

Online Application for Certificate of Registration for Foreign Lawyers/Solicitors

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

Version 1.0

Introduction

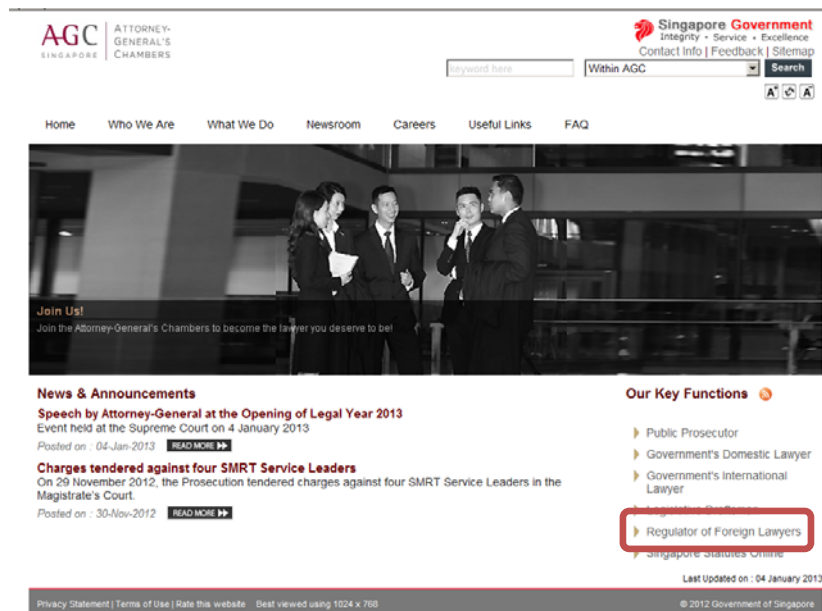
This user manual serves as a guide to lawyers/solicitors submitting online applications for certificate of registration(s) to practise foreign law under section(s) 130K and 130O and/or permitted areas of Singapore law under section(s) 130N and 130I of the Legal Profession Act (Cap. 161) and the Legal Professional (International Services) Rules 2008 via the internet.

CERTIFICATE OF REGISTRATION APPLICATIONS

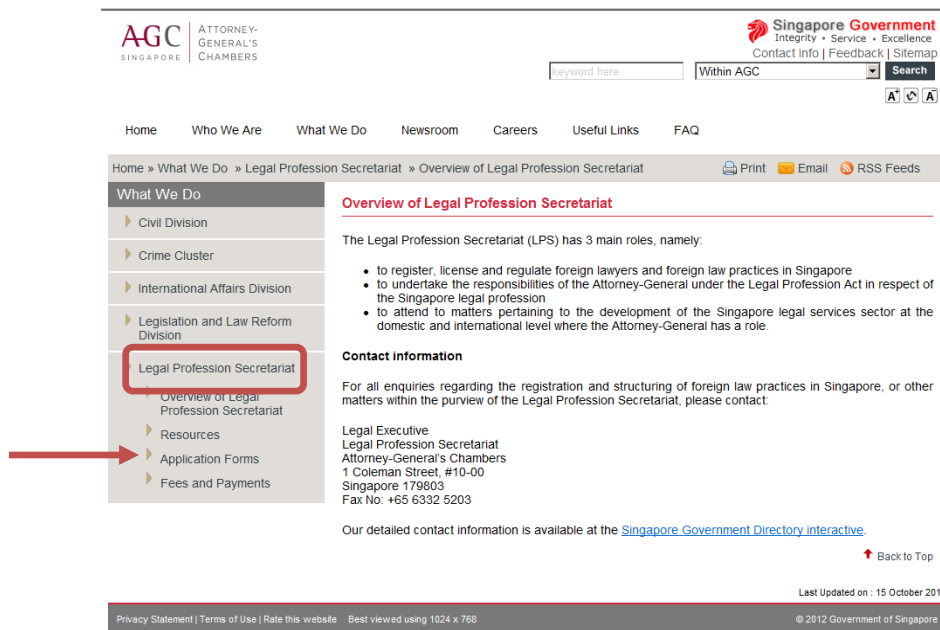
The registration function is used by foreign lawyers or solicitors to submit the details for a certificate of registration application to practise foreign law under section(s) 130K and 130O and/or permitted areas of Singapore law under section(s) 130N and 130I of the Legal Profession Act (Cap. 161) and the Legal Professional (International Services) Rules 2008.

1. Getting the relevant 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”.



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



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- Legal Profession Secretariat**
- Overview of Legal Profession Secretariat
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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

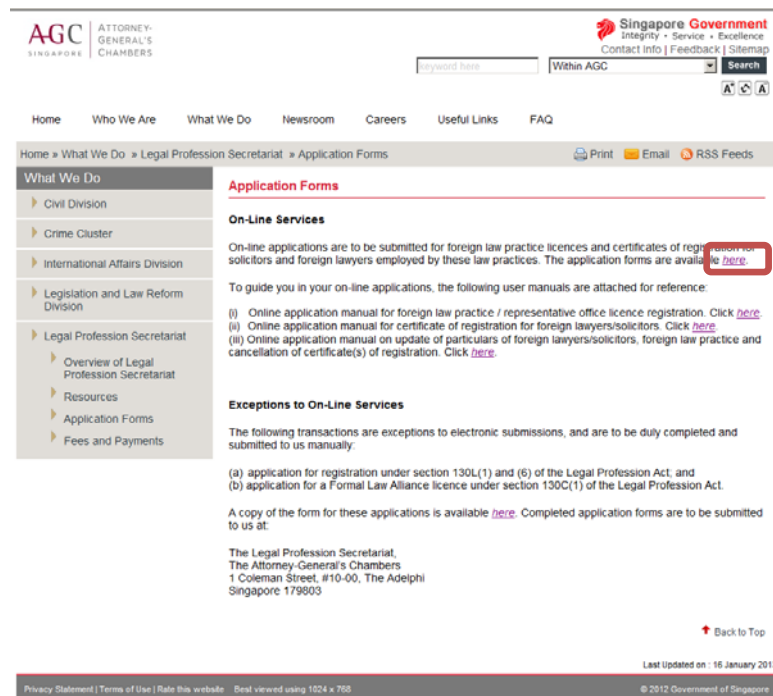
Our detailed contact information is available at the [Singapore Government Directory interactive](#).

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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.



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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:

- (i) Online application manual for foreign law practice / representative office licence registration. Click [here](#).
- (ii) Online application manual for certificate of registration for foreign lawyers/solicitors. Click [here](#).
- (iii) 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:

- (a) application for registration under section 130L(1) and (6) of the Legal Profession Act; and
- (b) 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/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 130L of the Legal Profession Act (Cap. 161)]
[Introductory Folder](#)

- 1.3 For new applications whereby the foreign lawyer/solicitor has not been registered with Chambers, select the application type under ‘New Applications for - Foreign Lawyer/Solicitor Application(s)’ e.g. ‘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)] that you wish to apply. The relevant registration form will be presented upon your selection.

If the foreign lawyer/solicitor has been registered with Chambers under a previous law practice but is now being employed by a different law practice, select application type under ‘New Applications for - Foreign Lawyer/Solicitor Application(s)’. The relevant registration form will be presented upon your selection. Under ‘Registration Details’ – [Have you registered with AGC?], indicate ‘Yes’. Enter the Lawyer’s Reference No. If you do not know your Lawyer’s Reference No., email to AGC_LPS@agc.gov.sg to enquire your identification number. The Lawyer’s Reference No. is a unique identification number issued to each foreign lawyer/solicitor registered with Chambers.

Renewal of certificate of registration

If you are an existing foreign lawyer/solicitor with an existing law practice and intend to renew your certificate of registration with the same law practice, select the registration form under the heading ‘Renewal Application(s) For’ section and select the appropriate application form.

2. Access to the online system for renewal of application(s) and update of particulars

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Welcome to SingPass Authentication Service

Security Advisory

SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.

Please click [here](#) for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at www.gosafeonline.sg

SingPass ID (Enter your Identification Number)
e.g. S1234567Q, G1234567Q

SingPass (8-24 characters, CASE-SENSITIVE)

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

[For tips on Online Security, Click here.](#)

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- 2.1 To access the online application system for renewal of application(s) and update of particulars, the registered foreign lawyer/solicitor would need to enter his/her authorised SingPass ID¹ and password.
- 2.2 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 'EASY²'. 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 SINGPASS to renew your certificate of registration 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 foreign law practice or Singapore law practice. 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'.

¹ 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>.

² EASY stands for e-Services 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.

3. **To submit application form online**

3.1 Before your selection of the relevant 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.

3.2 **How to fill up application details for Certificate of Registration under section(s) 130K, 130N, 130O and 130I**

3.2.1 Online application for Certificate of Registration is applicable only for Section(s) 130K, 130N, 130O and 130I. Application(s) for section 130L(1) and 130L(6) under the Legal Profession Act and its Rules will have to be done via manual forms. To retrieve the manual forms, click the hyperlink under the relevant application section.

(i) **Section(s) on registration details**

Field	Description
<i>How to fill up "Registration" details section</i>	
<i>* Denotes mandatory field</i>	
Have you registered with AGC?	Select 'Yes' or 'No'. If Yes, please enter the Lawyer's Reference No. The Lawyer's Reference No. is a unique identification number issued to each foreign lawyer/solicitor registered with Chambers..
Registration Period*	Select the appropriate period on the period of the registration to practise foreign law / Singapore law e.g. 12, 24 or 36 months.

(ii) Section on details for partner/director of law practice

How to fill up Particulars of Partner/Director of Law Practice section	
<i>* Denotes mandatory field</i>	
First name (Given Name)*	Type in first name (Given Name) in the text box provided.
Last name (Surname)	Type in 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.
Law Practice UEN Type	Select the appropriate Law Practice UEN Type.
Law Practice UEN No.	Type in the law practice UEN No. in the text box provided Click the hyperlink <i>Search UEN No.</i> and you will be led to the ACRA website to search for the UEN No. and the UEN Type of the law practice that is registered with ACRA.
Type of Law Practice	Select the appropriate value.
Name of Law Practice	Type in the name of the law practice in the text box provided.

(iii) Section on details of registrant

How to fill up Registrant 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 first name in the text box provided.
Last name (Surname)*	Type in last name 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 the [Add] button. To remove nationality, select the nationality displayed in the list box and click on the [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.
AAS No.	Type in the AAS No. followed by the Year of your admission to the Singapore Bar. <u>Note:</u> This field is only applicable to Singapore Advocates & Solicitors.
Valid Practising Certificate	Select 'Yes' or 'No'.
Practising Certificate Year	Enter the year of the Practising Certificate issued.
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. 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.

(iv) **Section on jurisdiction(s) foreign lawyers/solicitors are qualified to practise**

<p><i>Jurisdictions in which you are qualified to practise* section</i></p> <p style="text-align: right;"><i>* Denotes mandatory field</i></p>
<p>You may enter multiple record(s).</p>

Jurisdictions in which you are qualified to practise					
<input type="checkbox"/>	SNo.	Jurisdiction	State/Province	Year of Admission	Practising Certificate Requirement
<input type="checkbox"/>	1	SINGAPORE	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.

ADD JURISDICTIONS IN WHICH YOU ARE QUALIFIED TO PRACTISE	
<input type="button" value="Save"/>	
<p>Add Jurisdictions in which you are qualified to practise</p> <p>Jurisdiction * : <input type="text" value="SINGAPORE"/></p> <p>State/Province : <input type="text" value="SINGAPORE"/></p> <p>Year Of Admission * : <input type="text" value="2012"/></p> <p>Is a practising certificate required for practice outside your jurisdiction : <input type="text" value="Yes"/></p>	

- 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.

(v) Section on details for education

Education* section																									
<i>* Denotes mandatory field</i>																									
You may enter multiple record(s).																									
<table border="1"> <thead> <tr> <th colspan="6">Education</th> </tr> <tr> <th><input type="checkbox"/></th> <th>SNo.</th> <th>Academic Qualification</th> <th>Certificate Classification</th> <th>College/University Attended</th> <th>Country</th> <th>Year Awarded</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>Bachelor of Laws</td> <td>Second Class Upper Honours</td> <td>NUS</td> <td>Singapore</td> <td>2004</td> </tr> </tbody> </table>						Education						<input type="checkbox"/>	SNo.	Academic Qualification	Certificate Classification	College/University Attended	Country	Year Awarded	<input type="checkbox"/>	1	Bachelor of Laws	Second Class Upper Honours	NUS	Singapore	2004
Education																									
<input type="checkbox"/>	SNo.	Academic Qualification	Certificate Classification	College/University Attended	Country	Year Awarded																			
<input type="checkbox"/>	1	Bachelor of Laws	Second Class Upper Honours	NUS	Singapore	2004																			
<ul style="list-style-type: none"> 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.

3.2.2 How to attach document(s) to Document Checklist

The attachment of documents to the Document Checklist is a common module applied across all 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

- *Total document(s) size should not exceed 12MB*

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	NRIC/Passport	Copy of NRIC or passport information	NRIC.jpg(0.00MB)	<input type="button" value="File"/>
2	Jurisdiction(s)	Copy of jurisdiction admission certificate(s) and current practising certificate(s) of Applicant		<input type="button" value="File"/>
3	Academic certificate(s)	Copy of academic certificate(s) of Applicant		<input type="button" value="File"/>
4	Curriculum Vitae of Applicant	Copy of recent curriculum vitae of Applicant		<input type="button" value="File"/>
5	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		<input type="button" value="File"/>
6	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.

ATTACHMENT

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

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
Repeat **Step 1** and **2** to attach more files

Step 4: Click on the **Complete** button when you have completed

Attachment

☒ **Remove**

	Document Filename	Description	File Size (kb)
<input type="checkbox"/>	1 CV.pdf		73.26465

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


Attached document will be displayed on 'Attachment Section'


Uploaded document hyperlink




Click on the hyperlink to view document content

3.2.3 Preview of information entered

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


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NEW REGISTRATION OF FOREIGN LAWYER TO PRACTISE FOREIGN LAW - [SECTION 130K]

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[Submit and Proceed for Payment](#)
[Print](#)

Registration Details

Registration Period : 12 Months

Partner/ Director of Law Practice




First Name (Given Name) : JENNIFER
Type of Identification : NRIC
Law Practice UEN Type : Local Companies
Type of Law Practice : Singapore Law Practice

Last Name (Surname) : CHEW
Identification/ Passport No. : S671234H
Law Practice UEN No. : 201104752Z
Name of Law Practice : JENNIFER LLP

Applicant

Salutation : Mr.
First Name (Given Name) : BENJAMIN
Type of Identification : NRIC
Appointment at Law Practice : Senior Partner
Nationality : MALAYSIAN
Are you a Singapore Permanent No Resident? :

Last Name (Surname) : TAN
Identification/ Passport No. : 3128472A
Date of Birth : 01/01/1970

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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.</p> <p>The following page will be displayed.</p> <div> Print Close New Registration of foreign lawyer to practise foreign law - [Section 130K] </div> <div> Registration Details </div> <div> Registration Period : 12 Months </div> <div> Partner/ Director of Law Practice </div> <div> First Name (Given Name) : JENNIFER Last Name (Surname) : CHEW Type of Identification : NRIC Identification/ Passport No. : S671234H Law Practice UEN Type : Local Companies Law Practice UEN No. : 201104752Z Type of Law Practice : Singapore Law Practice Name of Law Practice : JENNIFER LLP </div> <div> Applicant </div> <div> Salutation : Mr. First Name (Given Name) : BENJAMIN Last Name (Surname) : TAN Type of Identification : NRIC Identification/ Passport No. : 3128472A Appointment at Law Practice : Senior Partner Nationality : MALAYSIAN </div>

3.3 Payment

- 3.3.1 Under the payment module, if the law practice who did not sign up for GIRO mode of payment, 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 of the cheque, you are required to write your submission number of the application, type of certificate of registration applied (i.e. whether it is for an application under s130K, s130I, s130N or s130O), name of the registered foreign lawyer/solicitor and name of the law practice. You would need to send the cheque to the Attorney-General’s Chambers office, attention to the Director of the Legal Profession Secretariat.
- 3.3.2 For GIRO payment, you can apply for GIRO payment for subsequent payments of applications of certificates of registration for foreign lawyers/solicitors employed under your law practice. A copy of the GIRO form is made available on our website.
- 3.3.3 To complete the submission of the application after verifying the details, click **[Submit and Proceed for Payment]**. The following page will be displayed.

Form » Preview » Payment » Acknowledgment

PAYMENT

COMPLETE Cancel

Payment Information

Submission No.: TX-20121102-0294

Application Type: New Registration of Foreign Lawyer to Practise Foreign Law

Amount to be paid: S\$ 160

Payment Mode: ☒ CHEQUE

Please make a cross cheque payable to the Attorney-General's Chambers.

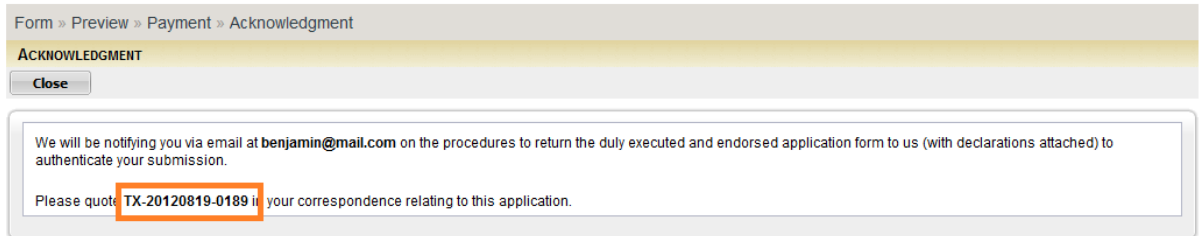
YRPTH

Enter key word:

Field	Description
How to fill up Pay Details section	
<i>* Denotes mandatory field</i>	
Payment Mode	By Cheque, you have to submit the cheque to AGC after this application is submitted. Cheques should be crossed “A/C PAYEE ONLY” and made payable to “Attorney-General’s Chambers”. Please write the Submission Number, type of certificate of registration applied (i.e. whether it is for an application under s130K, s130I, s130N or s130O), name of the registered foreign lawyer/solicitor and name of the law practice on the reverse side of the cheque.

3.4 Completion of the application

- 3.4.1 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 application interface. At the top, a breadcrumb trail reads "Form » Preview » Payment » Acknowledgment". Below this is a yellow header bar with the word "ACKNOWLEDGMENT" in black capital letters. Under the header is a grey button labeled "Close". The main content area is a white box with a thin border. It contains two paragraphs of text. The first paragraph states: "We will be notifying you via email at benjamin@mail.com on the procedures to return the duly executed and endorsed application form to us (with declarations attached) to authenticate your submission." The second paragraph states: "Please quote **TX-20120819-0189** in your correspondence relating to this application." The submission number "TX-20120819-0189" is highlighted with an orange rectangular box.

- 3.4.2 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.

4 Notification on submission of licence application, declarations & undertakings

- 4.2 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.
- 4.3 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.

5 Return of signed copy of Certificate of Registration application

- 5.1 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.

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

Field	Description
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 authentication

- 5.2 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 Renewal of Certificate of Registration application(s)

- 6.2 Renewal of Certificate of Registration applications for foreign lawyer(s)/solicitor(s) to practise foreign law and/or permitted areas of Singapore law are to be applied online. At the 'Applications Form(s)' page, under 'Renewal Application(s)', click the relevant application.
- 6.3 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'. 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 SINGPASS 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 law practice. 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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EASY - To Authorise Staff

Staff Tax Reference No. : (e.g. S1234567Z, F1234567A)

Agency/ Ministry :
AGC provides e-Services such as : Licence and Practice Certificate eServices

IRAS 30/10/2012-33R



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- **Contact Us**

EASY - To Authorise Staff

Staff Tax Reference No. :
Agency / Ministry : Attorney-General's Chambers (AGC)

List of e-Services

☒ Legal Profession Secretariat

Role : **Approver**

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

- 6.4 If you are the authorised person submitting the renewal application on behalf of the law practice, and authorised by your law practice to access ‘EASY’, the relevant renewal application page will be displayed. A drop down list of active foreign lawyers/solicitors will be presented for your selection. Select the period for renewal, i.e. 12 months, 24 months or 36 months and update the required data. Please refer to paragraphs 2.1 and 2.2 on access online application for renewals.

http://novapc125/elms-shine-internet/App.aspx?form=RENEW_130K

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RENEW REGISTRATION OF FOREIGN LAWYER TO PRACTISE FOREIGN LAW - [SECTION 130K]

Introduction

[Registration/Renewal of foreign lawyer to practice foreign law application \(130K\)](#)

[Legal Profession Act \(Chapter 161\)](#)

[Legal Profession \(International Services\) Rules 2008 Rule 18 and 37\(3\)](#)

Pre-requisites: Please have the following information ready when submitting the application:

i) Particulars of Applicant

ii) Partner/Director Of Law Practice

Renewal Details

Foreign Lawyer/ Solicitor Reference No. :

Renewal Period :

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- 6.5 The steps in updating/entering the data required of the application are the same as what has been described under the respective sections relating to certificate of registration applications presented under paragraphs 3, 4 and 6.