MINISTRY OF LAW
Legal Services Regulatory Authority (LSRA) Portal

User Guide

:: Version 1.0

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REVISION HISTORY

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

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1.0 Introduction

1.1 Purpose

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

1.2 Definitions, Acronyms and Abbreviations

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

1.3 Supported Browsers

The following browsers are supported:

Environment	Browsers
LSRA's e-Services portal	1. Internet Explorer 11.0 2. Mozilla Firefox 3. Google Chrome 4. Safari

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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 one constituent SLP and one constituent FLP/QFLP
FLA	130C	170	Formal Law Alliance Licence - Formed by one or more SLP member(s) and one or more 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

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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.

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2.4 Business Process Overview

2.4.1 New Entity Licence/Registration Application

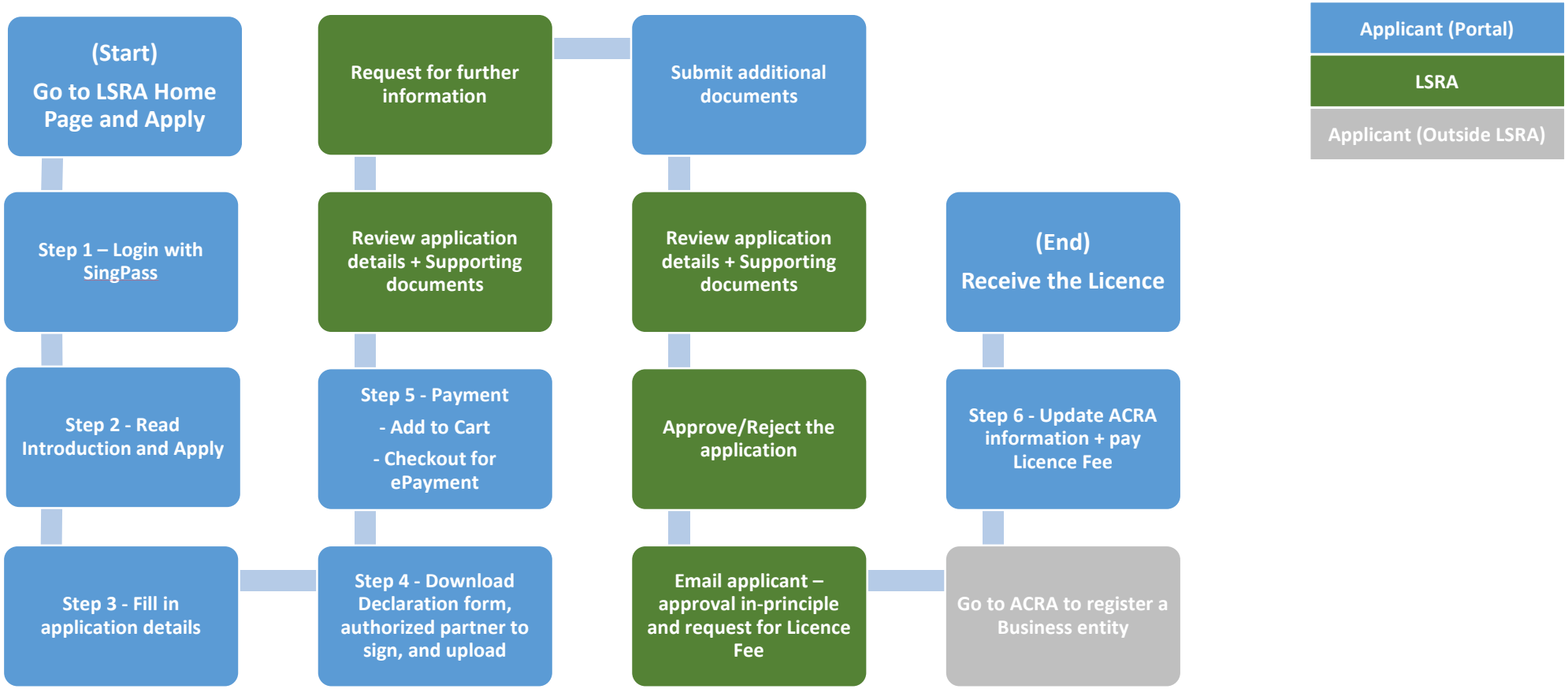

Figure 2.4.1: Business Process Overview - New Licence/Registration Application

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.

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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.

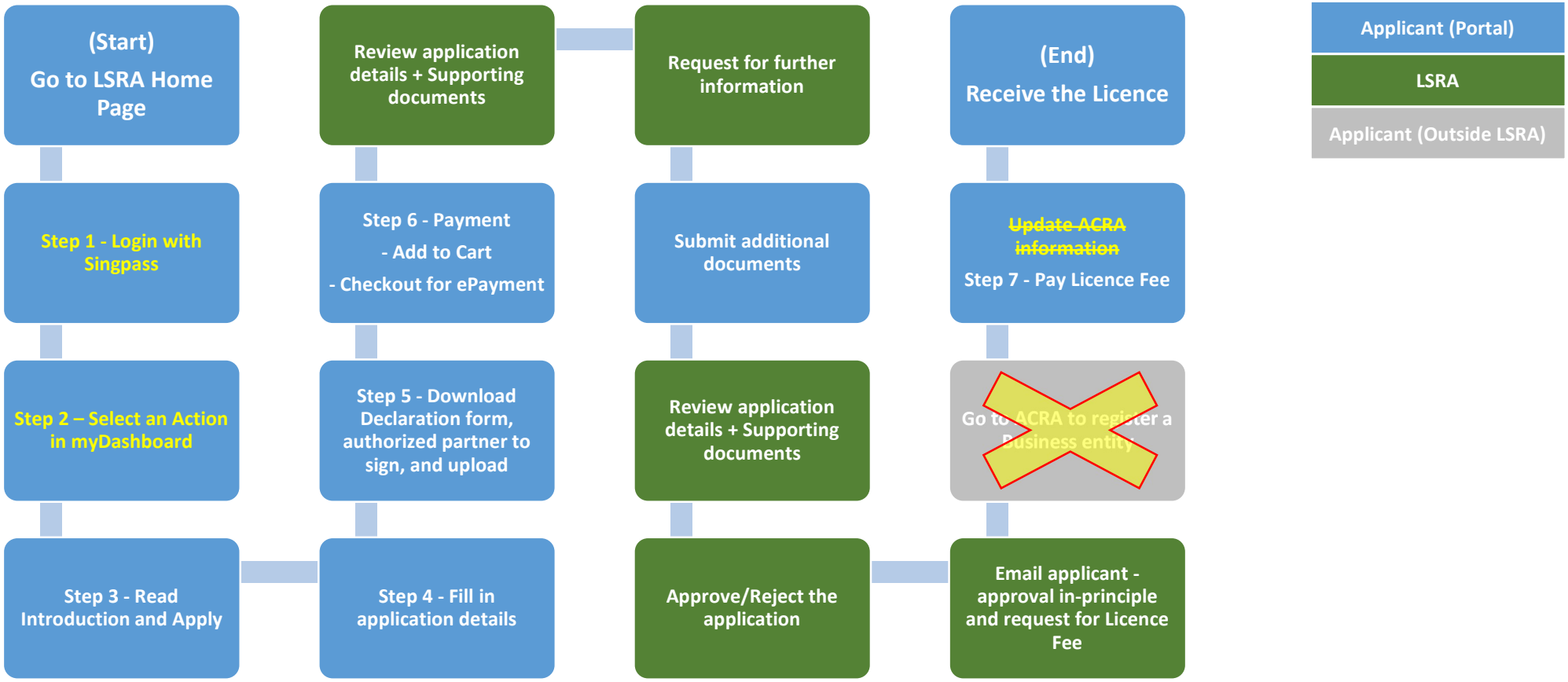

Figure 2.4.2: Business Process Overview - Renew a Licence

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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 neds to be re-issued; and
4. No need to register the business entity with ACRA and update the ACRA information in LSRA e-Services.

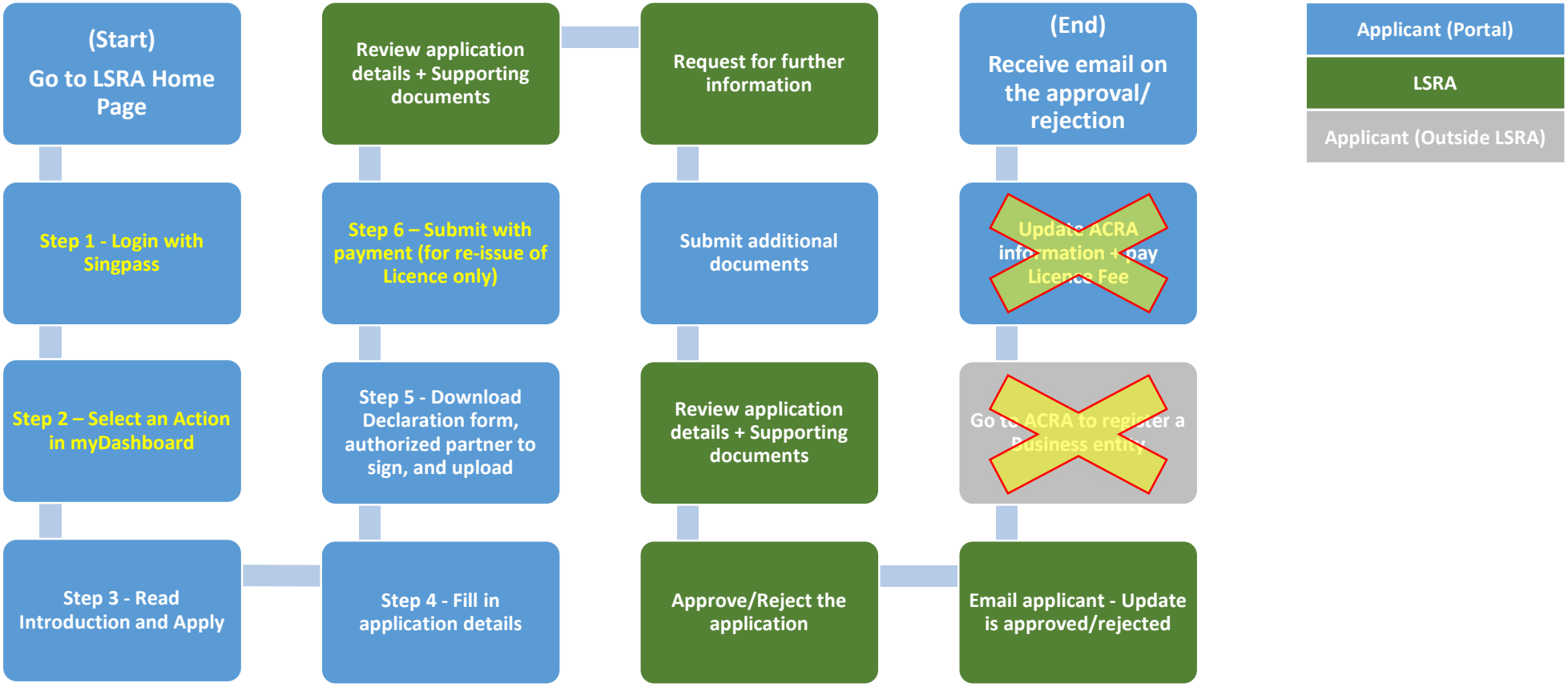

Figure 2.4.3: Business Process Overview - Update a Licence

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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.

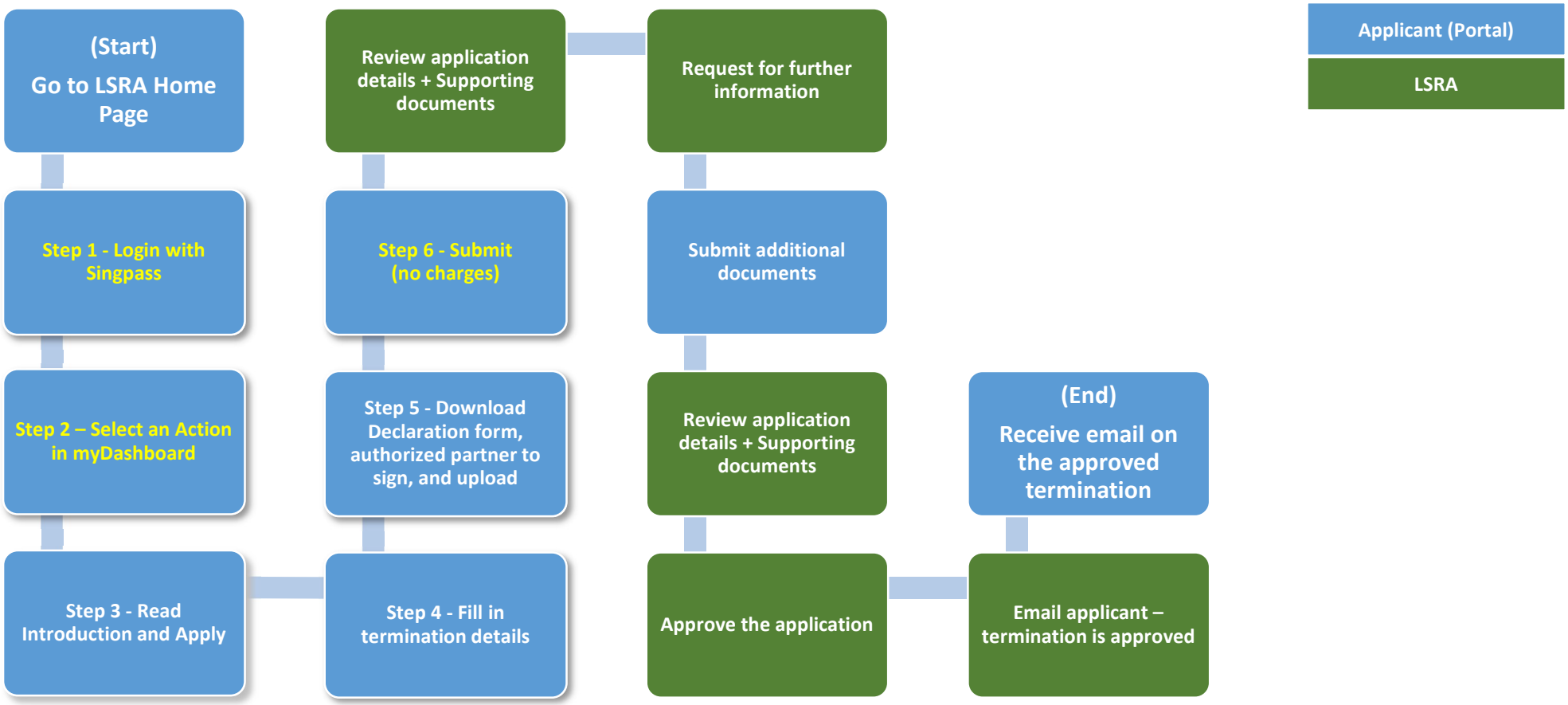

Figure 2.4.4: Business Process Overview - Terminate a Licence

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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.

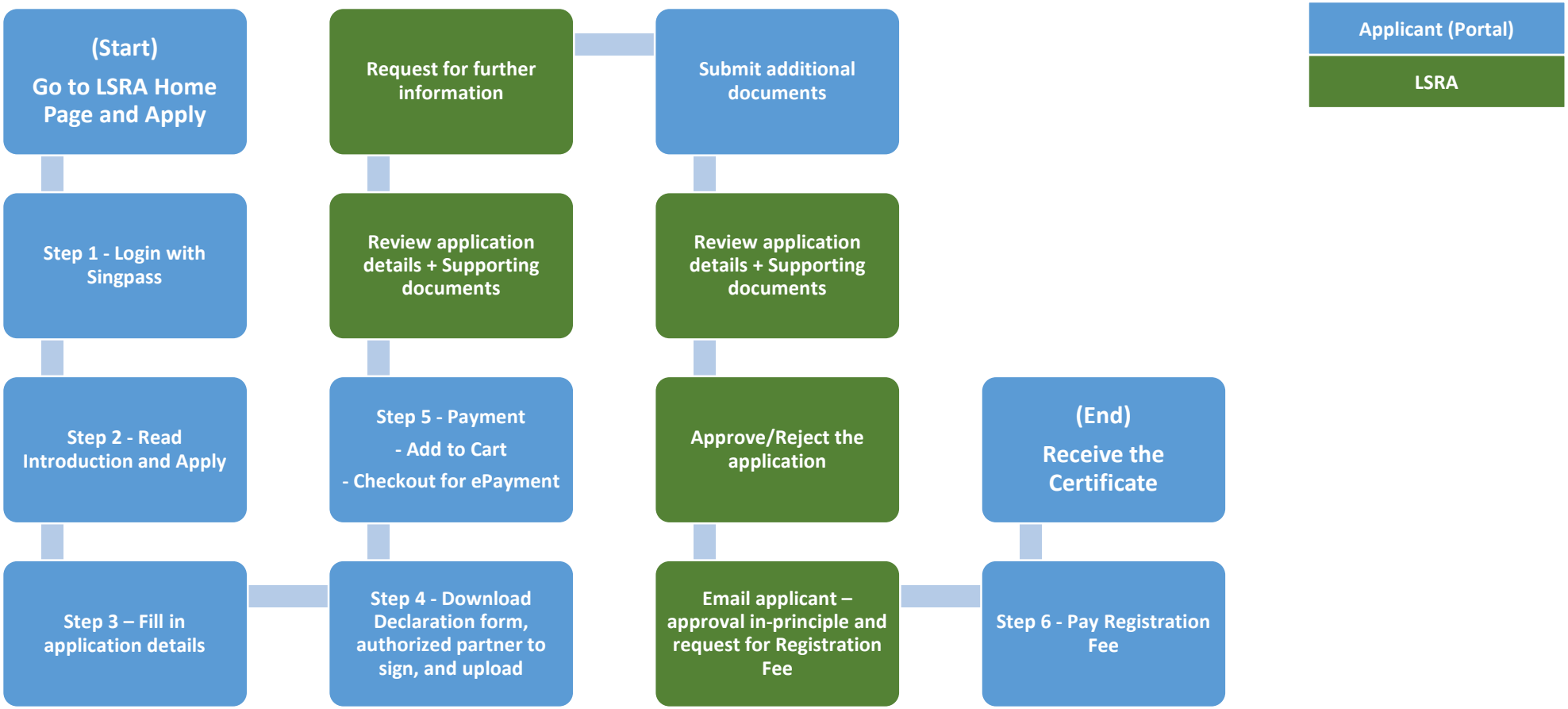

Figure 2.4.5: Business Process Overview – New Lawyer Registration

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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.

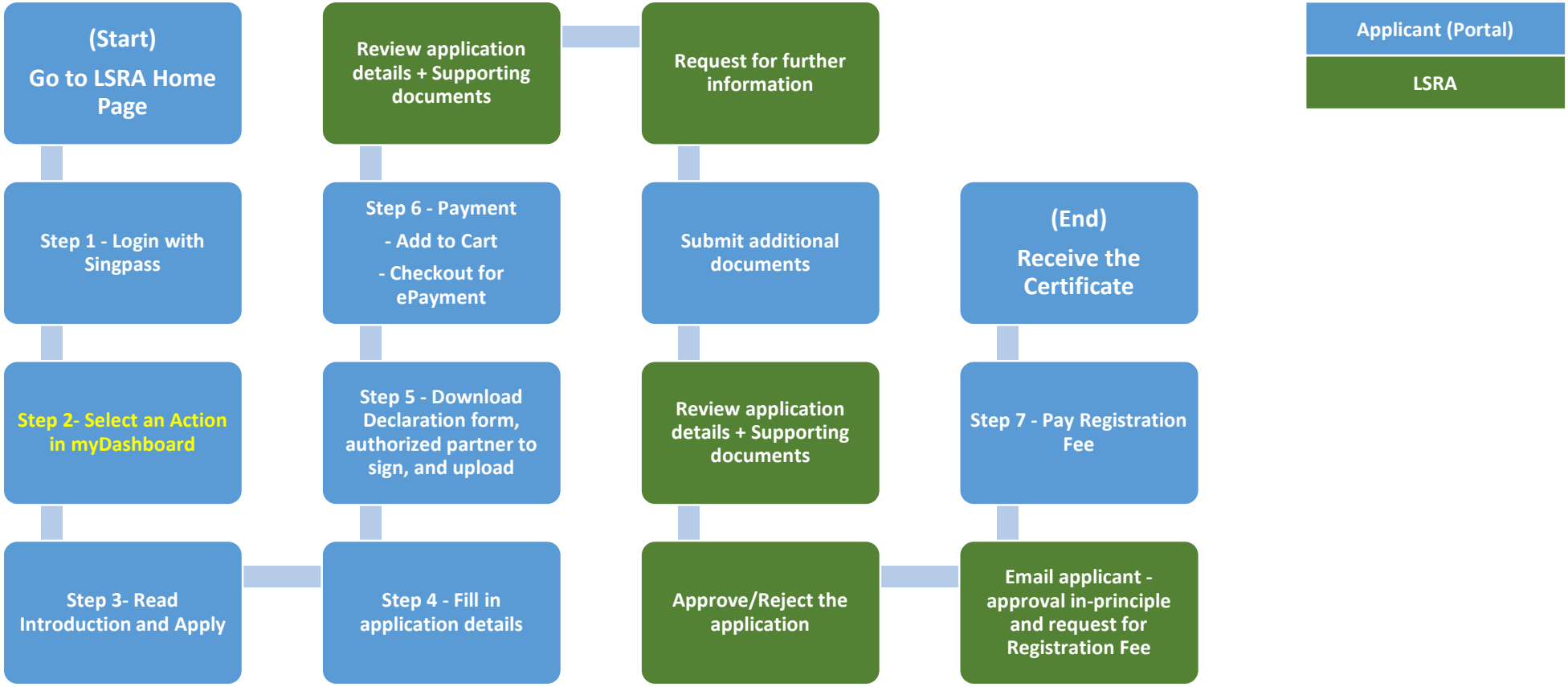

Figure 2.4.6: Business Process Overview – Renew a Lawyer Registration

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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.

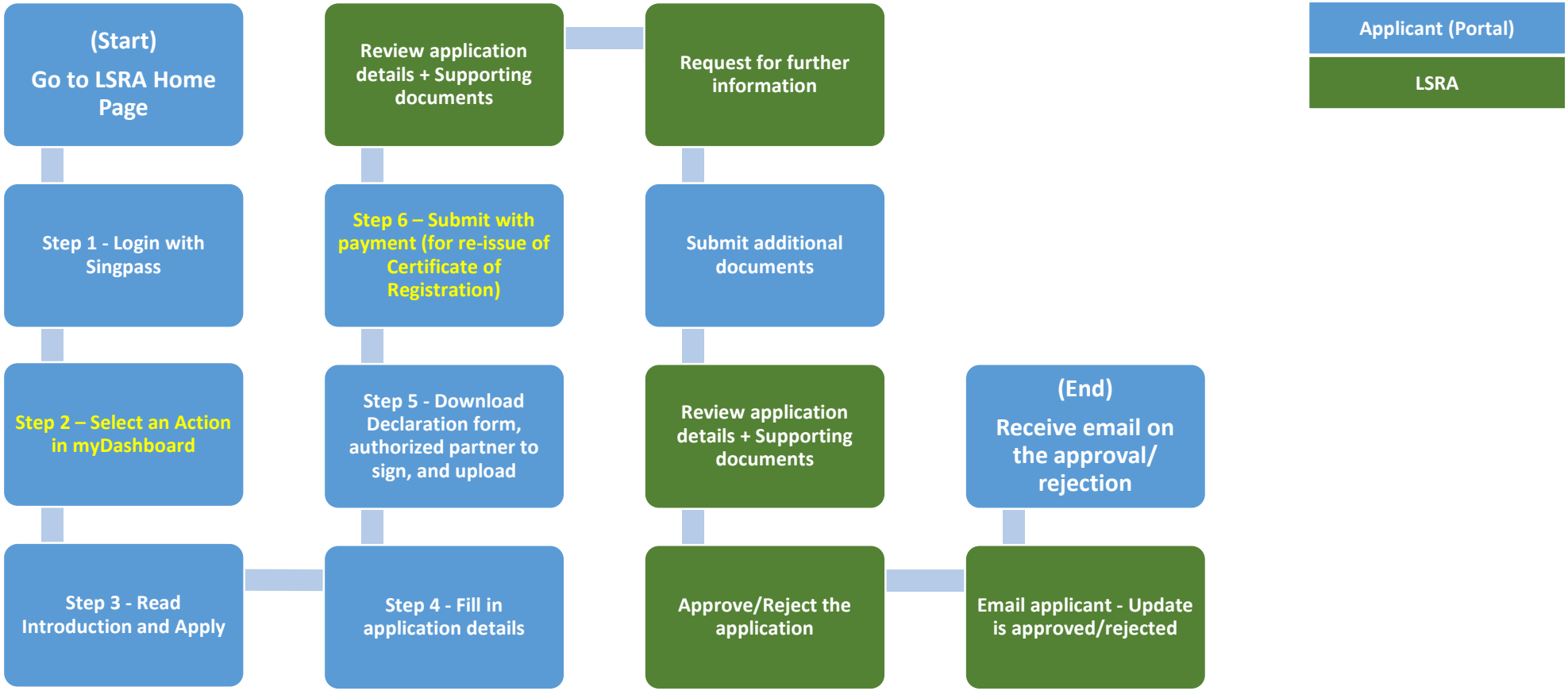

Figure 2.4.7: Business Process Overview – Update a Lawyer Registration

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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.

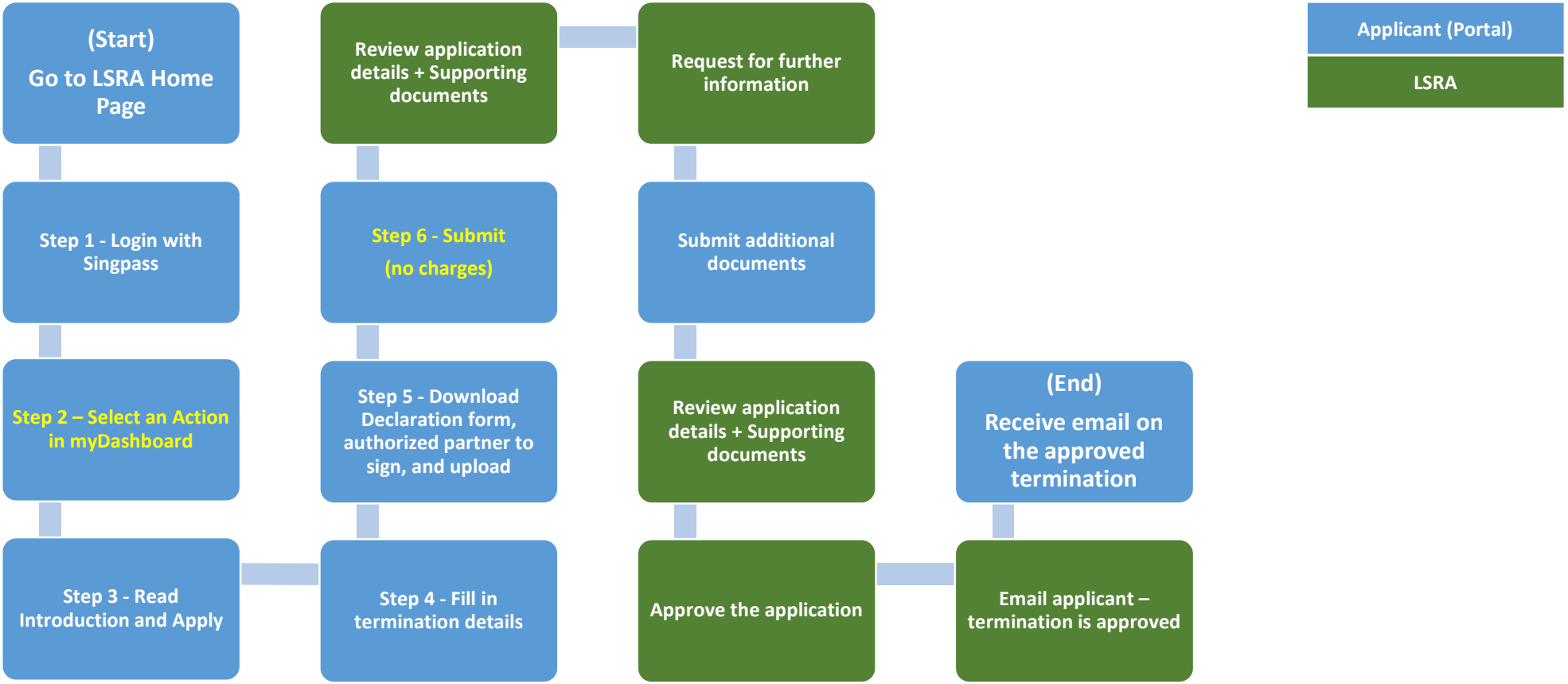

Figure 2.4.8: Business Process Overview – Terminate a Lawyer Registration

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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.

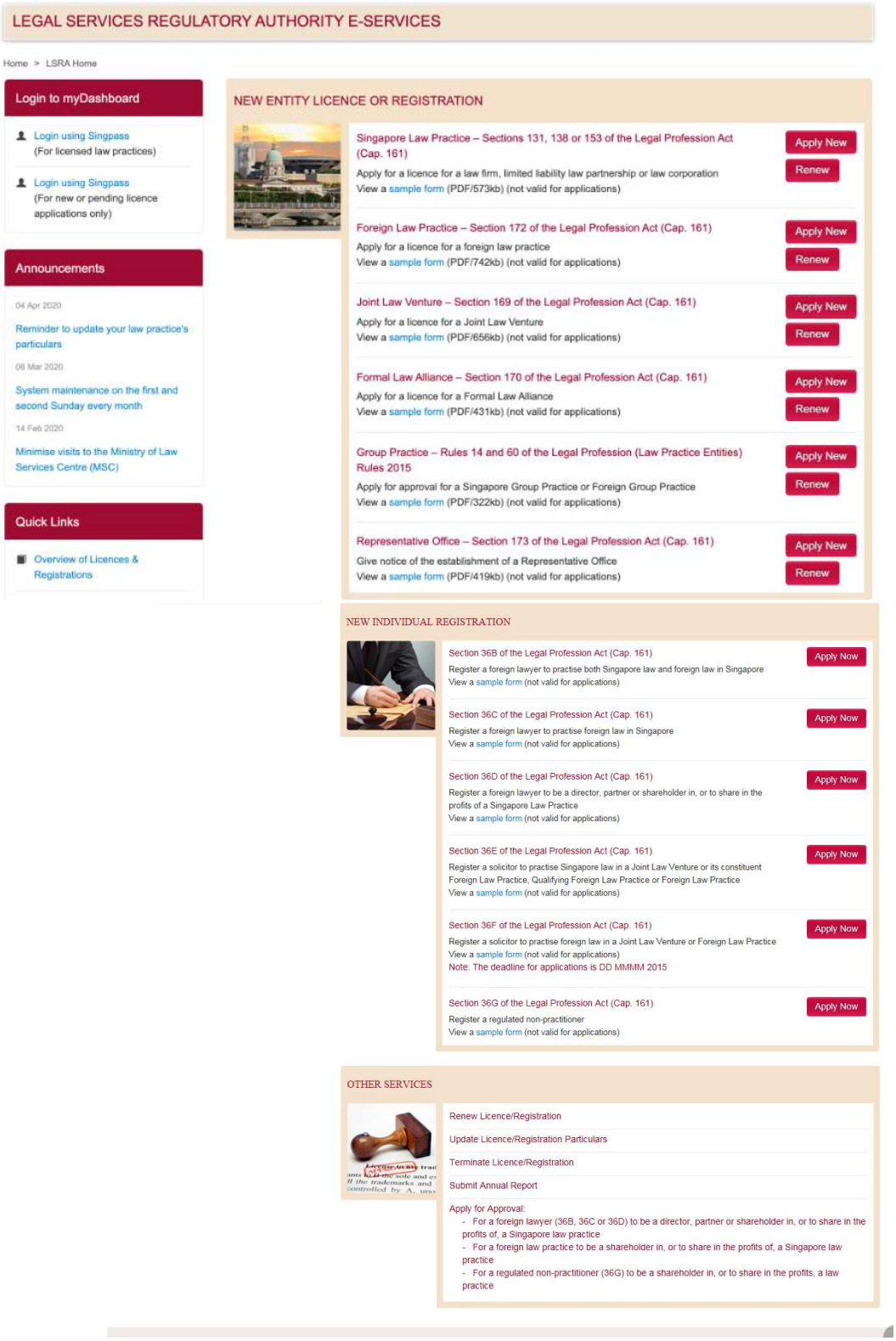

Figure 3.1.1: LSRA Home Page

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

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

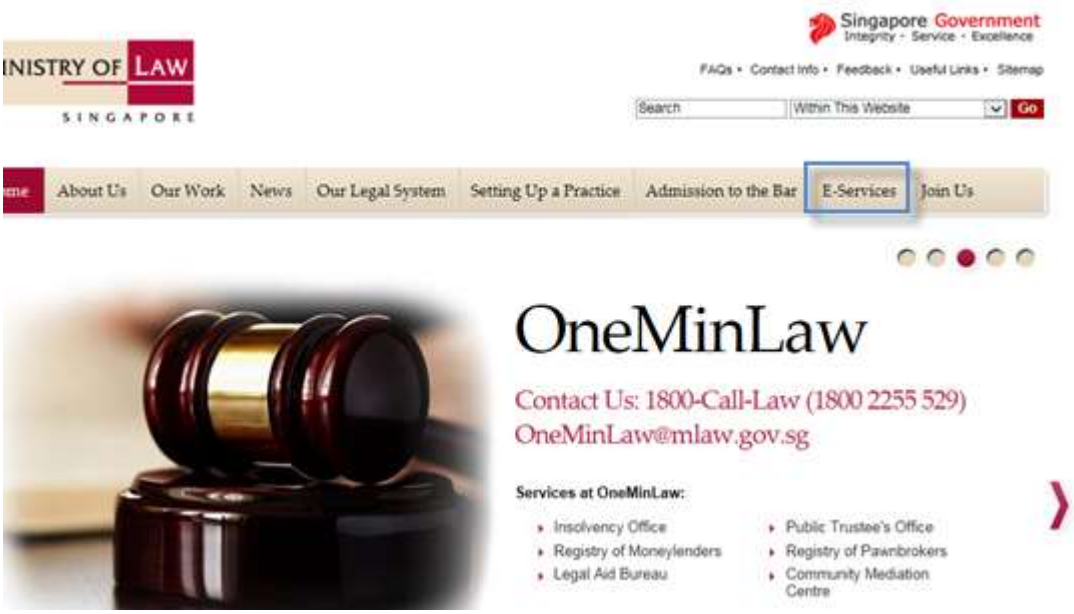

Figure 3.1: MinLaw website

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.

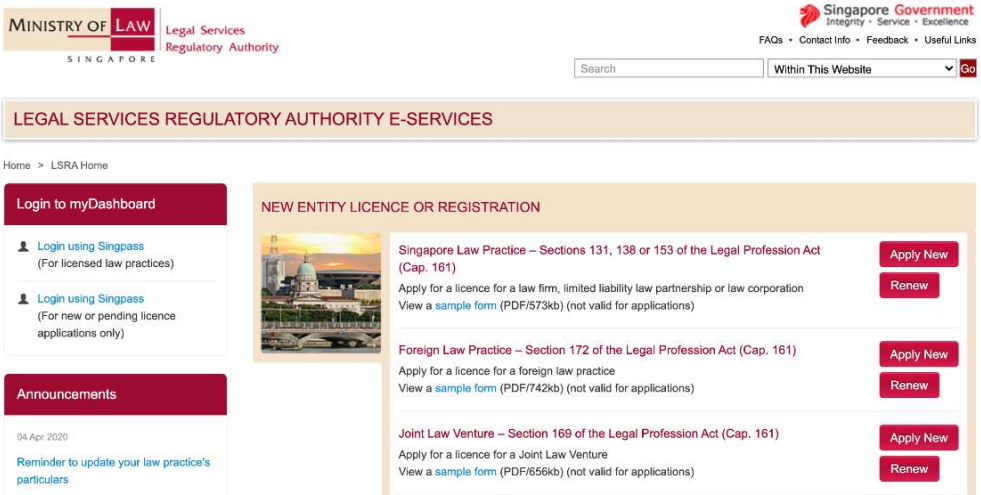

Figure 3.2-1: Navigating to Singpass Page

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

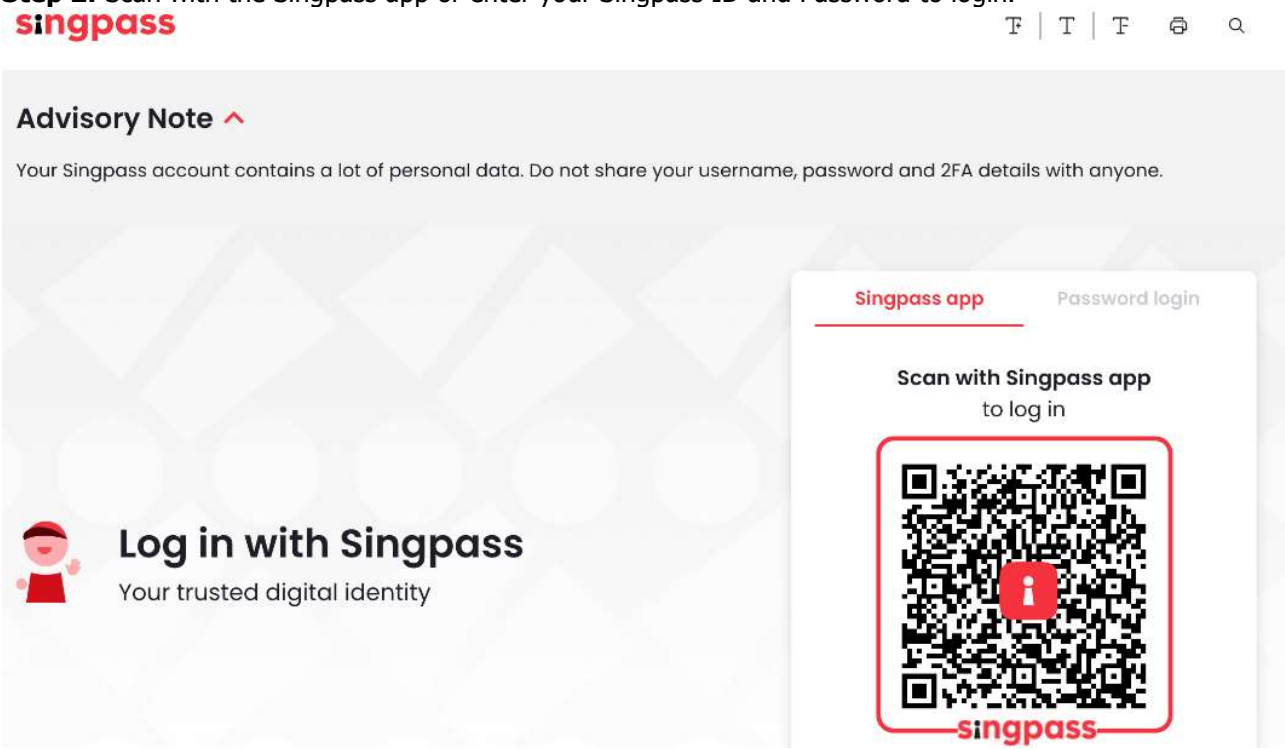

Figure 3.2-2: Singpass Page

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.

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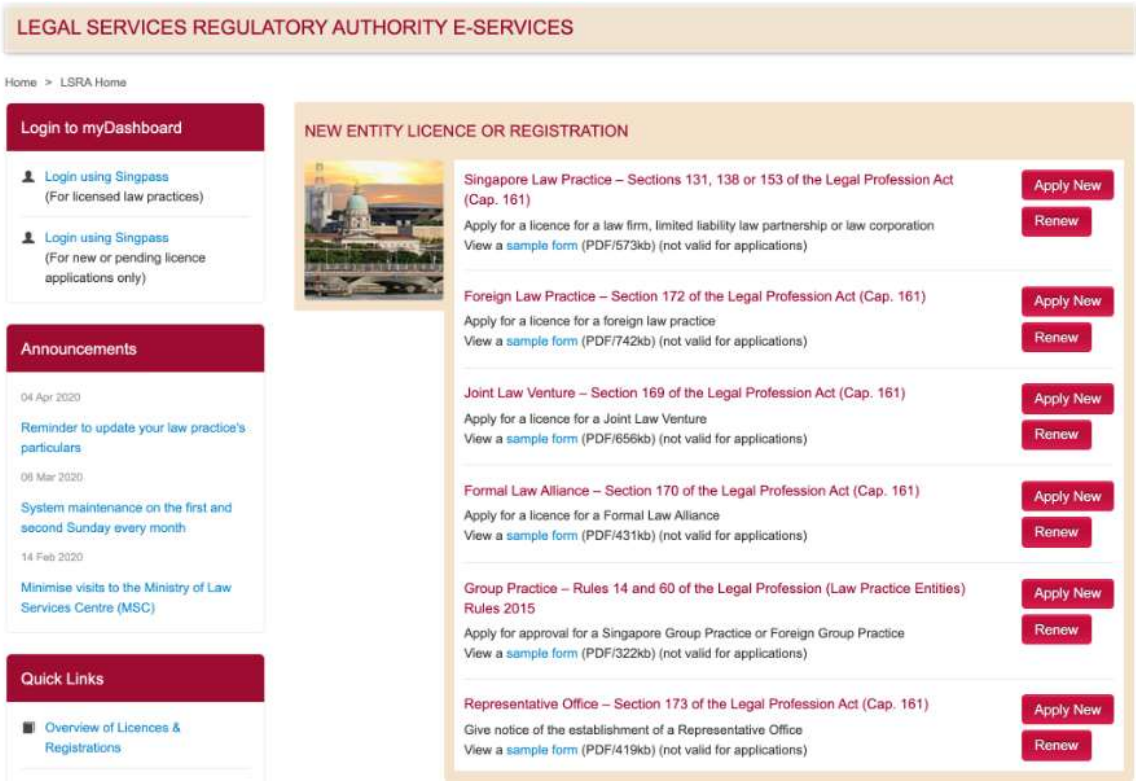

Figure 3.3-1: Navigating to Singpass Page

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

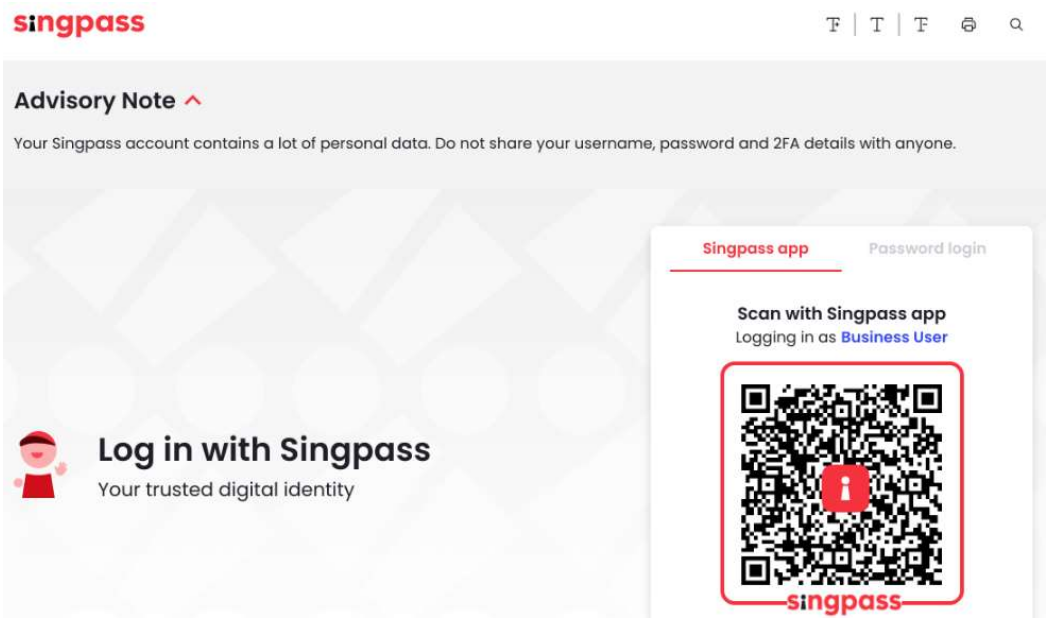

Figure 3.3-2: Singpass Login Page

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3.4 myDashboard Page

You can perform the following transactions from myDashboard:

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

3.4.1 myDashboard Page – Login using Singpass

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

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

Figure 3.4.1: myDashboard Page - Login using Singpass

3.5 View Sample Forms

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

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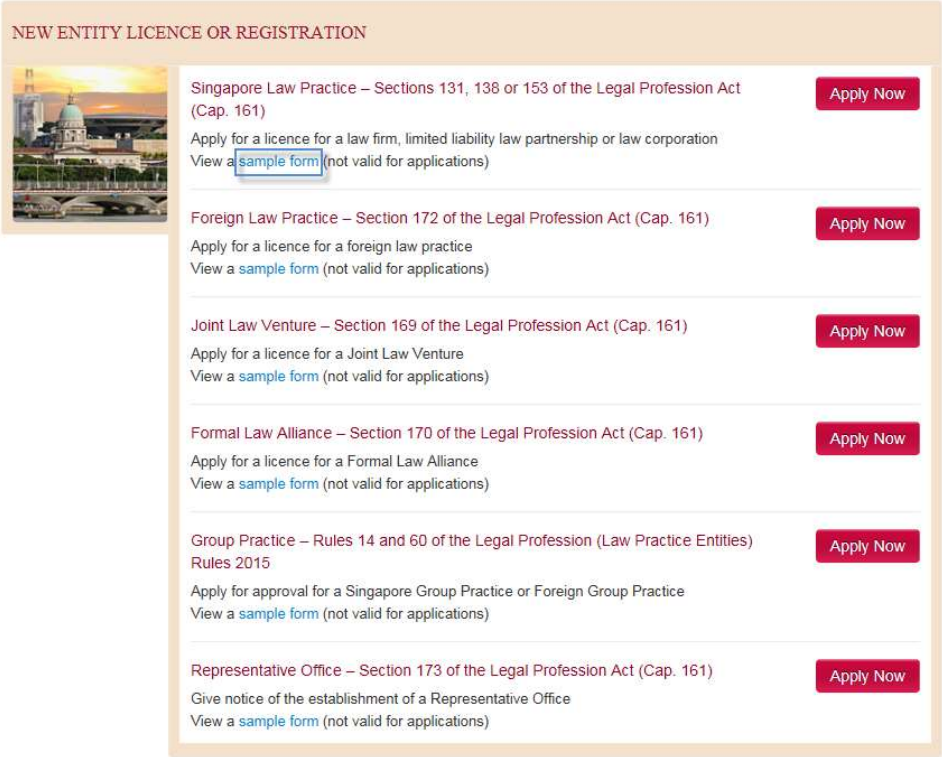

Figure 3.5: View Sample forms

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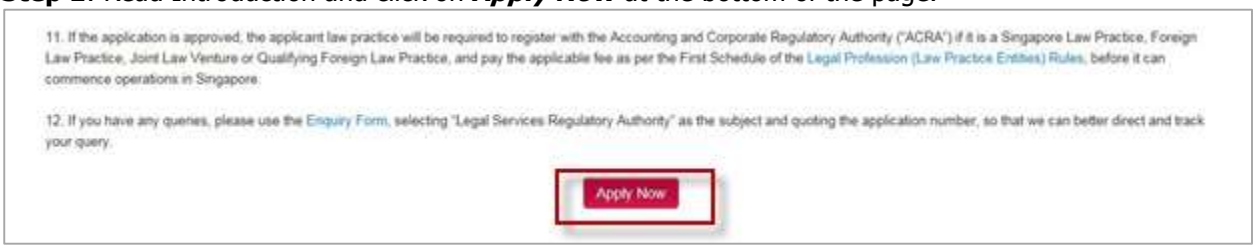
4.0 How to Apply for a New Entity Licence/Registration

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.


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 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.

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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.

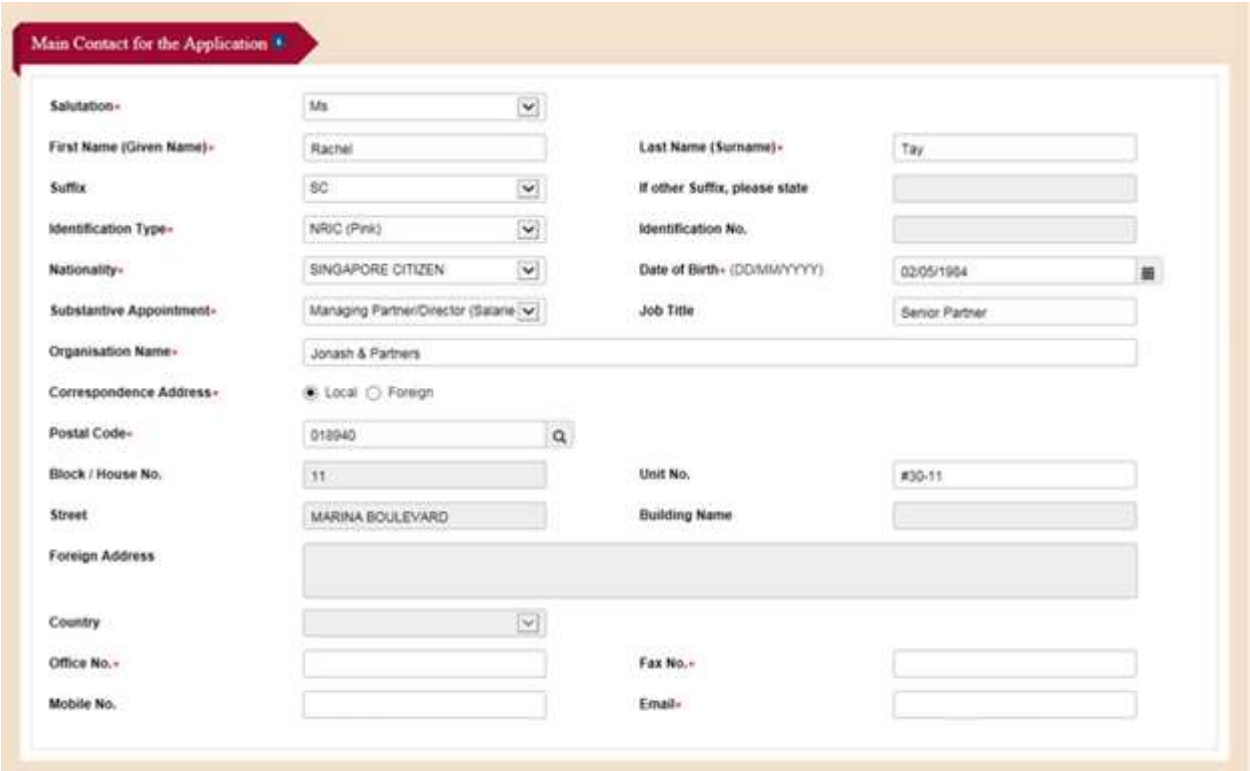

Figure 4.3.2: Section - Main Contact for the Application

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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.

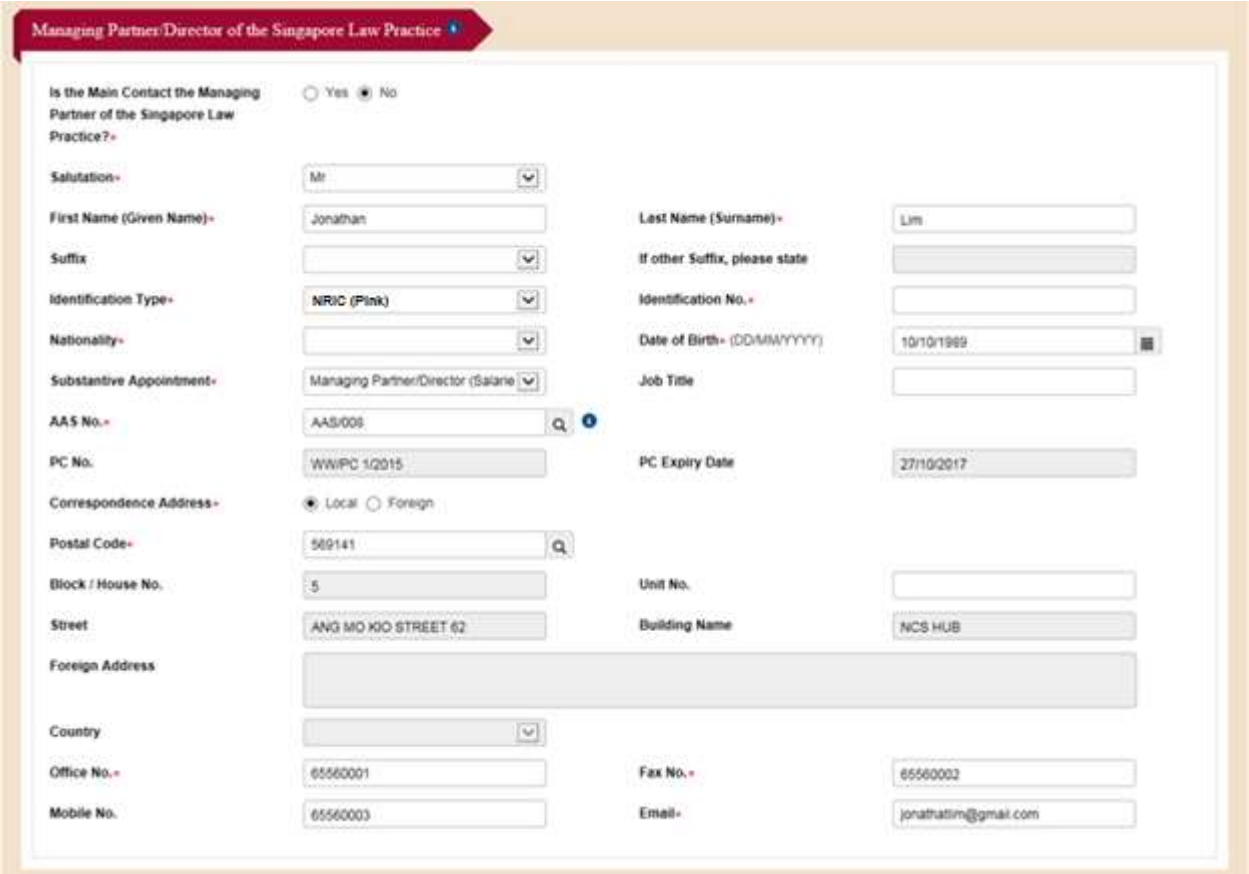

Figure 4.3.3: Section - Managing Partner/Director of the Singapore Law Practice

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4.3.4 Manager of the GP/RO

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

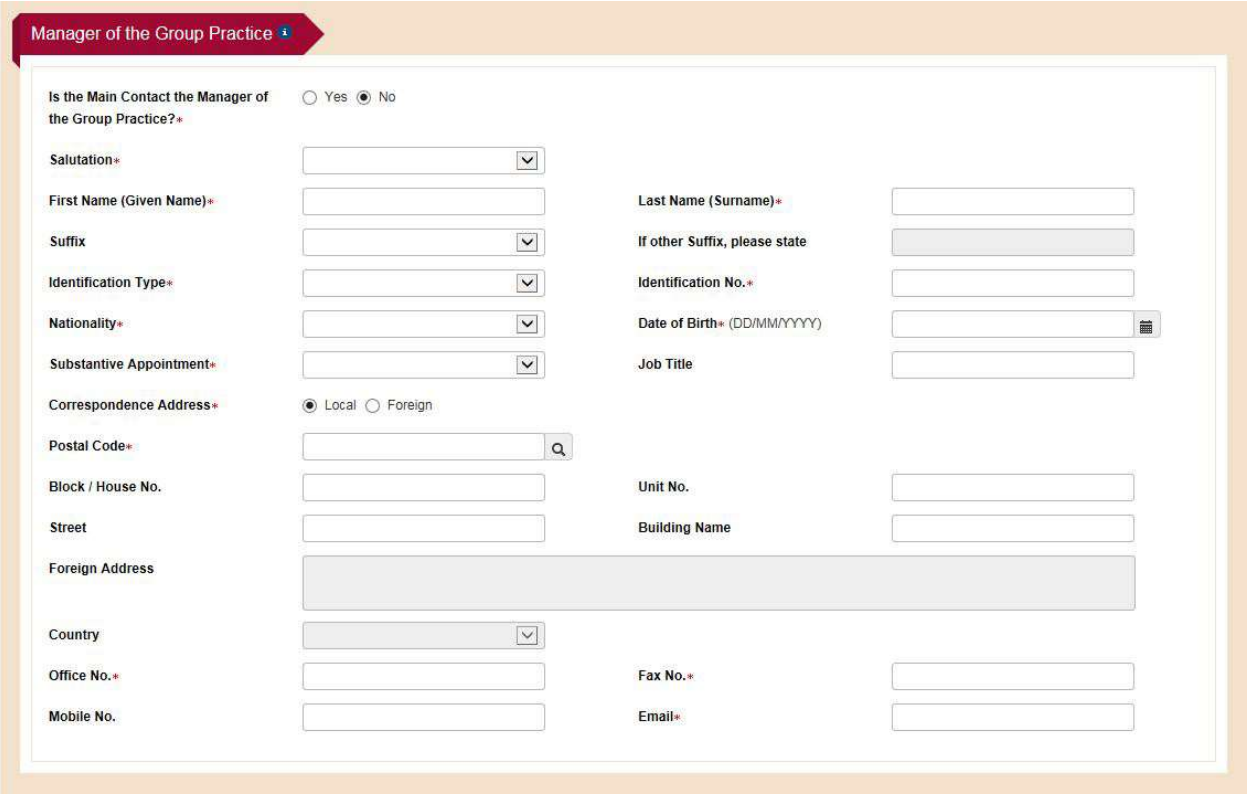

Figure 4.3.4: Section - Manager of the GP/RO

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4.3.5 Parent Law Practice

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

Parent Law Practice

Is there a Parent Law Practice? ○ Yes ◉ No

Name of Parent Law Practice

Legal Structure | Please specify (if applicable)

Headquarters of Parent Law Practice | State

Gross revenue of the Parent Law Practice in the last financial year (SGD)

No. of Offices

Singapore | Overseas

No. of Lawyers

Singapore | Overseas

Countries in which Overseas Offices are located

Unselected: Afghanistan, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antigua, Argentina, Armenia, Aruba, Australia

>> << Selected:

Practice Area(s)

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

>> << 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

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4.3.6 Managing Partner/Director of Parent Law Practice

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

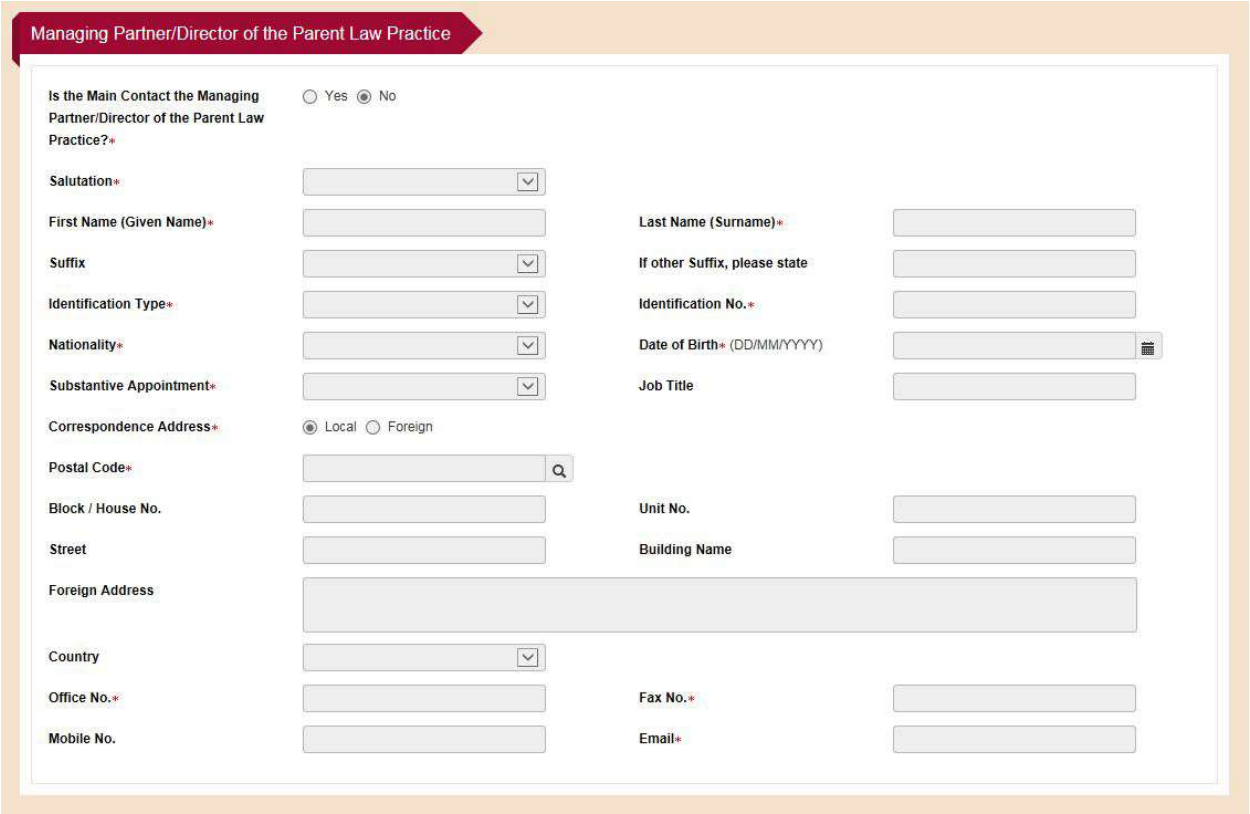

Figure 4.3.6: Section - Managing Partner/Director of Parent Law Practice

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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

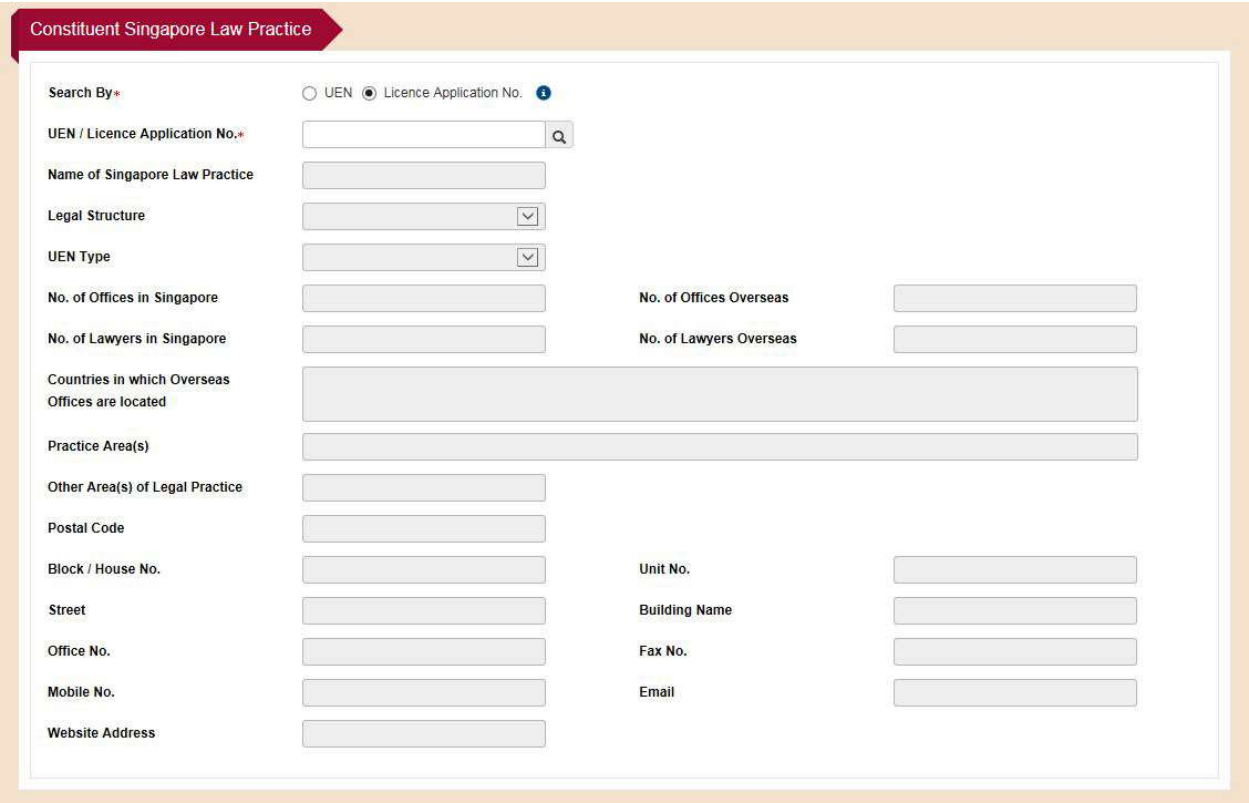

Figure 4.3.7-1: Section – Constituent Singapore Law Practice

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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

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4.3.8 Member Law Practices of the FLA/GP

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

<u>To add a member Law Practice:</u>

Step 1: Click on ***Add***.

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

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

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

Step 3: Click on ***Save.***

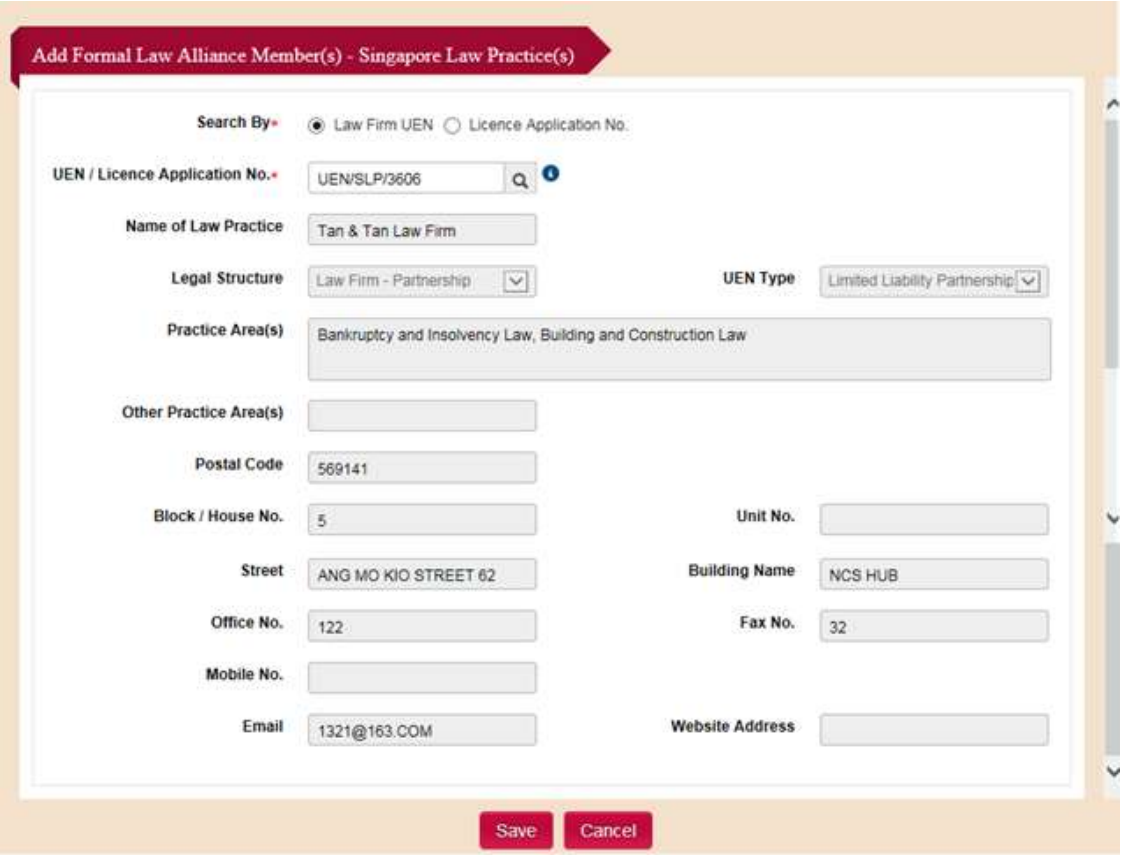

Figure 4.3.8-3: Section – Subpage to add a member SLP of the FLA

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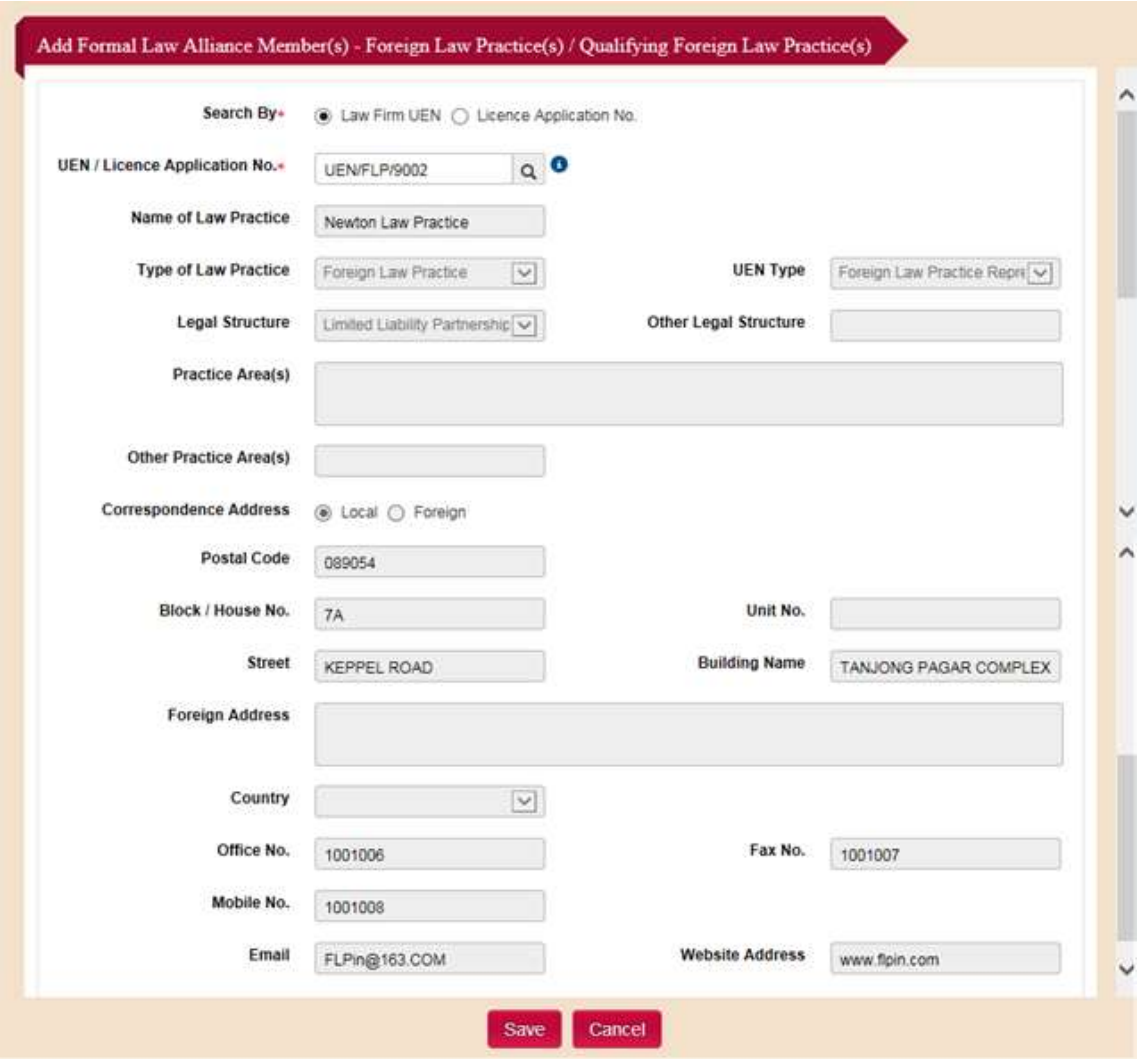

Figure 4.3.8-4: Section – Subpage to add a member FLP/QFLP of the FLA

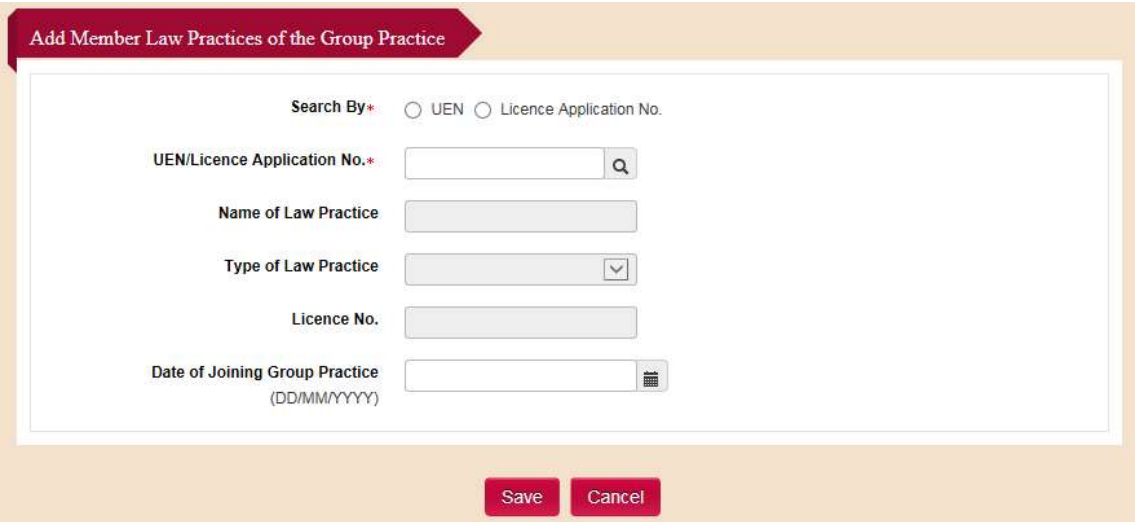

Figure 4.3.8-5: Subpage to add a member Law Practice of the GP

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4.3.9 Information on the Law Practice

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

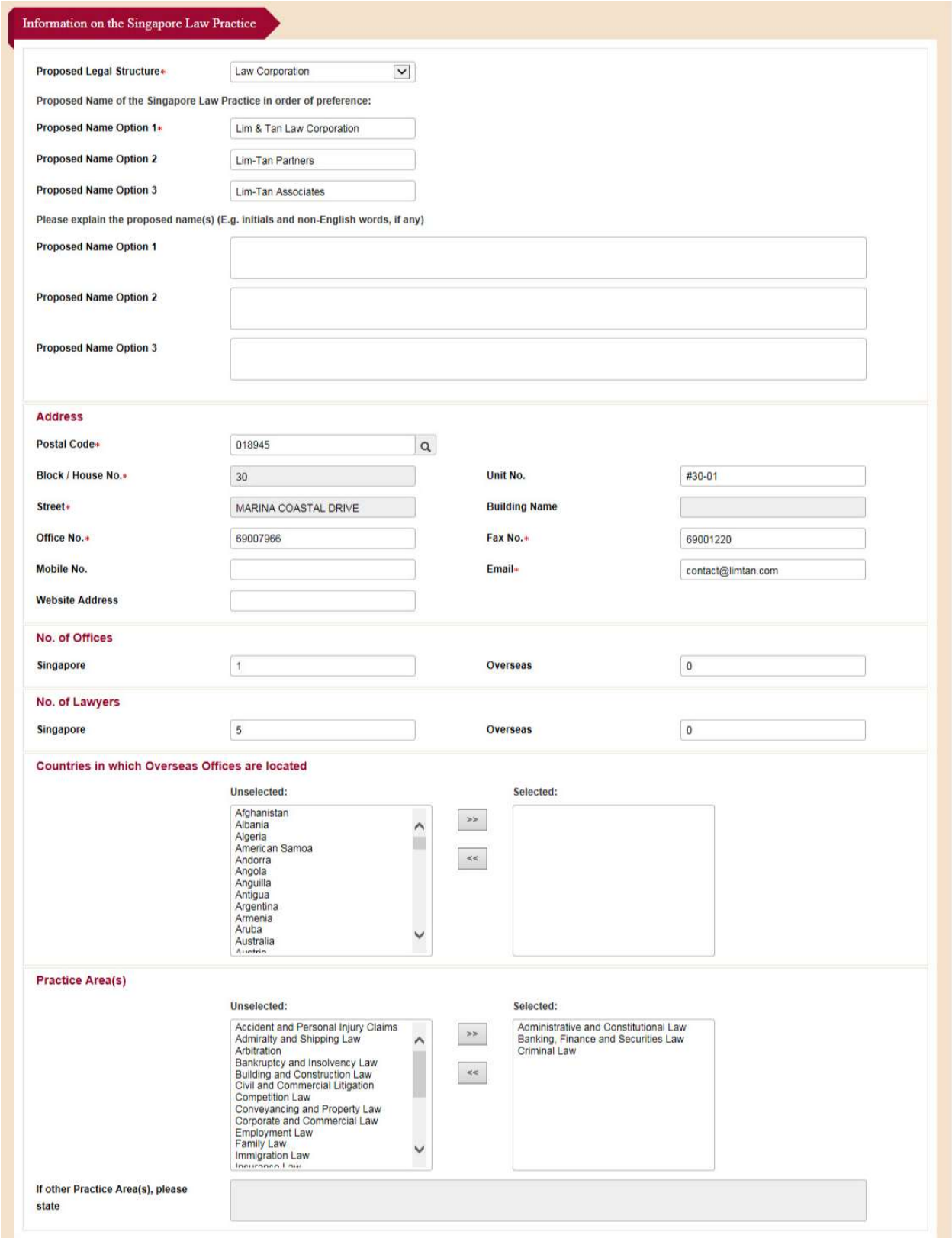

Figure 4.3.9: Section - Information on the Law Practice

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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***.

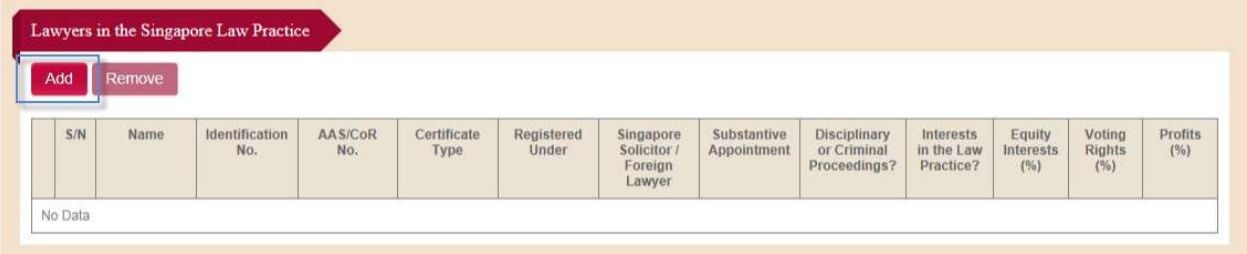

Figure 4.3.10-1: Section - Lawyers in the Law Practice

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.

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Subpage to add a Lawyer of the SLP/FLP

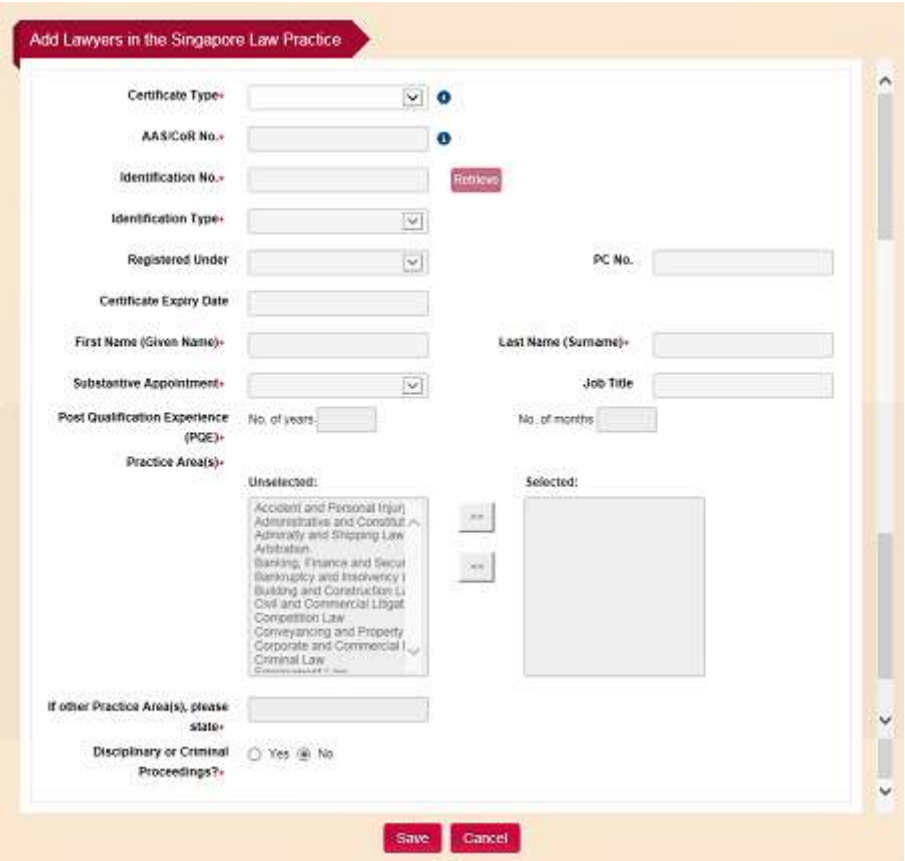

Figure 4.3.10-2: Subpage to add a Lawyer in the SLP/FLP

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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.

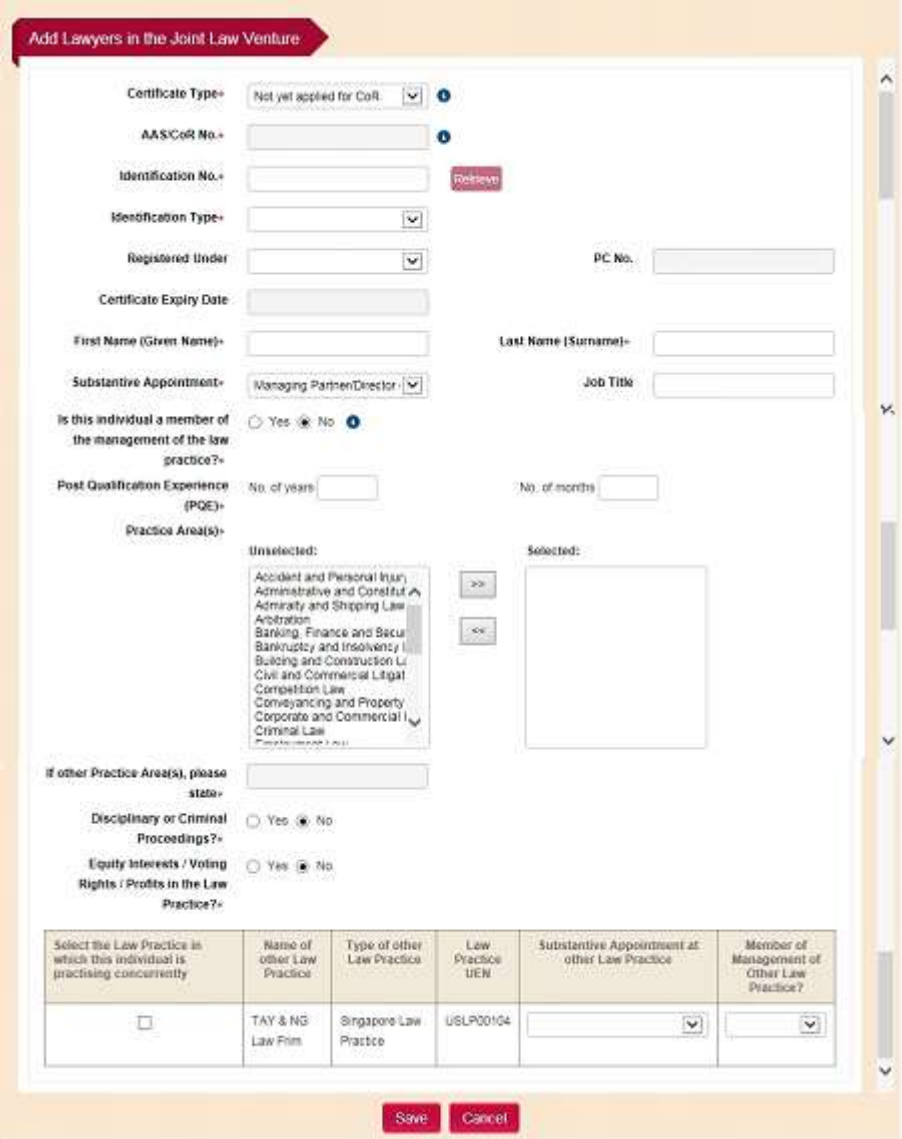

Figure 4.3.10-3: Subpage to add a Lawyer in the JLV

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.*

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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.

<u>To add Interests of Other Law Practice:</u>

Step 1: Click on ***Add***.

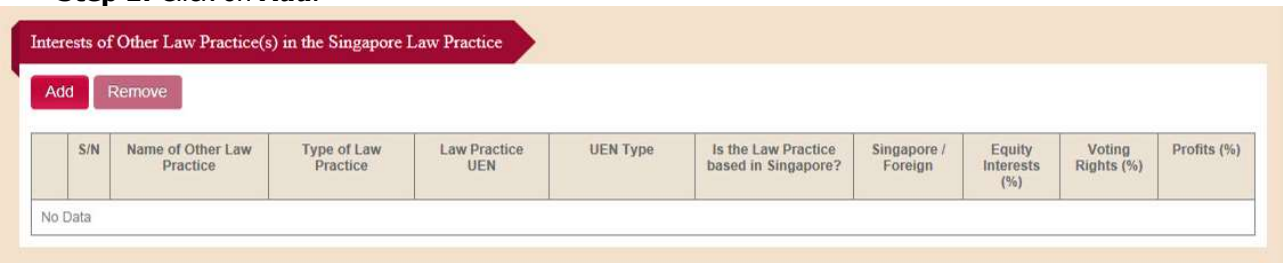

Figure 4.3.11-1: Section - Interests of Other Law Practice

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

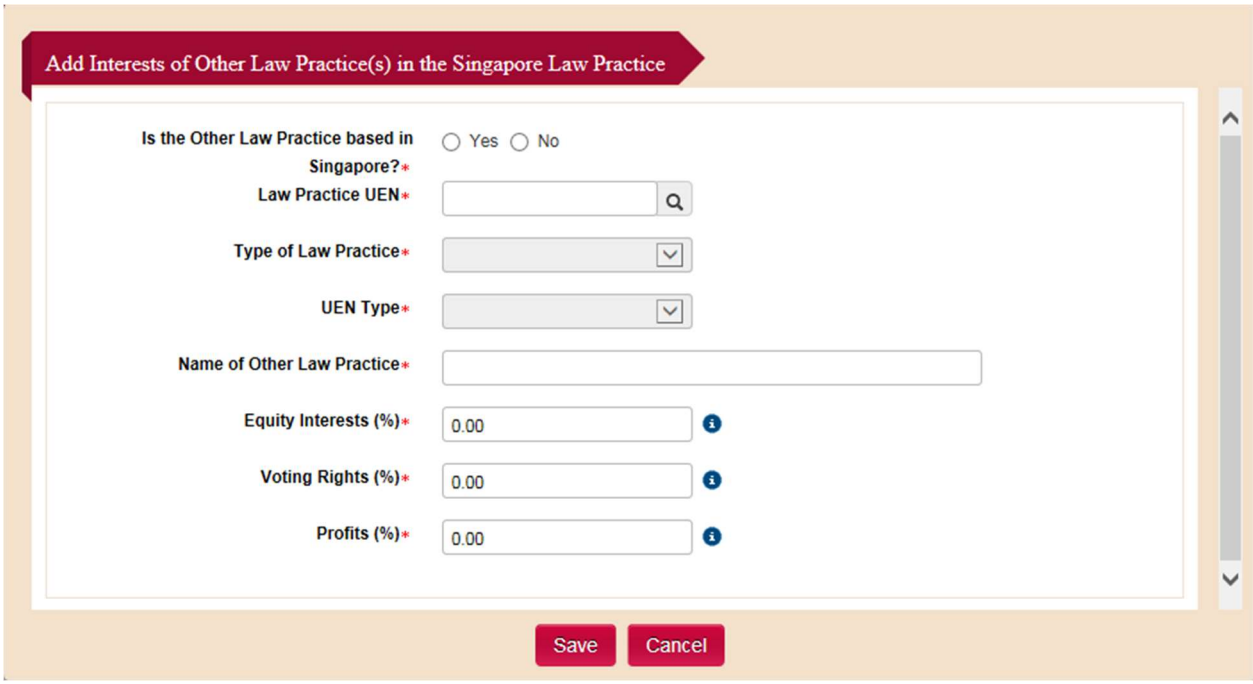

Figure 4.3.11-2: Subpage to add Interests of Other Law Practice(s)

*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.

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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.

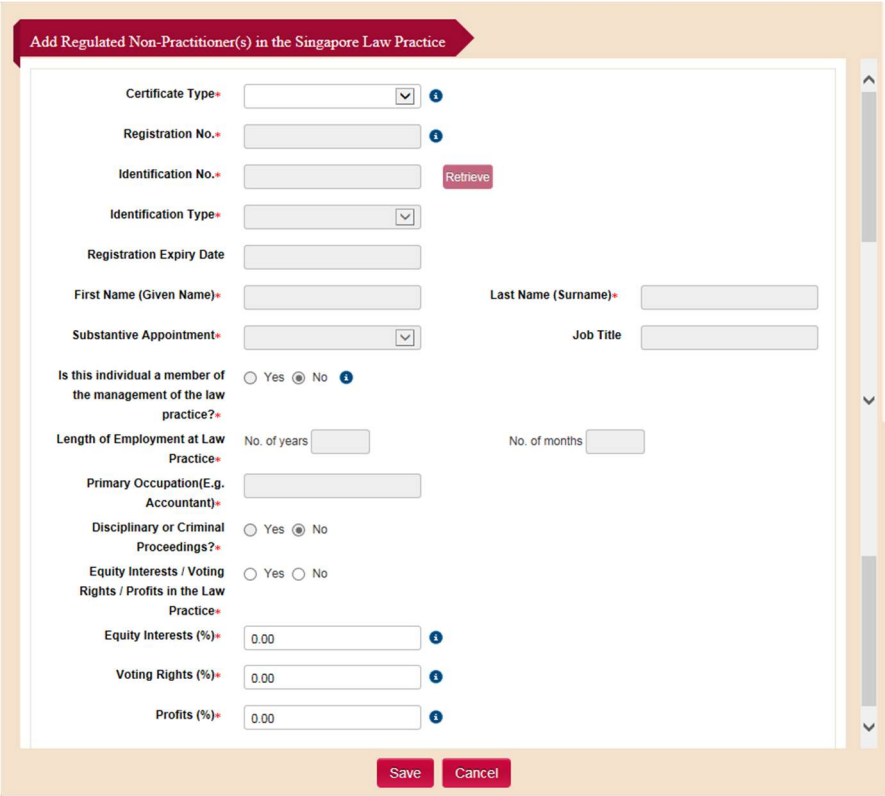

Figure 4.3.12-2: Subpage to add a Regulated Non-Practitioner

*Note: **Equity Interests, Voting Rights and Profits:***
1. Each field cannot be more than 25%.

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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***.

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

Add Remove

	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
☐	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.

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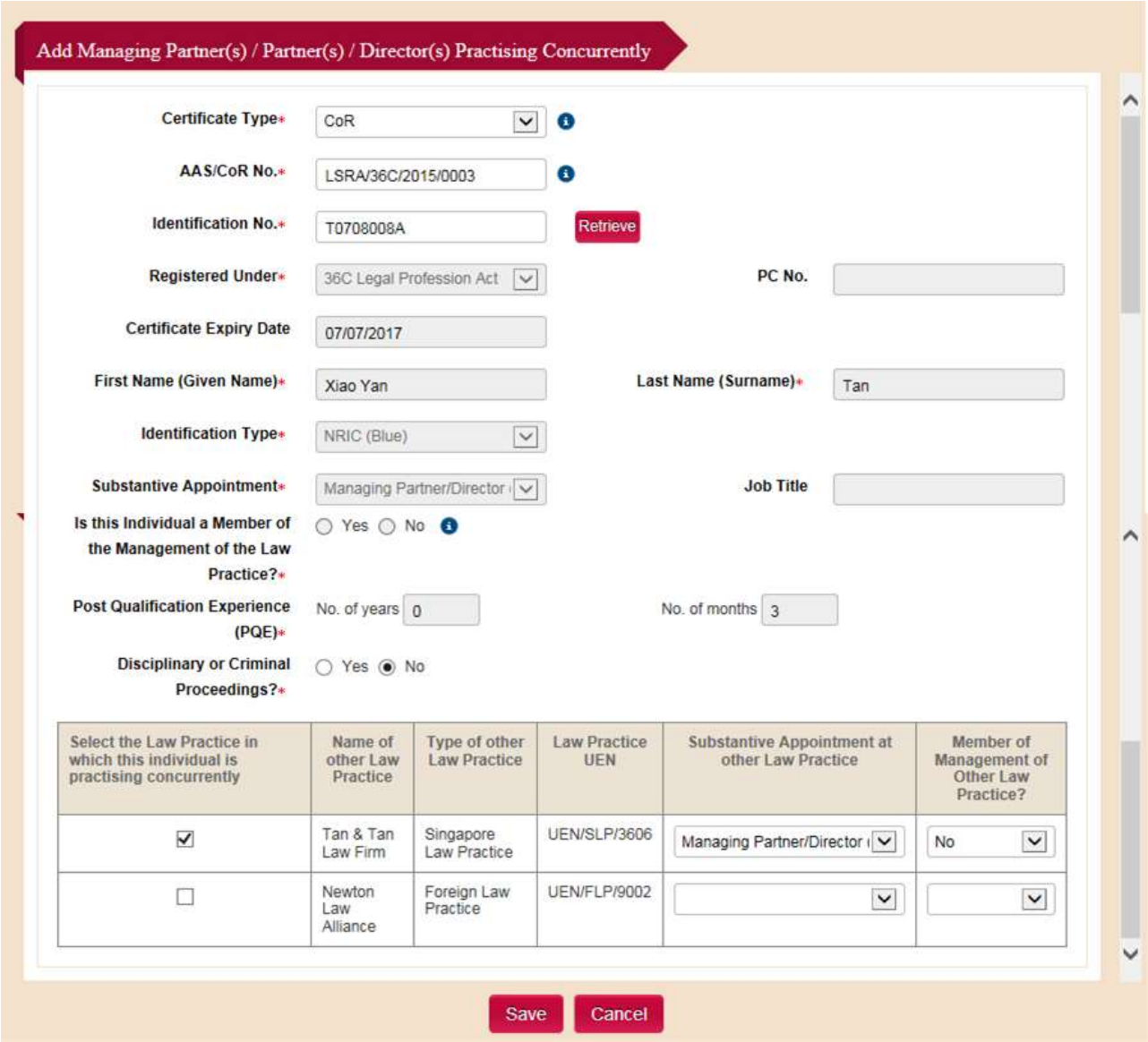

Figure 4.3.13-2: Subpage to add a Partner/Director Practising Concurrently

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4.3.14 Summary

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

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

Summary

Interests in Singapore Law Practice

	Equity Interest (%)	Voting Rights (%)	Profits (%)
Regulated Non-Practitioners	0.00	0.00	0.00
Singapore Interests	100.00	100.00	100.00
Foreign Interests	0.00	0.00	0.00
Total	100.00	100.00	100.00

Percentages of Singapore Solicitors and Foreign Lawyers

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

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

Note: For an SLP Licence application:
<u>Interests in Singapore Law Practice</u>

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%.*

<u>Percentages of Singapore Solicitors and Foreign Lawyers</u>

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

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Summary

Interests in Foreign Law Practice

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

Percentages of Singapore Solicitors and Foreign Lawyers

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

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

Note: For an FLP Licence application:
<u>Interests in Foreign Law Practice</u>
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.
<u>Percentages of Singapore Solicitors and Foreign Lawyers</u>
1. There is no limit on the % of Foreign Partners/Directors.
2. There is no limit on the % of Foreign Lawyers.

Summary

Interests in the Joint Law Venture

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

Percentages of Singapore Solicitors and Foreign Lawyers

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

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

Note: For a JLV Licence application:
<u>Interests in Joint Law Venture</u>
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.
<u>Percentages of Singapore Solicitors and Foreign Lawyers</u>
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%.

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4.3.15 Sharing of Premises

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

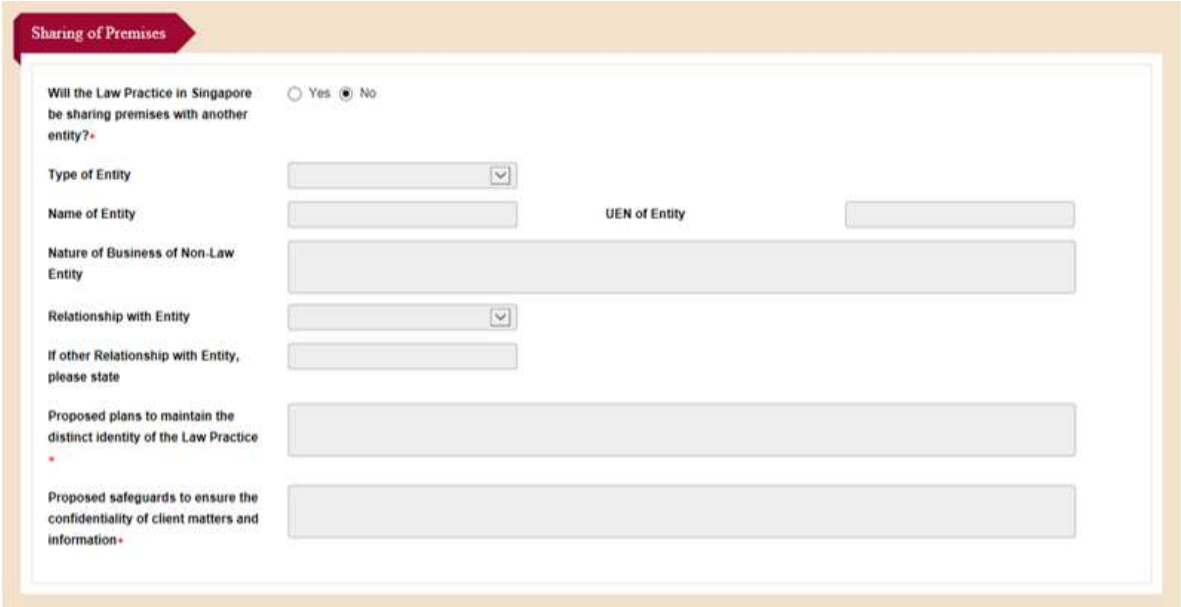

Figure 4.3.15: Section - Sharing of Premises

4.3.16 Threshold Requirements

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

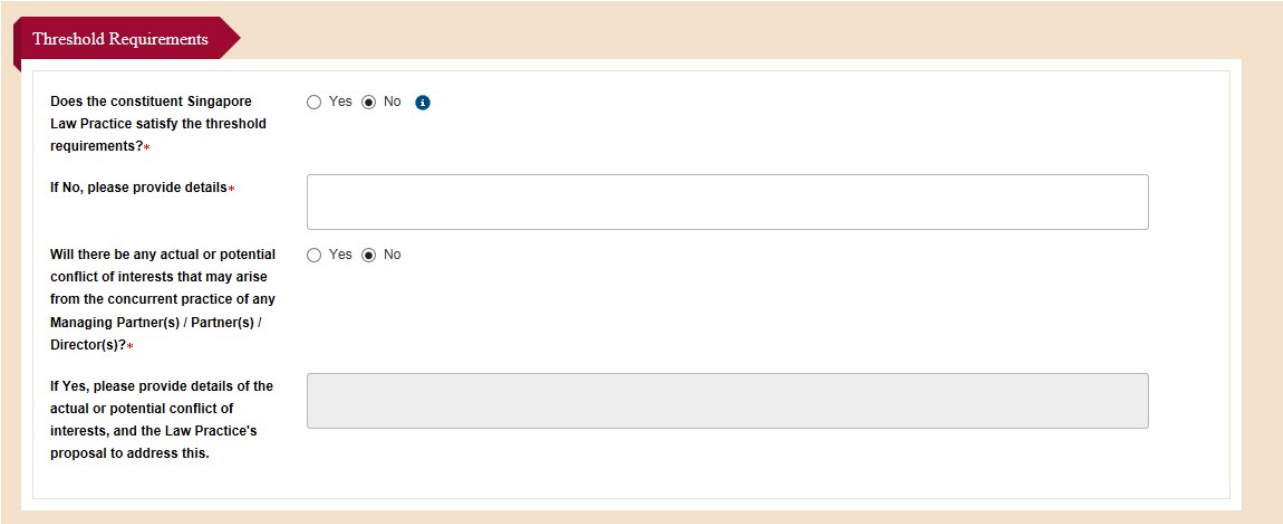

Figure 4.3.16: Section - Threshold Requirements

4.3.17 Supporting Documents

This section is shown in every Licence application form.

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

Figure 4.3.17-1: Section - Documents

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

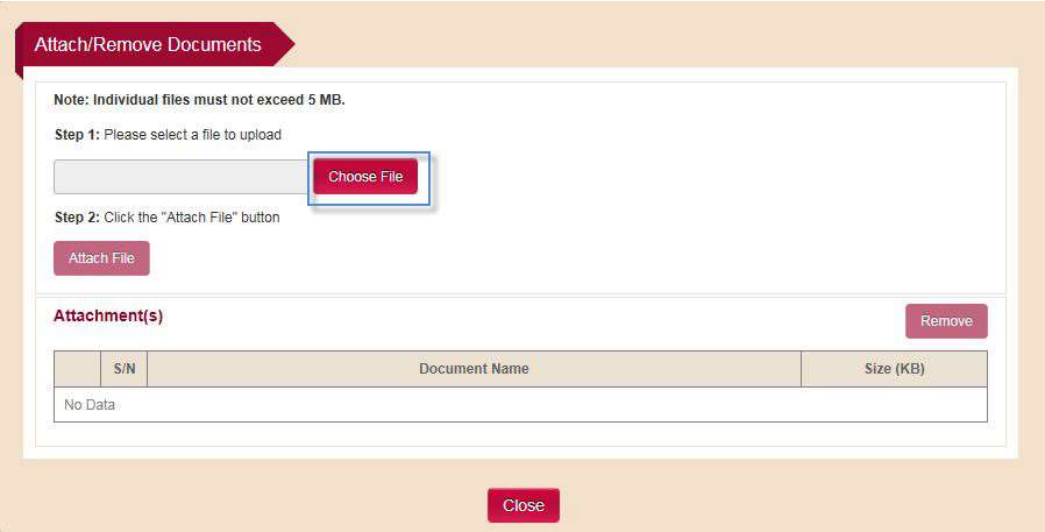

Figure 4.3.17-2: Attach/Remove Documents

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

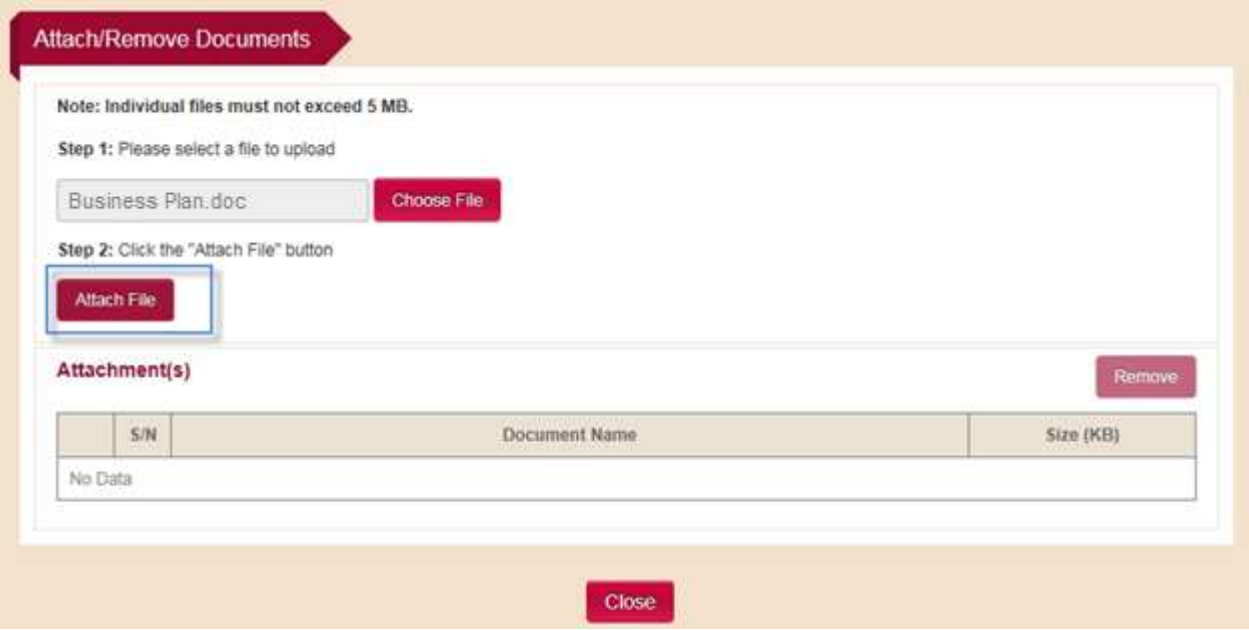

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Figure 4.3.17-3: Attach File

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

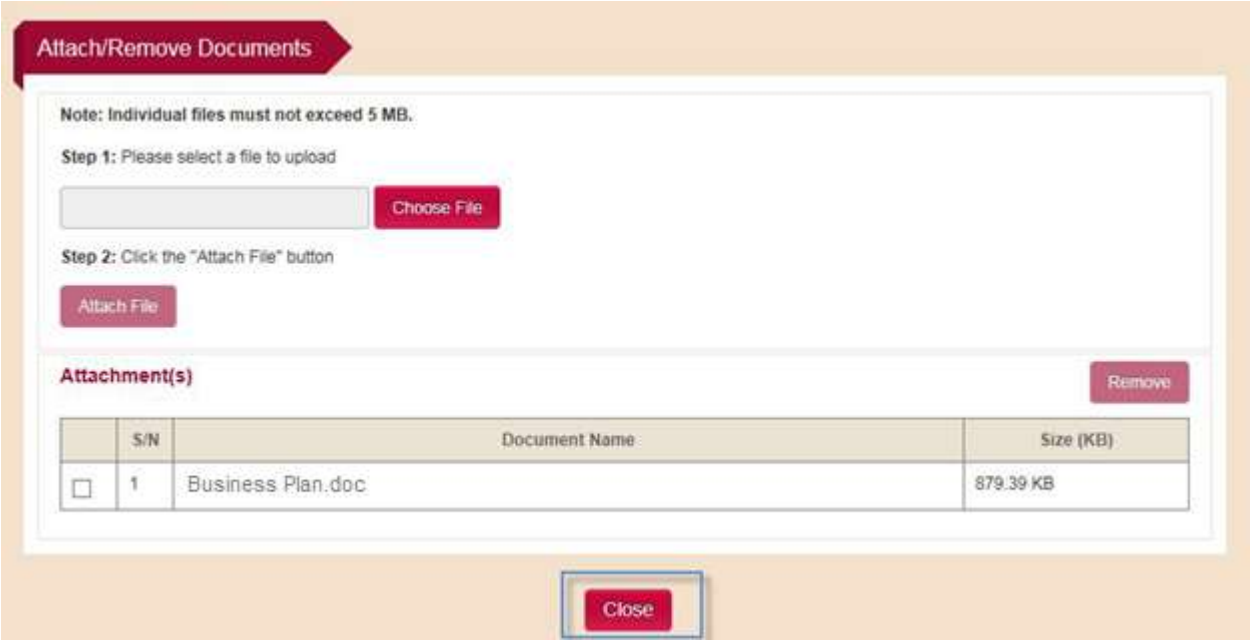

Figure 4.3.17-4: Close the Attach/Remove Document page

4.4 Submit Signed Declaration Form

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

4.4.1 Download Declaration Form

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

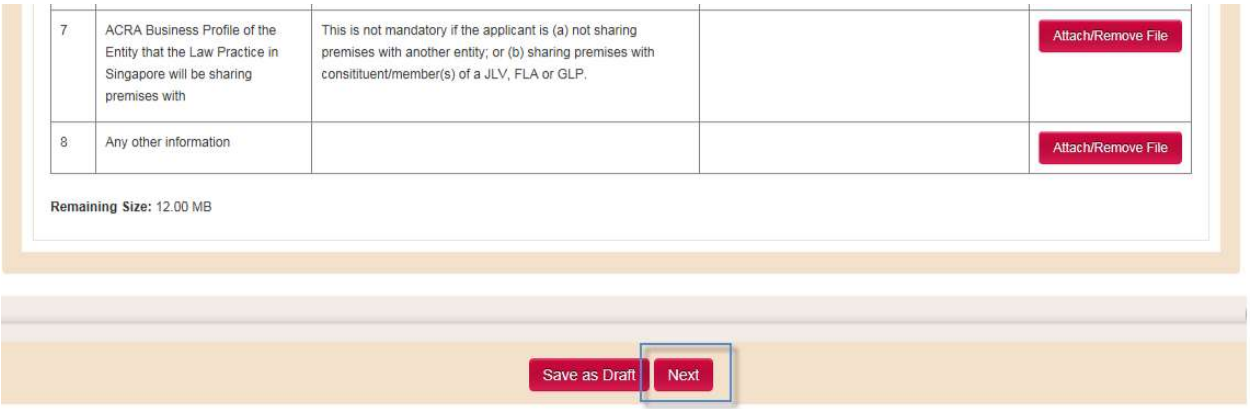

Figure 4.4.1-1: Application Details page - Proceed to Declaration page

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

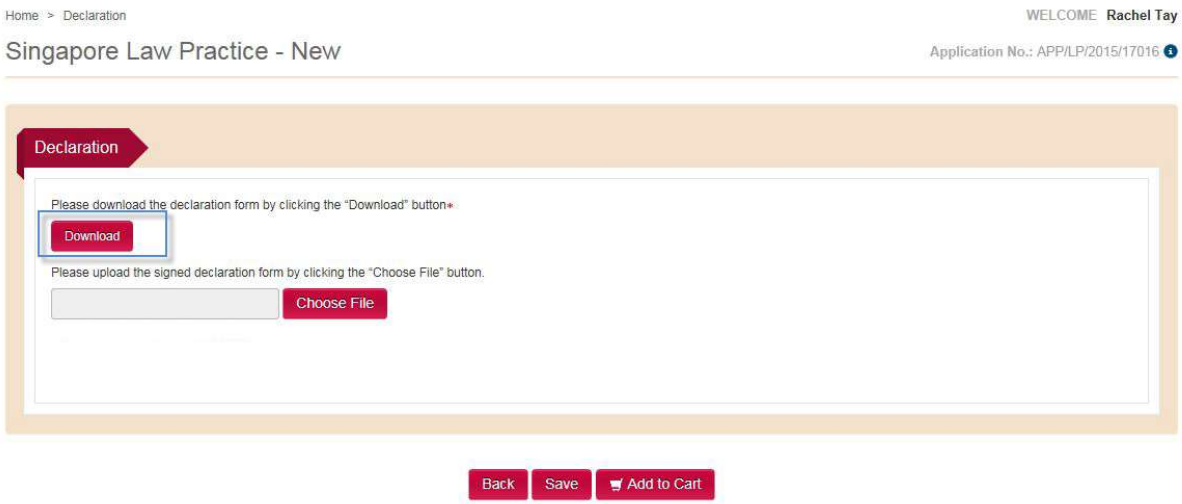

Figure 4.4.1-2: Download Declaration Form

4.4.2 Upload Signed Declaration Form

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

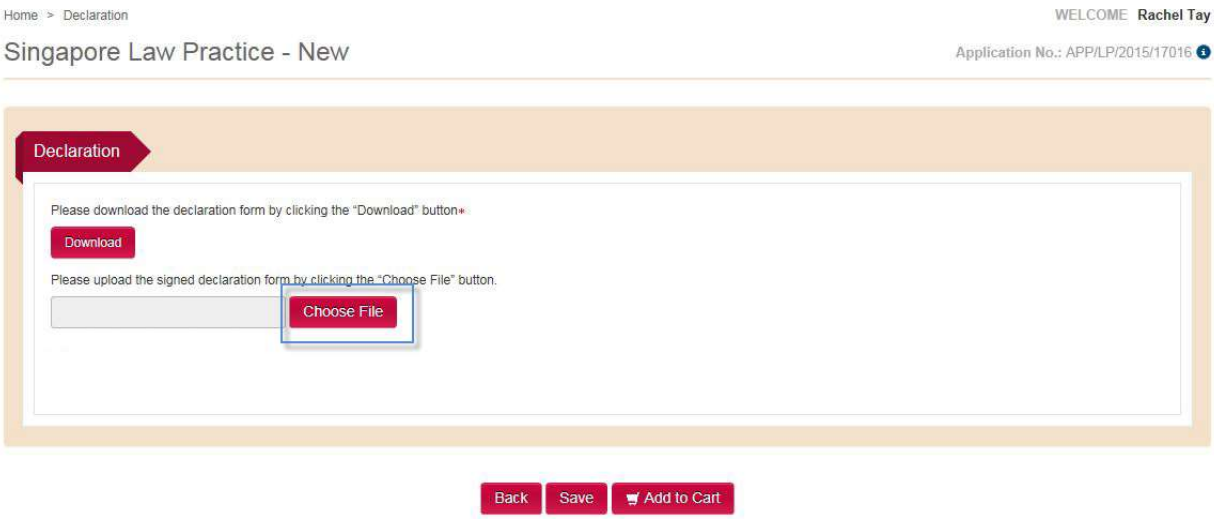

Figure 4.4.1-3: Declaration page - Upload Signed Declaration Form

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4.5 Pay Application Fee and Submit

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

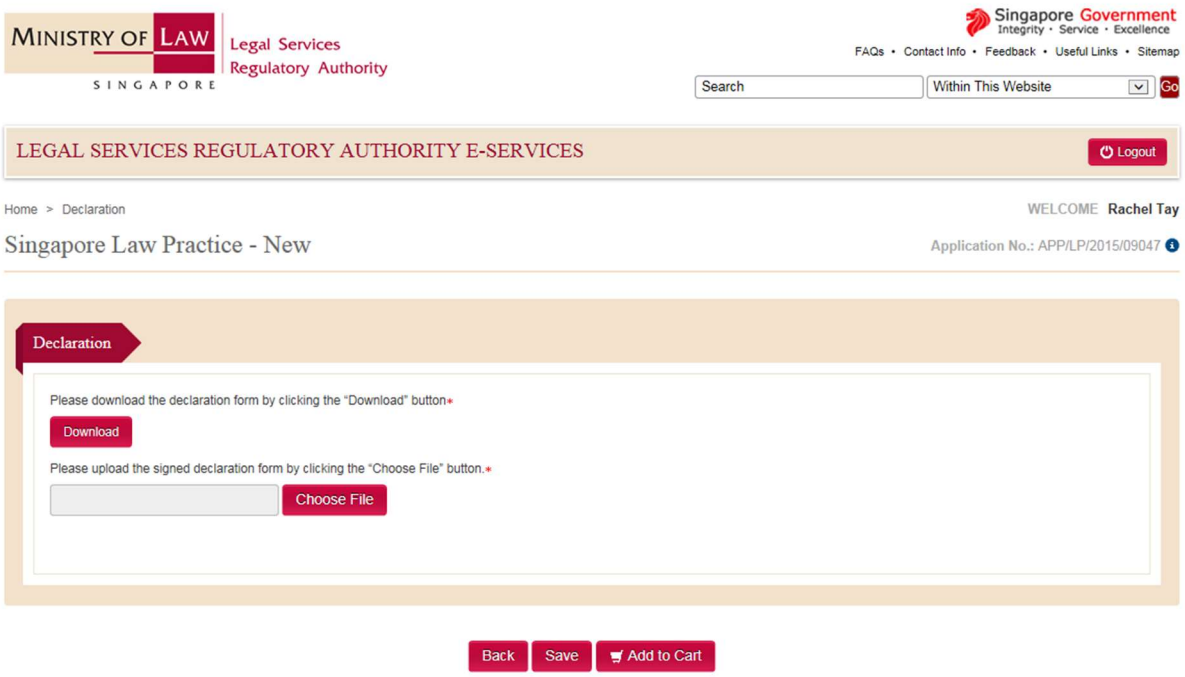

Figure 4.5-1: Declaration page - Add to Cart

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

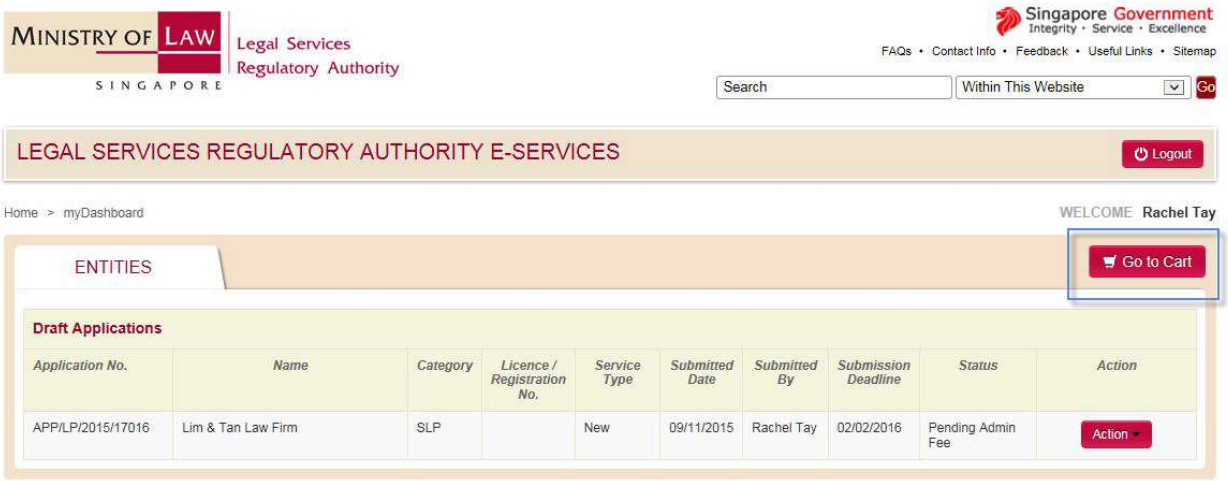

Figure 4.5-2: myDashboard - Go to Cart

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

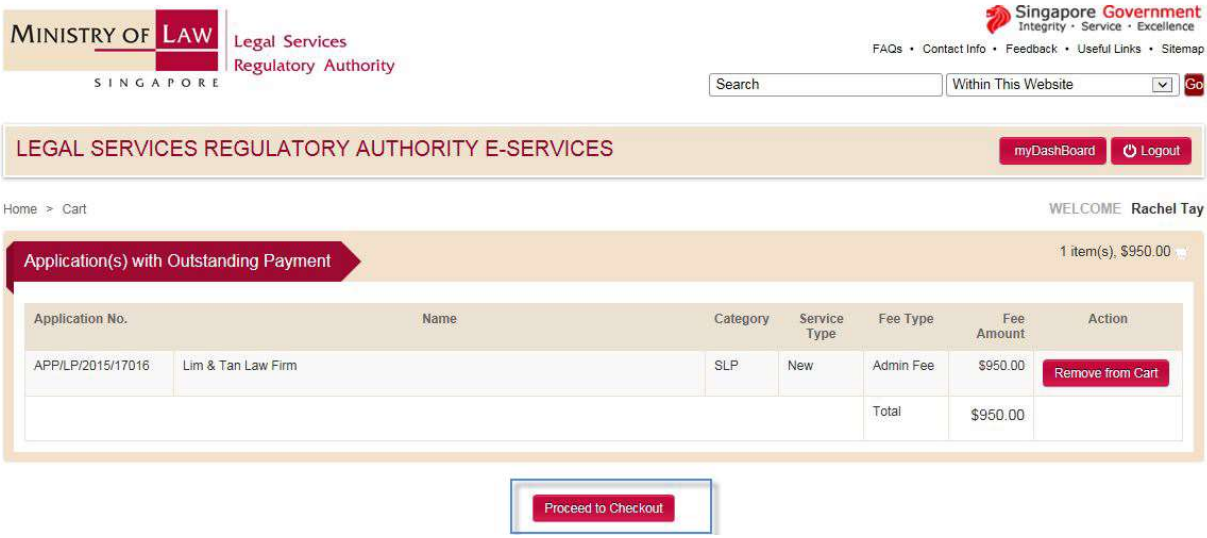

Figure 4.5-3: Proceed to Checkout

The Confirmation page will be shown upon successful payment.

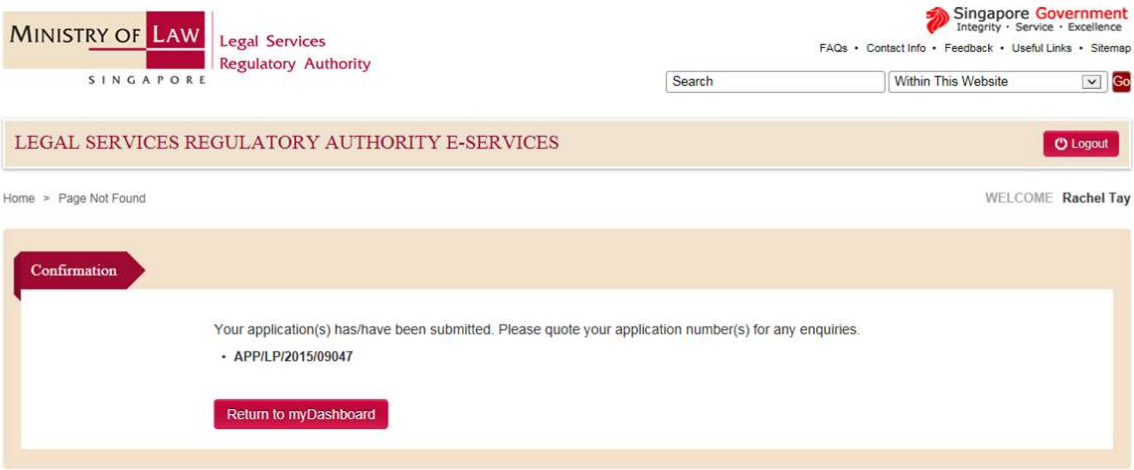

Figure 4.5-4: Confirmation page

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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.

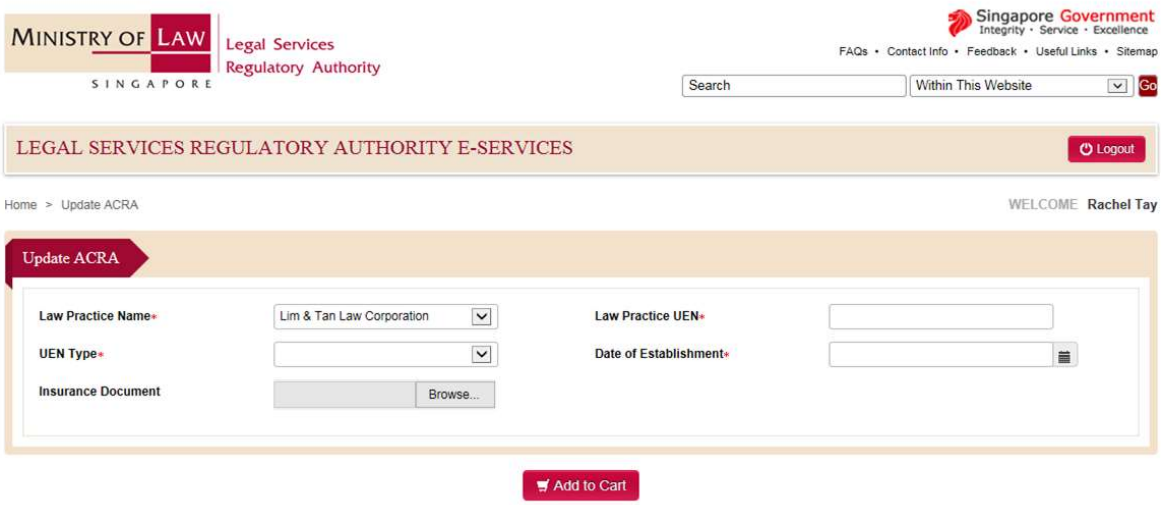

Figure 4.6-2 Update ACRA Information page

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4.7 Pay Licence/Certificate Fee

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

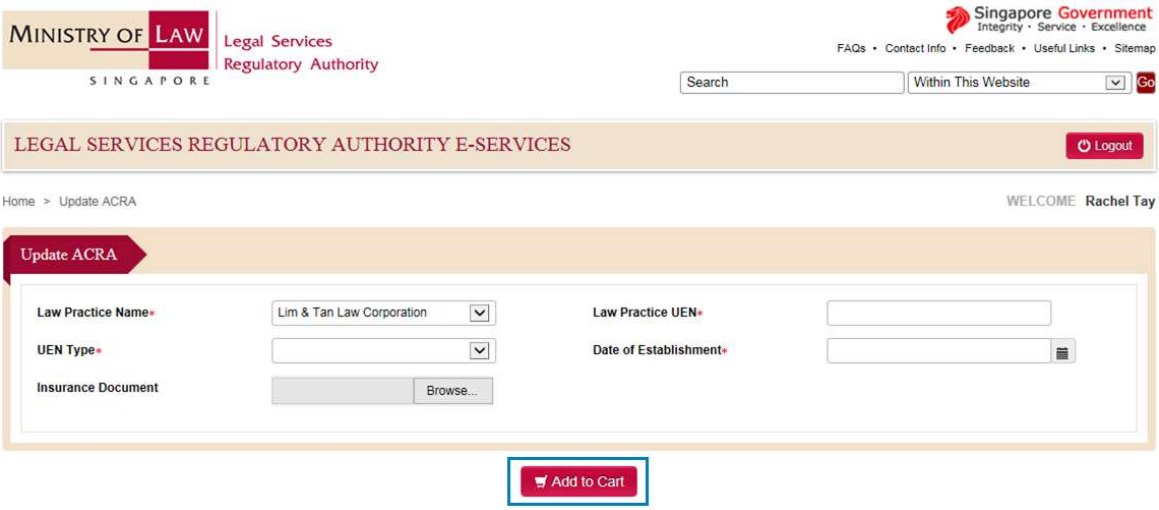

Figure 4.7-1: Update ACRA Information page - Add to Cart

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

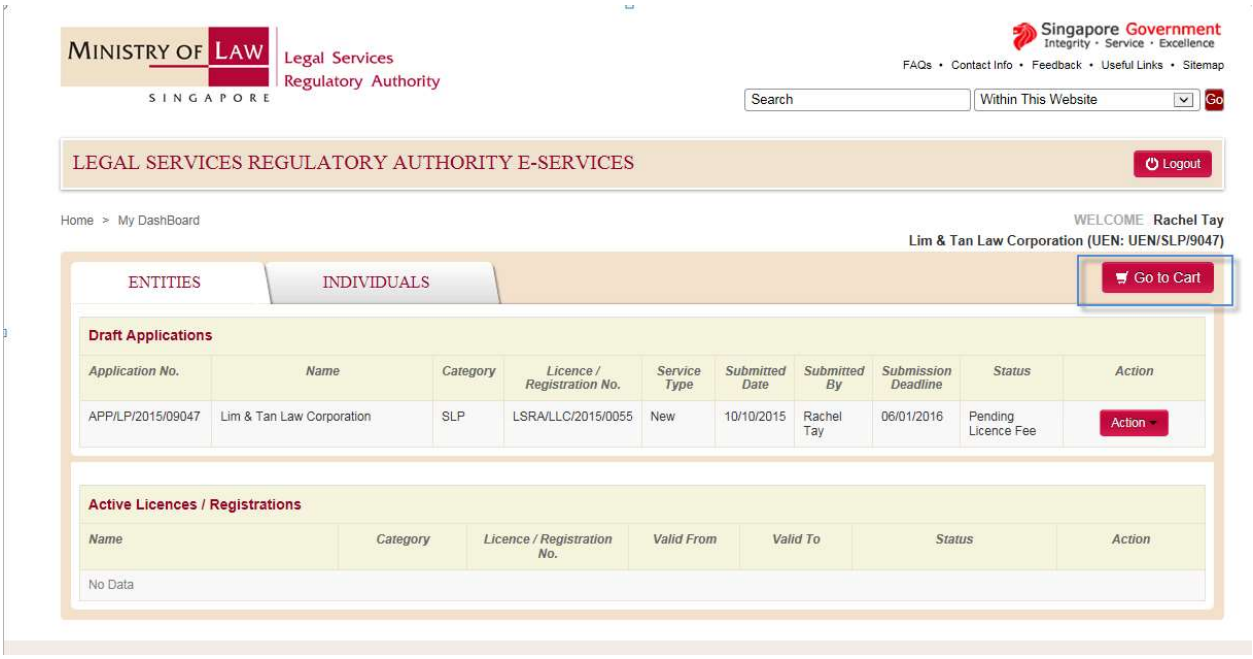

Figure 4.7-2: myDashboard - Go to Cart

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

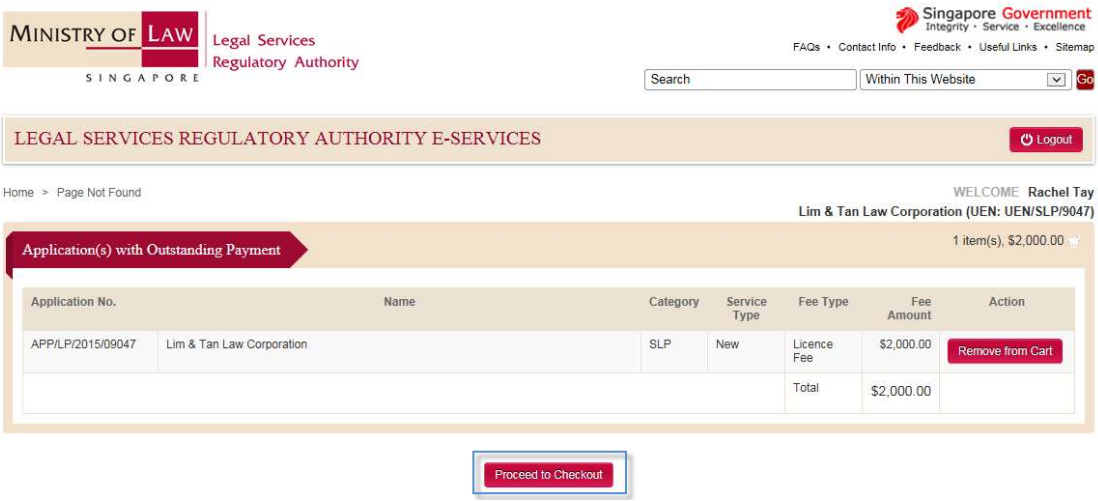

Figure 4.7-3: Pay Licence Fee

The Confirmation page will be shown upon successful payment.

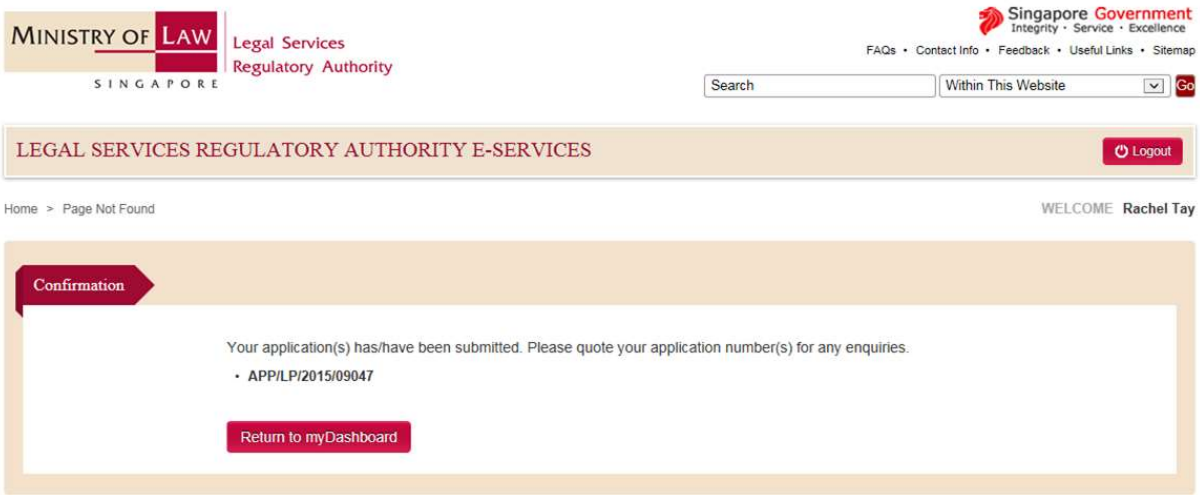

Figure 4.7-4: Confirmation page

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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.

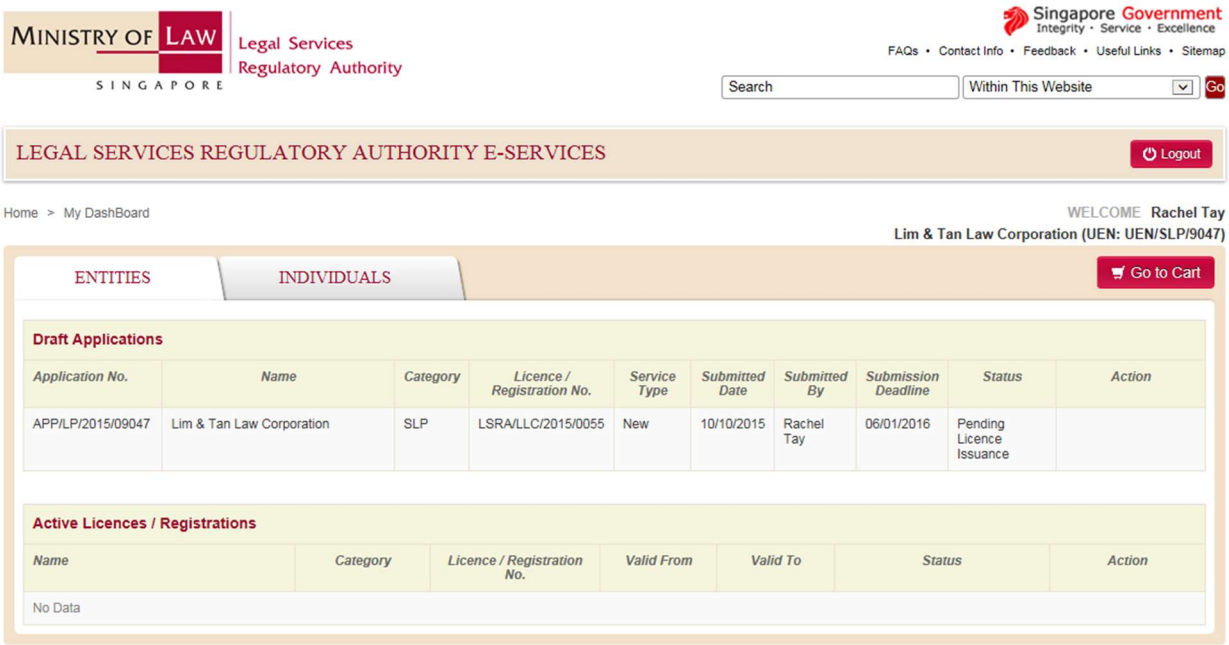

Figure 4.8-1: myDashboard – Pending Licence Issuance

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

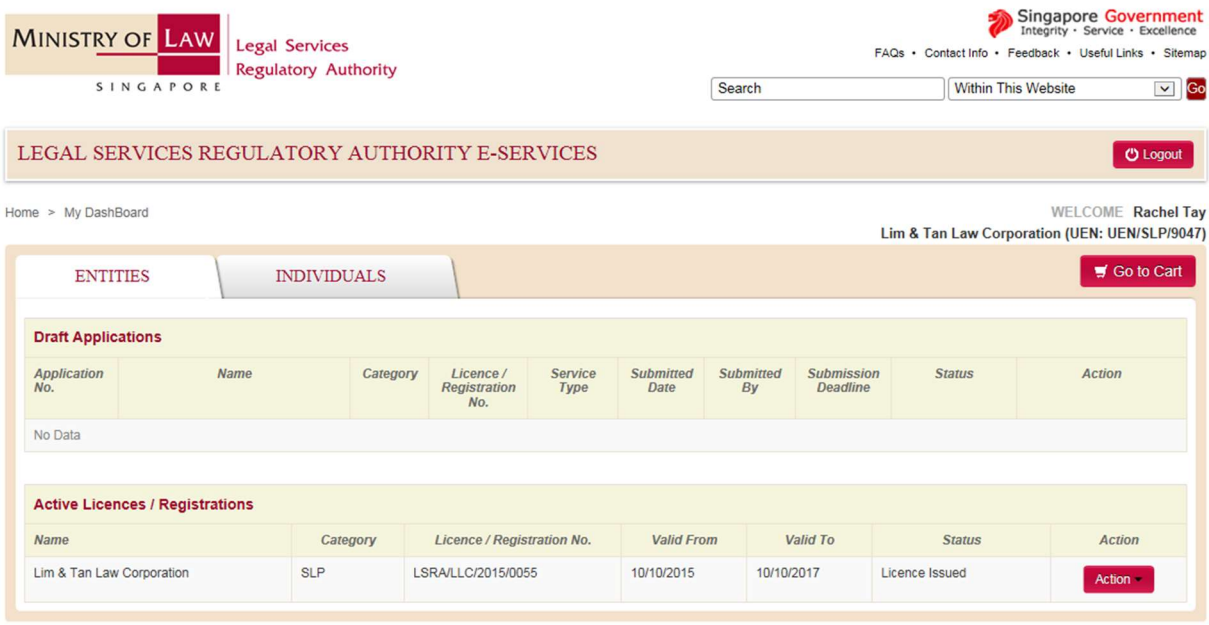

Figure 4.7-6: myDashboard – Licence Issued

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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***.

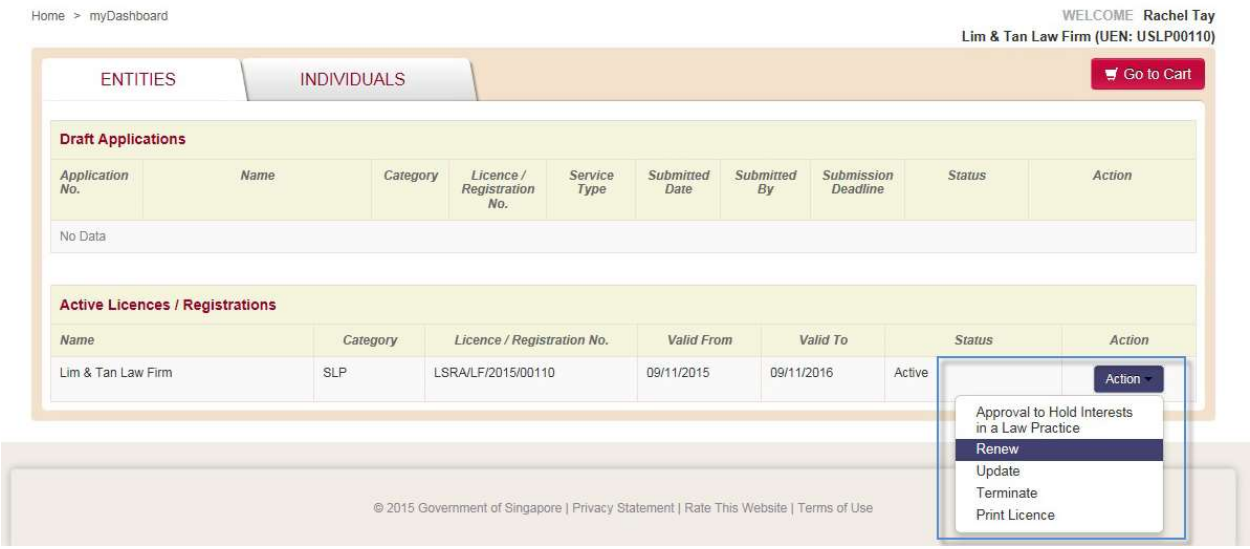
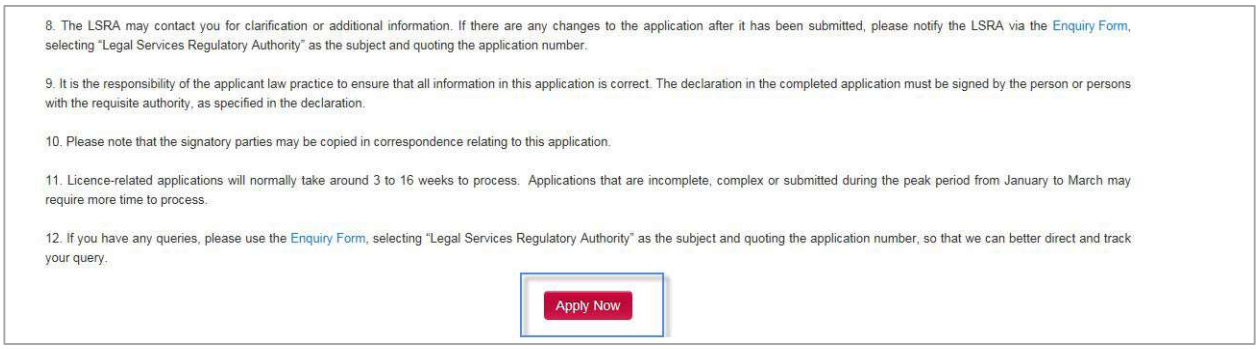


Figure 5.2: myDashboard - Select Renew/Update Action

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

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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	1. Auto-populated with the details previously submitted for Lawyers who are PC holders. Only their Substantive Appointment can be edited. Other edits require a Notice of Change to be submitted via Supreme Court's eLitigation system. 2. Auto-populated with the details previously submitted for Lawyers registered with LSRA. To edit their details, please update their respective CoRs. 3. The details of equity interests, voting rights and profits will only be shown for Lawyers who have been granted approval to hold interests in the Law Practice. To edit these details, please submit an application for Approval to Hold Interests in the Law Practice.
Interests of Other Law Practice(s) in the Singapore Law Practice	1. Auto-populated with the details previously submitted. 2. The details of equity interests, voting rights and profits will only be shown for other Law Practices which have been granted approval to hold interests in the Law Practice. To edit these details, please submit an application for Approval to Hold Interests in the Law Practice.
Regulated Non-Practitioner(s) in the Law Practice	1. Auto-populated with the details previously submitted. To edit the details, please update their respective CoRs. 2. The details of equity interests, voting rights and profits will only be shown for RNPs who have been granted approval to hold interests in the Law Practice. To edit these details, please submit an application for Approval to Hold Interests in the Law Practice.
Partners/Directors Practising Concurrently	Auto-populated with the details previously submitted. To edit these details, please update the respective CoRs.

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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.

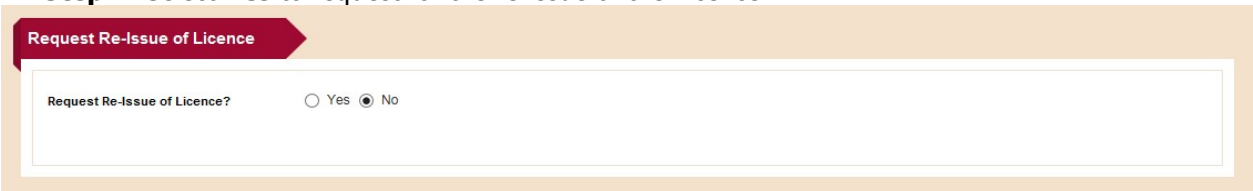

Figure 5.3.1: Section - Request Re-Issue of Licence

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.

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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***.

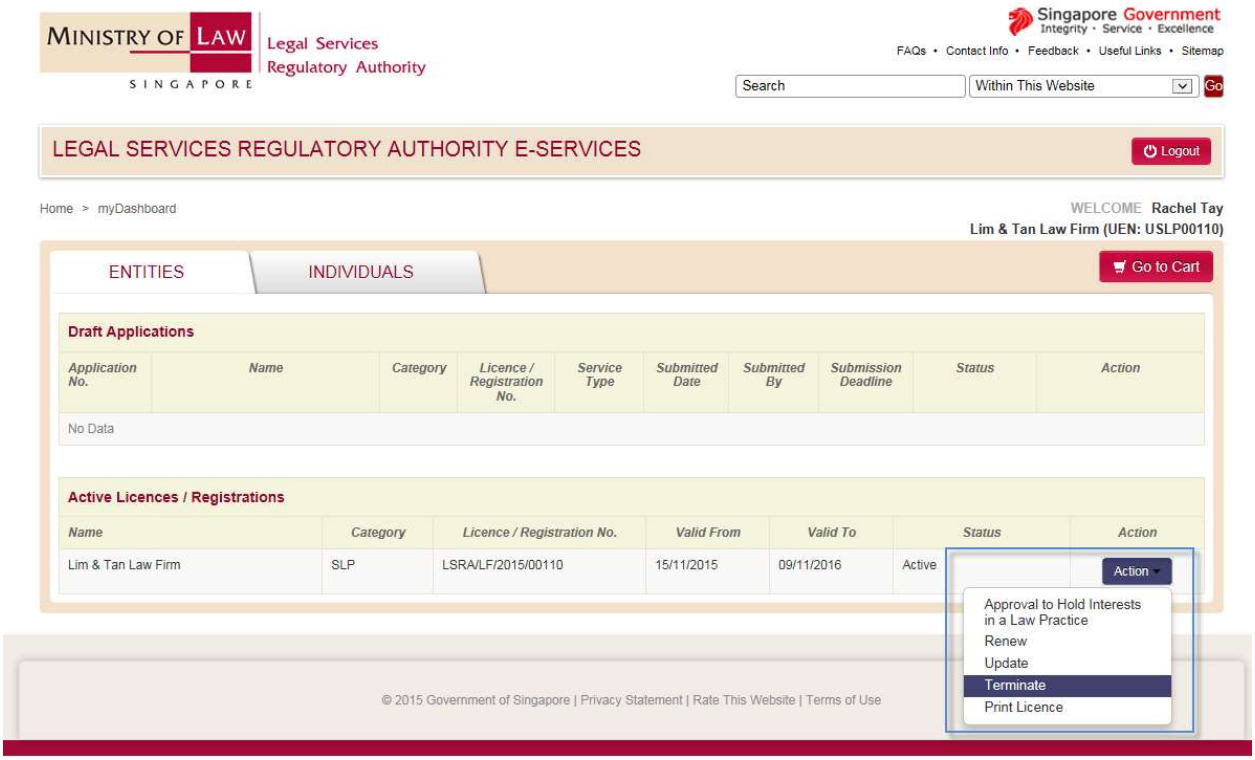

Figure 6.2: myDashboard - Select Terminate Action

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6.3 Read Introduction and Apply

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

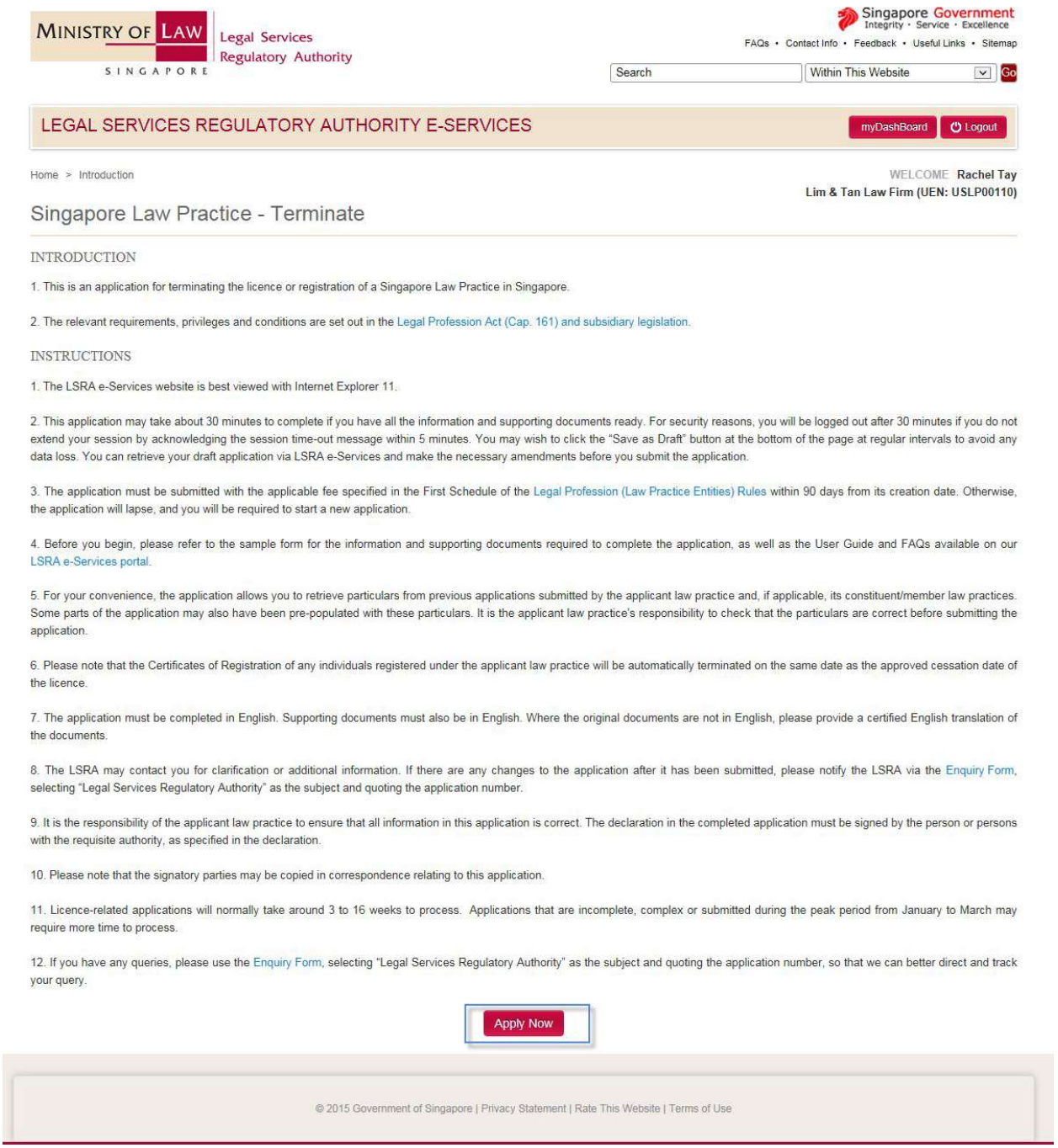

Figure 6.3: Introduction page

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6.4 Fill in the Termination Application Details

6.4.1 Termination of Entity Licence/Registration

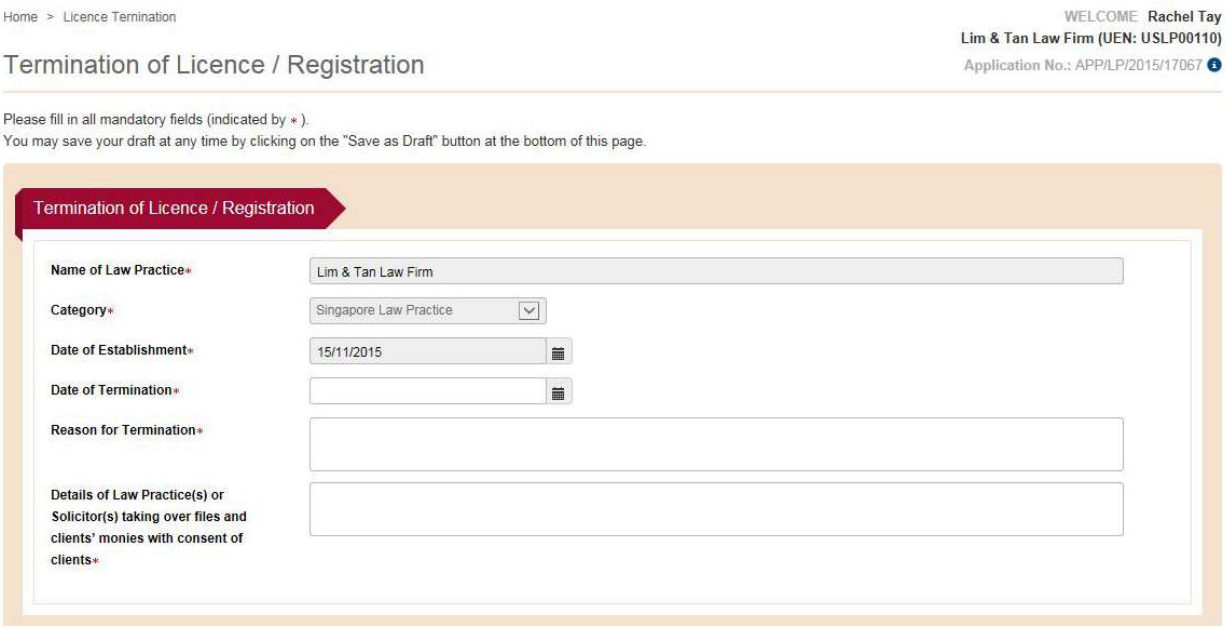

Figure 6.4-1: Section - Termination of Entity Licence/Registration

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

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

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

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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.

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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.

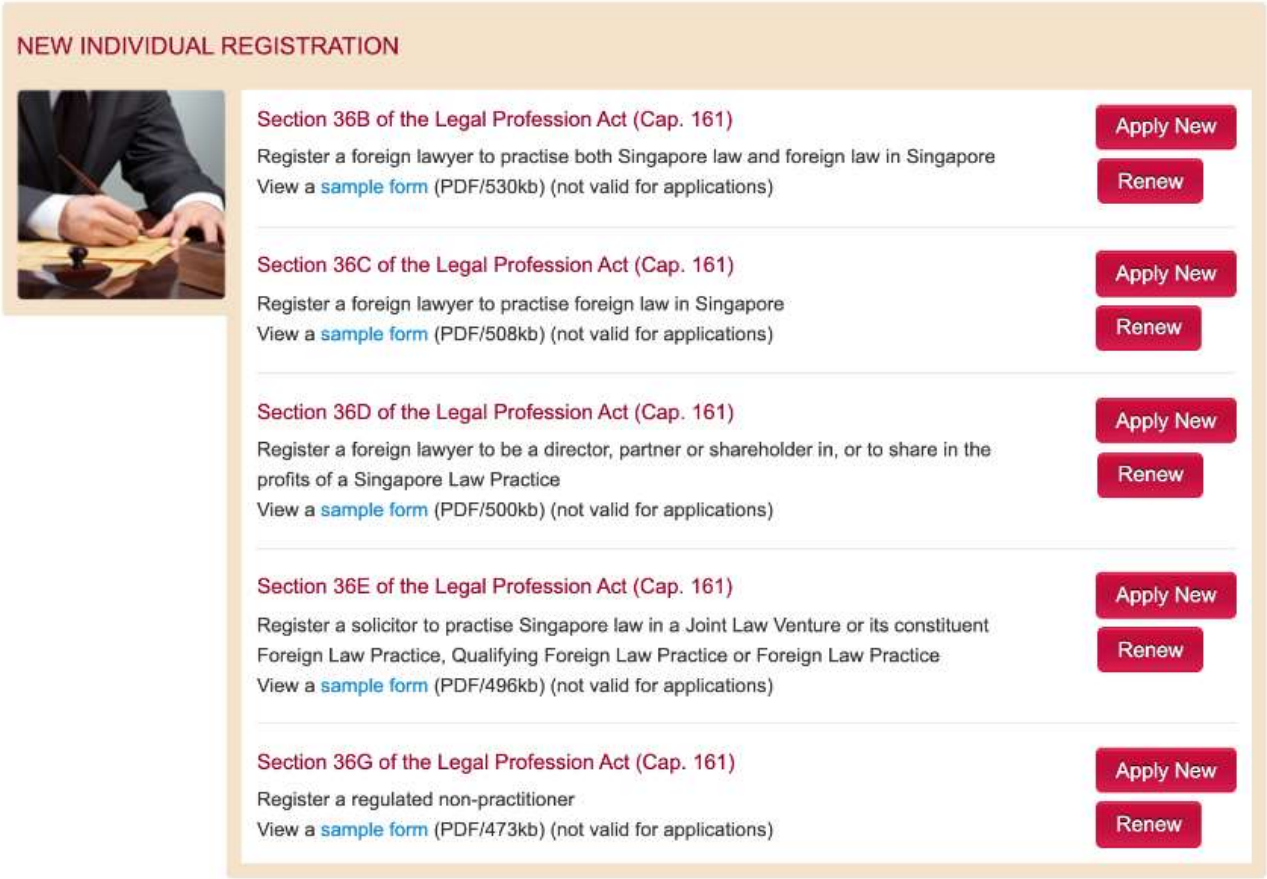

Figure 7.1: LSRA Home page

7.2 Read Introduction and Apply

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

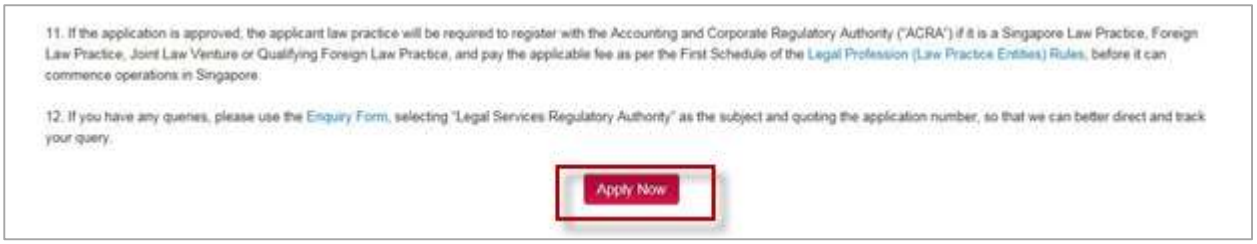

Figure 7.2: Introduction Page

7.3 Fill in the Application Details

The forms are similar for all Lawyer Registration applications.

7.3.1 Registration Details

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

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

Please also select the requested Registration Period for the Lawyer.

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

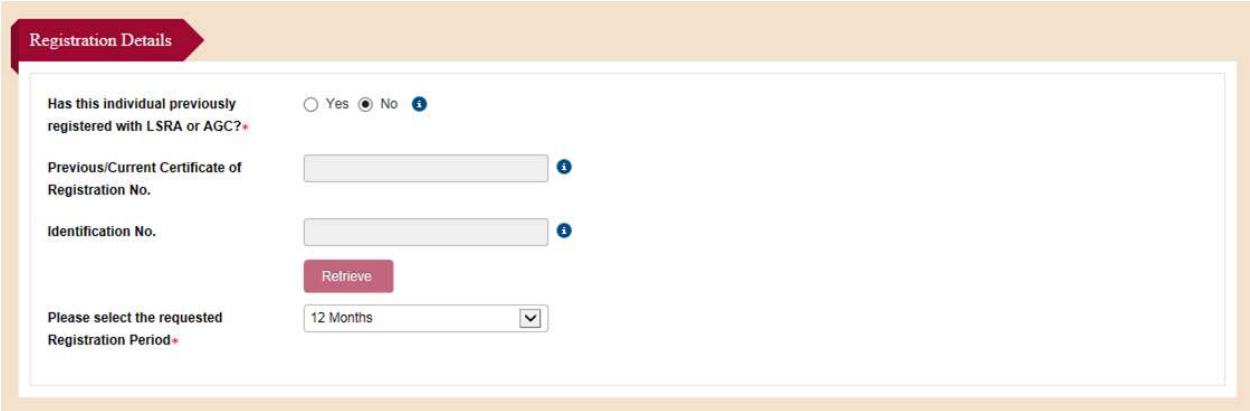

Figure 7.3.1-2: Section - Registration Details for 36C, 36D, 36F and 36G

7.3.2 Law Practice Details

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

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

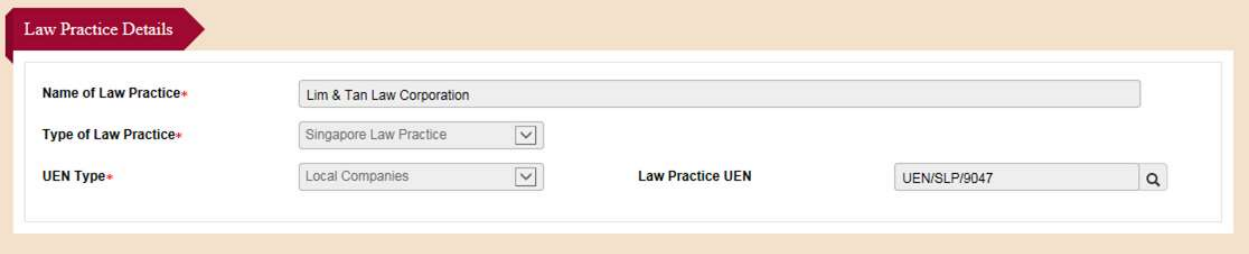

Figure 7.3.2: Section - Law Practice Details

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.

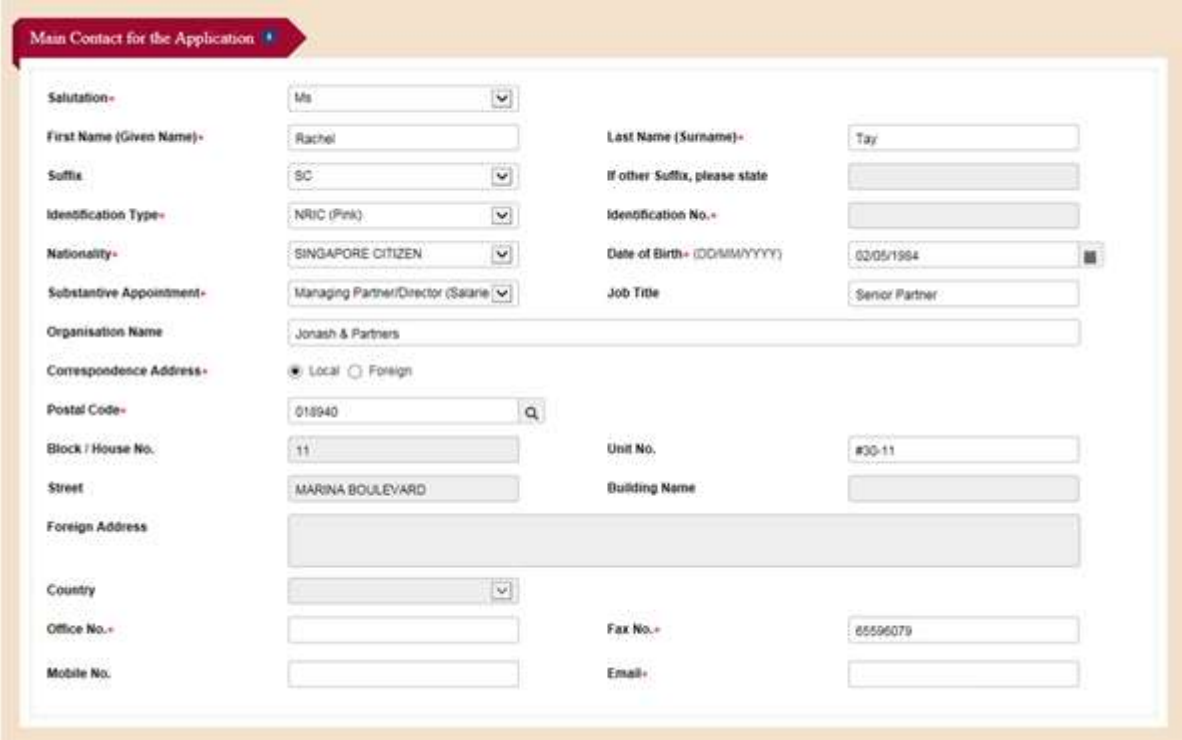

Figure 7.3.3: Section Main Contact for Application

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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.

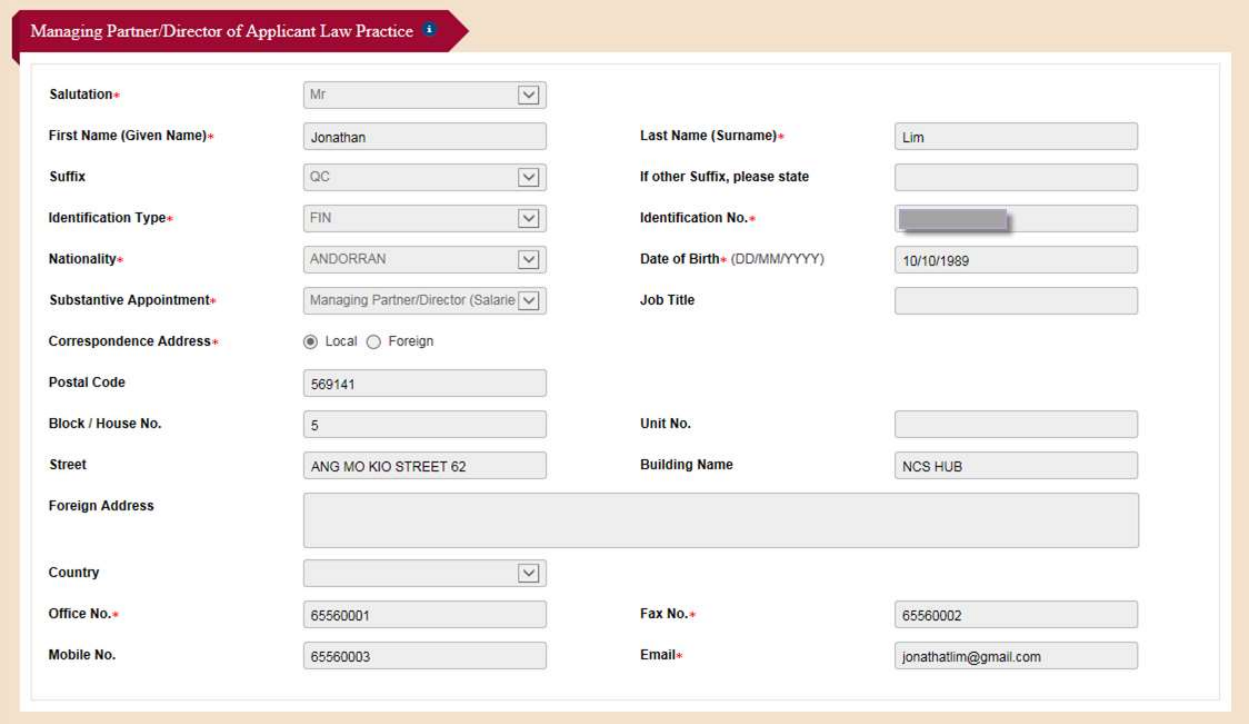

Figure 7.3.4: Section - Managing Partner/Director of Applicant Law Practice

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7.3.5 Registrant

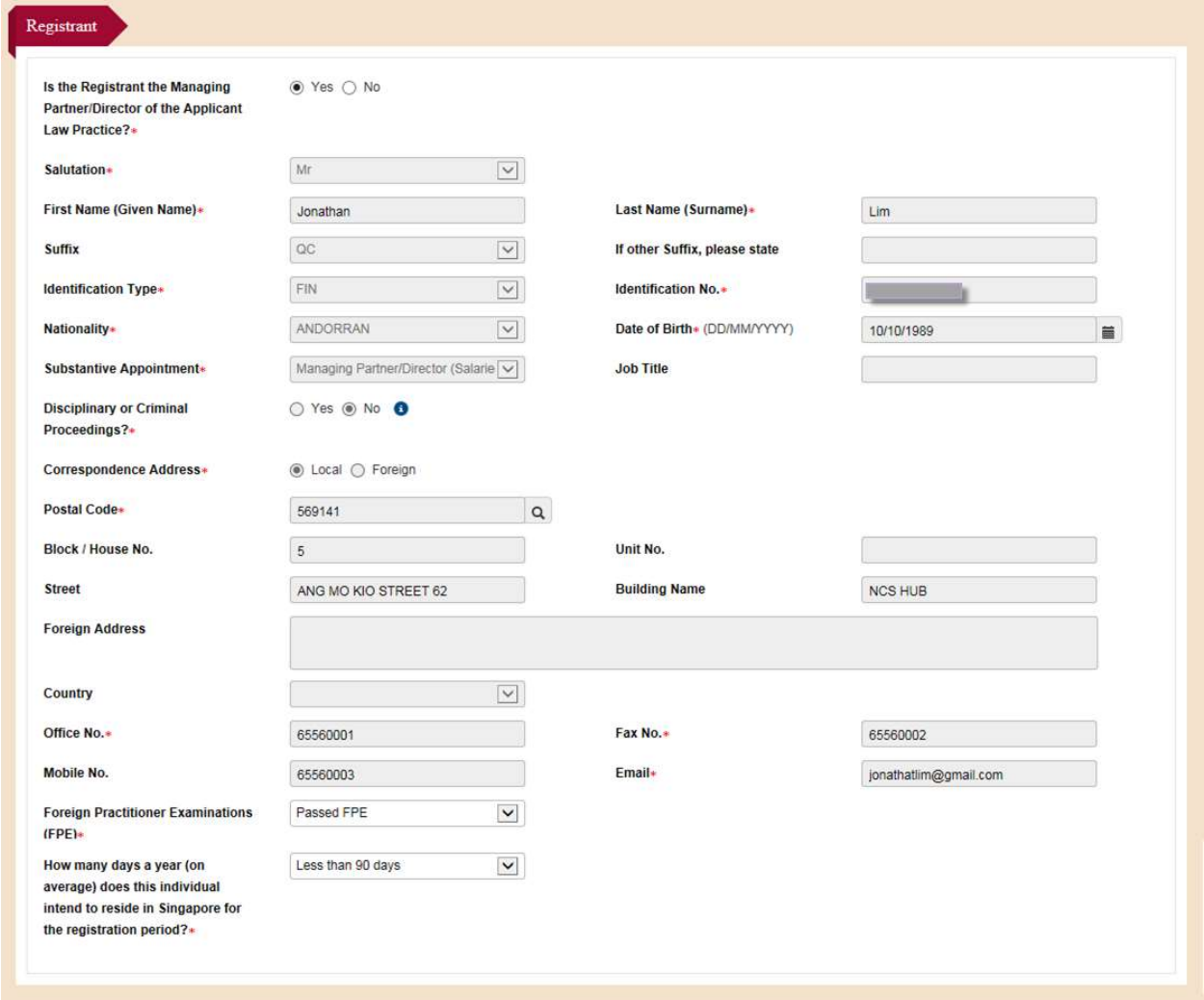

Figure 7.3.5-1: Section - Registrant

*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

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

Figure 7.3.5-5: Section – Registrant

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

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.

Figure 7.3.6: Concurrent Practice

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7.3.7 Jurisdictions in which the Registrant is Qualified to Practise

<u>To add a Jurisdiction</u>

Step 1: Click on ***Add***.

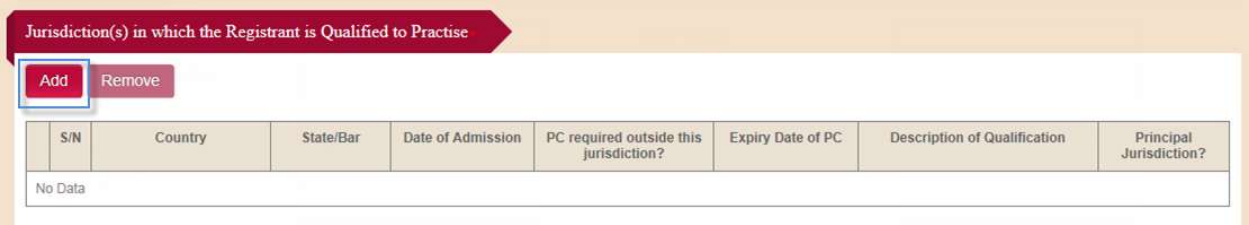

Figure 7.3.7-1: Section - Jurisdiction(s) in which the Registrant is Qualified to Practise

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

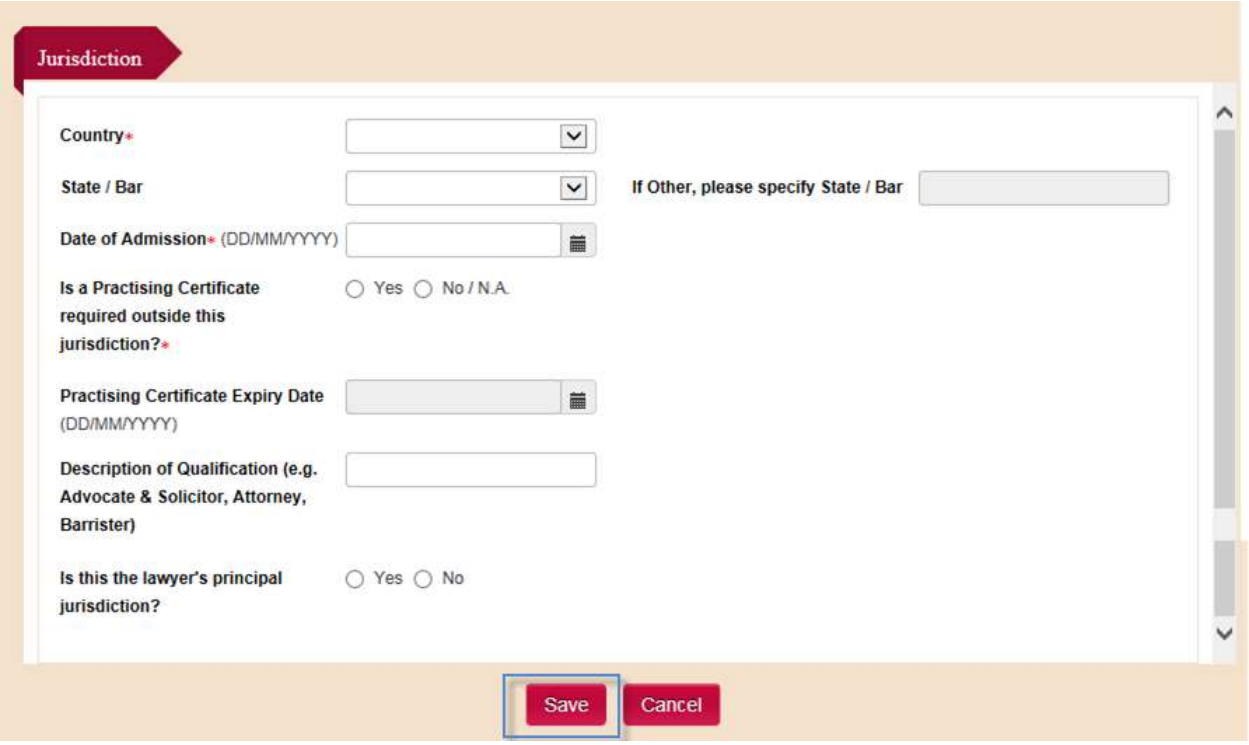

Figure 7.3.7-2: Subpage of Jurisdiction

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7.3.8 Registrant's Educational Qualifications

Step 1: Click on ***Add***.

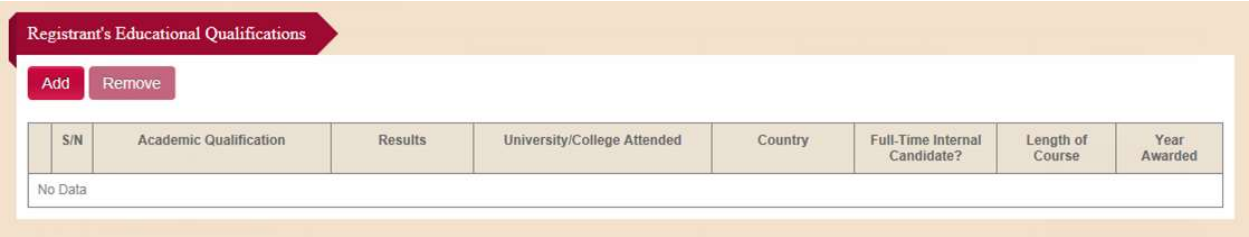

Figure 7.3.8-1: Section - Registrant's Educational Qualifications

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

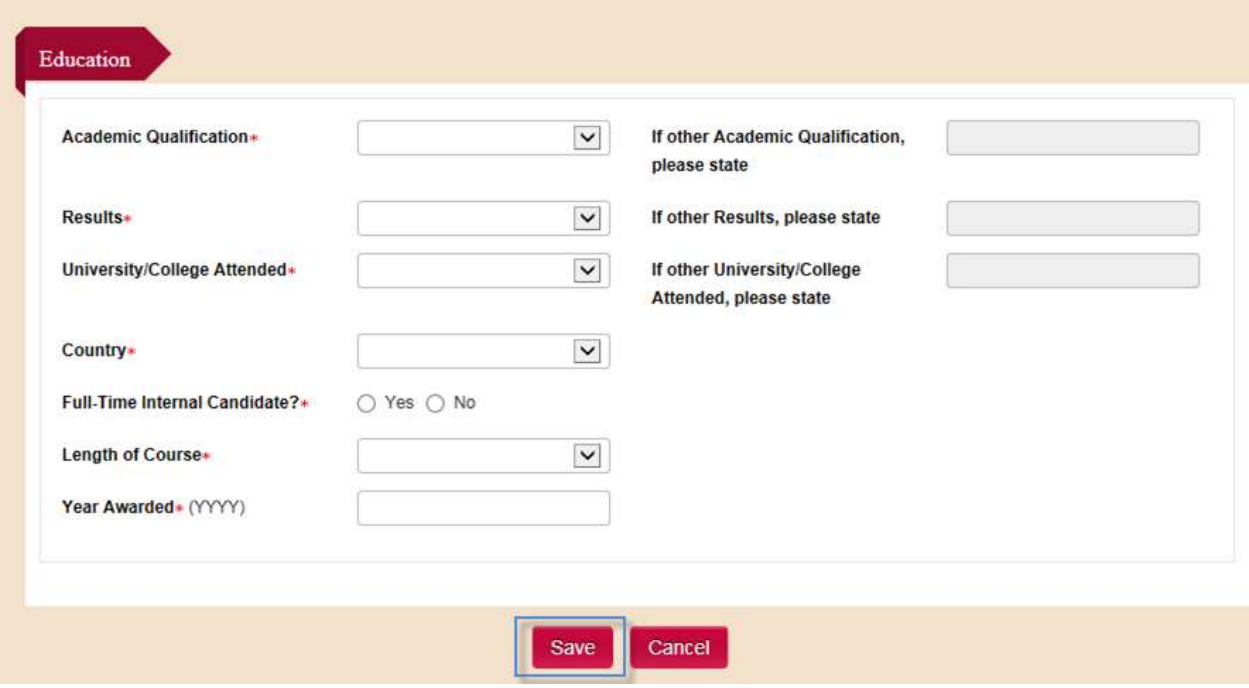

Figure 7.3.8-2: Subpage Education

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.

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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***.

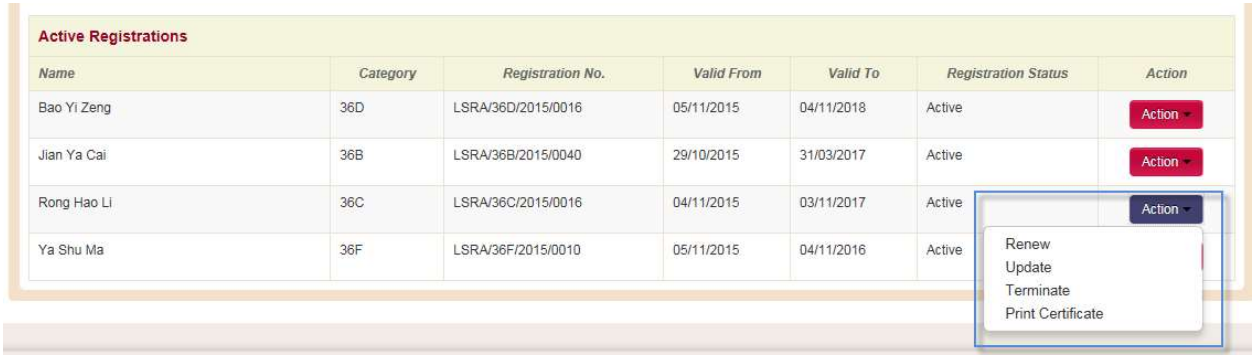

Figure 8.2: myDashboard - Select Renew/Update Action

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.

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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 ***Is the Registrant the Managing Partner/Director of the Applicant Law Practice?***, 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.

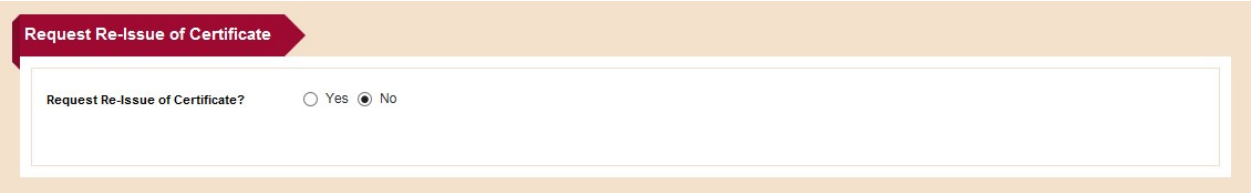

Figure 8.4.1: Section – Request Re-Issue of Certificate

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.

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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.

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9.0 How to Terminate a Lawyer Registration

9.1 Go to LSRA e-Services Home Page and login

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

9.2 Select an Action in myDashboard

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

Figure 9.2: myDashboard - Select Terminate Action

9.3 Read Introduction and Apply

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

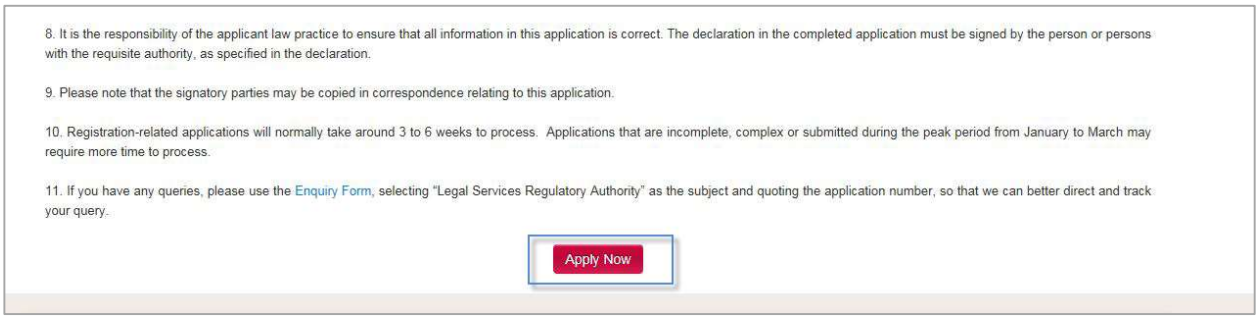

Figure 9.3: Introduction page

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9.4 Fill in the Termination Application Details

9.4.1 Termination of Registration

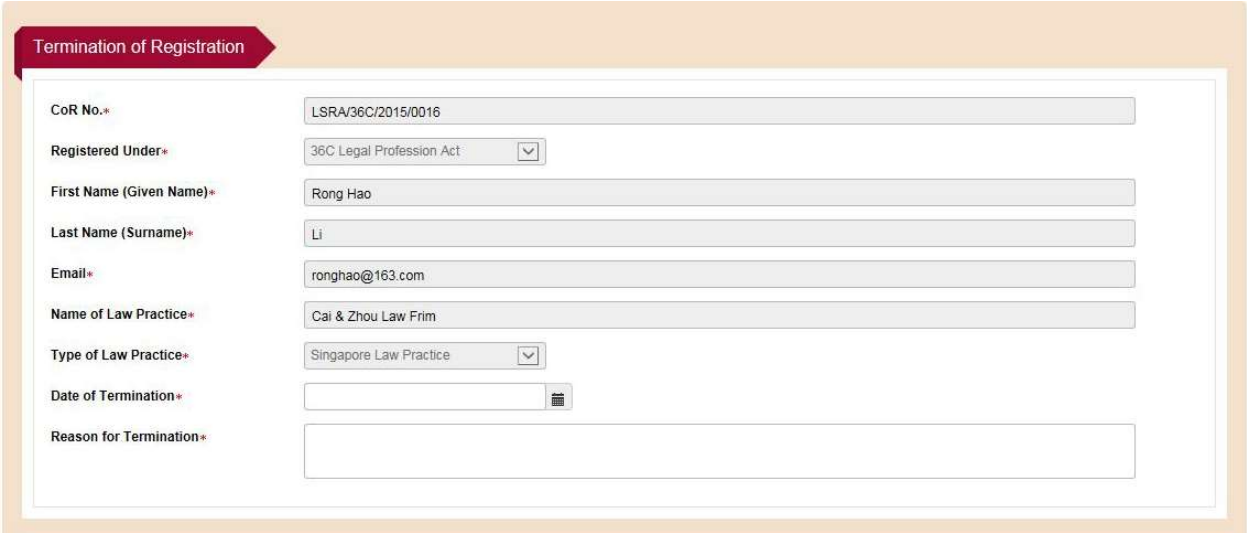

Figure 9.4.1: Section - Termination of Registration

9.4.2 Supporting Documents

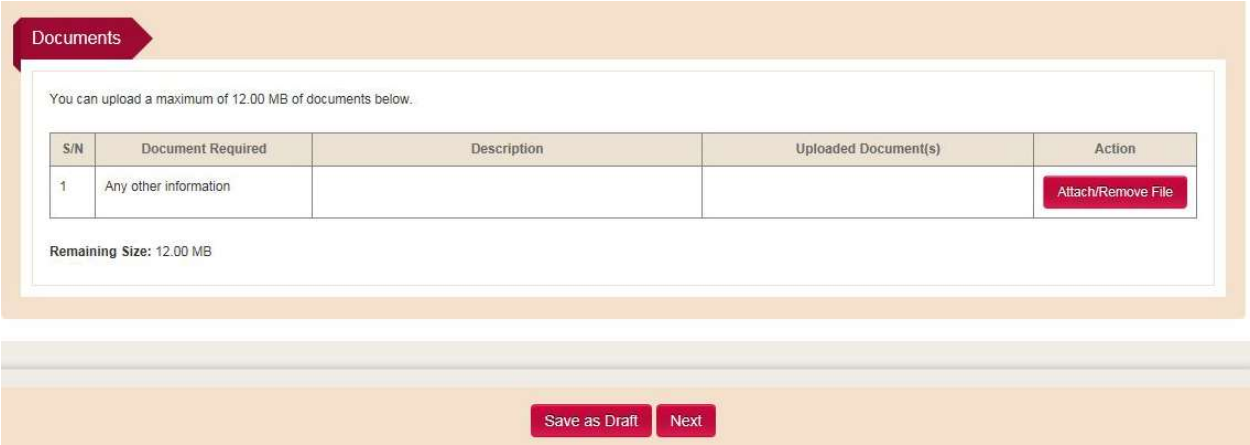

Figure 9.4.2: Section - Documents

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.

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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***.

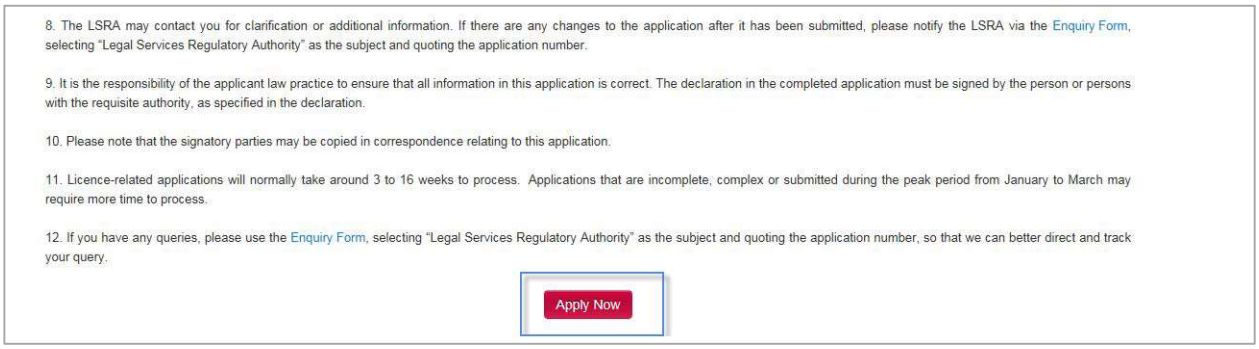

Figure 10.3 Introduction Page

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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	1. This section is only available for SLPs. 2. Auto-populated with Lawyers who have been granted approval to hold interests in the SLP. 3. You can add or remove Lawyers, or edit their details. 4. Refer to Section 10.4.1 for details.
Interests of Other Law Practice(s) in the Singapore Law Practice	1. This section is only available for SLPs. 2. Auto-populated with other Law Practices who have been granted approval to hold interests in the SLP. 3. You can add or remove Law Practices, or edit their details. 4. Refer to Section 10.4.1 for details.
Regulated Non-Practitioner(s) in the Law Practice	1. This section is available for all Law Practices. 2. Auto-populated with RNPs who have been granted approval to hold interests in the Law Practice. 3. You can add or remove RNPs, or edit their details. 4. Refer to Section 10.4.1 for details.
Summary	Auto-populated based on the details from the following sections: 1. Lawyers in the Law Practice (applicable for SLPs only); 2. Interests of Other Law Practice(s) (applicable for SLPs only); and 3. Regulated Non-Practitioner(s).

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10.4.1 Interests of Lawyers, Other Law Practices and RNPs

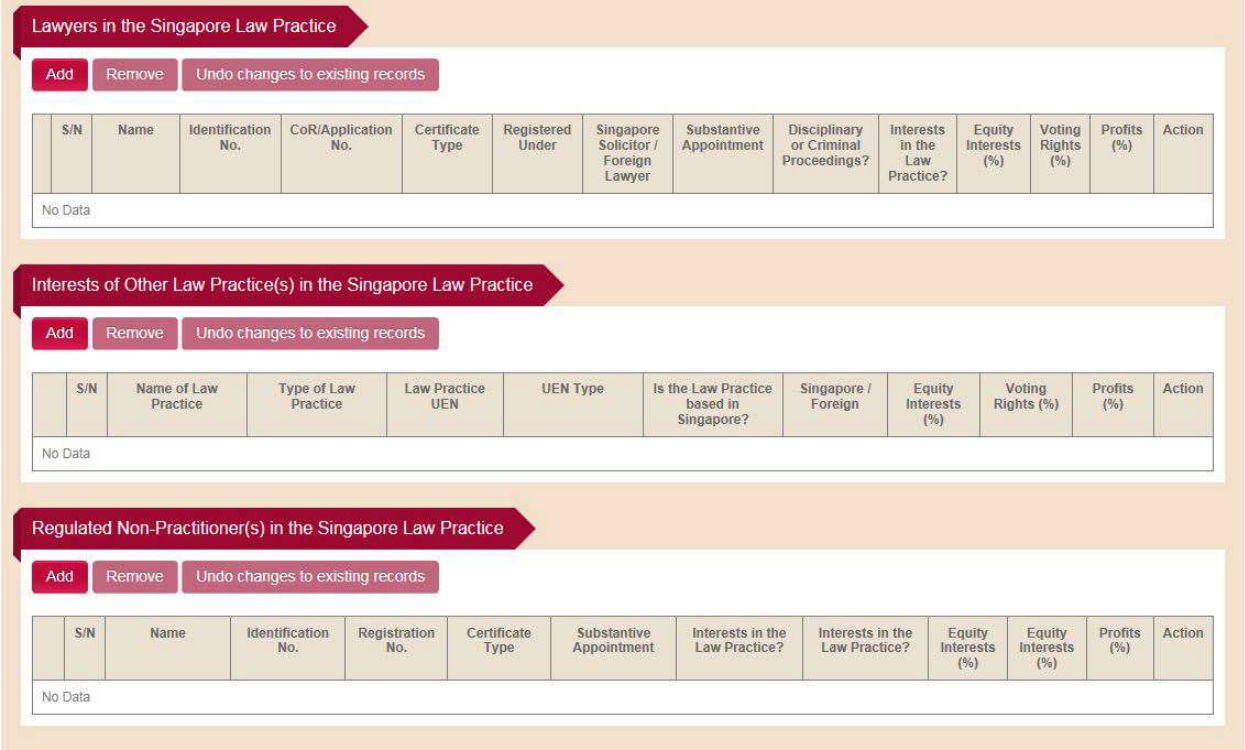

Figure 10.4.1 Interests of Lawyers, Other Law Practices and RNPs

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.

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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).

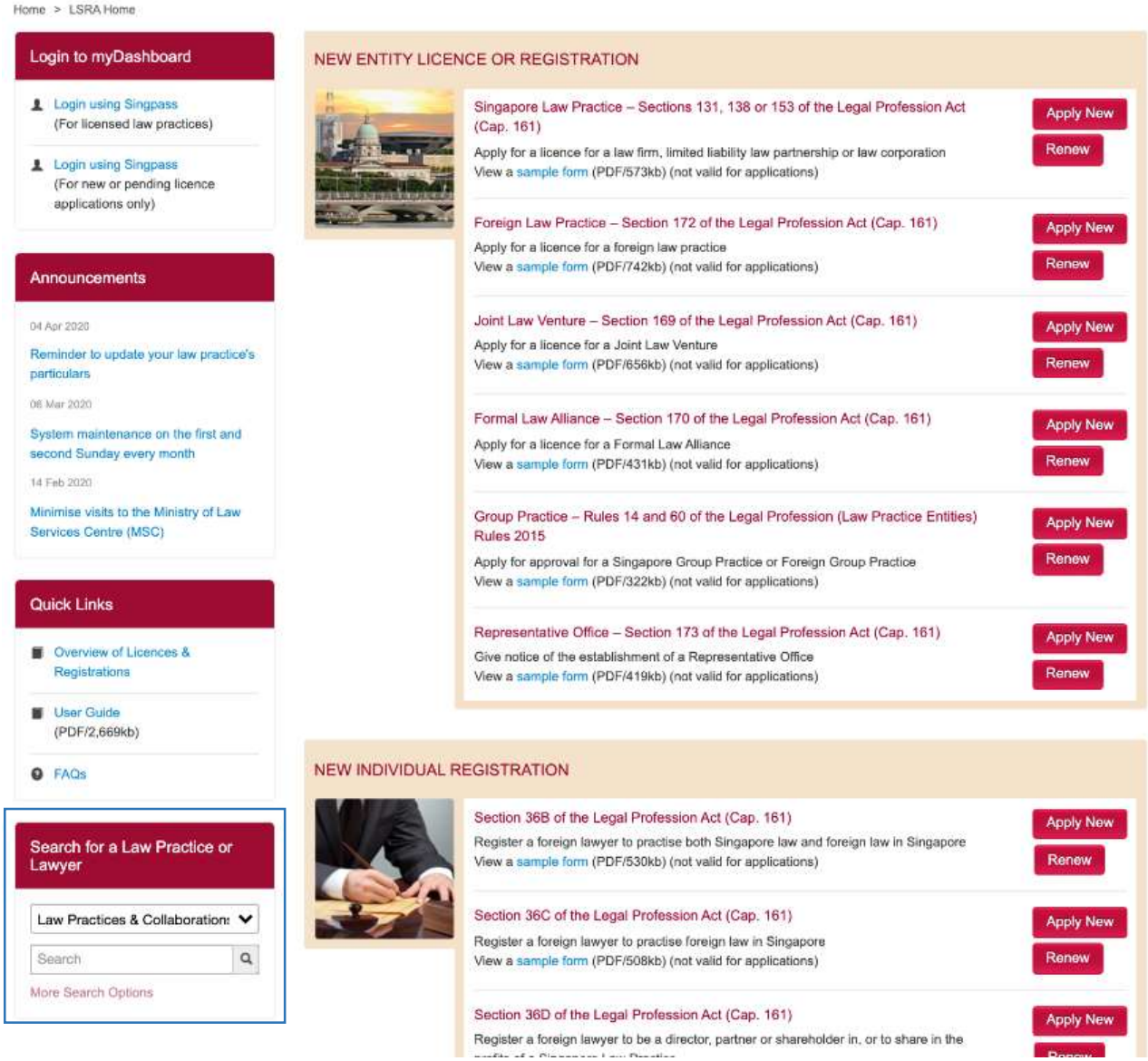

Figure 11.1-1 Search Function on LSRA's e-Services Home Page

11.1 How to search for a Law Practice

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

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Figure 11.1-2 Search for a Law Practice

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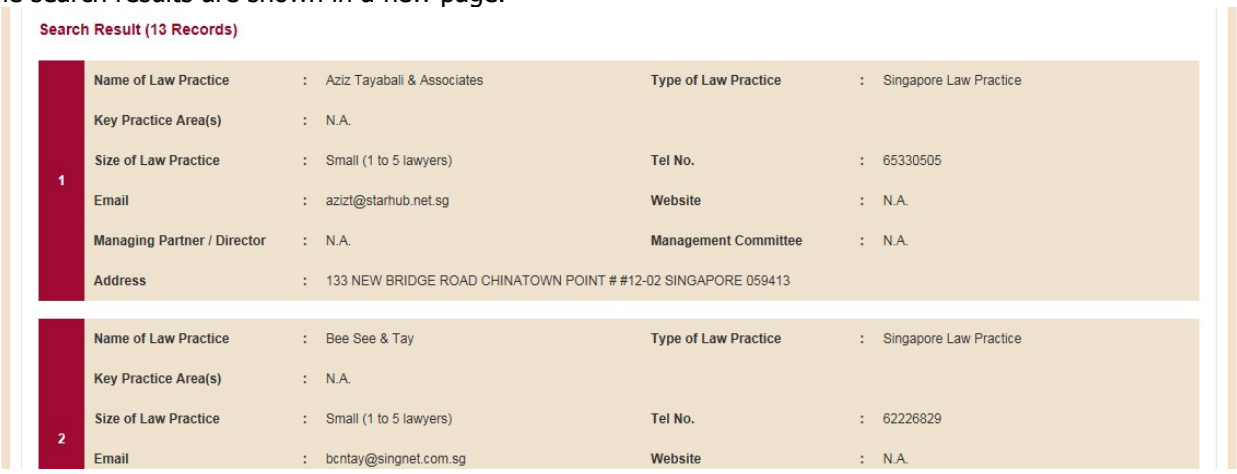
Step 2: Fill in the Law Practice Name and click the search button.

Figure 11.1-3: Fill in the Law Practice Name

The search results are shown in a new page.



Search Result (13 Records)

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

Figure 11.1-4: Search Result

11.2 How to search for a Lawyer

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

Singapore-qualified Lawyers – to search for PC holders including 36E (130N).
Lawyer Registered with LSRA – to search for all individuals registered with LSRA (including 36E and RNPs).

Figure 11.2-1: Search for a Lawyer

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

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

The search results are shown in a new page.

Search Result (1 Record)

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

Figure 11.2-3: Search Result

11.3 Search with More Options

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

Figure 11.3-1: More Search Options

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

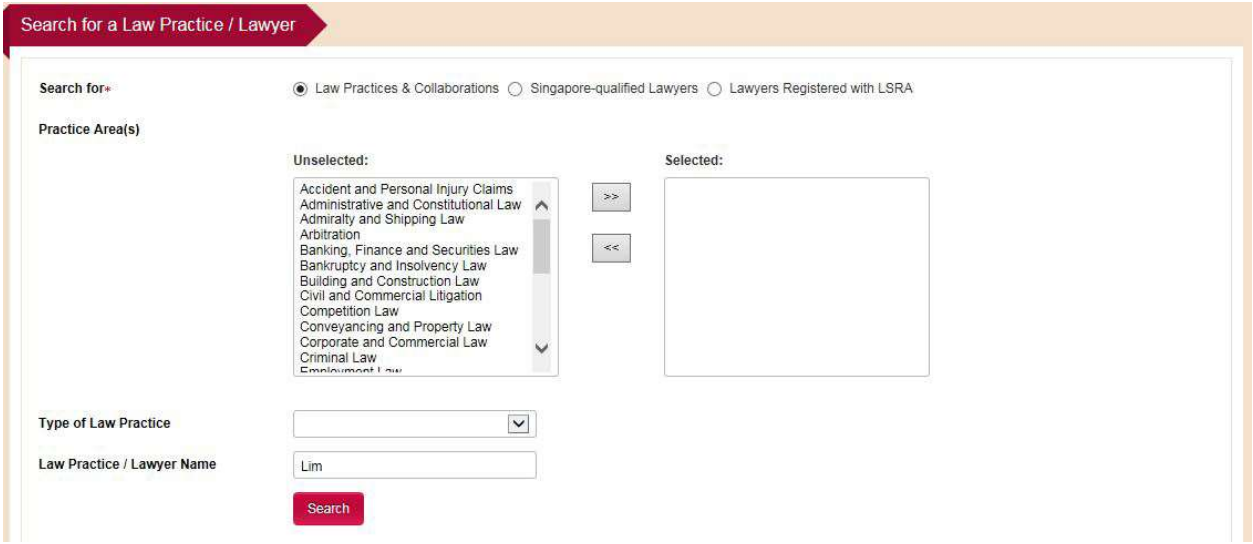

Figure 11.3-2: More Search Options page

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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***.

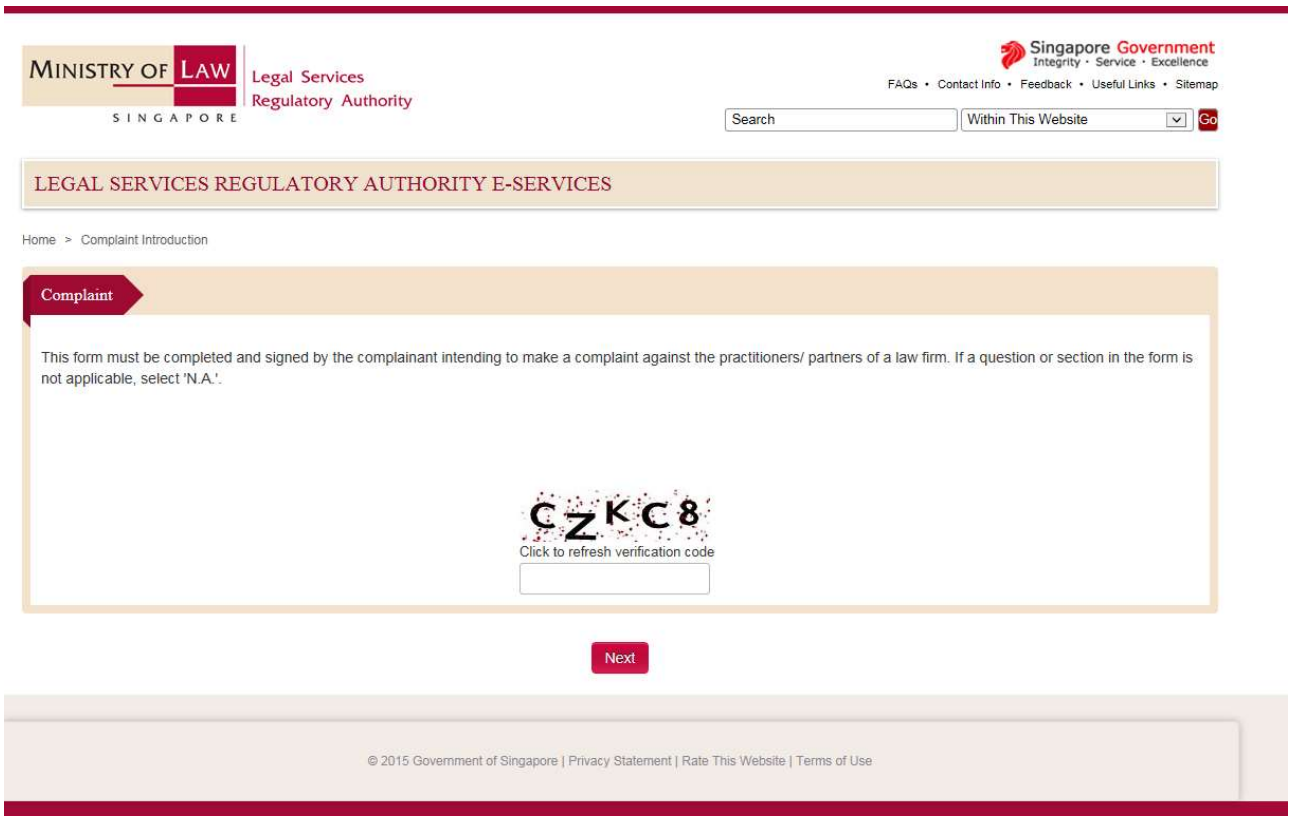

Figure 12-1: Introduction page

Step 4: Fill in the Complaint form.

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

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Search | Within This Website | Go

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

Home > Complaint

Contact Information

Salutation*
First Name* | Last Name*
Identification Type* | Identification No*
Address*
Contact No
Email*
What is your relationship with the Law Practice about which you are complaining?*
If other relationship, please state
Are you submitting a complaint on behalf of another person? ○ Yes ◉ No

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

Salutation
First Name | Last Name
Address
Contact No
Email
What is your relationship with the person on whose behalf you are submitting a complaint?
Whom should we contact regarding this complaint? ○ You ○ The person on whose behalf you are submitting a complaint
Letter of Authorisation (if available) Browse...

Details of the Law Practice Entity you are reporting

Name of the Law Practice*
Address
Contact No
Have you previously submitted a complaint to LSRA or any other authority regarding this matter? ○ Yes ◉ No
If Yes, please provide details (E.g. authority, date, ref. no.)
Please set out your concerns as clearly as possible, using specific dates where applicable*
If you are submitting this complaint more than 6 years after the incident(s) occurred, please explain why

Documents

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

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

Remaining Size: 12.00 MB

Submit | Cancel

Figure 12-2: Complaint Details page

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The Confirmation page will be shown upon successful submission.

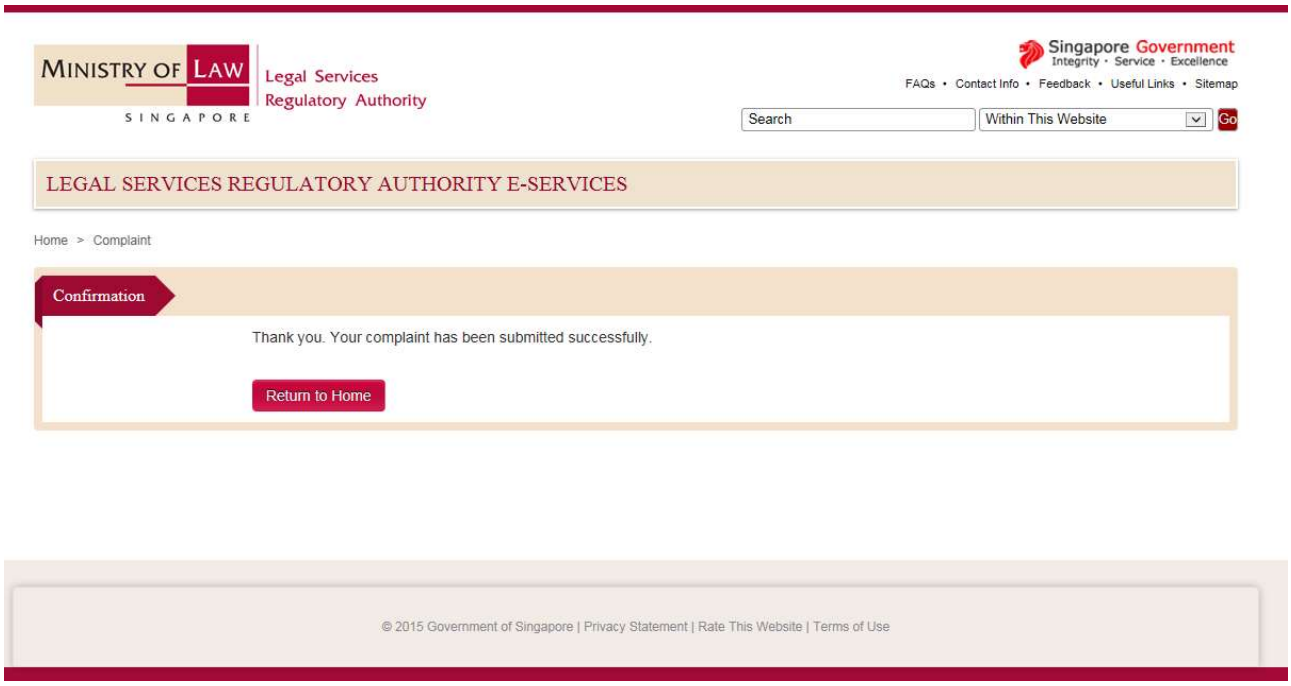

Figure 12-3: Confirmation page

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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.

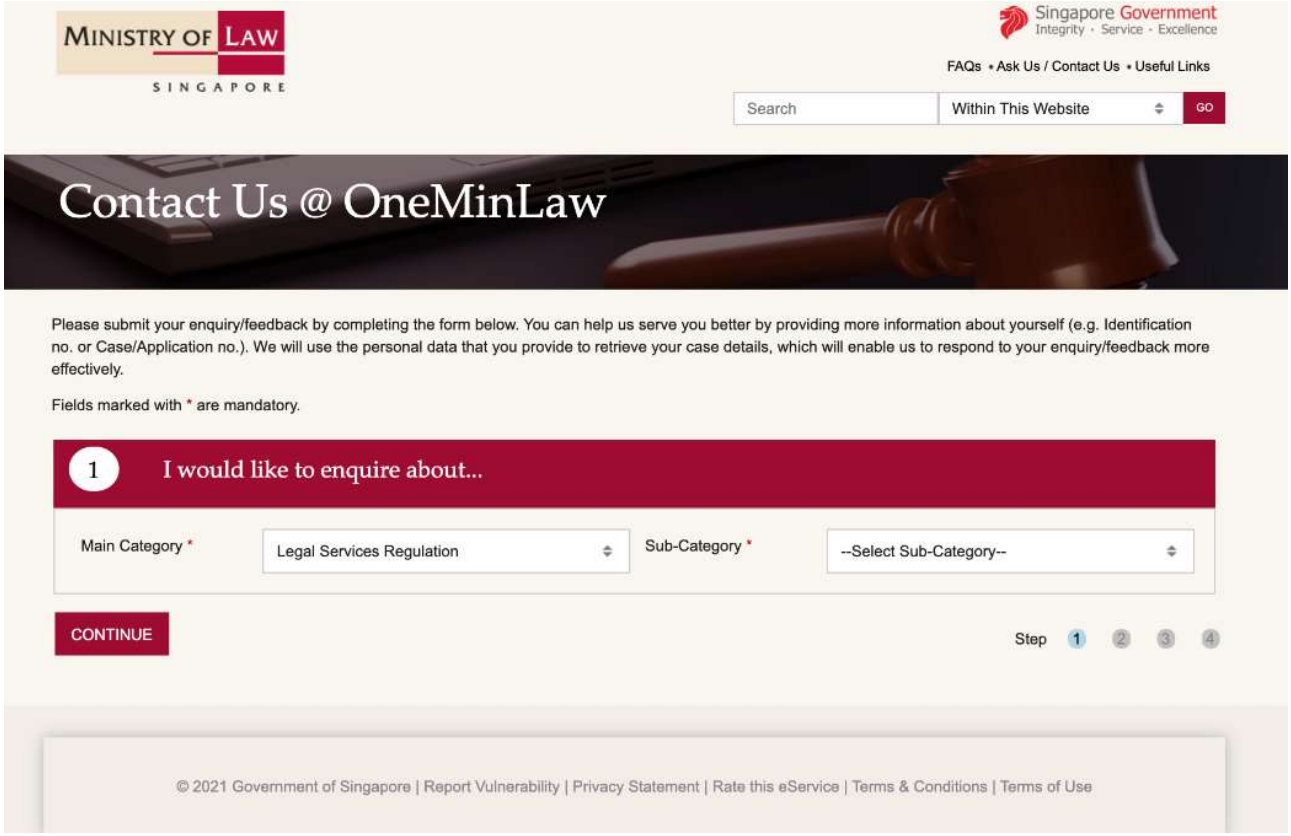

Figure 13-1: Enquiry Form

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