

Online Application for Foreign Law Practice / Representative Office Licence Registration

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

Version 1.0

Introduction

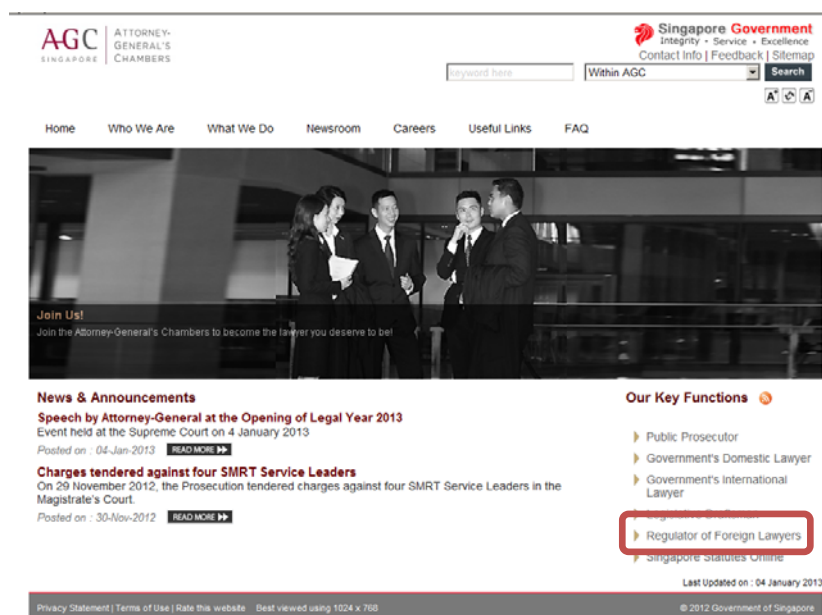
This user manual serves as a guide to front-end users (law firms / lawyers) submitting online licence application(s) via the internet.

LICENCE APPLICATION

The registration function is used by law firm(s) to submit the details for a licence application under section(s) 130B, 130E and 130F of the Legal Profession Act (Cap. 161) and the Legal Professional (International Services) Rules 2008. .

1. Getting the relevant licence application type

- 1.1 Go to the AGC website at <http://app.agc.gov.sg/>. At the right hand corner under “Our Key Functions”, select “Regulator of Foreign Lawyers”.



The screenshot shows the AGC Singapore website. The header includes the AGC logo, the text 'ATTORNEY-GENERAL'S CHAMBERS SINGAPORE', and the Singapore Government logo with the tagline 'Integrity • Service • Excellence'. A search bar is present with the text 'keyword here' and a dropdown menu set to 'Within AGC'. A navigation menu includes 'Home', 'Who We Are', 'What We Do', 'Newsroom', 'Careers', 'Useful Links', and 'FAQ'. Below the navigation is a banner image of four people in professional attire. Underneath the banner is a 'Join Us!' section with the text 'Join the Attorney-General's Chambers to become the lawyer you deserve to be!'. The main content area is divided into two columns. The left column is titled 'News & Announcements' and contains two news items: 'Speech by Attorney-General at the Opening of Legal Year 2013' and 'Charges tendered against four SMRT Service Leaders'. The right column is titled 'Our Key Functions' and contains a list of links: 'Public Prosecutor', 'Government's Domestic Lawyer', 'Government's International Lawyer', 'Regulator of Foreign Lawyers', and 'Singapore Statutes Online'. The 'Regulator of Foreign Lawyers' link is highlighted with a red box. At the bottom of the page, there is a footer with 'Last Updated on: 04 January 2013', 'Privacy Statement | Terms of Use | Rate this website', 'Best viewed using 1024 x 768', and '© 2012 Government of Singapore'.

Under “What We Do”, click “Legal Profession Secretariat”. Select Application Forms.

The screenshot shows the AGC Singapore website. The header includes the AGC logo and the Singapore Government logo. The navigation menu includes Home, Who We Are, What We Do, Newsroom, Careers, Useful Links, and FAQ. The breadcrumb trail is Home » What We Do » Legal Profession Secretariat » Overview of Legal Profession Secretariat. The left sidebar has a 'What We Do' menu with 'Legal Profession Secretariat' highlighted by a red box and a red arrow. The main content area is titled 'Overview of Legal Profession Secretariat' and contains the following text:

Overview of Legal Profession Secretariat

The Legal Profession Secretariat (LPS) has 3 main roles, namely:

- to register, license and regulate foreign lawyers and foreign law practices in Singapore
- to undertake the responsibilities of the Attorney-General under the Legal Profession Act in respect of the Singapore legal profession
- to attend to matters pertaining to the development of the Singapore legal services sector at the domestic and international level where the Attorney-General has a role.

Contact information

For all enquiries regarding the registration and structuring of foreign law practices in Singapore, or other matters within the purview of the Legal Profession Secretariat, please contact:

Legal Executive
Legal Profession Secretariat
Attorney-General's Chambers
1 Coleman Street, #10-00
Singapore 179803
Fax No: +65 6332 5203

Our detailed contact information is available at the [Singapore Government Directory interactive](#).

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Last Updated on : 15 October 2012
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Under “The application forms are provided here”, click on the “here” link. The various types of Application Form(s) for licence(s) will be displayed.

The screenshot shows the AGC Singapore website. The header includes the AGC logo and the Singapore Government logo. The navigation menu includes Home, Who We Are, What We Do, Newsroom, Careers, Useful Links, and FAQ. The breadcrumb trail is Home » What We Do » Legal Profession Secretariat » Application Forms. The left sidebar has a 'What We Do' menu with 'Application Forms' highlighted. The main content area is titled 'Application Forms' and contains the following text:

Application Forms

On-Line Services

On-line applications are to be submitted for foreign law practice licences and certificates of registration for solicitors and foreign lawyers employed by these law practices. The application forms are available [here](#).

To guide you in your on-line applications, the following user manuals are attached for reference:

- Online application manual for foreign law practice / representative office licence registration. Click [here](#).
- Online application manual for certificate of registration for foreign lawyers/solicitors. Click [here](#).
- Online application manual on update of particulars of foreign lawyers/solicitors, foreign law practice and cancellation of certificate(s) of registration. Click [here](#).

Exceptions to On-Line Services

The following transactions are exceptions to electronic submissions, and are to be duly completed and submitted to us manually:

- application for registration under section 130L(1) and (6) of the Legal Profession Act, and
- application for a Formal Law Alliance licence under section 130C(1) of the Legal Profession Act.

A copy of the form for these applications is available [here](#). Completed application forms are to be submitted to us at:

The Legal Profession Secretariat,
The Attorney-General's Chambers
1 Coleman Street, #10-00, The Adelphi
Singapore 179803

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- 1.2 At the “Applications Form(s)” page, click the “Introductory Folder” for each application type. It is important for you to read the pre-requisites and have the required information and supporting documents ready before you start entering information online for licence application.

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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/submitted 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](#)

- 1.3 Select the licence application type e.g. ‘Joint Law Venture Licence – [Section 130B of the Legal Profession Act (Cap.161)], or ‘Foreign Law Practice Licence - [Section 130E of the Legal Profession Act (Cap. 161)], etc. that you wish to apply. The relevant licence application form will be presented upon your selection.

2. To submit application form online

- 2.1 Before your selection of the relevant licence application form, do read the pre-requisite information presented in the ‘Introductory Folder’ and have the said information and supporting documents ready before you start entering the information required online.
- 2.2 **How to fill up application details required for Joint Law Venture, Foreign Law Alliance and Licensed Foreign Practice licence(s)**

2.2.1 (a) **Joint Law Venture and Foreign Law Alliance licence type(s)**

(i) **Section(s) on details as applicant of law practice**

Field	Description
How to fill up “Applicant for Singapore Law Practice” section	
<i>* Denotes mandatory field</i>	
Salutation*	Select the appropriate salutation. If ‘Others’ is selected, you need to specify a value in the text box provided.
First name (Given Name)*	Type in the first name (Given Name) in the text box provided.
Last name (Surname)	Type in the last name (Surname) in the text box provided.
Type of identification*	Select either NRIC, FIN or Passport.
Identification/Passport no*	Enter a valid NRIC, FIN or Passport number based on the type of identification selected. For NRIC and FIN, there will be a valid check against the Singapore NRIC and FIN number entered.
Appointment at Law Practice	Select the appropriate value. If ‘Others’ is selected, you need to specify a value in the text box provided.
Nationality	To add nationality, click on the dropdown list and select the applicant’s nationality and click [Add] . To remove nationality, select the nationality displayed in the list box and click on [Remove] button.
Date of birth*	Select the dates from the calendar. Alternatively, you can enter the dates in the box in accordance to the format of dd/mm/yyyy.
Are you a Singapore Permanent Resident*	Choose ‘Yes’ and update NRIC if applicant is Singapore Permanent Resident. <i>Type of identification - select NRIC</i> <i>Identification/Passport no. – enter a valid NRIC</i> Otherwise, choose ‘No’ if applicant is not a Singapore Permanent Resident.
Correspondence Address*	Choose ‘Local’ and update the 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.
Building Name	Type in the building name in the text box provided.
Postal Code*	Type in the postal code in the text box provided.
Foreign address*	If correspondence type is ‘Foreign’, select the appropriate value.
Country*	If correspondence type is ‘Foreign’, select the appropriate value.
Telephone No.	Type in the area code and telephone no. in the text box provided.
Fax No.	Type in the area code and fax no. in the text box provided.

Email	Type in the email address in the text box provided. This will be the email address whereby Chambers will reply to the law firm on the status of the application.
Website address	Type in the website address in the text box provided.
How to fill up “Singapore Law Practice Details” section	
<i>* Denotes mandatory field</i>	
Name of Singapore Law Practice*	Type in the name of Singapore law practice in the text box provided.
Legal Structure*	Select the appropriate legal structure value.
Law Practice UEN Type	Select the appropriate Law Practice UEN Type value.
Law Practice UEN No	Type in Law Practice UEN No in the text box provided.
No. of Offices	Enter the number of offices in Singapore and overseas in the text provided.
No. of Lawyers	Enter the number of Lawyers in Singapore and overseas in the text provided.
Areas of Legal Practice	Check the appropriate Areas of Legal Practice.
Correspondence Address*	Choose ‘Local’ and update the 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.
Building Name*	Type in the building name in the text box provided.
Postal Code*	Type in the postal code in the text box provided.
Foreign address*	If correspondence type is ‘Foreign’, type in the foreign address in the text box provided.
Country*	If correspondence type is ‘Foreign’, select the appropriate value.
Telephone No.	Type in the area code and telephone no. in the text box provided.
Fax No.	Type in the area code and fax no. in the text box provided.
Email	Type in the email address in the text box provided.
How to fill up “Applicant For Foreign Law Practice” section	
<i>* Denotes mandatory field</i>	
Salutation	Select the appropriate salutation. If ‘Others’ is selected, you need to specify a value in the text box provided.
First name (Given Name)*	Type in the first name (Given Name) in the text box provided.
Last Name	Type in the last name (Surname) in the text box provided.
Type of identification*	Select either NRIC, FIN or Passport.
Identification/Passport no*	Enter a valid NRIC, FIN or Passport number based on the type of identification selected. For NRIC and FIN, there will be a valid check against the Singapore NRIC and FIN number entered.
Appointment at Law Practice	Select the appropriate value. If ‘Others’ is selected, you need to specify a value in the text box provided
Nationality	To add nationality, click on the dropdown list and select the

	applicant's nationality and click [Add] . To remove nationality, select the nationality displayed in the list box and click on [Remove] button.
Date of birth*	Select the dates from the calendar. Alternatively, you can enter the dates in the box in accordance to the format of dd/mm/yyyy.
Are you a Singapore Permanent Resident*	Choose 'Yes' and update NRIC if applicant is Singapore Permanent Resident. Type of identification - select NRIC. Identification/Passport no, enter a valid NRIC. Otherwise, choose 'No' if applicant is not a Singapore Permanent Resident.
Correspondence Address*	Choose 'Local' and update the 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.
Building Name*	Type in the building name in the text box provided.
Postal Code*	Type in the postal code in the text box provided.
Foreign address*	If correspondence type is 'Foreign', type in the foreign address in the text box provided.
Country*	If correspondence type is 'Foreign', select the appropriate value.
Telephone No.	Type in the area code and telephone no. in the text box provided.
Fax No.	Type in the area code and fax no. in the text box provided.
Email	Type in the email address in the text box provided.
Website Address	Type in the website address in the text box provided.

How to fill up "Foreign Law Practice Details" section

** Denotes mandatory field*

Name of Foreign Law Practice*	Type in the name of the foreign law practice in the text box provided.
Legal Structure*	Select the appropriate legal structure value.
Law Practice UEN Type	Select the appropriate Law Practice UEN Type value.
Law Practice UEN No	Type in the Law Practice UEN No in the text box provided.
Country of Origin of Foreign Law Practice (Headquarters)	To add, click on the dropdown list and select the appropriate value and click [Add] .
State(s)	Type in the State of the country of origin of the foreign law practice (headquarters) in the provided text box where applicable.
No. of Offices	Enter the number of offices in Singapore and overseas in the text provided.
No. of Lawyers	Enter the number of lawyers in Singapore and overseas in

	the text provided.
Correspondence Address*	Choose 'Local' and update the 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.
Building Name*	Type in the building name in the text box provided.
Postal Code*	Type in the postal code in the text box provided.
Foreign address*	If correspondence type is 'Foreign', type in the foreign address in the text box provided.
Country*	If correspondence type is 'Foreign', select the appropriate value.
Telephone No.	Type in the area code and telephone no. in the text box provided.

(ii) Section on details for information on proposed office

<i>How to fill up Information on Proposed Office in Singapore</i>	
	<i>* Denotes mandatory field</i>
Name of Proposed Office (<i>Joint Law Venture or Formal Law Alliance</i>) in Singapore*	Type in the name of the proposed office in Singapore in the text box provided.
Intended Date of Establishment*	Enter the intended date of establishment in the text box provided.
Proposed Legal Structure*	Select the appropriate proposed legal structure value.
Proposed No. of Lawyers in Singapore who will be resident in Singapore	Type in the number of lawyers in the text box provided.
Correspondence Address*	Choose 'Local' and update the 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.
Building Name	Type in the building name in the text box provided.
Postal Code*	Type in the postal code in the text box provided.
Foreign address*	If correspondence type is 'Foreign', type in the foreign address in the text box provided.
Country*	If correspondence type is 'Foreign', select the appropriate value.
Telephone No.	Type in the area and telephone no in the text box provided.
Fax No.	Type in the area and fax no in the text box provided.
Email	Type in the email address in the text box provided.

(iii) **Section on details for list of equity partners/directors**

How to fill up list of “Foreign Equity Partners/ Directors who will be Resident in Singapore * section

* Denotes mandatory field

You may enter multiple record(s).

SNo.	Name	Length of Practice (years and months)	Areas of Practice
1	JENNIFER CHEW	4 year(s) and 8 month(s)	SINGAPORE

- To enter list of Foreign Equity Partners/ Directors who will be Resident in Singapore, click the **[Add]** button. The following screen is displayed. Enter the detail(s) and click the **[Save]** button.

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

Name*	Type in the name in the text box provided.
Length of Practice	Type in the number of Year(s)* and Month(s) in the text box provided.
Area of Practice	Type in the area of practice in the text box provided.

How to fill up list of “Singapore Equity Partners/ Directors* section

* Denotes mandatory field

You may enter multiple record(s).

SNo.	Name	Length of Practice (years and months)	Areas of Practice
1	DAVID KOH	7 year(s) and 5 month(s)	SINGAPORE

- To enter list of Singapore Equity Partners/ Directors, click the **[Add]** button. The following screen is displayed. Enter the detail(s) and click the **[Save]** button.

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

Name*	Type in the name of the equity partner/director in the text box provided.
Length of Practice	Type in the Number of Year(s)* and Month(s) in the text box provided.
Area(s) of Practice*	Type in the area(s) of practice in the text box provided.

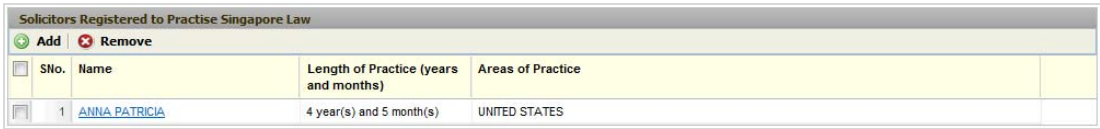

How to fill up list of "Foreign Lawyers" section

* Denotes mandatory field

You may enter multiple record(s).

- To enter list of Foreign Lawyers, click the **[Add]** button. The following screen is displayed. Enter the detail(s) and click the **[Save]** button.

- To edit details, click the hyperlink under the respective 'Name'.
- To remove the record from the list, click on the checkbox and click the

[Remove] button.	
Name*	Type in the name of the foreign lawyer in the text box provided.
Length of Practice	Type in the Number of Year(s)* and Month(s) in the text box provided.
Area(s) of Practice*	Type in the area(s) of practice in the text box provided.
How to fill up “Solicitor(s) Registered to Practise Singapore Law” section	
<i>* Denotes mandatory field</i>	
<p>You may enter multiple record(s).</p>  <ul style="list-style-type: none"> To enter List of Solicitor(s) Registered to Practise Singapore Law, click the [Add] button. The following screen is displayed. Enter the detail(s) and click the [Save] button.  <ul style="list-style-type: none"> To edit details, click the hyperlink under the respective 'Name'. To remove the record from the list, click on the checkbox and click the [Remove] button. 	
Name*	Type in the name of the solicitor registered to practise Singapore law in the text box provided.
Length of Practice	Type in the Number of Year(s)* and Month(s) in the text box provided.
Area(s) of Practice*	Type in the area(s) of practice in the text box provided.

2.2.2 (a) Licensed Foreign Law Practice licence type

(i) Section on details as applicant


Field	Description
How to fill up Applicant section	
<i>* Denotes mandatory field</i>	
Salutation	Select the appropriate salutation. If 'Others' is selected, you need to specify a value in the text box provided.

First name (Given Name)*	Type in the first name (Given Name) in the text box provided.
Last name (Surname)	Type in the last name (Surname) in the text box provided.
Type of identification*	Select either NRIC, FIN or Passport.
Identification/Passport no*	Enter a valid NRIC, FIN or Passport number based on the type of identification selected. For NRIC and FIN, there will be a valid check against the Singapore NRIC and FIN number entered.
Appointment at Law Practice	Select the appropriate value. If 'Others' is selected, you need to specify a value in the text box provided
Nationality	To add nationality, click on the dropdown list and select the applicant's nationality and click [Add] . To remove nationality, select the nationality displayed in the list box and click on [Remove] button.
Date of birth*	Select the dates from the calendar. Alternatively, you can enter the dates in the box in accordance to the format of dd/mm/yyyy
Are you a Singapore Permanent Resident*	Choose 'Yes' and update NRIC if applicant is Singapore Permanent Resident. <i>Type of identification - select NRIC. Identification/Passport no. – enter a valid NRIC</i> Otherwise, choose 'No' if applicant is not a Singapore Permanent Resident.
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.
Building Name	Type in the building name in the text box provided.
Postal Code*	Type in the postal code in the text box provided
Foreign address*	If the Correspondence Type is Foreign, select the appropriate value.
Country*	If the Correspondence Type is Foreign, select the appropriate value.
Telephone No.	Type in the area code and telephone no. in the text box provided.
Fax No.	Type in the area code and fax no. in the text box provided.
Email	Type in the email address in the text box provided. This will be the email address whereby Chambers will reply to the law firm on the status of the application.
Website address	Type in the website address in the text box provided.

(ii) **Section on details for jurisdictions applicant is qualified to practise**


Jurisdictions in which you are qualified to practise* section * Denotes mandatory field

You may enter multiple record(s).



SNo.	Jurisdiction	State/Province	Year of Admission	Practising Certificate Requirement
1	SINGAPORE	SINGAPORE	2005	Yes

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



ADD JURISDICTIONS IN WHICH YOU ARE QUALIFIED TO PRACTISE

Save

Add Jurisdictions in which you are qualified to practise

Jurisdiction * : SINGAPORE

State/Province : SINGAPORE

Year Of Admission * : 2012

Is a practising certificate required for practice outside your jurisdiction : Yes

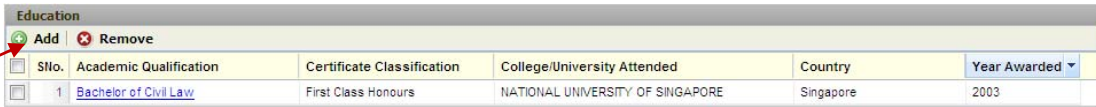
- To edit details, click the hyperlink under the respective 'Jurisdiction'.
- To remove the record from the list, click on the checkbox and click the **[Remove]** button.

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.

(iii) **Section on details for education**

Education* section * Denotes mandatory field

You may enter multiple record(s).



SNo.	Academic Qualification	Certificate Classification	College/University Attended	Country	Year Awarded
1	Bachelor of Civil Law	First Class Honours	NATIONAL UNIVERSITY OF SINGAPORE	Singapore	2003

- To enter your academic qualification, click the **[Add]** button. The following screen is displayed. Enter the detail(s) and click the **[Save]** button.

- 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(s) Awarded	Type in the year your academic qualification was awarded in the text box provided

(iv) Section on details on parent law practice

How to fill up Parent Law Practice Details	
	<i>* Denotes mandatory field</i>
Name of Foreign Law Practice*	Type in the name of the foreign law practice in the text box provided.
Legal Structure*	Select the appropriate legal structure value.
Law Practice UEN Type	Select the appropriate Law Practice UEN Type value.
Law Practice UEN No	Type in Law Practice UEN No in the text box provided.
Jurisdiction in which the Senior Management of the Foreign Law Practice is based	Enter the number of offices in Singapore and overseas in the text provided.
No. of Lawyers	Enter the number of Lawyers in Singapore and overseas in the text provided
Areas of Legal Practice/ Specialisation	Check the appropriate Areas of Legal Practice.
Correspondence Address*	Choose 'Local' and update the 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.
Building Name	Type in the building name in the text box provided.
Postal Code*	Type in the postal code in the text box provided.
Foreign address*	If correspondence type is ‘Foreign’, select the appropriate value.
Country*	If the correspondence type is ‘Foreign’, select the appropriate value.
Telephone No.	Type in the area code and telephone no. in the text box provided.
Fax No.	Type in the area code and fax no. in the text box provided.
Email	Type in the email address in the text box provided. This will be the email address whereby Chambers will reply to the law firm on the status of the application.
Website address	Type in the website address in the text box provided.

(v) Section on details requesting for information on proposed office

<i>How to fill up Information on Proposed Office in Singapore</i>	
	<i>* Denotes mandatory field</i>
Name of Proposed Office in Singapore*	Type in the name of proposed office in Singapore in the text box provided.
Intended Date of Establishment*	Enter the intended date of establishment in the text box provided.
Proposed Legal Structure*	Select the appropriate proposed legal structure value.
Proposed No. of Lawyers in Singapore who will be resident in Singapore	Type in the number of lawyers in the text box provided.
Correspondence Address*	Choose ‘Local’ and update the 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.
Building Name	Type in the building name in the text box provided.
Postal Code*	Type in the postal code in the text box provided.
Foreign address*	If correspondence type is ‘Foreign’, type in the foreign address in the text box provided.
Country*	If correspondence type is ‘Foreign’, select the appropriate value.
Telephone No.	Type in the area and telephone no in the text box provided.
Fax No.	Type in the area and fax no in the text box provided.
Email	Type in the email address in the text box provided.

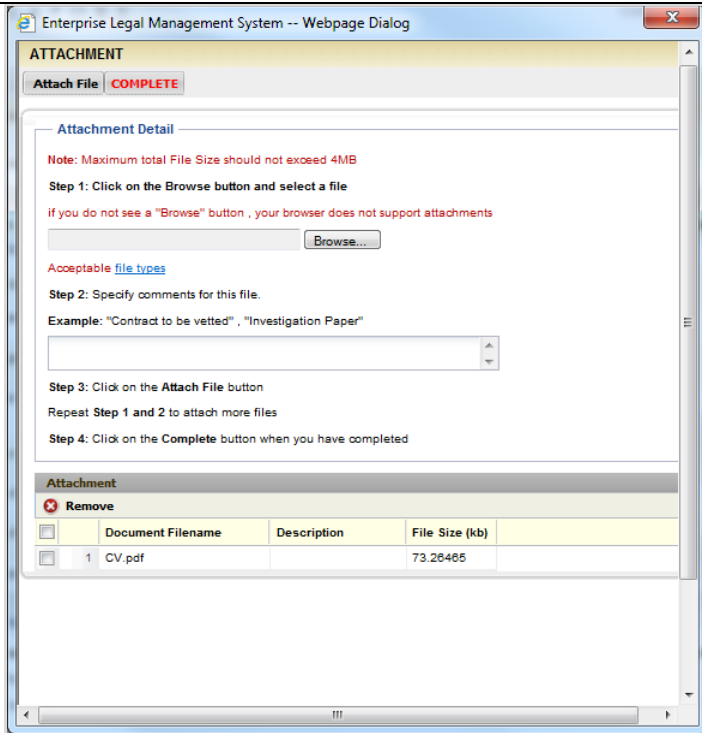
2.2.3 How to attach document(s) to Document Checklist

The attachment of documents to the Document Checklist is a common module applied across all licence application(s). In the “Introductory Folder” for each application type, you have been advised to read the pre-requisites and have the required information and supporting documents ready before you start enter information for licence application. You are required to attach the supporting documents in your application.

Please note that the total documents attached to this online application should not exceed 12MB. If the attached documents exceed the total file size, please provide the remaining documents that could not be submitted online by emailing to AGC_LPS@agc.gov.sg as an attached PDF document. Alternatively, you can submit a copy to the Legal Profession Secretariat in CD format. For either mode, please quote the submission number of the application.

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

How to attach document(s) to Document Checklist			
			<i>* Denotes mandatory field</i>
Note:			
<ul style="list-style-type: none"> Total document(s) size should not exceed 12MB 			
<small>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.</small>			
SNo.	Document	Description	Uploaded Document(s)
1	NRIC/Passport	Copy of NRIC or passport information	NRIC.jpg(0.00MB) <input type="button" value="File"/>
2	Curriculum Vitae of Applicant	Copy of Curriculum Vitae of Applicant	CV.pdf(0.10MB) <input type="button" value="File"/>
3	Academic qualification(s)	Copy of academic certificate(s) of Applicant	<input type="button" value="File"/>
4	Curriculum Vitae - lawyers in Singapore law practice	Copy of curriculum vitae of equity partner(s)/director(s), foreign lawyers and solicitors in the Singapore law practice	<input type="button" value="File"/>
5	Curriculum Vitae - lawyers in foreign law practice	Copy of curriculum vitae of equity partner(s)/director(s), foreign lawyers and solicitors in the foreign law practice	<input type="button" value="File"/>
6	Professional Indemnity Insurance Policy	Copy of Professional Indemnity Insurance Policy or Policies against loss arising from claims in respect of Civil liability in connection with the provision of legal services in or from Singapore by the proposed Joint Law Venture	<input type="button" value="File"/>
7	Written Agreement	Details of written agreement relating to the proposed Joint Law Venture	<input type="button" value="File"/>
8	Business Plan	Details of business plan describing the objectives of the proposed Joint Law Venture and the implementation of the business plan	<input type="button" value="File"/>
9	Transactions/Client Engagements	Major recent transactions/client engagements, track records and rankings/awards in areas of legal practice of Singapore law practice and foreign law practice	<input type="button" value="File"/>
10	Others	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"/>
[File] button		Click [File] button. The attached document page is displayed.	



Follow the instruction(s) on the screen to attach the file.

Attached document will be displayed on 'Attachment Section'.

Uploaded document hyperlink

Click the hyperlink to view document content.

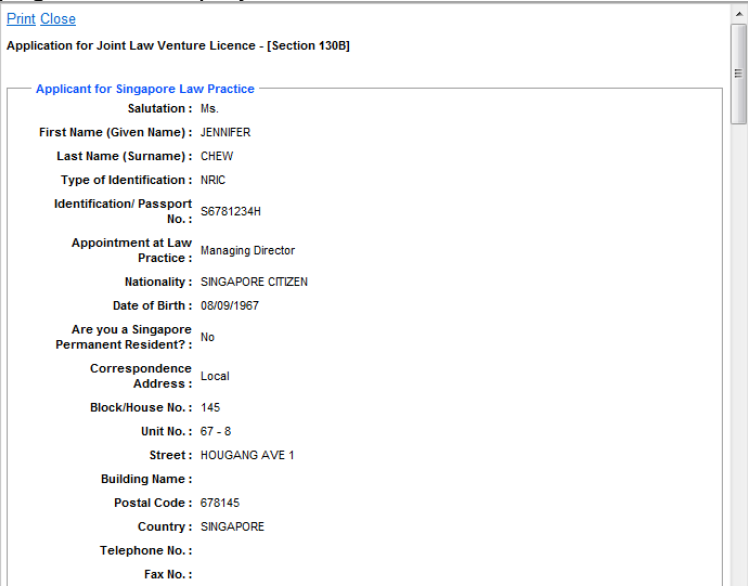
2.3 Preview of information entered

Click the **[Next]** button to proceed. The preview screen will be displayed. Scroll down to verify the information entered.

The screenshot shows a web page for the Singapore Government. At the top left is the AGC SINGAPORE logo (Attorney-General's Chambers). At the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Contact Info | Feedback | Rate our Website'. Below the logos is a breadcrumb trail: 'Form » Preview » Payment » Acknowledgment'. The main heading is 'APPLICATION FOR JOINT LAW VENTURE LICENCE - [SECTION 130B]'. There are three buttons: 'Previous', 'Submit and Proceed for Payment', and 'Print'. The main content area is titled 'Applicant for Singapore Law Practice' and contains the following information:

- Salutation: Ms.
- First Name (Given Name): JENNIFER
- Last Name (Surname): CHEW
- Type of Identification: NRIC
- Identification/ Passport No.: S6781234H
- Appointment at Law Practice: Managing Director
- Nationality: SINGAPORE CITIZEN
- Date of Birth: 08/09/1967
- Are you a Singapore Permanent Resident?: No
- Correspondence Address: Local
- Block/House No.: 145
- Unit No.: 67 - 8
- Street: HOUGANG AVE 1
- Building Name:
- Postal Code: 678145
- Country: SINGAPORE
- Telephone No.:
- Fax No.:
- Email: jennifer@mail.com
- Website Address:

At the bottom of the page, there are logos for 'PEOPLE'S CHOICE AWARDS' and 'SINGAPORE BUSINESS COUNCIL', and a footer with 'Term of Use | Privacy Statement | Rate this website | Best viewed using 1024 x 768 and Internet Explorer 6.0 and above' and '©2011 Government of Singapore'.

Button	Description
[Previous]	Click on the button to return to previous page to make amendment(s) if any.
[Print]	<p>Click on the button for a printer friendly page in the event that you want to print a copy for filling. The following page will be displayed.</p>  <ul style="list-style-type: none"> • Click 'Print' hyperlink to print to printer • Click 'Close' hyperlink to close the printer friendly page.
[Submit and Proceed for Payment]	Click on the button to proceed to payment page.

2.4 Payment

2.4.1 Under the payment module, for first time licence application, the payment mode will be via cheque. Payment by cheque should be crossed “A/C Payee Only’ and made payable to the ‘Attorney-General’s Chambers’. On the reverse side of the cheque, write your submission number of the licence application, type of licence application (i.e. whether it is for Joint Law Venture, Formal Law Alliance , Licensed Foreign Law Practice or Representative Office licence) and the proposed law firm or representative office name to be registered. The cheque to be sent to the Attorney-General’s Chambers office, attention to the Director of the Legal Profession Secretariat. A copy of the GIRO form is made available on our website

2.4.2 To complete the submission of the licence application after verifying the details, click **[Submit and Proceed for Payment]**. The following page will be displayed. Enter the key word code and proceed to click the **[Complete]** button to submit your application.

Form » Preview » Payment » Acknowledgment

PAYMENT

COMPLETE Cancel

Payment Information

Submission No. : TX-20120819-0188

Application Type : Application for Joint Law Venture Licence

Amount to be paid : S\$ 5000

Payment Mode : CHEQUE

Please make cheque payable to Attorney-General's Chambers

4YT70

Enter key word :

Field	Description
How to fill up Pay Details section	
	<i>* Denotes mandatory field</i>
Payment Mode	<p>By Cheque, you have to submit the cheque to AGC after this application is submitted.</p> <p>Cheques should be crossed “A/C PAYEE ONLY” and made payable to “Attorney-General's Chambers”. Please write the Submission Number, type of licence application and the proposed law firm name to be registered on the reverse side of the cheque.</p>

2.5 Completion of the application

2.5.1 After clicking the **[Complete]** button to submit the application to the Legal Profession Secretariat, the following page will be displayed.

The screenshot shows a web interface with a breadcrumb trail: Form » Preview » Payment » Acknowledgment. Below this is a yellow header bar with the text "ACKNOWLEDGMENT" and a "Close" button. The main content area contains a message: "We will be notifying you via email at jennifer@mail.com on the procedures to return the duly executed and endorsed application form to us (with declarations attached) to authenticate your submission." Below this message, it says "Please quote **TX-20120819-0188** in your correspondence relating to this application." The submission number "TX-20120819-0188" is highlighted with a red box.

2.5.2 The system will acknowledge your submission of the licence application. Please note the submission number [e.g. TX-20120819-0188] in your correspondence with the Legal Profession Secretariat.

3. Notification on submission of licence application, declarations & undertakings

3.1 The law practice will receive an email notification upon your completion of the application. The email notification will enclose a PDF copy of the licence application submitted, with the submission number indicated on the form.

3.2 With the PDF copy of the application enclosed in the email notification, the foreign law practice has to download the copy and obtain the various parties' signature(s) in confirming the declaration(s) and undertaking(s) as required under the procedures in the submission of the licence application.

4. Return of signed copy of licence application

4.1 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.

The screenshot shows a web interface with a breadcrumb trail: Form » Preview » Acknowledgment. Below this is a yellow header bar with the text "SUBMISSION OF SIGNED DECLARATION AND AUTHORISATION FORM" and "Next" and "Cancel" buttons. The main content area contains a "Submission Details" section with two input fields: "Submission No.:" and "Code:". Below this is a "Document Checklist" section with a table. The table has four columns: "SNo.", "Document", "Description", and "Uploaded Document(s)". There is one row with "1" in the "SNo." column, "Declaration" in the "Document" column, and "Signed declaration" in the "Description" column. There is a "File" button in the "Uploaded Document(s)" column.

SNo.	Document	Description	Uploaded Document(s)
1	Declaration	Signed declaration	<input type="button" value="File"/>

Field	Description
<i>How to fill up Submission Detail section</i>	
	<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.

- 4.2 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.

6 Representative Office licence type

6.1 (i) Section on details as applicant

Field	Description
How to fill up “Applicant” section	
<i>* Denotes mandatory field</i>	
Salutation*	Select the appropriate salutation. If ‘Others’ is selected, you need to specify a value in the text box provided.
First name (Given Name)*	Type in the first name (Given Name) in the text box provided.
Last name (Surname)	Type in the last name (Surname) in the text box provided.
Type of identification*	Select either NRIC, FIN or Passport.
Identification/Passport no*	Enter a valid NRIC, FIN or Passport number based on the type of identification selected. For NRIC and FIN, there will be a valid check against the Singapore NRIC and FIN number entered..
Appointment at Law Practice	Select the appropriate value. If ‘Others’ is selected, you need to specify a value in the text box provided.
Nationality	To add nationality, click on the dropdown list and select the applicant’s nationality and click [Add] . To remove nationality, select the nationality displayed in the list box and click on [Remove] button.
Date of birth*	Select the dates from the calendar. Alternatively, you can enter the dates in the box in accordance to the format of dd/mm/yyyy.
Are you a Singapore permanent resident*	Choose ‘Yes’ and update NRIC if applicant is Singapore PR. <i>Type of identification - select NRIC.</i> <i>Identification/Passport no. – enter a valid NRIC</i> Otherwise, choose ‘No’ if applicant is not a Singapore PR.
Correspondence Address*	Choose ‘Local’ and update the 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.
Building Name	Type in the building name in the text box provided.
Postal Code*	Type in postal code in the text box provided.
Foreign address*	If correspondence type is ‘Foreign’, select the appropriate value.
Country*	If correspondence type is ‘Foreign’, select the appropriate value.
Telephone No.	Type in the area code and telephone no. in the text box provided.
Fax No.	Type in the area code and fax no. in the text box provided.

Email	Type in the email address in the text box provided. This will be the email address whereby Chambers will reply to the law firm on the status of the application.
Principal Jurisdiction in which you are qualified to practise	Select the principal jurisdiction you are qualified to practise and type in the state (where applicable) in the text provided.

(ii) Section on Foreign Law Practice details

How to fill up “Foreign Law Practice Details” section	
	<i>* Denotes mandatory field</i>
Name of Foreign Law Practice*	Type in the name of foreign law practice in the text box provided.
Legal Structure*	Select the appropriate legal structure value.
Date of Incorporation or Establishment*	Type in the date of incorporation or establishment in the text box provided.
Place of Incorporation or Establishment*	Select the appropriate value from the drop down list for the place of incorporation or establishment.
Authorised capital (US\$)*	Type in the authorised capital in US currency in the text box provided.
Paid-up capital (US\$)*	Type in the paid-up capital in US currency in the text box provided.
Correspondence Address*	Choose ‘Local’ and update the 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.
Building Name*	Type in the building name in the text box provided.
Postal Code*	Type in the postal code in the text box provided.
Foreign address*	If correspondence type is ‘Foreign’, type in the foreign address in the text box provided.
Country*	If correspondence type is ‘Foreign’, select the appropriate value.
Telephone No.	Type in the area code and telephone no. in the text box provided.
Fax No.	Type in the area code and fax no. in the text box provided.
Email	Type in the email address in the text box provided.
Website Address	Type in the website address in the text box provided.

(iii) Section(s) on list of major partners/shareholders, their nationalities and percentage share/shareholding and turnover for the past 3 years

How to fill up List of Major Partners/Shareholders, their Nationalities and Percentage Share/Shareholding section

* Denotes mandatory field

You may enter multiple record(s).

	Name	Nationality	Share %
1	ADAM TAN	SINGAPORE CITIZEN	50

- To enter the List of Major Partners/Shareholders, their Nationalities and Percentage Share/Shareholding record, click the **[Add]** button. The following screen will be displayed. Enter the detail(s) and click the **[Save]** button.

ADD MAJOR PARTNERS/SHAREHOLDERS

Save

Add Major Partners/Shareholders

Name * : ADAM TAN

Nationality * : SINGAPORE CITIZEN

Share % * : 50

- To edit details, click the hyperlink under the respective 'Name' of the Major Partners/Shareholders.
- To remove the record from the list, select the checkbox and click the **[Remove]** button.

Name*	Type in the name of the partner/shareholder in the text box provided.
Nationality*	Select the appropriate value.
Share%*	Type in the share percentage in the text box provided.

How to fill up Turnover for the Past 3 years

* Denotes mandatory field

Enter the year and the amount of gross turnover for the past 3 years in each record.

Year	Gross Turnover (US\$)
2011	3,000,000
2010	2,500,000
2009	2,300,000

Year	Enter the year in the provided text box.
Gross Turnover (US\$)	Enter the year and amount of gross turnover in US currency in the provided text box.


(iv) Section on information on proposed Representative Office in Singapore

How to fill up Information on Proposed Representative Office in Singapore section	
	<i>* Denotes mandatory field</i>
Name of Proposed Representative Office in Singapore*	Type in the name of proposed Representative Office in Singapore in the text box provided.
Intended Date of Establishment	Type in the intended date of establishment in the text box provided.
Proposed Representative Office is a Regional Office	Choose 'Yes' if the proposed Representative office is a regional office and add the countries covered. Otherwise, choose 'No' if the proposed Representative Office is not a regional office.
Countries Covered	To add country, select from the dropdown list click [Add] . To remove country, select the country displayed in the list box and click on the [Remove] button.
Proposed/Existing No. of Professional / Managerial / Executive Staff	Type in the number of professional/managerial/executive staff in Singapore and overseas in each text box provided.
Proposed/Existing No. of Secretarial and Clerical Staff	Type in the proposed/existing number of secretarial and clerical staff in the Singapore and overseas office in each text box provided.
Correspondence Address*	Choose 'Local' and update the 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.
Building Name*	Type in the building name in the text box provided.
Postal Code*	Type in the postal code in the text box provided.
Foreign address*	If correspondence type is 'Foreign', type in the foreign address in the text box provided.
Country*	If correspondence type is 'Foreign', select the appropriate value.


(v) Section on proposed/existing representative

How to fill up Proposed/Existing Representative * Denotes mandatory field

You may enter multiple record(s).



- To enter the list of proposed/existing representative record, click the **[Add]** button. The following screen will be displayed. Enter the detail(s) and click the **[Save]** button.



- To edit detail(s), click the hyperlink under the respective 'Name'.
- To remove the record from the list, select the checkbox and click the **[Remove]** button.

(vi) Section on total operating expenditure of the Singapore Representative Office (S\$)

How to fill up Total Operating Expenditure of the Singapore Representative office (S\$) * Denotes mandatory field

Total operating expenditure of the Singapore representative office (S\$)						
Item	Existing Year	Existing Amount	Proposed Year 1	Proposed Amount	Proposed Year 2	Proposed Amount
Salaries (including Employer's Central Provident Fund)	2012	80000	2013	80000	2014	90000
Rental (office, residence, machinery and equipment, etc)	2012	200000	2013	180000	2014	100000
Others (travelling, marketing, utilities, etc)	2012	20000	2013	15000	2014	18000

Note: Existing year is not applicable for new registration

Telephone No.: + [] - [] Fax No.: + [] - []
 Email*: daniel.tan@gmail.com

Existing Year	Type in the existing year for each item (salaries, rental and others) in the text box provided. <i>Note: Existing year is not applicable for new registration.</i>
Existing Amount	Type in the existing amount in Singapore currency for

	each existing year for each item (salaries, rental and others) in the text box provided.
Proposed Year 1	Under proposed year 1, type for each item (salaries, rental and others) in the text box provided.
Proposed Amount 1	Type in the proposed amount for proposed year 1 in Singapore currency for each item (salaries, rental and others) in the text box provided.
Proposed Year 2	Under proposed year 2, type for each item (salaries, rental and others) in the text box provided.
Proposed Amount 2	Type in proposed amount for proposed year 2 in Singapore currency for each item (salaries, rental and others) in the text box provided.
Telephone No.	Type in the area code and telephone no in the text box provided.
Fax No.	Type in the area code and fax no in the text box provided.
Email	Type in the email address in the text box provided

6.2 How to attach document(s) to document checklist, preview of Information, payment, application notification, declaration/undertakings and return of signed copy of application

The steps are as presented under paragraphs 2.2.3, 2.3, 2.4, 3 and 4 of this user manual which are common features applied across all licence type applications.

7 Renewal of licence for Representative Office

- 7.1 Licence for Representative Office is valid for a year. Renewals of licence for Representative Office are to be applied online. At the 'Applications Form(s)' page, under 'Renewal Application(s)', click 'Representative Office Licence [Section 130F of the Legal Profession Act (Cap. 161)]'.
- 7.2 If you are the authorised person submitting the renewal application on behalf of the law practice, you need to be authorised by your law practice to access 'EASY'¹. You can enquire about 'EASY' service with the Inland Revenue Authority of Singapore (IRAS). If you are authorised by your law practice to access 'EASY', simply enter your SINGPASS² to renew your licence and the system will conduct a check whether your access is valid. If you are authorised, the system will display the page for you to select the UEN Type and enter the UEN number of the licenced Representative Office. The hyperlink 'Search UEN No.' allows you to search the UEN type and UEN No. of your Representative Office. 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.

INLAND REVENUE AUTHORITY OF SINGAPORE

EASY
Your gateway to a wide range of government e-Services

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. : NRIC (e.g. S1234567Z, F1234567A)

Agency/ Ministry : Attorney-General's Chambers (AGC)
AGC provides e-Services such as : Licence and Practice Certificate eServices

Next Clear Main Menu

IRAS 30/10/2012-33R

¹ EASY stands for E-Service Authorisation System. It is an online system that allows organisations to authorise their employees to access e-Services on their behalf. Information on how to use EASY, please refer to IRAS website at <http://mytax.iras.gov.sg>. If you have been authorised to access to EASY system by your organisation and if you encounter issues relating to EASY access, please contact IRAS for assistance.

² SingPass is a common password used to transact with different Government online services. Information on SingPass, please refer to website at <http://www.singpass.gov.sg>

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
--	-----------------

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

AGC ATTORNEY-GENERAL'S CHAMBERS SINGAPORE

Singapore Government
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RENEW REPRESENTATIVE OFFICE LICENCE - [SECTION 130F]

Introduction

Application for Representative Office Licence (Section 130F)

Legal Profession Act (Chapter 161)

Legal Profession (International Services) Rules 2008 Rule 16 and 37(3)

If you require assistance in the filling up or submission of application forms, you should refer to the "Introductory Folder" for the appropriate application form located at the Application Forms page.

Renewal Details

Renewal Period * : 12 Months

Applicant

Salutation * : Please Select...

First Name (Given Name) * : _____

Type of Identification * : NRIC Passport

Last Name (Surname) : _____

Identification/ Passport No. * : _____

Appointment at Law Practice : Please Select...

Nationality * : Please Select...

Date of Birth * : dd/mm/yyyy

Are you a Singapore Permanent Resident? * : Yes No

Correspondence Address * : Local Foreign

Foreign Address * : _____

Country * : Singapore

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Select the renewal period 12 months and update the required data.

7.3 The steps in updating/entering the data required of the application are the same as what has been described under the section relating to application for Licence for Representative Office under para 6. When you have entered the required data and ready to submit your application, click the **[Next]** button to proceed. The preview screen will be displayed. Scroll down to verify the information entered. If you are satisfied with the information entered, click the **[Submit and proceed for Payment]** button. At the payment page, enter the

key word code and proceed to click the **[Complete]** button to submit your application. After clicking the **[Complete]** button to submit the application to the Legal Profession Secretariat, the system will acknowledge your submission of the licence application. Please note the submission number [e.g. TX-20120819-0188] in your correspondence with the Legal Profession Secretariat.

- 7.4 The Representative Office will receive an email notification upon completion of the application. The steps and requirement for the representative office to return the signed copy of the PDF licence registration application are presented under paragraphs 3 and 4.