee

The Confirmation page will be shown upon successful payment.

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Home > Page Not Found WELCOME Rachel Tay

Confirmation

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

- APP/LP/2015/09047

Return to myDashboard

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 'Legal Services Regulatory Authority E-Services' portal. The user is logged in as Rachel Tay, Lim & Tan Law Corporation (UEN: UEN/SLP/9047). The 'ENTITIES' tab is selected, and the 'Draft Applications' table is displayed. It contains one application with the status 'Pending Licence Issuance'.

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	

Below the 'Draft Applications' table is the 'Active Licences / Registrations' table, which currently shows '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 same 'Legal Services Regulatory Authority E-Services' portal. The 'ENTITIES' tab is selected, and the 'Active Licences / Registrations' table is displayed. It contains one record with the status 'Licence Issued'.

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

The 'Draft Applications' table now shows 'No Data'.

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)

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 <b>Renew</b> 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"> <li>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.</li> <li>2. Auto-populated with the details previously submitted for Lawyers registered with LSRA. To edit their details, please update their respective CoRs.</li> <li>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.</li> </ol>
Interests of Other Law Practice(s) in the Singapore Law Practice	<ol style="list-style-type: none"> <li>1. Auto-populated with the details previously submitted.</li> <li>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.</li> </ol> <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"> <li>1. Auto-populated with the details previously submitted. To edit the details, please update their respective CoRs.</li> <li>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.</li> </ol>
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.

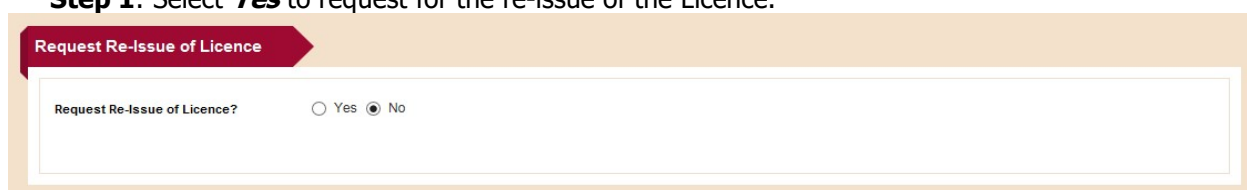


Figure 5.3.1: Section - Request Re-Issue of Licence

### 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.

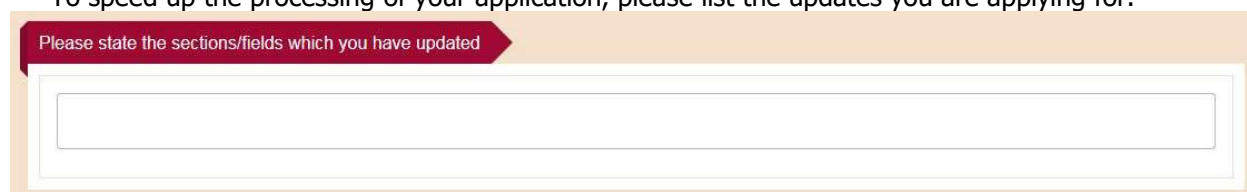


Figure 5.3.2: Section - State the sections/fields which you have updated

## 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 a header with the Ministry of Law Singapore logo and the Singapore Government logo. Below the header, there is a navigation bar with 'ENTITIES' and 'INDIVIDUALS' tabs. The 'ENTITIES' tab is selected. Below the tabs, there is a table titled 'Draft Applications' which is currently empty. Below this, there is a table titled 'Active Licences / Registrations'. This table has columns for Name, Category, Licence / Registration No., Valid From, Valid To, Status, and Action. The first row in this table is for 'Lim & Tan Law Firm' with Category 'SLP', Licence / Registration No. 'LSRA/ILF/2015/00110', Valid From '15/11/2015', Valid To '09/11/2016', and Status 'Active'. The 'Action' column for this row has a dropdown menu open, showing options: 'Approval to Hold Interests in a Law Practice', 'Renew', 'Update', 'Terminate' (which is highlighted), and 'Print Licence'. At the bottom of the page, there is a footer with copyright information: '© 2015 Government of Singapore | Privacy Statement | Rate This Website | Terms of Use'.

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.

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**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



### 6.4.3 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
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.

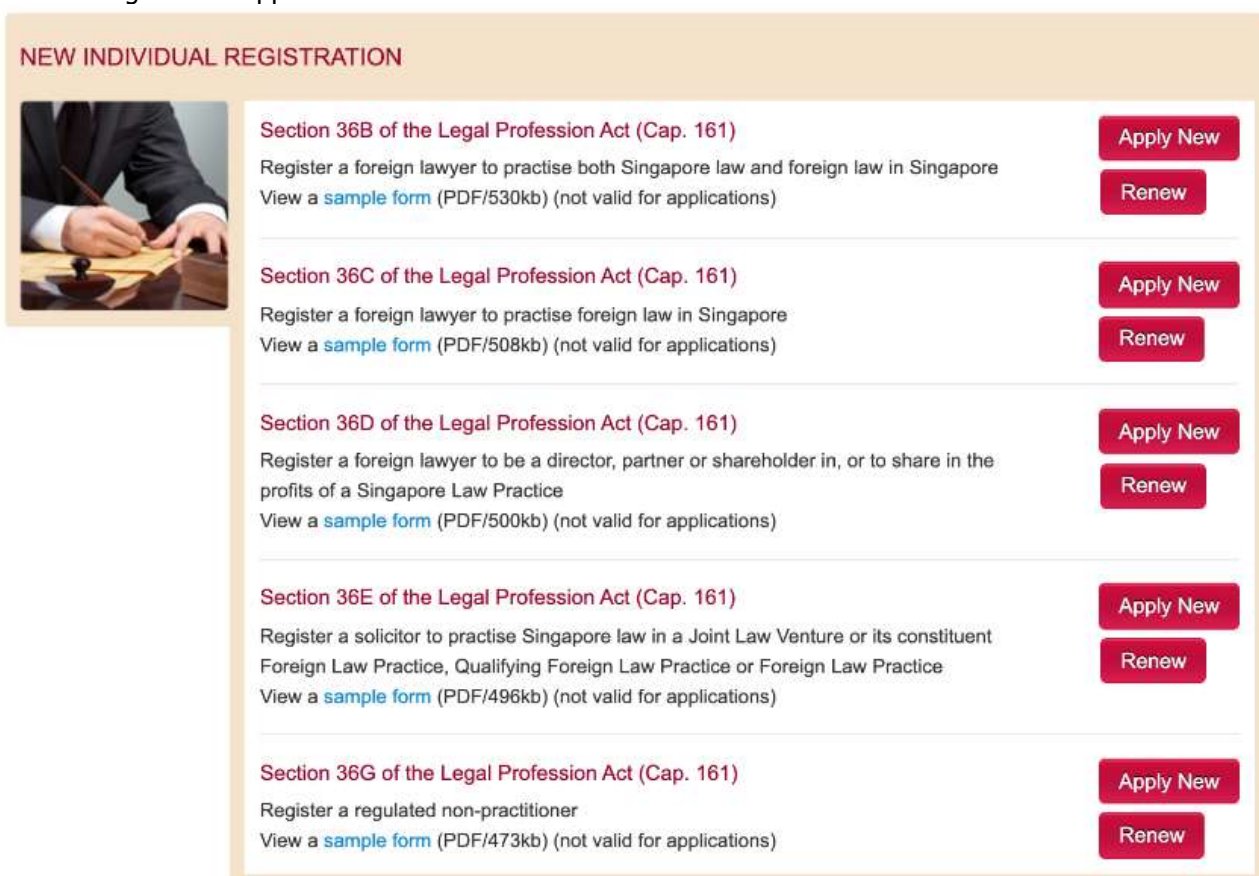
## 7.0 How to Apply for a New Lawyer Registration

### 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.



**NEW INDIVIDUAL REGISTRATION**


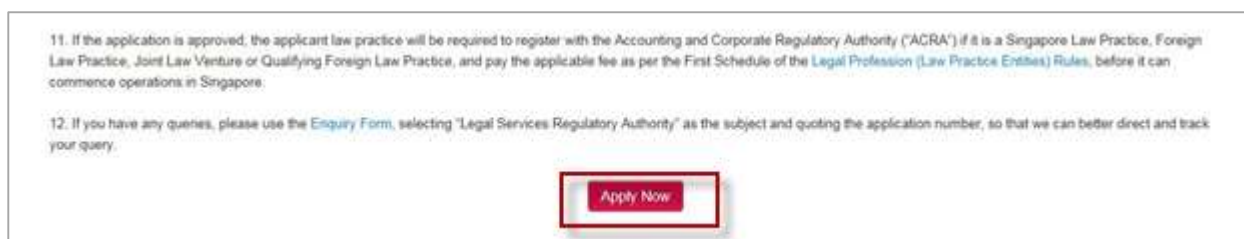
	<b>Section 36B of the Legal Profession Act (Cap. 161)</b> Register a foreign lawyer to practise both Singapore law and foreign law in Singapore View a <a href="#">sample form</a> (PDF/530kb) (not valid for applications)	<a href="#">Apply New</a> <a href="#">Renew</a>
	<b>Section 36C of the Legal Profession Act (Cap. 161)</b> Register a foreign lawyer to practise foreign law in Singapore View a <a href="#">sample form</a> (PDF/508kb) (not valid for applications)	<a href="#">Apply New</a> <a href="#">Renew</a>
	<b>Section 36D of the Legal Profession Act (Cap. 161)</b> 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 <a href="#">sample form</a> (PDF/500kb) (not valid for applications)	<a href="#">Apply New</a> <a href="#">Renew</a>
	<b>Section 36E of the Legal Profession Act (Cap. 161)</b> 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 <a href="#">sample form</a> (PDF/496kb) (not valid for applications)	<a href="#">Apply New</a> <a href="#">Renew</a>
	<b>Section 36G of the Legal Profession Act (Cap. 161)</b> Register a regulated non-practitioner View a <a href="#">sample form</a> (PDF/473kb) (not valid for applications)	<a href="#">Apply New</a> <a href="#">Renew</a>

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.



11. If the application is approved, the applicant law practice will be required to register with the Accounting and Corporate Regulatory Authority ("ACRA") if it is a Singapore Law Practice, Foreign Law Practice, Joint Law Venture or Qualifying Foreign Law Practice, and pay the applicable fee as per the First Schedule of the Legal Profession (Law Practice Entities) Rules, before it can commence operations in Singapore.

12. If you have any queries, please 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 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.



**Registration Details**

Has this individual previously registered with LSRA or AGC? ☐ Yes ☒ No ⓘ

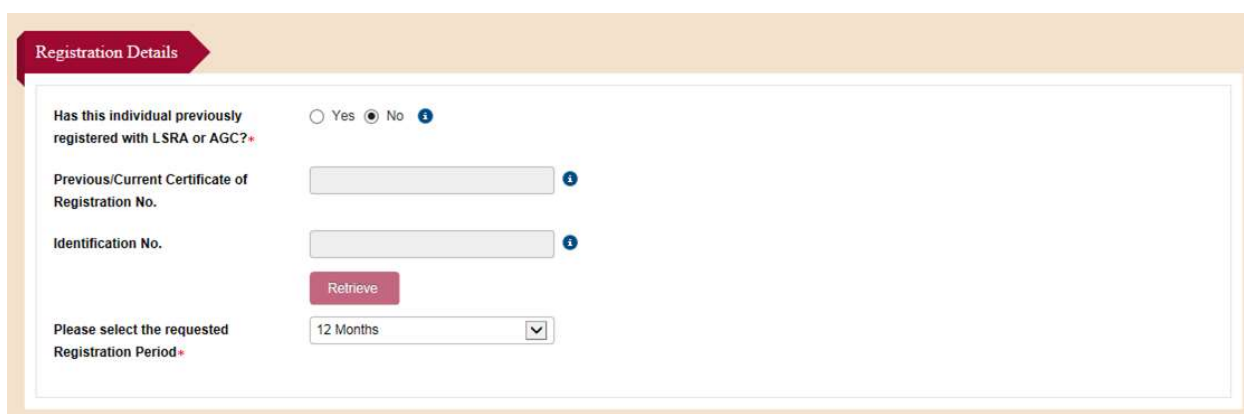
Previous/Current Certificate of Registration No.  ⓘ

Identification No.  ⓘ

**Retrieve**

Please select the requested Registration Period ☐ Until 31 March 2016 ☒ From 1 April 2016 to 31 March 2017

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



**Registration Details**

Has this individual previously registered with LSRA or AGC? ☐ Yes ☒ No ⓘ

Previous/Current Certificate of Registration No.  ⓘ

Identification No.  ⓘ

**Retrieve**

Please select the requested Registration Period  ⓘ

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.

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.

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	Unit No.	
Block / House No.	5	Building Name	NCS HUB
Street	ANG MO KIO STREET 62		
Foreign Address			
Country			
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. JLV or its constituent SLP; or
2. Member SLP/FLP/QFLP of an FLA.



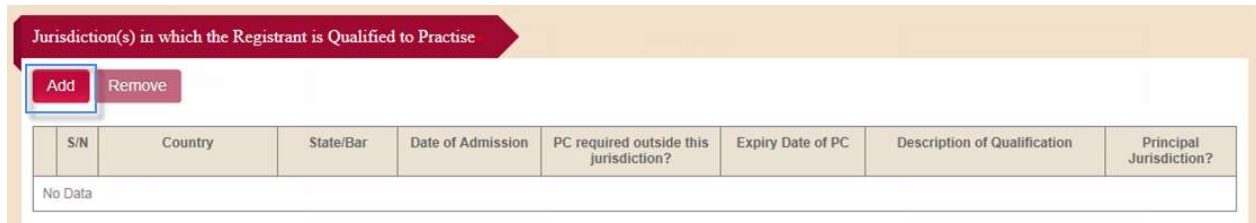
Select the Law Practice (s) in which this individual is practising concurrently	Name of other Law Practice	Type of Law Practice	Law Practice UEN	Substantive Appointment at other Law Practice	Is this individual in the Management Committee at the other Law Practice?
<input type="checkbox"/>	ABC Law Practice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

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**.



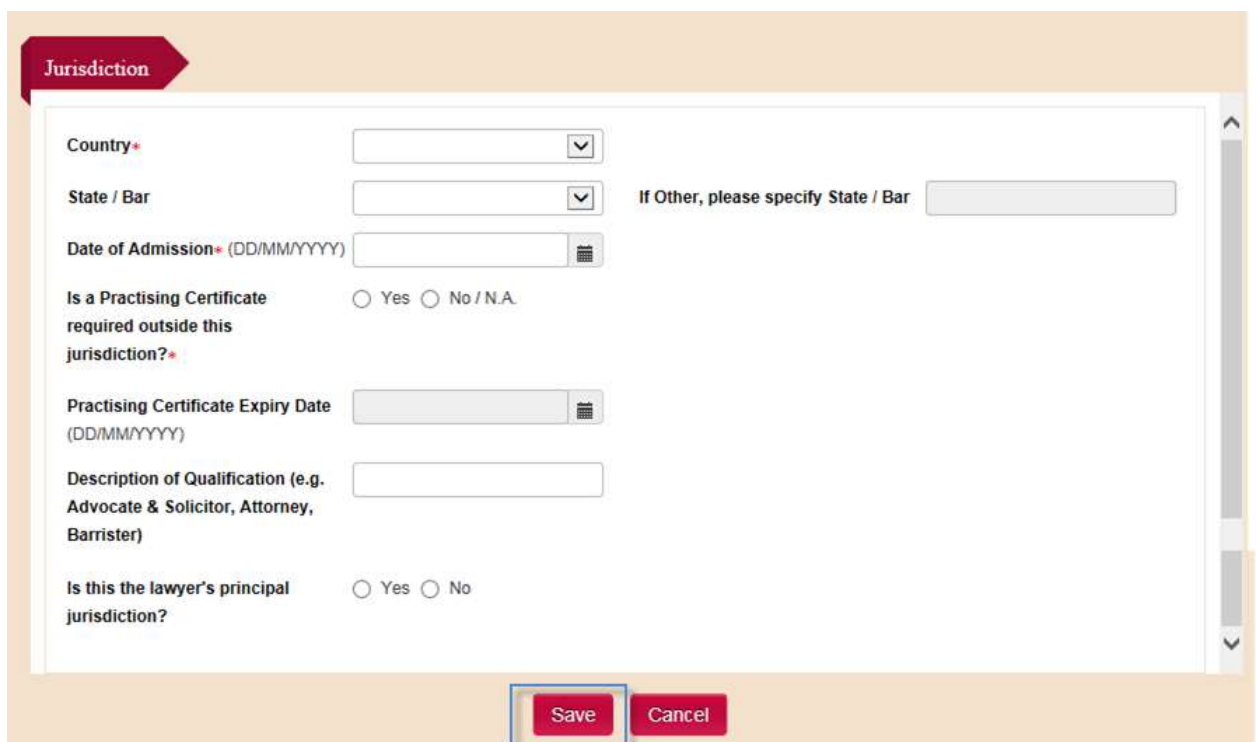
Jurisdiction(s) in which the Registrant is Qualified to Practise

Add Remove

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**.

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

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

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

**Education**

Academic Qualification\*  If other Academic Qualification, please state

Results\*  If other Results, please state

University/College Attended\*  If other University/College Attended, please state

Country\*

Full-Time Internal Candidate?\* ☐ Yes ☐ No

Length of Course\*

Year Awarded\* (YYYY)

**Save** **Cancel**

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**.



Figure 8.2: myDashboard - Select Renew/Update Action

### 8.3 Read the Introduction and Apply

Read the Introduction and click on **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 <b><i>Is the Registrant the Managing Partner/Director of the Applicant Law Practice?</i></b> , 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

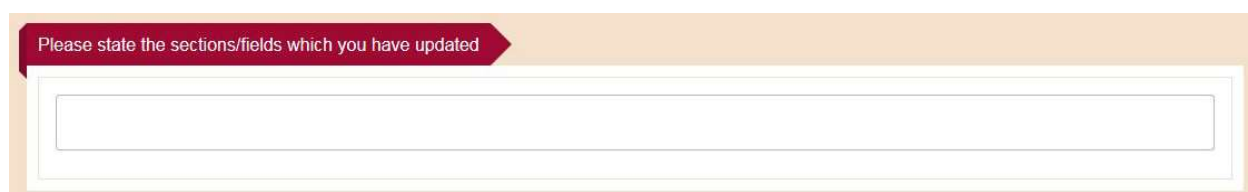


Figure 8.4.2: Section - State the sections/fields which you have updated

#### 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**.

8. It is the responsibility of the applicant law practice to ensure that all information in this application is correct. The declaration in the completed application must be signed by the person or persons with the requisite authority, as specified in the declaration.

9. Please note that the signatory parties may be copied in correspondence relating to this application.

10. 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. 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 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**.

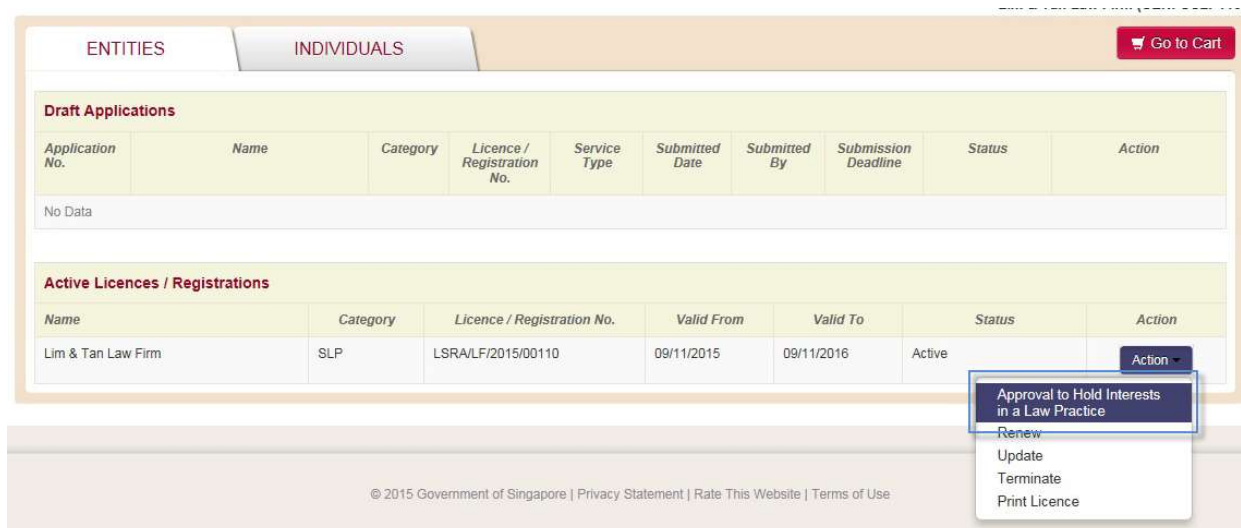


Figure 10.2: myDashboard - Select Approval to Hold Interest in a Law Practice Action

### 10.3 Read Introduction and Apply

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

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 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"> <li>1. This section is only available for SLPs.</li> <li>2. Auto-populated with Lawyers who have been granted approval to hold interests in the SLP.</li> <li>3. You can add or remove Lawyers, or edit their details.</li> <li>4. Refer to Section 10.4.1 for details.</li> </ol>
Interests of Other Law Practice(s) in the Singapore Law Practice	<ol style="list-style-type: none"> <li>1. This section is only available for SLPs.</li> <li>2. Auto-populated with other Law Practices who have been granted approval to hold interests in the SLP.</li> <li>3. You can add or remove Law Practices, or edit their details.</li> <li>4. Refer to Section 10.4.1 for details.</li> </ol>
Regulated Non-Practitioner(s) in the Law Practice	<ol style="list-style-type: none"> <li>1. This section is available for all Law Practices.</li> <li>2. Auto-populated with RNPs who have been granted approval to hold interests in the Law Practice.</li> <li>3. You can add or remove RNPs, or edit their details.</li> <li>4. Refer to Section 10.4.1 for details.</li> </ol>
Summary	<p>Auto-populated based on the details from the following sections:</p> <ol style="list-style-type: none"> <li>1. Lawyers in the Law Practice (applicable for SLPs only);</li> <li>2. Interests of Other Law Practice(s) (applicable for SLPs only); and</li> <li>3. Regulated Non-Practitioner(s).</li> </ol>

### 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; or
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

**Login to myDashboard**

[Login using Singpass](#)  
(For licensed law practices)

[Login using Singpass](#)  
(For new or pending licence applications only)

**Announcements**

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**

[Overview of Licences & Registrations](#)

[User Guide \(PDF/2,669kb\)](#)

[FAQs](#)

**Search for a Law Practice or Lawyer**

Law Practices & Collaborations: ▼

[More Search Options](#)

**NEW ENTITY LICENCE OR REGISTRATION**

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

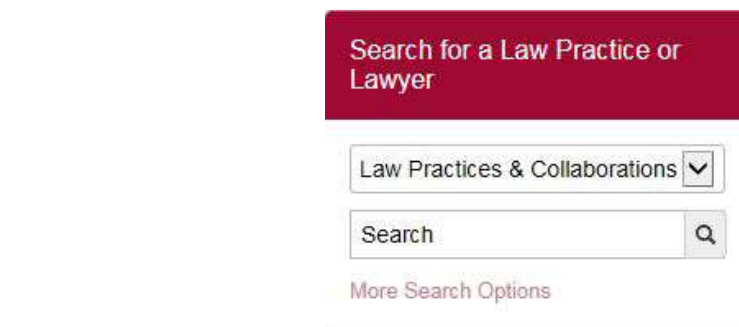
**NEW INDIVIDUAL REGISTRATION**

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

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 web interface for searching law practices. It features a dark red header with the text "Search for a Law Practice or Lawyer". Below this is a dropdown menu currently set to "Law Practices & Collaborations". Under 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 that says "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.



The form has a red header with the text "Search for a Law Practice or Lawyer". Below the header is a dropdown menu currently showing "Law Practices & Collaborations". Underneath the dropdown is a text input field containing the name "Tay". To the right of the input field is a search button with a magnifying glass icon. Below the input field is a link that says "More Search Options".

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).



The form has a red header with the text "Search for a Law Practice or Lawyer". Below the header is a dropdown menu. The dropdown is open, showing three options: "Law Practices & Collaborations" (highlighted in blue), "Singapore-qualified Lawyers", and "Lawyers Registered with LSRA". Below the dropdown is a link that says "More Search Options".

Figure 11.2-1: Search for a Lawyer



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



The form has a red header with the text "Search for a Law Practice or Lawyer". Below the header, there is a dropdown menu with "Singapore-qualified Lawyers" selected. Below the dropdown is a text input field containing "Tay" and a search button with a magnifying glass icon. At the bottom of the form is a link that says "More Search Options".

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

The search results are shown in a new page.



The table is titled "Search Result (1 Record)". It contains one record for David Tay. The table is divided into two columns by a vertical line. The first column contains the following fields: Name, Job Title, Key Practice Area(s), Name of Law Practice, Email, and Address. The second column contains the following fields: Registration Type, Tel No., Type of Law Practice, and Website.

Search Result (1 Record)	
1	
Name	: David Tay
Job Title	: N.A.
Key Practice Area(s)	: N.A.
Name of Law Practice	: Tay & Tan Law Practice
Email	: tantay@gmail.com
Address	: 967 HOUGANG AVENUE 9 SINGAPORE 530967
Registration Type	: 36D Legal Profession Act
Tel No.	: 65565432
Type of Law Practice	: Singapore Law Practice
Website	: N.A.

Figure 11.2-3: Search Result

### 11.3 Search with More Options

**Step 1:** Click on *More Search Options*.



The form has a red header with the text "Search for a Law Practice or Lawyer". Below the header, there is a dropdown menu with "Law Practices & Collaborations" selected. Below the dropdown is a text input field containing "Tay" and a search button with a magnifying glass icon. At the bottom of the form is a link that says "More Search Options".

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*.

The screenshot shows the 'Complaint Introduction' page on the MinLaw website. At the top, there is a header with the 'MINISTRY OF LAW SINGAPORE' logo and 'Legal Services Regulatory Authority' text. To the right, there is a 'Singapore Government' logo and a navigation menu with links: 'FAQs', 'Contact Info', 'Feedback', 'Useful Links', and 'Sitemap'. Below the header, there is a search bar and a 'Within This Website' dropdown menu. The main content area has a title 'LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES' and a breadcrumb trail 'Home > Complaint Introduction'. A red arrow points to the 'Complaint' tab. The main text states: '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.'.' Below this text is a large rectangular area containing a verification code 'CZKC8' and a button that says 'Click to refresh verification code'. At the bottom of this area is a red 'Next' button. The footer contains copyright information: '© 2015 Government of Singapore | Privacy Statement | Rate This Website | Terms of Use'.

Figure 12-1: Introduction page

**Step 4:** Fill in the Complaint form.

**Step 5:** Click on *Next* to submit.

Figure 12-2: Complaint Details page

The Confirmation page will be shown upon successful submission.

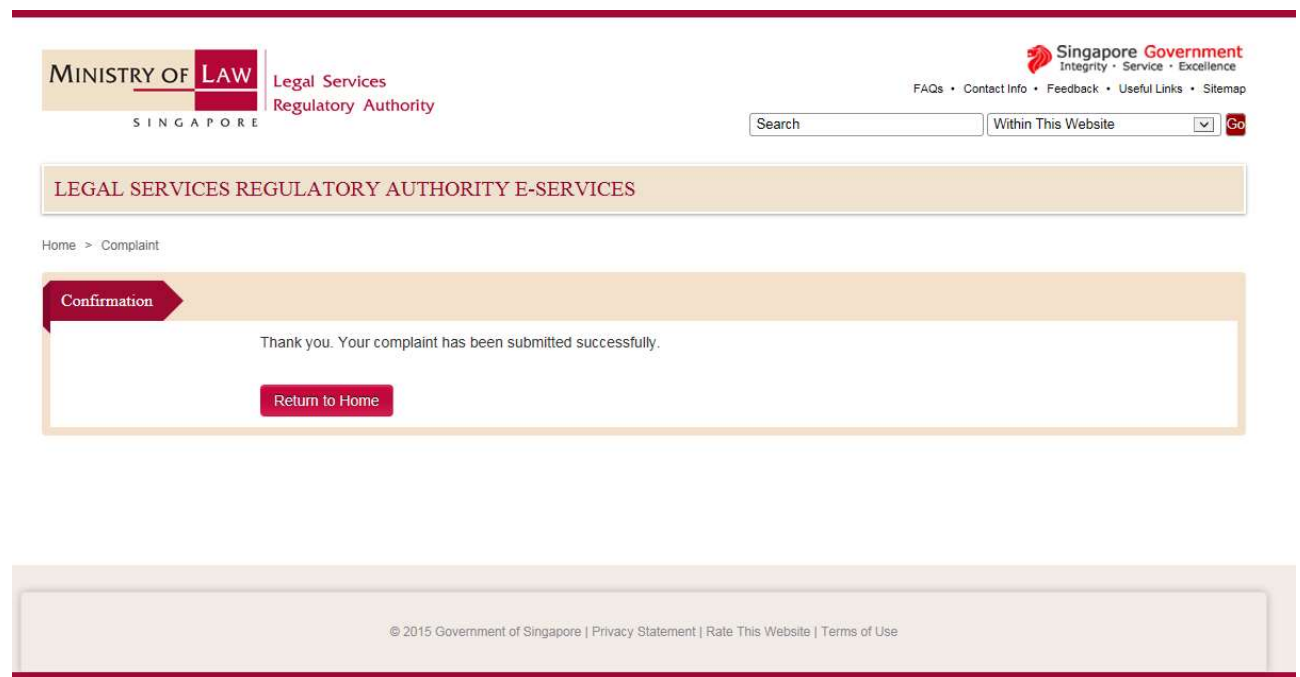


Figure 12-3: Confirmation page

## 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, there is a header with the Ministry of Law Singapore logo on the left and the Singapore Government logo on the right. Below the Singapore Government logo are links for FAQs, Ask Us / Contact Us, and Useful Links. A search bar is also present. The main heading is "Contact Us @ OneMinLaw". Below this, there is a paragraph explaining the purpose of the form and a note that fields marked with an asterisk are mandatory. The form itself is divided into steps. Step 1 is "I would like to enquire about...". It contains two dropdown menus: "Main Category \*" with "Legal Services Regulation" selected, and "Sub-Category \*" with "--Select Sub-Category--" selected. A "CONTINUE" button is located below the dropdowns. To the right of the form, there is a "Step" indicator showing steps 1, 2, 3, and 4, with step 1 being the active step. At the bottom of the page, there is a footer with copyright information and links for Report Vulnerability, Privacy Statement, Rate this eService, Terms & Conditions, and Terms of Use.

Figure 13-1: Enquiry Form