

LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

SECTION 36B OF THE LEGAL PROFESSION ACT

This is a sample application form for an application under section 36B of the Legal Profession Act. 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

Lim & Tan Law Corporation (UEN: UEN/SLP/9047)

Section 36B of the Legal Profession Act - New

INTRODUCTION

1. This is an application for registering an individual under Section 36B of the Legal Profession Act 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 Second Schedule of the [Legal Profession \(Regulated Individuals\) 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 the Registrant's particulars from applications previously submitted. 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. If you are applying to register an individual who is currently registered at another law practice, please note that we will not be able to approve and issue the new certificate of registration until the other law practice submits an application to terminate the individual's current certificate of registration. It is the responsibility of the applicant law practice and Registrant to ensure that the application to terminate the individual's current certificate of registration is submitted in a timely manner by the other law practice.
7. The application must be completed in English. Supporting documents must also be in English. Where the original documents are not in English, please provide a certified English translation of the documents.
8. The LSRA may contact you for clarification or additional information. If there are any changes to the application after it has been submitted, please email us at MLAW_LSRA@mlaw.gov.sg (and indicate your application number, if any).
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. Registration-related applications will normally take around 3 to 6 weeks to process. Applications that are incomplete, complex or submitted during the peak period from January to March may require more time to process.
12. If the application is approved, and if the Registrant is a foreigner, he/she will be required to obtain an employment pass within 6 months from the start date of the certificate of registration before he/she can practise in Singapore. A copy of the Registrant's employment pass should be uploaded as a supporting document via an update application to his/her registration through LSRA e-Services within 7 days of obtaining the pass.
13. Please note that successful application for a certificate of registration does not mean that the Ministry of Manpower ("MOM") will approve an application for an employment pass for a foreign Registrant. MOM provides a [self-assessment tool](#) which gives an indication of the Registrant's eligibility, but it does not guarantee the actual outcome of the application.
14. If you have any queries, please email us at MLAW_LSRA@mlaw.gov.sg (and indicate your application number, if any).

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WELCOME **Rachel Tay**

Lim & Tan Law Corporation (UEN: UEN/SLP/9047)

Application No.: APP/L2016/13059

Section 36B of the Legal Profession Act - New

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.

Registration Details

Has this individual previously
registered with LSRA or AGC?*

☐ Yes ☒ No [?](#)

Previous/Current Certificate of
Registration No.

Identification No.

[Refresh](#)

Please select the requested
Registration Period*

- ☐ Until 31 March 2017
☐ From 1 April 2017 to 31 March 2018

Requested Start Date* (DD/MM/YYYY)

Law Practice Details

Name of Law Practice*

Type of Law Practice*

UEN Type*

Law Practice UEN

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"/>

Managing Partner/Director of Applicant Law Practice

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"/>
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"/>

Registrant

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

☐ Yes ☒ No ⓘ

Salutation*

Full Name*

Suffix

Identification Type*

Nationality*

Substantive Appointment*

Disciplinary or Criminal Proceedings?*

☐ Yes ☒ No ⓘ

If other Suffix, please state

Identification No. *

Date of Birth* (DD/MM/YYYY)

Job Title*

Work Address

Work Address*

☒ Local ☐ Foreign

Postal Code*

Block / House No.

Unit No.

Street

Building Name

Foreign Address

Country

Residential Address

Residential Address*

☒ Local ☐ Foreign

Postal Code*

Block / House No.

Unit No.

Street

Building Name

Foreign Address

Country

Office No. *

Fax No. *

Mobile No.

Residential No. *

Email*

Foreign Practitioner Examinations (FPE)*

Accountant's Report Required?*

☐ Yes ☒ No ⓘ

How many days a year (on average) does this individual intend to reside in Singapore for the registration period?*

Details of Concurrent Practice

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

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

Add Remove

S/N	Country	State/Bar	Date of Admission	Expiry Date of PC	Description of Qualification	Principal Jurisdiction?
No Data						

Period since first date of admission

No. of years No. of months

Period not in practice

No. of years No. of months

Description of period not in practice

Post Qualification Experience (PQE) ⓘ

No. of years No. of months

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

Jurisdiction

Country*

State / Bar

If Other, please specify State / Bar

Date of Admission* (DD/MM/YYYY)

Practising Certificate Expiry Date
(DD/MM/YYYY)

Description of Qualification (e.g.
Advocate & Solicitor, Attorney,
Barrister)*

Is this the lawyer's principal
jurisdiction?*

☐ Yes ☐ No

Save

Cancel

Registrant's Educational Qualifications

Add Remove

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

Education

Academic Qualification*

If other Academic Qualification, please state

Results*

If other Results, please state

University/College Attended*

If other University/College Attended, please state

Country*

Full-Time Internal Candidate?*

☐ Yes ☒ No [i](#)

Length of Course*

Year Awarded* (YYYY)

Save

Cancel

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 Registrant*			Attach/Remove File
2	Admission Certificate(s) of the Registrant*	Please upload all the pages of the Admission Certificate(s).		Attach/Remove File
3	Practising Certificate for the Principal Jurisdiction*	Please submit a valid Practising Certificate (all pages) for the Registrant's principal jurisdiction. If 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	Certificate of Good Character *	The date of issue of the Certificate of Good Character should be no earlier than 3 months prior to the submission date of this application. You can download a sample of the Certificate of Good Character here: http://www.ifa.gov.sg/MINLAW/apps/ftd_tagmain.aspx#FAQ_166702		Attach/Remove File
5	Certificate of Good Standing from Principal Jurisdiction*	The date of issue of the Certificate of Good Standing should be no earlier than 3 months prior to the submission date of this application.		Attach/Remove File
6	Foreign Practitioner Examinations (FPE) Results or Exemption Letter*			Attach/Remove File
7	Curriculum Vitae of the Registrant *	Please provide an up-to-date Curriculum Vitae of the Registrant which should include, but need not be limited to, details of the Registrant'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. If any Singapore law matters are listed in the Curriculum Vitae, please provide details of the Registrant's involvement.		Attach/Remove File

8	Employment Pass of the Registrant	This is only mandatory for a foreign Registrant who is required to, and who currently has, an employment pass to work in Singapore. Where the law practice intends to apply for an employment pass for the Registrant after being issued a certificate of registration by LSRA, the law practice must, within 7 days of the Registrant obtaining the employment pass, upload a scanned copy as a supporting document via an update to the registration on LSRA e-Services.	Attach/Remove File
9	Registrant's Accountant's Report	If you are exempt from delivering an Accountant's Report, please provide a statutory declaration stating the reason for the exemption.	Attach/Remove File
10	Professional Indemnity Insurance for the Registration Period*		Attach/Remove File
11	Disciplinary Proceedings faced by the Registrant	Please provide details if the Registrant underwent or is undergoing disciplinary proceedings for allegations of, or was found guilty of, any misconduct.	Attach/Remove File
12	Criminal Proceedings faced by the Registrant	Please provide details if the Registrant has been or is being investigated, tried or convicted of any offence (excluding road traffic offences) in any jurisdiction.	Attach/Remove File
13	Registrant's Interests in a Singapore Law Practice	(1) This is mandatory only if the Registrant was previously granted, or is applying for, approval under section 176(1) (previously section 130L) of the Legal Profession Act ("LPA") to be a director, partner or shareholder in, or to share in the profits of, a Singapore law practice. (2) Please submit a letter stating the following: (a) The percentage of the total voting rights (to be) exercised/controlled by the Registrant in respect of the management of the Singapore law practice; (b) The percentage of the total voting rights (to be) exercised/controlled by the Registrant as a proportion of that exercised by the Partners of the Singapore law practice; (c) The percentage of the total value of equity interests (to be) held by the Registrant in the Singapore law practice; (d) The percentage of the total profits of the Singapore law practice paid to the Registrant during the latest financial year, based on the audited financial statements of the Singapore law practice for that financial year; and (e) The percentage of the total profits of the Singapore law practice to be paid to the Registrant during the next financial year (this may be an estimate, if applicable).	Attach/Remove File
14	Any other information		Attach/Remove File

Remaining Size: 12.00 MB

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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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WELCOME Rachel Tay

Lim & Tan Law Corporation (UEN: UEN/SLP/9047)

Application No.: APP/L/2016/13478

Section 36B of the Legal Profession Act - New

Declaration

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

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

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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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