

APPLICATION FOR APPROVAL TO E-FILE PRACTISING CERTIFICATE 2010/2011

CHECKLIST

A. MEMBERSHIP CATEGORY AND PAYMENTS

1. Membership Category

- Senior
(Date of admission on/before 31/3/98)
- Middle
(Date of admission between 1/4/98 to 31/3/03, both dates inclusive)
- Junior
(Date of admission on/after 1/4/03)

2. Payments to the Society

a) Annual subscription for 2010/2011:

Senior Category	\$1,123.50	(\$1,050.00 + \$73.50 GST)
Middle Category	\$ 963.00	(\$900.00 + \$63.00 GST)
Junior Category	\$ 802.50	(\$750.00 + \$52.50 GST)
(Locum	\$ 802.50	(\$750 + \$52.50 GST))

b) Contribution to the Compensation Fund - \$100 (\$50 if application made after 1 October)

Total payment: _____

c) Mode of payment to the Society of the annual subscription and contribution to the Compensation Fund:

- Cheques
- GIRO

(Note – if your law practice does not have a GIRO account with the Society, please submit the GIRO application form to the Society. The form is available on the Society’s website at www.lawsociety.org.sg under “Running Your Practice – Forms – Making Payments to the Society.” The approval process for the GIRO facility is approximately 4 weeks.)

3. Payment to the Singapore Academy of Law

	Y	N
Has the solicitor paid all moneys, contributions and subscriptions payable to the Singapore Academy of Law	<input type="checkbox"/>	<input type="checkbox"/>

B. PROFESSIONAL INDEMNITY INSURANCE

1. Is the professional indemnity insurance cover in place for the solicitor

Y	N
<input type="checkbox"/>	<input type="checkbox"/>

2. If the law practice is a law corporation or a limited liability law partnership practice, is the professional indemnity insurance cover in place for the law practice

Y	N
<input type="checkbox"/>	<input type="checkbox"/>

C. ACCOUNTANT'S REPORT

- | | | |
|---|--------------------------|--------------------------|
| | Y | N |
| 1. Does the solicitor need to submit an accountant's report | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N |
| 2. Does the solicitor need to submit an accountant's report for his previous practice | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N |
| 3. Is the accountant's report in the form set out in the First Schedule to the Legal Profession (Accountant's Report) Rules | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N |
| 4. Does the accountant's report contain a First Section or Second Section | <input type="checkbox"/> | <input type="checkbox"/> |

If it does, please inform the Society's Compliance department -

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D. ANNUAL ELECTION OF COUNCIL

- | | | |
|---|--------------------------|--------------------------|
| | Y | N |
| Was the solicitor required to vote (the last time he practised) but did not do so | <input type="checkbox"/> | <input type="checkbox"/> |

(If he was but did not do so, he is disqualified from applying for a practising certificate unless he obtains from the Registrar, a letter confirming that he had sufficient reasons for not voting, or the solicitor has paid the penalty of \$500. For the practice years 2008/2009 and 2009/2010, members in all categories were not required to vote in the annual election of Council)

E. DESIGNATION

- | | | |
|---|--------------------------|--------------------------|
| 1. <i>Proprietor, partner, director</i> | Y | N |
| Does the solicitor intend to practise as a sole proprietor, partner (including salaried or associate partner) or director (including any person with the designation of director such as 'associate director', 'senior associate director', 'executive director', or 'managing director') | <input type="checkbox"/> | <input type="checkbox"/> |
| If he does and he was not a sole proprietor, partner or director before 9 March 2007: | Y | N |
| - i) Has the solicitor attended the Legal Practice Management Course | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N |
| - ii) If the solicitor was admitted on/after 1 March 1997, does the solicitor have the prerequisite 3 years' employment in a Singapore law practice or as a legal officer | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <i>Consultant</i> | Y | N |
| Does the solicitor intend to practise as a consultant | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N |
| - If he does, does the solicitor fulfill the requirements of section 75D Legal Profession Act | <input type="checkbox"/> | <input type="checkbox"/> |