

Frequently Asked Questions

The Admissions Committee of the Law Society has provided the following information to assist supervising solicitors and practice trainees in addressing issues frequently arising from applications for admission as advocates and solicitors.

1. *If I am getting called more than one year after the filing of my application, and more than one year has passed since the last step taken in my application, is my application automatically discontinued pursuant to Order 21 rule 2(6) of the Rules of Court?*

Yes, your application will be automatically discontinued under Order 21 rule 2(6) of the Rules of Court and you will need to file an application to court for leave to reinstate your application.

The Admissions Committee notes that some applicants have filed their summonses and supporting affidavits for reinstatement of their applications for call to the Bar very close to their call dates.

As these reinstatement applications are usually heard separately from the actual call, the Admissions Committee requests law practices and applicants to file these applications one or two months before the call date, to allow sufficient time for these applications to be processed.

2. *I have filed an application for admission under Rule 25(2) of the Legal Profession (Admission) Rules 2011 ("Rules"). When do I need to serve the papers on the Attorney-General, the Law Society and the Singapore Institute of Legal Education ("Institute")?*

Rule 25(9)(a) of the Rules provides that "a copy each of the application and the form referred to in Rule 25(2) shall be served on the three bodies **within 5 days** after the date on which the application is filed. As this is a statutory requirement, the Law Society is not in a position to waive the 5-day statutory notice period for the service of the documents under Rule 25(9). An application by way of Summons will have to be made to Court to regularise any non-compliance with Rule 25(9). As and when the application is made, the Law Society generally in principle would have no objections to such an application.

3. *I am required to file an affidavit in support of my application for admission not less than 21 days before my application is to be heard. What are the common errors in an affidavit in support of an application for admission?*

These are some of the common errors in an affidavit in support of an application for admission:

Affidavit

- The declaration given by the applicant at paragraph 7 of the Affidavit

must not be qualified. For example, the applicant would have qualified his or her declaration if he or she omits to strike out the words “except the following” in the declaration.

Certificates of Good Character

- The applicant’s two character referees must not be immediately related to the applicant: Rule 25(5)(a)(i) of the Rules.
- The applicant’s two character referees must have known the applicant for at least 2 years and have had opportunities of judging the applicant’s character: Rule 25(5)(a)(ii) of the Rules.
- Both character referees must not be non-residents of Singapore. At least one of the two character referees must be a Singapore resident: Rule 25(5)(b) of the Rules.
- Both character referees must sign the Certificates.

The Admissions Committee may require the applicant to file a supplementary Affidavit to rectify any errors and provide the correct information (and exhibits if necessary).

4. *I have filed an affidavit in support of my application for admission under Rule 25(4) of the Rules. When do I need to serve the papers on the Attorney-General, the Law Society and the Institute?*

A copy of the affidavit referred to in Rule 25(4) shall be served on the three bodies within 5 days after the date on which the affidavit is filed: see Rule 25(9)(b) of the Rules.

When serving your Affidavit on the Law Society, your Affidavit should enclose:

- (a) the Certificate(s) of Diligence and the Certificates of Good Character or certified true copies of these documents. Copies of certified true copies are not acceptable; and
- (b) the Certificate issued by the Secretary of the Board of Legal Education or Institute, as the case may be, under Rule 25(4)(a) of the Rules, which must not be a copy.

5. *Is there a dress code for applicants who will be called at the admission hearing?*

As an admission hearing is a court hearing, the dress code for an applicant is court attire as set out in paragraph 17 of the Supreme Court Practice Directions, namely:

- Male applicant: Gown worn over an ordinary long-sleeved white shirt with a turn-down collar, a tie of subdued or sober colour, a dark jacket, dark trousers and black or plain coloured shoes.
- Female applicant: Gown worn over a long-sleeved white blouse high to the neck, a dark jacket, a dark skirt or dark trousers and black or plain coloured shoes. Conspicuous jewellery or ornaments should not be worn.

6. *Will a Common Mover be arranged for the monthly admission hearing?*

Generally, a common mover is arranged only for monthly calls with larger cohorts. In the event where the arrangement for a common mover is not required by the Court, the applicant will have to source for his/her own mover to move the call. Please note that applicants are strictly not permitted to represent themselves at their own admission applications.