

# LEGAL SERVICES REGULATORY AUTHORITY E-SERVICES

## FORMAL LAW ALLIANCE

This is a sample application form for a Formal Law Alliance. 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

### Formal Law Alliance - New

#### INTRODUCTION

1. This is an application for setting up a new Formal Law Alliance 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.
5. 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](#)

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WELCOME Rachel Tay

### Formal Law Alliance - New

Application No.: APP/LR/2016/13475

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* (DDMMYYYY)	<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"/>

Formal Law Alliance Member(s) - Singapore Law Practice(s)

Add Remove

S/N	Name of Law Practice	Type of Law Practice	UEN / Licence Application No.
No Data			

Add Formal Law Alliance Member(s) - Singapore Law Practice(s)

Search By\* ☐ Law Firm UEN ☐ Licence Application No.

UEN / Licence Application No.\*

Name of Law Practice

Legal Structure

UEN Type

Practice Area(s)

Other Practice Area(s)

Postal Code

Block / House No.

Unit No.

Street

Building Name

Office No.

Fax No.

Mobile No.

Email

Website Address

Save

Cancel

Formal Law Alliance Member(s) - Foreign Law Practice(s) / Qualifying Foreign Law Practice(s)

Add Remove

S/N	Name of Law Practice	Type of Law Practice	UEN / Licence Application No.
No Data			

Add Formal Law Alliance Member(s) - Foreign Law Practice(s) / Qualifying Foreign Law Practice(s)

Search By\* ☐ Law Firm UEN ☐ Licence Application No.

UEN / Licence Application No.\*

Name of Law Practice

Type of Law Practice

UEN Type

Legal Structure

Other Legal Structure

Practice Area(s)

Other Practice Area(s)

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

Save

Cancel

## Information on the Formal Law Alliance

Proposed Name of Formal Law Alliance in order of preference

Proposed Name Option 1+

Proposed Name Option 2+

Proposed Name Option 3+

Proposed Commencement Date (DD/MM/YYYY)+

### 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  
Showing 13 of 13

Selected:

If other Practice Area(s), please state

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+

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
No Data											

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

Certificate Type+



AAS/CoR No.+



Identification No.+

Retrieve

Registered Under+

PC No.

Certificate Expiry Date

Full Name+

Identification Type+

Substantive Appointment+

Job Title+

Is this Individual a Member of the Management of the Law Practice?+

☐ Yes ☐ No



Post Qualification Experience (PQE)+

No. of years

No. of months

Disciplinary or Criminal Proceedings?+

☐ Yes ☒ No

Select the Law Practice in which this individual is practising concurrently	Name of other Law Practice	Type of other Law Practice	Law Practice UEN	Substantive Appointment at other Law Practice	Member of Management of Other Law Practice?
<input type="checkbox"/>				<input type="text"/>	<input type="text"/>
<input type="checkbox"/>				<input type="text"/>	<input type="text"/>

Save

Cancel

### Threshold Requirements

Does the member 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 member Law Practices be sharing premises?\*

☐ Yes ☒ No

Proposed plans to maintain the distinct identity of each 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	Business Plan for the Formal Law Alliance*	This should include but need not be limited to: 1. The reasons for setting up a Formal Law Alliance 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(s) to the Singapore Law Practice(s); and 4. How the business plan will be implemented.		Attach/Remove File
2	Written Agreement for the Formal Law Alliance*	Please submit the written agreement relating to the formation of the Formal Law Alliance.		Attach/Remove File
3	Layout of the Shared Premises	The area or room(s) which the member Law Practices will occupy must be clearly marked.		Attach/Remove File
4	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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WELCOME Rachel Tay

Formal Law Alliance - New

Application No.: APP/LP/2016/13475

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.

[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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