

# LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

## JOINT LAW VENTURE

This is a sample application form for a Joint Law Venture. 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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WELCOME: Rachel Tay

### Joint Law Venture - New

#### INTRODUCTION

1. This is an application for setting up a new Joint Law Venture 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](mailto: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](mailto:MLAW_LSRA@mlaw.gov.sg) (and indicate your application number, if any).

[Apply Now](#)

## LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

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WELCOME Rachel Tay

### Joint Law Venture - New

Application No.: APP/LP/2016/13474

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.\*

#### 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(s)/Director(s) of the Joint Law Venture

Is the Main Contact the Managing Partner/Director of the Joint Law Venture?\*

☐ Yes ☒ No

Salutation\*

Full Name\*

Suffix

If other Suffix, please state

Identification Type\*

Identification No.\*

Nationality\*

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

Substantive Appointment\*

Job Title\*

Correspondence Address\*

☒ Local ☐ Foreign

Postal Code\*

Block / House No.

Unit No.

Street

Building Name

Foreign Address

Country

Office No.\*

Fax No.\*

Mobile No.

Email\*

### Constituent Singapore Law Practice

Search By\*

☐ UEN 
 ☒ Licence Application No. 
 [?](#)

UEN / Licence Application No. =

Name of Singapore Law Practice

Legal Structure

UEN Type

No. of offices (Singapore)

No. of offices (Overseas)

No. of lawyers (Singapore)

No. of lawyers (Overseas)

Countries in which Overseas  
Offices are located

Practice Area(s)

Other Area(s) of Legal Practice

Postal Code

Block / House No.

Unit No.

Street

Building Name

Office No.

Fax No.

Mobile No.

Email

Website Address

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

Singapore  Overseas

Singapore  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

### Information on the Joint Law Venture

Proposed name of the Joint Law Venture in order of preference:

Proposed Name Option 1+

Proposed Name Option 2+

Proposed Name Option 3+

Proposed Commencement Date+    
(DD/MM/YYYY)

Law Practice Structure+

Please specify (if applicable)

### 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  
Continued on next page

>>

<<

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

### Lawyers in the Joint Law Venture


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


Add Remove

SIN	Name	Identification No.	AAS/CoR No.	Certificate Type	Registered Under	Singapore Solicitor / Foreign Lawyer	Substantive Appointment	Concurrent Practice?	Equity Interests (%)	Voting Rights (%)	Profits (%)
No Data											

### Add Lawyers in the Joint Law Venture

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



### Regulated Non-Practitioner(s) in the Joint Law Venture

Add Remove

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

### Add Regulated Non-Practitioner(s) in the Joint Law Venture

**Certificate Type\***

**Registration No.\***

**Identification No.\***  **Retrieve**

**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 (%)\***  0.00

**Voting Rights (%)\***  0.00

**Profits (%)\***  0.00

Save

Cancel

## 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

### Threshold Requirements

Does the constituent Singapore Law Practice satisfy the threshold requirements?\*

☐ Yes ☒ No ⓘ

If No, please provide details\*

Is there any actual or potential conflict of interests that may arise from the concurrent practice of any Managing Partner(s) / Partner(s) / Director(s)?\*

☐ Yes ☒ No

If Yes, please provide details of the actual or potential conflict of interests, and the Law Practice's proposal to address this.

### 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 Joint Law Venture*			Attach/Remove File
2	Admission Certificate(s) of the Managing Partner/Director of the Joint Law Venture*			Attach/Remove File
3	Practising Certificate for the Principal Jurisdiction of the Managing Partner/Director of the LLP	This is only mandatory where the principal jurisdiction is a foreign jurisdiction. Where a Practising Certificate is not required for practice outside the jurisdiction, please provide supporting documents to show that the Registrant is duly authorised or registered to practise law in a state or territory other than Singapore by a foreign authority having the function conferred by law of authorising or registering persons to practise law in that state or territory for the period of registration in Singapore.		Attach/Remove File
4	Curriculum Vitae of the Managing Partner/Director of the Joint Law Venture*	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
5	Curricula Vitae of the Lawyers and Regulated Non-Practitioners of the Joint Law Venture*	Please provide an up-to-date Curriculum Vitae of each lawyer and regulated non-practitioner, if any. For 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
6	Business Plan for the Joint Law Venture*	The business plan should include but need not be limited to: 1. The reasons for setting up a Joint Law Venture in Singapore; 2. Projected revenue for the next three years; 3. Plans for the transfer of legal and other related skills, expertise, know-how and/or technology from the Foreign Law Practice to the Singapore Law Practice; and 4. How the business plan will be implemented.		Attach/Remove File
7	Written Agreement for the Joint Law Venture*	Please submit the written agreement relating to the formation of the Joint Law Venture.		Attach/Remove File

8	Ownership Structure of the Joint Law Venture	The following is mandatory only if the Joint Law Venture 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 Joint Law Venture, i.e. (a) every entity which has an ownership and/or controlling interest in the Joint Law Venture; 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 Joint Law Venture.	Attach/Remove File
9	Management Structure of the Joint Law Venture*	Please provide details of the management structure of the Joint Law Venture	Attach/Remove File
10	Professional Indemnity Insurance Policy*	Please submit an insurance policy which provides indemnity against loss arising from claims in respect of civil liability in connection with the provision of legal services in or from Singapore by the Joint Law Venture, as required under the Legal Profession (Law Practice Entities) Rules 2015. The insurance cover should be at least \$2 million for each and every claim. If the policy is not yet available, please provide a quote from an insurance company.	Attach/Remove File
11	Layout of the Shared Premises	The area or room(s) which the Joint Law Venture will occupy must be clearly marked.	Attach/Remove File
12	ACRA Business Profile of the Entity that the Joint Law Venture will be sharing premises with	This is mandatory only if the Joint Law Venture is sharing premises with another entity which is not a constituent law practice of the Joint Law Venture.	Attach/Remove File
13	An undertaking to restrict access to and maintain the confidentiality of client files and information	(1) This is mandatory if the applicant Joint Law Venture proposes to share, occupy or use premises with another entity, unless that other entity is: (a) a Singapore law practice; (b) or a constituent law practice of the Joint Law Venture. (2) The letter of undertaking should be signed by the Managing Partner/Director of the Joint Law Venture. (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
14	Written confirmation from the other entity recognising the obligations of the applicant Joint Law Venture	(1) This is mandatory if the applicant Joint Law Venture proposes to share, occupy or use premises with another entity, unless that other entity is: (a) a Singapore law practice; (b) or a constituent law practice of the Joint Law Venture. (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 Joint Law Venture to restrict access to and maintain the confidentiality of client files and information.	Attach/Remove File
15	Any other information		Attach/Remove File

Remaining Size: 12.00 MB

Save as Draft Next

### Attach/Remove Documents

**Note:** Individual files must not exceed 5 MB.

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

Choose File

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

Attach File

#### Attachment(s)

Remove

S/N	Document Name	Size (KB)
No Data		

Close

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

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Home > Declaration

WELCOME Rachel Tay

Joint Law Venture - New

Application No.: APP/LP/2016/13474

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).

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