

**STATUTORY DECLARATION**

**SD 2**

***Where Proposed Book-Keeper is:***

- 1. An accounting firm;***
- 2. An accounting corporation;***
- 3. An accounting LLP; or***
- 4. A firm or body corporate providing book-keeping services.***

I, ..... (name) (holder of NRIC No .....) residing at..... (residential address) do solemnly and sincerely declare that:

**Employment**

1. I am the proprietor or managing partner or managing director of the accounting/book-keeping firm/company/LLP ..... duly registered with the Accounting and Corporate Regulatory Authority ('ACRA'). A copy of the ACRA search of the firm/company/LLP is attached as 'Exhibit A'.

**Declaration of Independence**

2. I hereby declare that neither I nor any partner, director or employee of the accounting/book-keeping firm/company/LLP is a spouse, a child, an adopted child, a step-child, a sibling or a parent of the proprietor/any partner/any director of the law practice to which book-keeping services will be provided. I undertake to inform the Council in writing immediately if there is any change to the above.

**Qualifications or Relevant Experience**

3. I/the following person ..... providing the book-keeping services to the law practice possess the following qualification(s) (tick whichever box applies):

- (a) London Chamber of Commerce and Industry [    ]
- (b) Association of Accounting Technicians [    ]
- (c) Certified Accounting Technician [    ]
- (d) A diploma in accounts from a polytechnic [    ]
- (e) Passed ACCA level 2 [    ]
- (f) A Degree in Accountancy [    ]

Each selected qualification (above) has its certified true copy of the certificate attached as 'Exhibit B'.

**OR**

I/the following person ..... providing the book-keeping services to the law practice possess the following qualification(s) (check whichever box applies):

- (a) London Chamber of Commerce and Industry [    ]
- (b) Association of Accounting Technicians [    ]

(c) Certified Accounting Technician

[       ]

and have one year's experience in writing up the books and accounts as required under rule 11 of the Legal Profession (Solicitors' Accounts) Rules (Cap 161, R 8, 1999 Rev Ed) for the following law practices:

| <b>Name of Law Practice</b> | <b>Period (in chronological order)</b> |
|-----------------------------|--|
|                             |  |
|                             |  |
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|                             |  |
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Each selected qualification (above) has its certified true copy of the certificate attached as 'Exhibit B'.

**OR**

I/the following person ..... providing the book-keeping services to the law practice have five years' of experience in writing up the books and accounts as required under rule 11 of the Legal Profession (Solicitors' Accounts) Rules (Cap 161, R 8, 1999 Rev Ed) for the following law practices:

| <b><u>Name of Law Practice</u></b> | <b><u>Period (in chronological order)</u></b> |
|------------------------------------|---|
|                                    |   |
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**Mandatory Book-Keeping Course**

4. I/the following person ..... providing the book-keeping services to the law practice has/have completed the book-keeping course prescribed by the Council of the Law Society.

**OR**

I/the following person ..... providing the book-keeping services to the law practice has/have not completed the book-keeping course and I/we undertake to complete/to ensure that such person completes the prescribed course within 12 months of my/our being so appointed.

**Undertaking**

5. I hereby undertake to inform the Council of the Law Society, in writing immediately if I or any book-keeper encounters any of the following issues in writing up the books and accounts of the law practice except trivial breaches due to clerical errors or mistakes in book-keeping that were rectified upon discovery and did not result in any loss to the client:

- (a) unable to reconcile the balance in the client's cash book (or client's column in the cash book) with the bank statements for all or any of the law practice's client accounts, conveyancing accounts or conveyancing (CPF) accounts in any month;
  - (b) unable to properly write up the books and accounts as required by rule 11 of the Legal Profession (Solicitors' Accounts) Rules (Cap 161, R 8, 1999 Rev Ed);
  - (c) the law practice has received, held or authorised the withdrawal of client's conveyancing money in contravention of the applicable provisions of the Legal Profession (Solicitors' Accounts) Rules (Cap 161, R 8, 1999 Rev Ed) or the Conveyancing and Law of Property (Conveyancing) Rules 2011 (S 391/2011), or both; and
  - (d) the law practice has failed to respond to such query from me as is necessary to enable me to carry out my duties referred to in paragraphs 5(a), 5(b) or 5(c) above.
6. I further undertake to inform the Council of the Law Society in the event the law practice draws from a client account a sum exceeding S\$30,000.00 without a second signatory.
7. AND I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act (Cap 211, 2001 Rev Ed), and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED at Singapore

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Before me,

A Commissioner for Oaths