

**CHANGE IN THE MANNER OF SERVING THE APPROVED PRACTICE TRAINING PERIOD  
PURSUANT TO RULE 41(2) OF THE LEGAL PROFESSION (ADMISSION) RULES 2024**

**CHANGE IN SUPERVISOR IN QUALIFYING ENTITY**

<b>Section A – Practice Trainee</b>			
A1	Name of Practice Trainee (Full name as per NRIC / FIN)		
A2	Part B Candidate No.		
A3	Name of Qualifying Entity		
A4	Qualifying Entity UEN No.		
<b>Section B – Previously Approved Supervisor (“Outgoing Supervisor”)</b>			
B1	Name of Outgoing Supervisor (as per Practising Certificate)		AAS No.
B2	Confirmed start date of Practice Training Period		
B3	Last day of supervised training with Outgoing Supervisor		
<b>Section C – New Supervisor</b>			
C1	Name of New Supervisor (Full name as per Practising Certificate)		AAS No.
C2	Business Email Address of New Supervisor		
C3	Number of practice trainees under concurrent supervision (including the Practice Trainee stated in <b>Section A</b> )		

C4	<p>(a) The supervisor has a total of not less than 5 out of 7 years in full time employment with the Qualifying Entity.<sup>1</sup></p> <p>(b) The supervisor has in force a Practising Certificate for a total of not less than 5 out of the 7 years immediately preceding the date of starting his or her supervision of the Practice Trainee.<sup>2</sup></p> <p>(c) The supervisor has a combination of (a) and (b) above.<sup>3</sup></p>				
C5	Number of qualified lawyers who are handling Singapore law-related work in the in-house legal department of the Qualifying Entity (inclusive of the Supervisor) <sup>4</sup>	1	2	3	>3
C6	Names of the two other individuals, apart from the Supervisor, who are admitted to practise law either in Singapore or in another state or territory.	1.		<i>State/ territory</i>	
		2.		<i>State/ territory</i>	
<b>Section D – Reason(s) for the Change</b>					
Reason(s) for the change in the manner of serving the Practice Training Period					

<sup>1</sup> To provide a letter of confirmation issued by the Qualifying Entity addressed to SILE and endorsed by the Authorised representative of the Qualifying Entity other than the Supervisor.

<sup>2</sup> To provide Supervisor's Practising Certificates.

<sup>3</sup> To provide both supporting documents for C4(a) and C4(b)

<sup>4</sup> Please refer to Rule 37(2) of the Admission Rules.

## ANNEX A

### SUPPORTING DOCUMENT CHECKLIST

*Documents required for application for approval of a change in the manner of serving the practice training period. Submit the following documents along with this Form:*

- Updated In-House Practice Area Checklist endorsed by the Outgoing Supervisor of the Qualifying Entity
- Annex A – Supporting Document Checklist
- Annex B - Confirmation by the New Supervisor
- Annex C - Notification and Request by the Practice Trainee to change the manner of serving the Practice Training Period
- Letter of confirmation issued by the Qualifying Entity addressed to SILE and endorsed by the Authorised representative of the Qualifying Entity other than the Supervisor (if applicable)

#### **For Official Use Only**

Based on the information provided, the Institute has approved the Practice Trainee's change in manner of serving the Practice Training Period.

Name of Approver:

Designation:

For the Singapore Institute of Legal Education

Date of Approval:

## ANNEX B

### Confirmation by the New Supervisor

I am duly authorised to on behalf of the Qualifying Entity and have the necessary authority to make the following confirmation and to provide supervised training in relation to the practice of Singapore law to the Practice Trainee pursuant to Rule 39(2) of the Legal Profession (Admission) Rules 2024 (“**Admission Rules**”). I confirm that: -

1. The Qualifying Entity fulfils the requirements to be a qualifying entity pursuant to Rule 36 of the Admission Rules.
2. I fulfil the requirements to be a supervisor in a qualifying entity for a Practice Trainee pursuant to Rule 37 of the Admission Rules.
3. I am able to fulfil my responsibilities as a supervisor in the Qualifying Entity pursuant to Rule 38 of the Admission Rules.
4. I have met or able to meet all relevant requirements specified by the Institute in the Practice Training Period Guidelines 2024.
5. I give consent to the Institute to provide the information contained in this form to the relevant stakeholders for the purpose of registering and approving the Practice Training Contract.
6. I shall inform the Institute if there is any change to the manner of serving the Practice Training Period with the Qualifying Entity as soon as possible and no later than 2 weeks after the change. I acknowledge that failure to provide notification may result in the period served under the unregistered manner not being counted towards the Practice Training Period.
7. I shall inform the Practice Trainee and the Institute immediately if, for any reason, I fail to meet the requirements to be a supervisor at the Qualifying Entity during any part of the Practice Training Period.
8. I shall inform the Institute if there is any change to the manner of serving the Practice Training Period.

Signature:

Name of New Supervisor  
as per Practising Certificate:

Date:

## **ANNEX C**

### **Notification and Request by the Practice Trainee to change the manner of serving the Practice Training Period.**

I am seeking approval from the Institute to change the manner of serving the Practice Training Period, pursuant to Rule 41(2) of the Legal Profession (Admission) Rules 2024.

Signature:

Name of Practice Trainee  
as per NRIC / FIN:

Date: