



Singapore
Institute of Legal Education

**Guide to the 2019 Session
of the Foreign Practitioner Examinations**

22 June 2018

Contents

1.	About the Foreign Practitioner Examinations.....	2
2.	Minimum Candidates Requirement and Eligibility to Sit for the Examinations	2
3.	Application Form and Deadline	3
4.	Application and Examination Fees	4
5.	Methods of Payment.....	4
6.	Review of the Director's Decision under Rule 5 of the FPE Rules	4
7.	Examinable Components	5
8.	Standard of the Examinations	6
9.	Dates of the Examinations	6
10.	Preparation for the Examinations	6
11.	Access to LawNet	6
12.	Withdrawal from Sitting for the Examinations	7
13.	Absence from the Examinations.....	7
14.	Candidates with Disabilities.....	7
15.	Results of Examinations	8
16.	Attempting the Examinations Again.....	8
17.	Key Dates at a Glance.....	8

1. About the Foreign Practitioner Examinations

- 1.1. Under section 36B of the Legal Profession Act, a foreign lawyer may apply to the Director of Legal Services for registration to practise in permitted areas of Singapore law in a Joint Law Venture, Qualifying Foreign Law Practice, Licensed Foreign Law Practice or Singapore law Practice.
- 1.2. The requirements to be met by a foreign lawyer for registration under section 36B of the Legal Profession Act are set out in Rule 5 of the Legal Profession (Regulated Individuals) Rules 2015. Under Rule 5(1)(c), one of the requirements is that the foreign lawyer has passed the Foreign Practitioner Examinations conducted by the Institute.
- 1.3. For more information, please refer to the Legal Profession Act (Chapter 161) and the Legal Profession (Regulated Individuals) Rules 2015, both of which are available at <https://sso.agc.gov.sg/>.

2. Minimum Candidates Requirement and Eligibility to Sit for the Examinations

- 2.1. The 2019 session of the Foreign Practitioner Examinations (“the Examinations”) will be held over 4 days from 1 March to 15 March 2019, provided there are at least 10 approved candidates sitting for the Examinations.
- 2.2. The eligibility requirements for a foreign lawyer to sit for the Examinations are set out in Rule 4 of the Legal Profession (Foreign Practitioner Examinations) Rules 2011 (“FPE Rules”).
- 2.3. Under rule 4(3) of the FPE Rules, an application to sit for the Examinations shall not be approved unless, at the time of the application, the applicant:
 - 2.3.1. is a foreign lawyer¹ within the meaning of the Legal Profession Act (rule 4(3)(a));
 - 2.3.2. has attained the age of 21 years (rule 4(3)(b));
 - 2.3.3. is not the subject of any disciplinary proceedings as a solicitor or foreign lawyer in Singapore or elsewhere and has not been previously disciplined for any disciplinary offence (rule 4(3)(c));
 - 2.3.4. is not a party to any criminal or civil proceedings that may lead to disciplinary proceedings being taken against him as a solicitor or foreign lawyer in Singapore or elsewhere (rule 4(3)(d));
 - 2.3.5. is not, as a result of any criminal or civil proceedings against him in Singapore or elsewhere, prohibited from practising law in Singapore or elsewhere or subject to any special conditions in the practice of law (rule 4(3)(e));
 - 2.3.6. has, after becoming a foreign lawyer, been engaged in relevant legal practice or work², in Singapore or elsewhere, in one or more of the permitted areas of legal

¹ Under section 2(1) of the Legal Profession Act, “foreign lawyer” means an individual who is duly qualified or registered to practise law in a state or territory other than Singapore by a foreign authority having the function conferred by law of authorising or registering persons to practise law in that state or territory.

² Under rule (4)(7), “relevant legal practice or work” means: (a) active practice as – (i) a legal practitioner, by whatever name called, in any jurisdiction other than Singapore; or (ii) a foreign lawyer in Singapore; or (b) work

practice in any foreign law, for at least 3 years in the 5 years immediately preceding the date on which the application is made (rule 4(3)(f));

- 2.3.7. is practising in Singapore as a foreign lawyer in a Joint Law Venture, Qualifying Foreign Law Practice, Licensed Foreign Law Practice or Singapore Law Practice, or has received a job offer to practise in Singapore as a foreign lawyer in a Joint Law Venture, Qualifying Foreign Law Practice, Licensed Foreign Law Practice or Singapore Law Practice (being a job offer which may, but need not, be contingent on him passing the Examinations) (rule 4(3)(g)); and
- 2.3.8. is not disentitled from sitting for that session of the Examinations under rule 13(1)(a) (disciplinary proceedings conducted by the Institute) (rule 4(3)(h)).
- 2.4. Under rule 4(6), a foreign lawyer who fails the Examinations on 2 attempts within a period of 5 years must wait out 3 years before he/she can apply to sit for the Examinations again.
- 2.5. A full set of the FPE Rules is available at <https://sso.agc.gov.sg/>.
- 2.6. Applicants must meet the requirements at the time of the application. No prospective applications will be entertained. For example, at the time of the application, an applicant must already have fulfilled the requirement of having been engaged in relevant legal practice or work for at least 3 years under rule 4(3)(f).
- 2.7. The Minister may exempt any foreign lawyer from any of the requirements under rule 4(3)(b) to (h) if the Minister is of the opinion that the foreign lawyer is, by reason of his/her standing and experience or for any other reason, a fit and proper person to be exempted. Please put in your application for the Examinations within the stipulated deadline, and concurrently apply to the Ministry of Law directly for the exemption(s) sought. A copy of your application for exemption should then be extended to the Institute.

3. Application Form and Deadline

- 3.1. An applicant who wishes to sit for the Examinations must complete and submit Form A2019 – *Application for Approval to sit for the 2019 Session of the Foreign Practitioner Examinations*, accompanied by the supporting documents and the non-refundable application fee to the Director of the Examinations.
- 3.2. Form A2019 is available on our website at <http://sile.edu.sg/foreign-practitioner-examinations>.
- 3.3. **Closing Date:** The completed Form A2019, supporting documents and the application and Examination fees must be received by the Institute by **5.00pm on Friday 10 August 2018**.
- 3.4. Applicants are strongly encouraged to submit their applications as early as possible to allow for more time to respond to queries that may be raised during the processing of the application. Applicants should try to avoid leaving the submission of their applications until the closing date.

of a legal nature which is performed as a legal counsel in any corporation or other entity the equity securities of which are listed on the official list of a securities exchange in Singapore or elsewhere.

- 3.5. Enquiries relating to applications to sit for the Examinations should be sent to fpe@sile.edu.sg. As the assessment of applications involves the review of documents and declarations, and priority will be given to processing official applications, the Institute will not be able to entertain any queries in relation to whether a person qualifies to sit for the Examinations unless an official application has been filed.

4. Application and Examinations Fees

- 4.1. An application to sit for the Examinations should be accompanied by (i) a non-refundable application fee of S\$321 (inclusive of 7% GST) and (ii) the Examinations Fee of S\$7,704 (inclusive of 7% GST), **issued in two separate cheques or cashier's orders**. The cheque for the Examination Fee will be deposited upon approval of the applicant's candidature, and is non-refundable. If the applicant's candidature is not approved, the cheque for the Examination Fee will be returned to the applicant.

Non-Refundable Application Fee

- 4.2. Regardless of the outcome of the applicant's eligibility assessment, the application fee is non-refundable. In the case where a candidate obtains approval to sit for the Examinations but the Examinations are not conducted because there are fewer than 10 approved candidates sitting for it, the candidate will not receive a refund of the application fee. However, the candidate's application fee will be waived once should he/she apply to sit for a subsequent session of the Examinations within the next 3 years (i.e. the 2020, 2021 or 2022 sessions).

Non-Refundable Examinations Fee for Approved Candidates

- 4.3. Where the Examinations have been confirmed to proceed, candidates whose applications are approved will not obtain a refund of the Examination Fee if they wish to withdraw from the Examinations.
- 4.4. Candidates will be issued with a Candidate Number prior to the Examinations.

5. Methods of Payment

- 5.1. Payment of the fees to the Institute should be made by a crossed cheque or cashier's order made payable to "SILE". For applications from outside of Singapore, payment of the fees may also be made by demand draft made payable to "SILE".
- 5.2. The Institute does not accept payment by cash for the purpose of the Examinations.

6. Review of the Director's Decision under Rule 5 of the FPE Rules

- 6.1. An applicant whose application to sit for the Examinations has not been approved by the Director of the Examinations may ask for his/her application to be reviewed by the Examinations Review Board within 14 days of receiving notification from the Institute of its decision and upon payment of the fee of S\$214 (inclusive of 7% GST). The time limit specified in the FPE Rules will be strictly followed.
- 6.2. In reviewing the decision of the Director of the Examinations, the Examinations Review Board will only look at the information and documents previously provided to the Institute and relied on by the Director of the Examinations in arriving at the decision. Applicants are

therefore advised to ensure that all relevant information and documents are placed before the Institute within the specified time limits.

6.3. The decision of the Examinations Review Board is final.

7. Examinable Components

7.1. There are 4 examinable components (“Components”) for the Examinations, namely*:

7.1.1. Corporate Practice

Covering company law, insolvency law, joint ventures and take-overs & mergers;

Format:

Paper 1: Multiple-choice questions.

Paper 2: A number of compulsory multiple-issue hypothetical questions.

7.1.2. Commercial Practice

Covering Singapore legal and financial system, contract, property, trusts & equity, intellectual property, tax, competition, arbitration and financial crimes;

Format:

Paper 1: Short questions.

Paper 2: A number of compulsory multiple-issue hypothetical questions.

7.1.3. Corporate Finance

Covering alternative business structures, capital markets and banking;

Format:

Paper 1: Multiple-choice questions.

Paper 2: A number of compulsory multiple-issue hypothetical questions.

7.1.4. Ethics & Professional Responsibility

Covering legal infrastructure, responsibilities to the client, relationship between lawyers, the lawyer and the law practice, maintenance of ethical standards and disciplinary issues, responsibilities to the public and the “spirit” of ethics;

Format:

Paper 1 only: A number of compulsory multiple-issue hypothetical questions.

Each paper is 3 hours long (except for Corporate Finance Paper 1, which is 2 hours long), and is an open-book examination.

* *subject to change*

7.2. The indicative detailed syllabuses and reading lists for each of the Components of the Examinations can be found on our website at <http://sile.edu.sg/foreign-practitioner-examinations>.

Standard of the Examinations

- 7.3. **Standard:** Candidates are expected to demonstrate a solid grounding in corporate and commercial practice, and a working (rather than specialist) knowledge in selected aspects of topics such as trust, property, arbitration, intellectual property and financial crimes. In assessing whether a candidate meets the requisite standard, his/her overall performance in the entire Examinations will be reviewed. Candidates will be expected to demonstrate a level of competence commensurate with a junior partner in a reputable Singapore law practice.
- 7.4. **Practical Skills:** The Examinations will also test candidates' practical skills in problem-solving, legal analysis, factual analysis and communication in the context of multi-issue scenarios that may be encountered in the course of commercial practice.
- 7.5. **Focus on Singapore Law:** It is expected that a candidate will demonstrate a knowledge of Singapore law sufficient to function in a commercial practice in Singapore. While candidates may draw on their own education and experience in other jurisdictions, in the final analysis, what counts is the ability to understand and apply the law of Singapore.
- 7.6. **English Fluency:** There are no pre-requisite English language requirements for sitting for the Examinations. However, it is expected that the candidates will demonstrate a high level of fluency in written English.
- 7.7. **Open-Book Format:** The Examinations will be held in open-book format. Candidates can use a digital device to retrieve pre-prepared notes and materials, subject to the Guidelines on the Use of Digital Devices.

8. Dates of the Examinations

- 8.1. The 2019 session of the Foreign Practitioner Examinations will be held over 4 days between 1 – 15 March 2019. Successful applicants will be notified of the finalised examination dates in due course.
- 8.2. Every candidate must sit for all 4 Components of the Examinations before he/she may be awarded a pass in the Examinations. Therefore, if a candidate is absent from any Component of the Examinations, he/she will not be awarded a pass in the Examinations.
- 8.3. There will be no exemption from any of the Components of the Examinations.

9. Preparation for the Examinations

- 9.1. Candidates should prepare for the Examinations by way of self-study and research with reference to the indicative syllabuses and reading lists available on our website at <http://sile.edu.sg/foreign-practitioner-examinations>.
- 9.2. The Institute has not accredited any institution or service provider to conduct preparatory courses for the Examinations.

10. Access to LawNet

- 10.1. To assist candidates in their preparation for the Examinations, the Institute has arranged for candidates to receive a LawNet account for the period from September 2018 until the end of

the Examinations. LawNet can be accessed at www.lawnet.com.sg. The LawNet Secretariat will send candidates the details of the accounts by e-mail.

11. Withdrawal from Sitting for the Examinations

- 11.1. A candidate who is unable to take the Examinations (or any Component thereof) should notify the Institute in writing of the intention to withdraw from the Examinations. A candidate who fails to do so before the commencement of the Examinations, and is absent from the Examinations, will be deemed to have failed the Examinations. This has implications for candidates who might wish to take the Examinations again in future.
- 11.2. Withdrawal from sitting for the Examinations means withdrawal from all Components of the Examinations. Candidates are not allowed to withdraw from sitting for selective Components of the Examinations.

12. Absence from the Examinations

- 12.1. A candidate who is absent from the Examinations (or any Component thereof) will be deemed to have failed unless the Institute has received the candidate's written notice of his/her intention to withdraw from the Examinations prior to the commencement of the Examinations. Absence for any Component of the Examinations will result in a failure of the Examinations. As such, the Institute may disallow a candidate who was absent for a Component of the Examinations from taking subsequent Component(s) of the Examinations.
- 12.2. A candidate who has extenuating circumstances for being absent from the Examinations (or any Component thereof) and for not complying with the requirements of the above subparagraph, should send a notice to the Institute setting out the full details of such extenuating circumstances. The notice must be received by the Institute within 7 days of the end of the Examinations.
- 12.3. The Institute will consider such extenuating circumstances and decide whether the absence will be regarded as a deemed failure. If the absence is not regarded as a deemed failure, the candidate will not be deemed to have attempted the Examinations before for the purposes rule 4(6) of the FPE Rules of determining his/her eligibility to apply to sit for subsequent Examinations.

13. Candidates with Disabilities

- 13.1. A candidate who has an existing medical condition necessitating special arrangements during the Examinations must submit a written request to the Director of the Examinations on or before Friday 18 January 2019.
- 13.2. The request must state clearly the medical condition and the requirements during the examinations and must be supported by recent and relevant certification by a Singapore registered medical specialist (or a registered medical specialist from candidate's home country if the candidate is not based in Singapore) who is recognised by the Singapore Medical Council (or its equivalent in candidate's home country). Supporting documents issued by a medical specialist from candidate's home country must be in English (or translated into English in a form acceptable to the Institute). The Institute reserves the right to reject any certification it deems irrelevant or inadequate, or not recognised, and may impose any conditions on the candidate as it deems appropriate. The Institute may require the candidate

to attend a medical review by a medical specialist specified by the Institute. The candidate will have to bear the costs of such a medical review, and consent to the Institute receiving a medical report from the medical specialist on his/her condition. A candidate may also be required to bear the costs of any special arrangements extended to him/her.

- 13.3. The certification should be made within 6 months before the commencement of the Examinations.

14. Results of Examinations

- 14.1. The Institute will endeavour to release the results of the Examinations as soon as possible following the Examinations.
- 14.2. A candidate who has failed in the Examinations may apply for a review of his/her answer scripts by the Examinations Review Board.
- 14.3. An application for review shall be made in writing within 1 month from the date the Institute announces the results of the Examinations. The application should be accompanied by a review fee of S\$535 (inclusive of 7% GST).
- 14.4. The Examinations Review Board will review the candidate's answer scripts afresh to see if the candidate meets the standard required for a pass in the Examinations. The Examinations Review Board may, but is not obliged to, call the candidate for an oral examination if the Examinations Review Board deems that the circumstances warrant it.
- 14.5. If the candidate is awarded a pass in the Examinations following the review, the Examinations Review Board may order that the review fee be refunded to the candidate.
- 14.6. The decision of the Examinations Review Board is final.

15. Attempting the Examinations Again

- 15.1. Candidates who fail the 2019 session of the Foreign Practitioner Examinations may apply to sit for a subsequent session of the Foreign Practitioner Examinations in accordance with the applicable rules and guidelines in force at that time.
- 15.2. The next session of the Foreign Practitioner Examinations is expected to be conducted in the March/April 2020. Candidates will have to sit for all Components of the Examination again even if they have passed one or more Components in the 2019 Examinations.

16. Key Dates at a Glance

- 16.1. The key dates for the 2019 session of the Foreign Practitioner Examinations are as follows:

Event	Date
Commencement of Application to Sit for the Examinations	22 June 2018
Closing Date for Submission of Form A2019 and Payment of Application and Examination Fees	10 August 2018
Last day for Candidates to advise of disability	18 January 2019

Event	Date
Examination Dates	Dates to be Finalised: Between 1 - 15 March 2019. <i>(Successful applicants will be notified of the finalised examination dates in due course).</i>
Tentative period for release of Results of Examinations	Week of 16 July 2019

The information in this guide is correct as at 22 June 2018.