

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

SINGAPORE LAW PRACTICE

This is a sample application form for a Singapore Law Practice. It is provided for reference only and may not accurately reflect the current version of the online application form. Please note that this sample application form is not valid for submission.

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

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Home > Introduction

WELCOME Rachel Tay

Singapore Law Practice - New

INTRODUCTION

1. This is an application for setting up a new 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. The application must be completed in English. Supporting documents must also be in English. Where the original documents are not in English, please provide a certified English translation of the documents.
7. The LSRA may contact you for clarification or additional information. If there are any changes to the application after it has been submitted, please email us at MLAW_LSRA@mlaw.gov.sg (and indicate your application number, if any).
8. It is the responsibility of the applicant law practice to ensure that all information in this application is correct. The declaration in the completed application must be signed by the person or persons with the requisite authority, as specified in the declaration.
9. Please note that the signatory parties may be copied in correspondence relating to this application.
10. Licence-related applications will normally take around 3 to 16 weeks to process. Applications that are incomplete, complex or submitted during the peak period from January to March may require more time to process.
11. If the application is approved, the applicant law practice will be required to register with the Accounting and Corporate Regulatory Authority ("ACRA") if it is a Singapore Law Practice, Foreign Law Practice, Joint Law Venture or Qualifying Foreign Law Practice, and pay the applicable fee specified in the First Schedule of the [Legal Profession \(Law Practice Entities\) Rules](#), before it can commence operations in Singapore.
12. If you have any queries, please email us at MLAW_LSRA@mlaw.gov.sg (and indicate your application number, if any).

Apply Now

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

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Home > Singapore Law Practice

WELCOME Rachel Tay

Singapore Law Practice - New

Application No.: APP/PLP/2016/13455

Please fill in all mandatory fields (indicated by *).

You may save your draft at any time by clicking on the "Save as Draft" button at the bottom of this page.

Retrieve Previous/Current Law Practice Details

Previous/Current Licence No.*

Managing Partner's Identification No.*

Retrieve

Main Contact for the Application

Salutation*

Full Name*

Suffix

If other Suffix, please state

Identification Type*

Identification No.

Nationality*

Date of Birth* (DD/MM/YYYY)

Substantive Appointment*

Job Title*

Organisation Name*

Correspondence Address* Local Foreign

Postal Code*

Block / House No.

Unit No.

Street

Building Name

Foreign Address

Country

Office No.*

Fax No.*

Mobile No.

Email*

Managing Partner/Director of the Singapore Law Practice

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

Salutation

Full Name

Suffix

Identification Type

Nationality

Substantive Appointment

AAS No.

PC No.

Correspondence Address Local Foreign

Postal Code

Block / House No.

Street

Foreign Address

Country

Office No.

Mobile No.

If other Suffix, please state

Identification No.

Date of Birth (DDMMYY)

Job Title

PC Expiry Date

Unit No.

Building Name

Fax No.

Email

For reference only - Not valid for submission

Information on the Singapore Law Practice

Proposed Legal Structure-

Proposed Commencement Date- (DDMMYYYY)

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

Proposed Name Option 1-

Proposed Name Option 2-

Proposed Name Option 3-

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

Proposed Name Option 1

Proposed Name Option 2

Proposed Name Option 3

Address

Postal Code-

Block / House No.-

Unit No.

Street-

Building Name

Office No.-

Fax No.-

Mobile No.

Email-

Website Address

No. of Offices

Singapore-

Overseas-

No. of Lawyers

Singapore-

Overseas-

Countries in which Overseas Offices are located

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

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- Selected:

Practice Area(s)

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

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- Selected:

If other Practice Area(s), please state

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Lawyers in the Singapore Law Practice

Please add all lawyers you intend to register under this law practice, including the Managing Partner/Director, Partners/Directors, and other lawyers.

Add Remove

| S/N | Name | Identification No. | AAS/CoR No. | Certificate Type | Registered Under | Singapore Solicitor / Foreign Lawyer | Substantive Appointment | Equity Interests (%) | Voting Rights (%) | Profits (%) |
|---------|------|--------------------|-------------|------------------|------------------|--------------------------------------|-------------------------|----------------------|-------------------|-------------|
| No Data | | | | | | | | | | |

Add Lawyers in the Singapore Law Practice

Certificate Type*

AAS/CoR No.*

Identification No.*

Identification Type*

Registered Under

PC No.

Certificate Expiry Date

Full Name*

Substantive Appointment*

Job Title*

How many days a year (on average) does this individual intend to reside in Singapore?

*
Disciplinary or Criminal Proceedings? Yes No

Save

Cancel

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

Add Remove

| 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 | | | | | | | | | |

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

Is the Other Law Practice based in Singapore? Yes No

Law Practice UEN*

Type of Law Practice*

UEN Type*

Name of Other Law Practice*

Equity Interests (%)*

Voting Rights (%)*

Profits (%)*

Save

Cancel

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

Add Remove

| SN | Name | Identification No. | Registration No. | Certificate Type | Substantive Appointment | Disciplinary or Criminal Proceedings? | Interests in the Law Practice? | Equity Interests (%) | Voting Rights (%) | Profits (%) |
|---------|------|--------------------|------------------|------------------|-------------------------|---------------------------------------|--------------------------------|----------------------|-------------------|-------------|
| No Data | | | | | | | | | | |

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

Certificate Type*

Registration No.*

Identification No.*

Identification Type*

Registration Expiry Date

Full Name*

Substantive Appointment* **Job Title***

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

Length of Employment at Law Practice* No. of years No. of months

Primary Occupation(e.g. Accountant)*

How many days a year (on average) does this individual intend to reside in Singapore?

Disciplinary or Criminal Proceedings?* Yes No

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

Equity Interests (%)*

Voting Rights (%)*

Profits (%)*

Save Cancel

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 |

Sharing of Premises

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*

Documents

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

| S/N | Document Required | Description | Uploaded Document(s) | Action |
|-----|--|---|----------------------|--------------------|
| 1 | NRIC/Passport of the Managing Partner/Director of the Singapore Law Practice* | - | | Attach/Remove File |
| 2 | Curriculum Vitae of the Managing Partner/Director of the Singapore Law Practice* | Please provide an up-to-date Curriculum Vitae of the Managing Partner/Director which should include, but need not be limited to, details of the Managing Partner/Director's career, employment history, periods of employment, positions held, recent and significant transactions, rankings in legal publications such as Chambers & Partners, educational history, and academic and professional qualifications. | | Attach/Remove File |
| 3 | Curricula Vitae of the Foreign Lawyers and Regulated Non-Practitioners of the Singapore Law Practice | Please provide an up-to-date Curriculum Vitae of each foreign lawyer and regulated non-practitioner, if any. For foreign lawyers, the Curriculum Vitae should include, but need not be limited to, details of the lawyer's career, employment history, periods of employment, positions held, recent and significant transactions, rankings in legal publications such as Chambers & Partners, educational history, and academic and professional qualifications. For Regulated Non-Practitioners, the Curriculum Vitae should include, but need not be limited to, details of the Regulated Non-Practitioner's career, employment history, periods of employment, positions held, educational history, and academic and professional qualifications. | | Attach/Remove File |
| 4 | Ownership Structure of the Law Practice in Singapore | The following is mandatory only if the Singapore Law Practice is owned or controlled by one or more corporate entities and/or non-lawyers: 1. An organisation chart showing the full ownership structure of the Singapore Law Practice, i.e. (a) every entity which has an ownership and/or controlling interest in the Singapore Law Practice; and (b) every entity which has an ownership and/or controlling interest in the entities listed in (a), up to and including the ultimate Parent Law Practice, which is the entity that is not itself owned or controlled by any entity; and/or 2. Details of all non-lawyer ownership and/or controlling interest within the ownership structure of the Singapore Law Practice. | | Attach/Remove File |
| 5 | Management Structure of the Singapore Law Practice* | Please provide details of the management structure of the Singapore Law Practice. | | Attach/Remove File |
| 6 | Draft Constitution | This is mandatory only if the Singapore Law Practice will be structured as a Law Corporation. The draft document should be submitted in Word format (.doc or .docx). Please refer to Part 4 and the Second Schedule of the Legal Profession (Law Practice Entities) Rules 2015 for more details. For your reference, specimen clauses for the draft constitution, can be found at: http://www.itag.gov.sg/MINLAW/apps/t/d_faqmain.aspx#FAQ_166913 | | Attach/Remove File |

| | | | |
|----|---|---|--------------------|
| 7 | Letter(s) from all partners/directors of the existing law practice | This is mandatory only if you are applying for a licence for a new law practice because you are changing the legal structure of an existing law practice. Please submit letter(s) from all the partners/directors of the existing law practice confirming that they have no objections to the use of the existing law practice's name by the proposed new law practice. | Attach/Remove File |
| 8 | Layout of the Shared Premises | The area or room(s) which the Singapore Law Practice will occupy must be clearly marked. | Attach/Remove File |
| 9 | ACRA Business Profile of the Entity that the applicant law practice will be sharing premises with | This is mandatory only if the applicant law practice proposes to share premises with another entity which is not a constituent/member law practice of a Joint Law Venture, a Formal Law Alliance or a Group Practice of which the applicant law practice is or proposes to be a constituent/member. | Attach/Remove File |
| 10 | An undertaking to restrict access to and maintain the confidentiality of client files and information | (1) This is mandatory if the applicant law practice proposes to share, occupy or use premises jointly with another entity, unless that other entity is: (a) a Singapore law practice, or (b) a constituent/member law practice of a Joint Law Venture, Formal Law Alliance or Group Practice of which the applicant law practice is or proposes to be a constituent/member. (2) The letter of undertaking should be signed by the Sole Proprietor or Managing Partner/Director of the applicant law practice. (3) Please note that the other entity must also submit an application to update the 'Sharing of Premises' section in its own licence record. | Attach/Remove File |
| 11 | Written confirmation from the other entity recognising the obligations of the applicant law practice | (1) This is mandatory if the applicant law practice proposes to share, occupy or use premises jointly with another entity, unless other entity is: (a) a Singapore law practice, or (b) a constituent/member law practice of a Joint Law Venture, Formal Law Alliance or Group Practice of which the applicant law practice is or proposes to be a constituent/member. (2) The written confirmation should: (a) be signed by an individual with requisite authority from the other entity; and (b) state that it will recognise the obligations of the applicant law practice to restrict access to and maintain the confidentiality of client files and information. | Attach/Remove File |
| 12 | Any other information | | Attach/Remove File |

Remaining Size: 9.82 MB

Save as Draft Next

Attach/Remove Documents

Note: Individual files must not exceed 5 MB.

Step 1: Please select a file to upload

Choose File

Step 2: Click the "Attach File" button

Attach File

Attachment(s)

Remove

| S/N | Document Name | Size (KB) |
|---------|---------------|-----------|
| No Data | | |

Close

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Declaration

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

Download

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

Choose File

Note: The file size of the scanned declaration form should not exceed 7 MB. Please scan the document in low resolution (e.g. 200 dpi).

Back

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