

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

GROUP PRACTICE

This is a sample application form for a Group 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

Group Practice - New

INTRODUCTION

1. This is an application for setting up a new Group 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](#)

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Home > Group Law Practice

WELCOME: Rachel Tay

Group Practice - New

Application No.: APP/LP/2016/13477

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.

Main Contact for the Application

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

Manager of the Group Practice

Is the Main Contact the Manager of the Group Practice?*

☐ Yes ☒ No

Salutation*

Full Name*

Suffix

Identification Type*

Nationality*

Substantive Appointment*

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* (DD/MM/YYYY)

Job Title*

Unit No.

Building Name

Fax No.*

Email*

Information on the Group Practice

Type of Group Practice+ ☒ Singapore ☐ Foreign

Proposed name of the Group 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

Date of Commencement of Group Practice+ (DD/MM/YYYY)

Name of Bank at which Group Practice Office Account will be maintained (if applicable)

Correspondence Address+ ☒ Local ☐ Foreign

Postal Code+

Block / House No.

Street

Foreign Address

Country

Office No.+

Mobile No.

Website Address

Unit No.

Building Name

Fax No.+

Email+

Member Law Practices of the Group Practice

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

Add Member Law Practices of the Group Practice

Search By* ☐ UEN ☐ Licence Application No.

UEN/Licence Application No.*

Name of Law Practice

Type of Law Practice

Licence No.

Date of Joining Group Practice
 (DD/MM/YYYY)

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 Manager of the Group Practice*			Attach/Remove File
2	Proposed Name of the Group Practice*	Please provide details of the manner in which the proposed name of the Group Practice will be used in conjunction with the name of each member law practice		Attach/Remove File
3	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

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Home > Declaration

WELCOME Rachel Tay

Group Practice - New

Application No.: APP/LP/2016/13477

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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