



THE LAW SOCIETY
OF SINGAPORE

APPLICATION FOR CERTIFICATE OF STANDING

*(This form must be completed in full, otherwise it will not be processed.
Please fax completed form to the Compliance department at 6536 3855.
All certificates will be sent by ordinary post to the address given by applicant below
unless otherwise indicated.)*

Administrative Charges

Standard certificate:

Members and Non-Practitioner Members: \$107.00
Non-members: \$321.00

Customised certificate:

Additional \$107.00

Charges include applicable GST, currently 7%

* please delete accordingly

1. Name (as per NRIC or passport): _____
2. Admission number: _____ Admission date: _____
3. Address: _____
4. Contact number: _____
5. E-mail address: _____
6. Name of law practice (if applicable): _____
7. Date you ceased practice (if applicable): _____
8. * I have / do not have complaints (past or pending) against me.

Addressee and Purpose for Which the Certificate is to be Issued:

9. Name **and** address of **organisation** to whom the Certificate should be addressed:

10. Name of **person** to whom Certificate should be made to the attention of:

11. Purpose for requesting Certificate:

12. Your name on the Certificate (as per NRIC or passport).

Please submit a copy of your NRIC or passport if the name to appear on the Certificate differs from that appearing in your practising certificate.

13. To collect Certificate from the Law Society, please provide local contact telephone number:

14. I wish to pay for the Certificate by * credit card / telegraphic transfer / cheque.

Payment by credit card (there will be a 3% administrative charge)

Cardholder's name: _____

Card number: _____

Credit card type: * Visa / Mastercard Expiry date: _____

Payment by telegraphic transfer

Bank charges (local and overseas) have to be borne by you. Our bank information is as follows:

Name of bank: Overseas-Chinese Banking Corporation Limited
Address: Coleman Branch, No. 1 Coleman Street, #01-09, The Adelphi, Singapore 179803
Account number: 650-704851-001
Account name: The Law Society of Singapore

Payment by cheque

Please make the cheque payable to "The Law Society of Singapore" and send by post to:

The Law Society of Singapore
39 South Bridge Road
Singapore 058673
Attn: Compliance Department

I agree to the terms and conditions set out below.

Name: _____

Signature: _____

Date: _____

Terms and Conditions

1. Processing of your application will only commence upon receipt of payment of the requisite administrative fees.
2. A **standard** Certificate will state only the following information:
 - a. the date you were admitted as an advocate and solicitor of the Supreme Court;
 - b. whether you are still practising, or when you ceased practice, or date when you last held a practising certificate, or that you never held a practising certificate (as the case may be); and
 - c. that your name is still on the Roll of the Supreme Court of Singapore and that no adverse order has been entered against you on the Roll.
3. If you have pending/previous disciplinary charges made out against you, the Society is obliged to make mention of these charges in the Certificate.
4. Requests for inclusion of information in the Certificate which differ from those set out in paragraph 2 above (customised certificate) will be entertained on a case by case basis, and will incur an additional charge of \$107.00 with applicable GST (currently 7%).
5. All Certificates must be addressed to a specified addressee with a specified address. We are unable to issue Certificates addressed to "To Whom It May Concern".
6. If you choose to collect the Certificate from the Society, you must do so within one (1) month from the date of issue, failing which, the Certificate will lapse as of the date falling 1 month from the date of issue. You will be required to submit a fresh application with payment of the requisite application fees for the issuance of a fresh Certificate.
7. The time period for processing a standard Certificate is 7 days. If there are disciplinary charges to be included in the Certificate, please allow us up to 14 days to prepare the Certificate. Additional charges will apply if expedited processing is required.

For enquiries, please e-mail the Compliance department at compliance@lawsoc.org.sg