

In this document:

“Act” refers to the **Legal Profession Act (Cap. 161)**,

“Qualified Persons Rules” refers to the **Legal Profession (Qualified Persons) Rules**,

“Admission Rules” refers to the **Legal Profession (Admission) Rules 2011**,

To view the above-mentioned, click here, <http://www.sile.edu.sg/legislation>

“AG” refers to the **Attorney-General of Singapore**

“LSS” refers to the **Law Society of Singapore**

“SILE” refers to the **Singapore Institute of Legal Education**

| No. | What to do   | When  | Where   | Documents/Information required   | Special instructions   | Service of documents  | Fee payable                                   |
|-----|--|---|---|--|--|---|---|
| 1.  | Register as a qualified person   | When QP status is attained, or when approval is required for manner of service of practice training period, or when applying to enrol in the Part B Course  | SILE  | <ol style="list-style-type: none"> <li>i. Form for Qualified Persons to Register for Purpose of Admission as Advocates &amp; Solicitors which may be downloaded from <a href="http://www.sile.edu.sg">www.sile.edu.sg</a></li> <li>ii. Proof of becoming a qualified person as defined in the Qualified Persons Rules</li> </ol> | SILE will issue a Letter of Registration as Qualified Person which is required when filing the Originating Summons for Admission   | Service is hard copy to AG and LSS. Please check with the parties to be served on the manner of service | SGD214  |
| 2.  | File Originating Summons (“OS”) electronically   | After receipt of SILE’s Letter of Registration as Qualified Person and at least 60 days before the date fixed for hearing application of admission. It is not necessary to wait for release of Part B Exam results before filing OS | <a href="https://www.elitigation.sg">https://www.elitigation.sg</a>             | Letter of Registration as Qualified Person by SILE   | Please follow the Step-by-step guide to the filing of Admission of Advocate and Solicitor (AAS) documents on the eLitigation website at: <a href="https://www.elitigation.sg/layouts/IELS/Home/ReferenceCentre.aspx">https://www.elitigation.sg/layouts/IELS/Home/ReferenceCentre.aspx</a> | Service is electronic. The parties to be served are to be selected from the eLitigation system          | Fees as set out in Appendix B, Rules of Court |
| 3.  | Send an email to request for SILE Certificate (Form B in the Second Schedule to the Admission Rules) | Before filing the Supporting Affidavit between 30 days of filing OS and 21 days before date fixed for hearing of application for admission  | via email to <a href="mailto:admissions@sile.edu.sg">admissions@sile.edu.sg</a> | <ol style="list-style-type: none"> <li>i. Soft copy of signed Certificate of Diligence</li> <li>ii. Soft copy of signed Practice Training Contract Checklist</li> </ol>  | <ul style="list-style-type: none"> <li>• Please refer to Rule 31 of the Admission Rules for guidance on which form to use</li> <li>• When sending your email, please use as your subject heading, “Certificate of Diligence for AAS of (your name and student number)”</li> </ul>          | Not applicable  | Nil   |

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|-----|--|--|---|---|---|--|--|
| 4.  | File Request for SILE Certificate (Form B in the Second Schedule to the Admission Rules) | After sending a soft copy of Certificate of Diligence (Form D in the Second Schedule to the Admission Rules) and the Practice Training Contact Checklist to SILE | <a href="https://www.elitigation.sg">https://www.elitigation.sg</a> | -   | <ul style="list-style-type: none"> <li>Please refer to Rule 31 of the Admission Rules for guidance on which form to use</li> <li>Please follow the Step-by-step guide to the filing of Admission of Advocate and Solicitor (AAS) documents on the eLitigation website at: <a href="https://www.elitigation.sg/layout/s/IELS/Home/ReferenceCentre.aspx">https://www.elitigation.sg/layout/s/IELS/Home/ReferenceCentre.aspx</a></li> <li>Please check your inbox for a notification from eLitigation that SILE has approved your SILE Certificate</li> </ul>                              | Not applicable   |  |
| 5.  | File the Affidavit for Admission and the Request for Hearing electronically              | After you receive notification that SILE has submitted its certificate in Form B of the Second Schedule to the Admission Rules                                   | <a href="https://www.elitigation.sg">https://www.elitigation.sg</a> | <ol style="list-style-type: none"> <li>Certificate by SILE in Form B(3) in the Second Schedule to the Admission Rules obtained via the eLitigation system</li> <li>in the case of an applicant who wishes to rely on rule 18(2) of the Qualified Persons Rules, a true copy of the order of court admitting and enrolling the applicant as a Malayan practitioner and Form B(2) or B(4) of the Second Schedule to the Admission Rules</li> <li>2 recent certificates of good character in Form C in the Second Schedule to the Admission Rules</li> <li>Certificate(s) of Diligence in one</li> </ol> | <ul style="list-style-type: none"> <li>Please refer to Rule 31 of the Admission Rules for guidance on which form to use</li> <li>Please note that only SILE's certificate (Form B1, B2, B3 or B4) is to be requested electronically through the eLitigation system, and that Forms C &amp; D are to be filed in pdf as attachments to your Affidavit</li> <li>Declaration and Instrument of Admission will be generated electronically</li> <li>Please follow the Step-by-step guide to the filing of Admission of Advocate and Solicitor (AAS) documents on the eLitigation</li> </ul> | Service is electronic. The parties to be served are to be selected from the eLitigation system | Fees as set out in Appendix B, Rules of Court and Section 16(3) of the Act |

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|-----|---------------------------------|---|---|--|---|--|---|
|     |                                 |   |   | of the Forms D in the Second Schedule to the Admission Rules | <p>website at:<br/> <a href="https://www.elitigation.sg/layout/s/IELS/Home/ReferenceCentre.aspx">https://www.elitigation.sg/ layout s/IELS/Home/ReferenceCentre.aspx</a></p> <ul style="list-style-type: none"> <li>A letter stating that as at the date of the letter, AG, SILE or LSS has no objections to your application for admission if your affidavits are in order</li> <li>A Notice of Objection will be filed by the party who has an objection to your application for admission</li> </ul> |  |   |
| 6.  | Amend application               | If there is an error that requires amendment  | <a href="https://www.elitigation.sg">https://www.elitigation.sg</a> | To file an application for leave to amend                    | The prior consent of the AG, SILE and LSS should be obtained  | Service is electronic. The parties to be served are to be selected from the eLitigation system | Fees as set out in Appendix B, Rules of Court |
| 7.  | Collect instrument of admission | A Registrar's Notice will be sent via eLitigation notifying the applicant to collect the instrument of admission between 5 days after the date of hearing of the OS and within one month of the date of hearing | Supreme Court Registry  | Identification card or other identification document         | Collection must be made personally. However, if applicant wishes to appoint someone to collect on the applicant's behalf ("Collector"), an authorisation letter signed by the applicant and stating the name and NRIC number of the Collector is to be provided to the Supreme Court Registry   |  | Fees as set out in Appendix B, Rules of Court |

**IMPORTANT:**  
Please note that this guide is provided to applicants for their easy reference and that it is incumbent upon every applicant to ensure that his/her application meets the requirements prescribed by law, including the Legal Profession Act (Cap. 161), subsidiary legislation enacted under the Legal Profession Act (Cap. 161), including the Legal Profession (Admission) Rules 2011, the Supreme Court Practice Directions as well as any other relevant legislation which may be applicable.