

Online Update On Particulars Of Foreign Lawyers / Solicitors, Foreign Law Practice And Cancellation of Certificates of Registration

Legal Profession Act (Cap. 161) Legal Profession (International Services) Rules 2008 User Manual

Version 1.0

Introduction

This user manual serves as a guide to law firms, lawyers/solicitors submitting updates on particulars of law practices, foreign lawyers/solicitors particulars and cancellations of certificate of registration(s) to practise foreign law or Singapore law under section(s) 130K, 130N, 130O and 130I of the Legal Profession Act (Cap. 161) and the Legal Professional (International Services) Rules 2008 via the internet.

(A) CHANGE OF PARTICULARS

1. To update particulars of foreign lawyer/solicitor, foreign law practice or cancellation of certification of registration, please go to the AGC's website at http://app.agc.gov.sg/elms-shine-internet/TransactionForms.aspx?t=elms.



1.1 Under 'Update of Particular(s)/ Cancellations of Registrations' Section, click the appropriate selection.

Enter your SingPass ID and SingPass No. if you are the foreign lawyer/solicitor making the updates of your particulars. If you are the authorised person employed by the law practice submitting application(s) on behalf of the law practice, there will be an additional step required to access the system. After entering your SingPass ID and password, you would need to login to EASY. This is a security authentication to ensure that the system is accessed by authorised person(s). Select the UEN Type and enter the UEN No. The hyperlink 'Search UEN No.' allows you to search the UEN type and UEN No. of your law practice. If you are not authorised, the system will present an error message. Please check with your law practice whether you are authorised and contact IRAS to clarify issues encountered if you are authorised to access to 'EASY'.

If you are authorised to access to 'EASY', please note that you would need to select at the 'EASY' interface 'Attorney-General's Chambers (AGC)' as the Agency to access e-Services.

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Under List of e-Services, check "Legal Profession Secretariat" and for role, you can select either "Preparer" or "Approver".

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2.2 How to update particulars

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How to update education section * Denotes mandatory field The system will populate the academic qualification(s) which you have indicated in your earlier application. To update your academic qualification, you can edit the details. Multiple record(s) can be entered. Education 🔇 Add | 🔇 Remove Certificate Classification SNo. Academic Qualification College/University Attended Country Year Awarded 1 Bachelor of Laws Second Class Upper Honours NUS Singapore 2004 To enter your academic qualification, click the [Add] button. The • following screen is displayed. Enter the detail(s) and click the [Save] button. ADD EDUCATION Save Add Education Academic Qualification *: Bachelor of Laws × Certificate Classification *: Second Class Upper Honours * College/University Attended * : NUS Country*: Singapore v Year Awarded *: 2004 To edit details, click the hyperlink under the respective 'Academic • Qualification'.

To remove the record from the list, click on the checkbox and click the **[Remove]** button.

Academic	Select the appropriate value.
Qualification*	
Certificate	Select the appropriate value.
Classification*	
College/University	Type in the college/university attended in the text box
Attended*	provided.
Country	Select the appropriate value.
Year Awarded	Type in the year your academic qualification was
	awarded in the text box provided.

3. FOREIGN LAW PRACTICE

SingPass = Easy = Form = Preview > Payment > Acknowledgement APPLICATION FOR CHANCE OF PARTICULARS OF LAW PRACTICE Text Introduction The application is for the update of changes in particulars of the law practice (its business name, contact address, the number of foreign lawyers / solictors, number of affices etc) Prese provide supporting document(s) where changes are made.) Particulars of the Law Practice Particulars of Law Practice Particulars of Law Practice: Legal Structure *: Singapore 1 Overses 0 No. of Offices *: Singapore 1 Overses 0 No. of Offices *: Singapore 1 Overses 0 Structure *: Legal Structure *: Singapore *: Structure *: Legal Structure *: Singapore *: Structure *: Legal Structure *: Legal Structure *: Legal Structure *: Legal Structure *: Singapore *: Structure *: Legal S	AGC ATTOR	NEY- AL'S JERS				Contact Inf	y • Service • Excellence o Feedback Sitemap
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Block/House No. *: 133 Unit No. *: 12 - 283 Street *: HILL STREET Building Name : TREASURY Postal Code :: 546210 Fax No. * + Telephone No. * 66 - 68412034 Fax No. * + Website Address : - Document Checklist - The total file size for document checklist attachments is 12MB. If the attached documents exceed the total file size, please provide the remaining documents that could not be submitted online by email AGC_LPS@agc.gov.sg as an attached PDF document. Alternatively you can submit a copy to the Legal Profession Secretariat in CD format Sho Document Description Uploaded Document(s) 1 A CRA business profile A CRA business profile File 2 Other supporting documents File File 3 Professional Indemnty Insurance Policy File File 3 Professional Indemnty Insurance Policy File File	Corr	respondence Address * : 💿	Local O Foreign				
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3.1 How to update foreign law practice particulars

Field	Description					
How to update particu	How to update particulars of Law Practice section					
	* Denotes mandatory field					
Law Firm File Reference No.	This field will be auto-populated from system.					
Name of Law Practice*	The name of the law practice will be auto-populated from system. Any change in name, you can update the name by typing the name in the text box provided.					
Type of Law Practice	This field will be auto-populated from system.					
Legal Structure*	Select appropriate value.					
No. of Offices	Type in the number of offices in Singapore and Overseas in each text box provided.					

No. of Lawyers	Type in the number of lawyers in Singapore and Overseas in each text box provided.			
Correspondence Address*	Choose 'Local' and update correspondence address in Singapore.			
	Otherwise, choose 'Foreign' and update the foreign address & country.			
Block/House No.*	Type in the block/house number in the text box provided. If there is no block/house no. enter "-".			
Unit No.*				
	there is no unit no., enter "-" – "-".			
Street*	Type in the street name in the text box provided.			

4. CANCELLATION OF CERTIFICATE OF REGISTRATION

ACCC ALTORNEY- GENERAL'S CHAMBERS						Contact Info	Feedback Siter
ngPas	ss » Easy » F	orm » Preview » Pay	ment » Acknowledgmen	nt			
PPLICA	ATION FOR CAN	CELLATION OF CERTIFIC	ATE OF REGISTRATION				
Next							
– Intro	oduction						
This a	application is for t	a cancellation of a certific:	te of registration due to the fo	reign lawyer's or solicito	r's cessation of practice		
Dieser	e provide support	ing document(s) where ch	annes are made		o coodation of practice.		
Ficase	e provide suppor	ing document(s) where ch	inges are naue.				
- Fore	eign Lawyer/ S	olicitor					
	Foreign La	wyer/ Solicitor Referen	e No.: JASON HO - S45784	10N - 26/2012 - AG/LPS	/FSL/REG/2012/3088	*	
Part	ticulars of Can	cellation of Certificate of	f Registration				
	Fir	st Name (Given Name) :	JASON		Last Name (Surname) : HO		
		Name of Law Practice :	TEST				
		Type of Law Practice :	Singapore Law Practice				
		Type of Registration * :	V 130K				
		Email * :					
		Cessation Date * :	31/05/2012				
	Rea	sons for Cancellation * :	no longer in practice			*	
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SNo.	Document	Description				Uploaded Document(s)	
1	Cancellation	Document related to Ca	ncellation of Certificate of Reg	istration		Cancellation.pdf[0.05MB]	File
2	Others	Other Supporting docu	nents			References.pdf[0.05MB]	File

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Privacy Statement Terms of Use Rate this website Best viewed using 1024 x 768	© 2012 Government of Singapore

4.1 How to submit online cancellation of certificate of registration

Field	Description			
Foreign Lawyer/ Solicitor section				
	* Denotes mandatory field			
Foreign Lawyer/ Solicitor Reference No	Select the appropriate value.			
How to fill up Particula	ars of Cancellation of Certificate Registration * Denotes mandatory field			
First Name (Given Name)	This field will be auto populated from system.			
Last Name (Surname)	This field will be auto populated from system.			
Name of Law Practice	This field will be auto populated from system.			
Type of Law Practice	This field will be auto populated from system.			
Type of Registration*	Select appropriate value.			

Cessation Date*	Type in the cessation date in text box provided.
Reasons for	Type in the reasons for cancellation in the text box
Cancellation	provided.

5. How to attach document(s) to document checklist, preview of information entered, payment and completion of application

The guidelines in attaching documents in this section are as follows:

How to attach document(s) to Document Checklist					
	* Denotes mandatory field				
 Note Total document(s) size should not exceed 12MB 					
documents that could not be submitted onli Secretariat in CD format.	locument checklist attachments is 12/MB. If the attached documents exceed the total file size, please provide the remaining ne by email AGC_LPS@agc.gov.sg as an attached PDF document. Alternatively you can submit a copy to the Legal Profession				
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[File] button	Click the [File] button. The attached document page is displayed.				
	Enterprise Legal Management System Webpage Dialog				
	Attach File COMPLETE				
	Attachment Detail				
	Note: Maximum total File Size should not exceed 4MB Step 1: Click on the Browse button and select a file				
	if you do not see a "Browse" button , your browser does not support attachments				
	Browse				
	Acceptable file types Step 2: Specify comments for this file.				
	Example: "Contract to be vetted", "Investigation Paper"				
	÷				
	Step 3: Click on the Attach File button Beneat Step 1 and 2 to attach more files				
	Step 4: Click on the Complete button when you have completed				
	Attachment				
	C Remove				
	Document Filename Description File Size (kb)				
	1 0.00				
	-				
	Follow the instruction(s) on the screen to attach the file.				
	Attached document will be displayed on 'Attachment Section'.				
Uploaded	Click the hyperlink to view document content.				
document					
hyperlink					

6. Return of signed copy of Certificate of Registration application

6.1 To return the PDF signed copy of the licence application, please go to the AGC website http://app.agc.gov.sg/elms-shine-internet/TransactionForms.aspx?t=elms. At the "Applications Form(s)" page, under "Update of Particular(s) / Cancellations of Registrations" section, click "Submission of Signed Declaration and Authorisation Form". The following page will be displayed.

	CION OF SIGNED	DECLARATION AND AUTHORISATION FORM		
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How to fill up Submission Detail section				
	* Denotes mandatory field			
Submission No.	Enter the submission number stated in the email			
Code	Enter the code as stated in the email for second factor			
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6.2 Click on the Browse button and select the PDF signed copy of the application. Follow the instruction(s) on the screen to attach the file. Click the **[Complete]** button to submit the attached PDF copy of the signed application to the Legal Profession Secretariat for processing.