

# 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

## **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>.

**AGC** ATTORNEY-GENERAL'S CHAMBERS SINGAPORE

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### Application Forms

Please open the "Introductory Folder" for each application and read the pre-requisites and have the required information ready together with relevant supporting documents before completing/submitting the appropriate application form

**NEW APPLICATION(S) FOR:**

- **Licence Application(s)**
  - » Joint Law Venture Licence - [Section 130B of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)
  - » Formal Law Alliance Licence - [Section 130C of the Legal Profession Act (Cap. 161)]  
[click the hyperlink to download the application form from this website](#)
  - » Foreign Law Practice Licence - [Section 130E of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)
  - » Representative Office Licence - [Section 130F of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)
- **Foreign Lawyer/Solicitor Application(s)**
  - » Registration of foreign lawyer to practise foreign law in Joint Law Venture, Qualifying Foreign Law Practice, licensed foreign law practice or Singapore law practice - [Section 130K of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)
  - » Registration of foreign lawyer to practise Singapore law in Joint Law Venture, Qualifying Foreign Law Practice, licensed foreign law practice or Singapore law practice - [Section 130I of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)
  - » Registration of Solicitor to practise Singapore law in Joint Law Venture or its constituent foreign law practice, Qualifying Foreign Law Practice or licensed foreign law practice - [Section 130N of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)
  - » Registration of Solicitor to practise foreign law in Joint Law Venture or licensed foreign law practice - [Section 130O of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)

**RENEWAL OF APPLICATION(S) FOR:**

- » Representative Office Licence [Section 130F of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)
- » Registration of foreign lawyer to practise foreign law in Joint Law Venture, Qualifying Foreign Law Practice, licensed foreign law practice or Singapore law practice - [Section 130K of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)
- » Registration of foreign lawyer to practise Singapore law in Joint Law Venture, Qualifying Foreign Law Practice, licensed foreign law practice or Singapore law practice - [Section 130I of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)
- » Registration of Solicitor to practise Singapore law in Joint Law Venture or its constituent foreign law practice, Qualifying Foreign Law Practice or licensed foreign law practice - [Section 130N of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)
- » Registration of Solicitor to practise foreign law in Joint Law Venture or licensed foreign law practice - [Section 130O of the Legal Profession Act (Cap. 161)]  
[Introductory Folder](#)

**APPROVAL - FOREIGN INTERESTS IN SINGAPORE LAW PRACTICES**

- » Approval for foreign law practice to own shares or share profit in Singapore Law Practice [Section 130L(1) of the Legal Profession Act (Cap. 161)]  
[click the hyperlink to download the application form from this website](#)
- » Approval for foreign law practice to own shares or share profit in Singapore Law Practice [Section 130L(6) of the Legal Profession Act (Cap. 161)]  
[click the hyperlink to download the application form from this website](#)

**UPDATE OF PARTICULAR(S) / CANCELLATIONS OF REGISTRATIONS**

- » **Change of foreign lawyer/solicitor particular(s)**
- » Change of law firm particular(s)
- » Cancel certificate of registration of foreign lawyer/solicitor
- » Adding of foreign and/or Singapore law practices to existing Formal Law Alliance licence  
[click the hyperlink to download the application form from this website](#)
- » Submission of Signed Declaration and Authorisation Form

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- 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.

The screenshot shows the EASY portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header features the 'EASY' logo and the tagline 'Your gateway to a wide range of government e-Services'. A navigation bar includes links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. A left-hand menu lists options: Logout, e-Citizen Homepage, Change Access Code, Change IRAS PIN, Request For (with sub-options for Access Code, SingPass, and IRAS PIN), Email Us For (with sub-option for Help or Feedback), and Contact Us. The main content area is titled 'EASY - To Authorise Staff' and contains a form with two fields: 'Staff Tax Reference No.' with a dropdown menu set to 'NRIC' and a text input field containing '(e.g. S1234567Z, F1234567A)', and 'Agency/ Ministry' with a dropdown menu set to 'Attorney-General's Chambers (AGC)'. Below the form are 'Next', 'Clear', and 'Main Menu' buttons. A footer note states 'AGC provides e-Services such as : Licence and Practice Certificate eServices' and the reference code 'IRAS 30/10/2012-33R' is visible at the bottom left.



Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ

**Logout**

**e-Citizen Homepage**

**Change Access Code**

**Change IRAS PIN**

**Request For**

- Access Code
- SingPass
- IRAS PIN

**Email Us For**

- Help or Feedback

**Contact Us**

**EASY - To Authorise Staff**

Staff Tax Reference No. :

Agency / Ministry : Attorney-General's Chambers (AGC)

**List of e-Services**

<input checked="" type="checkbox"/> Legal Profession Secretariat	Role : Approver
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Save Cancel

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

## 2. FOREIGN LAWYER/SOLICITOR



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**CHANGE OF FOREIGN LAWYER/ SOLICITOR PARTICULAR**

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**Introduction**

This application is for the update of changes in particulars of foreign lawyer / solicitor (e.g. passport no.s, change in citizenship, change in appointment in law practice etc)

Please provide supporting document(s) where changes are made.

**Change Particular Details**

Foreign Lawyer/ Solicitor Reference No.:

**Foreign Lawyer/ Solicitor Particulars**

Name of Law Practice : TEST  
 Type of Law Practice : Singapore Law Practice  
 Law Practice UEN Type : Local Companies  
 Law Practice UEN No. : 200708620G

First Name (Given Name) \* :  Last Name (Surname) :

Type of Identification \* :  NRIC/FIN  Passport  
 Identification/ Passport No.\* :

Appointment at Law Practice \* :

Nationality \* :

Are you a Singapore Permanent Resident? \* :  Yes  No

Valid Practising Certificate \* :  Practising Certificate Year :

Email :

**Jurisdictions in which you are qualified to practise**

SNo.	Jurisdiction	State/Province	Year of Admission	Is a practising certificate required for practice outside your jurisdiction
<input type="checkbox"/>	1 SINGAPORE	SINGAPORE	2012	Yes

Principal Jurisdiction in which you are Qualified to Practise :  State :

**Education**

SNo.	Academic Qualification	Certificate Classification	College/University Attended	Country	Year Awarded
<input type="checkbox"/>	1 Bachelor of Laws	Second Class Upper Honours	NUS	Singapore	2003

**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.**

SNo.	Document	Description	Previous Uploaded Document(s)	Uploaded Document(s)
1	NRIC/Passport	Copy of NRIC or passport information	LPS on-line presn sep 2012 (tme) ppt	<input type="button" value="File"/>
2	Professional indemnity insurance policy	Professional Indemnity Insurance Policy		<input type="button" value="File"/>
3	Curriculum vitae	Copy of applicant's recent curriculum vitae		<input type="button" value="File"/>
4	Jurisdiction (admission certificate and practising certificate)	Jurisdiction(s) admission certificate(s) and current practising certificate (s)		<input type="button" value="File"/>
5	Academic certificate	Copy of academic qualification certificate(s).		<input type="button" value="File"/>
6	Other supporting documents	Other supporting documents (those relating to the information required in the Introduction folder, except that which has already been specified in this document checklist)		<input type="button" value="File"/>

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- 2.1 At the application for “Change of foreign lawyer/solicitor particulars” page. Complete the e-form and attach the relevant documents before submitting to the Legal Profession Secretariat.

## 2.2 How to update particulars

Field	Description
<b>Change of Particulars Detail(s) section</b>	
<i>* Denotes mandatory field</i>	
Foreign Lawyer/ Solicitor Reference No	Select the appropriate value.
<b>How to update Foreign Lawyer / Solicitor Particulars</b>	
<i>* Denotes mandatory field</i>	
Name of Law Practice	This field will be auto-populated from system.
Type of Law Practice	This field will be auto-populated from system.
Law Practice UEN Type	This field will be auto-populated from system.
Law Practice UEN No.	This field will be auto-populated from system.
First Name (Given Name)	The name of the foreign lawyer / solicitor will be presented in this field. You can update any change to the first name.
Last Name (Surname)	The surname of the foreign lawyer/solicitor will be presented in this field. You can update any change to the last name.
Type of Identification	The type of identification will be auto-populated from system. If your previous application was tied to Passport and you are now a Singapore Permanent Resident or Singapore Citizen, you would need to update the type of identification to ‘NRIC’ instead.
Identification/ Passport No.	The Identification/Passport No. will be auto-populated from system. You can update your Passport No. if there is a change or if you are now a Singapore Permanent Resident or Singapore Citizen, you would need to update the identification no.
Appointment at Law Practice	The appointment at law practice will be auto-populated from system. You can update your appointment if there is a change.
Nationality	The nationality will be auto-populated. You can update the change of nationality by removing existing nationality value.  To remove nationality, select the nationality displayed in the list box and click on the [Remove] button. Click on the dropdown list and select the change in nationality and click Add.

Are you a Singapore Permanent Resident?	This field will be auto-populated from system. Click Yes if the type of identification is 'NRIC'.
Valid Practising Certificate	Select the appropriate value.

**How to update jurisdictions in which you are qualified to practise section**

*\* Denotes mandatory field*

The system will populate the jurisdictions which you have indicated in your earlier application. To update the jurisdictions, you can edit the details. Multiple record(s) can be entered.

Jurisdictions in which you are qualified to practise					
<input type="button" value="Add"/> <input type="button" value="Remove"/>					
<input type="checkbox"/>	SNo.	Jurisdiction	State/Province	Year of Admission	Practising Certificate Requirement
<input type="checkbox"/>	1	<a href="#">SINGAPORE</a>	SINGAPORE	2005	Yes

- To enter the list of jurisdictions in which you are qualified to practise, click the **[Add]** button. The following screen will be displayed. Enter the detail(s) and click the **[Save]** button.

- To edit details, click the hyperlink under the respective 'Jurisdiction'.
- To remove the record from the list, click on the checkbox and click the **[Remove]** button.

Jurisdiction*	Select the appropriate value.
State/Province	Type in the state in the text box provided where applicable.
Year of Admission*	Type in the year of admission in the text box provided.
Is a practising certificate required for practice outside your jurisdiction	Select the appropriate value.

## 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					
<input type="button" value="Add"/> <input type="button" value="Remove"/>					
SNo.	Academic Qualification	Certificate Classification	College/University Attended	Country	Year Awarded
1	<a href="#">Bachelor of Laws</a>	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**

**Add Education**

Academic Qualification \* :

Certificate Classification \* :

College/University Attended \* :

Country \* :

Year Awarded \* :

- 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 Qualification*	Select the appropriate value.
Certificate Classification*	Select the appropriate value.
College/University Attended*	Type in the college/university attended in the text box 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 » Acknowledgment

**APPLICATION FOR CHANGE OF PARTICULARS OF LAW PRACTICE**

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**Introduction**

This application is for the update of changes in particulars of the law practice (its business name, contact address, the number of foreign lawyers / solicitors, number of offices etc)

Please provide supporting document(s) where changes are made.

i) Particulars of the Applicant  
ii) Particulars of the Law Practice

**Particulars of Law Practice**

Law Firm File Reference No.: AG/LPS/SLP/LIC/2012/1

Name of Law Practice\*: CRIMINAL LAW

Type of Law Practice: Singapore Law Practice

Legal Structure\*: Law Corporation(LLC)

No. of Offices: Singapore 1 Overseas 0

No. of Lawyers: Singapore 3 Overseas 0

Correspondence Address\*:  Local  Foreign

Block/House No.\*: 133 Unit No.\*: 12 - 263

Street\*: HILL STREET Building Name: TREASURY

Postal Code\*: 546210

Telephone No.: + 65 - 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.

SNo.	Document	Description	Uploaded Document(s)
1	ACRA business profile	ACRA business profile	<a href="#">ACRA.pdf(0.07MB)</a> <input type="button" value="File"/>
2	Other supporting documents	Other supporting documents	<input type="button" value="File"/>
3	Professional indemnity insurance policy	Professional Indemnity Insurance Policy	<input type="button" value="File"/>

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#### 3.1 How to update foreign law practice particulars

Field	Description
<b>How to update particulars of Law Practice section</b>	
<i>* Denotes mandatory field</i>	
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.*	Type in the unit number in the text box provided. If there is no unit no., enter "-" – "-".
Street*	Type in the street name in the text box provided.

## 4. CANCELLATION OF CERTIFICATE OF REGISTRATION

SingPass » Easy » Form » Preview » Payment » Acknowledgment

**APPLICATION FOR CANCELLATION OF CERTIFICATE OF REGISTRATION**

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**Introduction**

This application is for the cancellation of a certificate of registration due to the foreign lawyer's or solicitor's cessation of practice.  
Please provide supporting document(s) where changes are made.

**Foreign Lawyer/ Solicitor**

Foreign Lawyer/ Solicitor Reference No.: JASON HO - S4578410N - 26/2012 - AG/LPS/FSL/REG/2012/3088

**Particulars of Cancellation of Certificate of Registration**

First Name (Given Name): JASON Last Name (Surname): HO  
 Name of Law Practice: TEST  
 Type of Law Practice: Singapore Law Practice  
 Type of Registration\*:  130K  
 Email\*:   
 Cessation Date\*: 31/05/2012  
 Reasons for Cancellation\*: no longer in practice

**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\_LP5@agc.gov.sg as an attached PDF document. Alternatively you can submit a copy to the Legal Profession Secretariat in CD format.

SNo.	Document	Description	Uploaded Document(s)	
1	Cancellation	Document related to Cancellation of Certificate of Registration	<a href="#">Cancellation.pdf(0.05MB)</a>	<input type="button" value="File"/>
2	Others	Other Supporting documents	<a href="#">References.pdf(0.05MB)</a>	<input type="button" value="File"/>

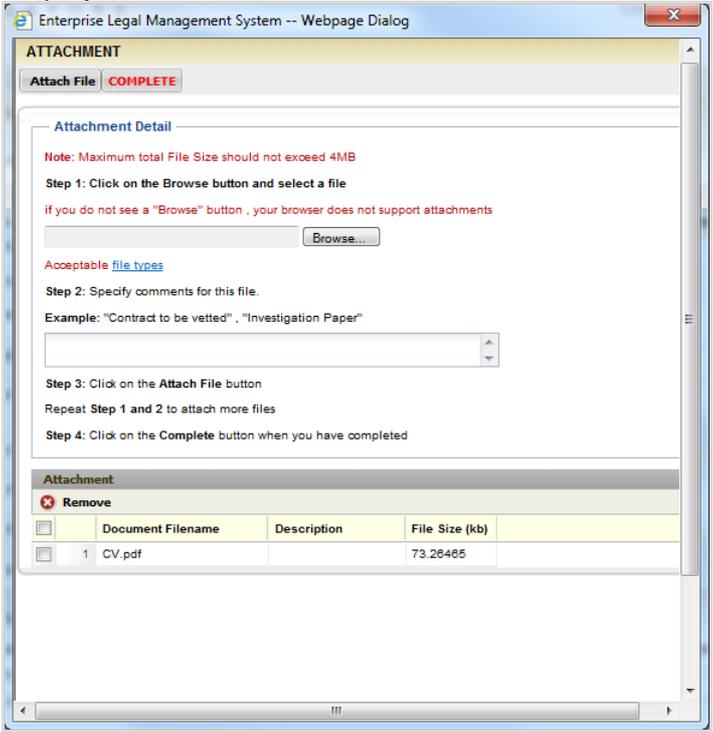
### 4.1 How to submit online cancellation of certificate of registration

Field	Description
<b>Foreign Lawyer/ Solicitor section</b>	
* Denotes mandatory field	
Foreign Lawyer/ Solicitor Reference No	Select the appropriate value.
<b>How to fill up Particulars of Cancellation of Certificate Registration</b>	
* 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 Cancellation	Type in the reasons for cancellation in the text box 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:

<b>How to attach document(s) to Document Checklist</b>		<i>* Denotes mandatory field</i>												
<p><b>Note</b></p> <ul style="list-style-type: none"> <li>Total document(s) size should not exceed 12MB</li> </ul> <p>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_LP5@agc.gov.sg as an attached PDF document. Alternatively you can submit a copy to the Legal Profession Secretariat in CD format.</p> <table border="1"> <thead> <tr> <th>SNo.</th> <th>Document</th> <th>Description</th> <th>Uploaded Document(s)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Cancellation</td> <td>Document related to Cancellation of Certificate of Registration</td> <td style="text-align: right;"><input type="button" value="File"/></td> </tr> <tr> <td>2</td> <td>Others</td> <td>Other Supporting documents</td> <td style="text-align: right;"><input type="button" value="File"/></td> </tr> </tbody> </table>			SNo.	Document	Description	Uploaded Document(s)	1	Cancellation	Document related to Cancellation of Certificate of Registration	<input type="button" value="File"/>	2	Others	Other Supporting documents	<input type="button" value="File"/>
SNo.	Document	Description	Uploaded Document(s)											
1	Cancellation	Document related to Cancellation of Certificate of Registration	<input type="button" value="File"/>											
2	Others	Other Supporting documents	<input type="button" value="File"/>											
<p><b>[File] button</b></p>	<p>Click the <b>[File]</b> button. The attached document page is displayed.</p>  <p>Follow the instruction(s) on the screen to attach the file.</p> <p>Attached document will be displayed on 'Attachment Section'.</p>													
<p>Uploaded document hyperlink</p>	<p>Click the hyperlink to view document content.</p>													

## 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.

Form » Preview » Acknowledgment

SUBMISSION OF SIGNED DECLARATION AND AUTHORISATION FORM

Next Cancel

Submission Details

Submission No. :

Code :

Document Checklist

S/No.	Document	Description	Uploaded Document(s)
1	* Declaration	Signed declaration	<input type="button" value="File"/>

Field	Description
<b>How to fill up Submission Detail section</b>	
<i>* Denotes mandatory field</i>	
Submission No.	Enter the submission number stated in the email
Code	Enter the code as stated in the email for second factor authentication

- 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.