

Locum Practice

A locum solicitor is engaged on a temporary or freelance basis by one or more law practices.

A locum Practising Certificate ('PC') issued by the Registrar of the Supreme Court is required before one may practise as a locum solicitor. The processes and procedures for applying for a locum PC are similar to that of application for a PC for full-time practice save that certain special qualifications and restrictions apply for locum PC applicants.

Special Qualifications

- Only Singapore citizens or Permanent Residents may apply for locum PCs; and
- 10 hours of mandatory training by the Law Society is required to be completed by you unless you had either:
 - practised in a Singapore law practice or been employed as a legal officer for 3 years out of 5 years immediately preceding the application; or
 - practised as a locum solicitor at any time within the period of 3 years immediately preceding the application.

Training Requirements

The training required for purposes of an application for a locum PC shall comprise 10 hours of training approved by the Council of the Law Society. 6 hours (out of the 10 hours) of training must be in any of the following areas of practice:

Category 1 - Commercial/corporate/employment/corporate finance/commercial finance

Category 2 - Conveyancing/banking

Category 3 - Criminal Law

Category 4 - Dispute resolution processes & procedure (including litigation, arbitration, mediation, adjudication)

Category 5 - Information technology/intellectual property

Category 6 - Infrastructure/projects/construction

Category 7 - Insurance/probate & administration/wills/trusts/tax/wealth management

Category 8 - Matrimonial/family law

Category 9 Shipping/admiralty/international trade

The remaining 4 hours may be in any of the practice areas listed in the categories above and/or areas related to the practice of law. The total 10 hours' training must be completed during the period of 12 months immediately preceding the application for a locum PC.

Such training must be provided by an institution or body approved by Council. The recognised training providers are:

1. Law Society of Singapore;
2. Attorney-General's Chambers;
3. Singapore Institute of Legal Education;
4. Singapore Academy of Law;
5. National University of Singapore;
6. Singapore Management University;
7. Nanyang Technological University;
8. Singapore Institute of Arbitrators;
9. Singapore International Arbitration Centre;
10. IP Academy;
11. Tax Academy;
12. Supreme Court;
13. Subordinate Court;
14. Association of Criminal Lawyers of Singapore;
15. Society of Construction Law Singapore; and
16. Singapore Corporate Counsel Association.

Restrictions

- You cannot be or continue to be a sole-proprietor, partner or director of a law practice, or a full-time employee of a law practice;
- You cannot hold or receive clients' money or conveyancing money or trust money or any security on behalf of a client;
- You cannot open, maintain or operate any client or conveyancing account or conveyancing (CPF) account or trust account, and you cannot give instructions in respect of any such account;
- You cannot sign any cheque or effect any instruction for the withdrawal of money from a client account, conveyancing account, conveyancing (CPF) account or trust account;
- You cannot sign any bill of costs (referred to in section 118 of the Legal Profession Act) or any letter accompanying such bill;

- You cannot act as a solicitor-trustee;
- You must be supervised by a proprietor, partner or director of the law practice which engages you as a locum solicitor; and
- When signing off on letters you must indicate your designation *Locum Solicitor* under your name.