

**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 COVERING LAW PRACTICE**

<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 Approved Singapore Law Practice		
<b>Section B – Previously Approved Covering Law Practice (“Outgoing Covering Law Practice”)</b>			
B1	Name of Outgoing Covering Law Practice		
B2	Practice Training Provided by Outgoing Covering Law Practice	<b>Secondary Seat</b>	
		Advocate Seat	
		Solicitor Seat	
		<b>Additional Secondary Seat (optional)</b>	
		Advocate Seat	
		Solicitor Seat	
<b>Section C – New Covering Law Practice</b>			
C1	Name of New Covering Law Practice		
C2	Name of New Covering Supervisor (Full name as per Practising Certificate)		AAS No.
C3	Business Email Address of New Covering Supervisor		

C5	List the start and end dates of the Practising Certificates to ensure that the total period covers not less than 5 out of the 7 years immediately preceding the date of supervision of the Practice Trainee. <sup>1</sup>	From: _____ To: _____ From: _____ To: _____ From: _____ To: _____ From: _____ To: _____ From: _____ To: _____ From: _____ To: _____ From: _____ To: _____
C6	Does the New Covering Supervisor hold a Practising Certificate registered under Section 36E of the Legal Profession Act 1996 for the duration of the supervision of the Practice Trainee?	Yes                      No
C7	If you indicate <b>[Yes]</b> in C6, is the New Covering Supervisor eligible and registered to practise Singapore law? You may select Not Applicable if you indicate <b>[No]</b> in C6.	Yes                      No                      Not Applicable
C8	Practice Training Provided by the New Covering Law Practice	<b>Secondary Seat</b>
		Advocate Seat
		Solicitor Seat
		<b>Additional Secondary Seat (optional)</b>
		Advocate Seat  Solicitor Seat
<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 the New Covering Supervisor’s valid practising certificates as listed.

## 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:*

- Annex A – Supporting Document Checklist
- Annex B - Confirmation by the New Covering Supervisor
- Annex C - Notification and Request by the Practice Trainee to change the manner of serving the Practice Training Period.
- Supervisor's valid Practising Certificates

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

Based on the information provided, the Institute has approved the Practice Trainee's change in the 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 Covering Supervisor**

I hereby agree to provide supervised training in relation to the practice of Singapore law to the Practice Trainee named herein pursuant to Rule 35(2) of the Legal Profession (Admission) Rules 2024, and I confirm that: -

1. I have in force a Practising Certificate for a total of not less than 5 out of the 7 years immediately preceding the date of commencement of supervision of the Practice Trainee and I undertake that I will be in active practice for the duration of the supervision.
2. I have reviewed the selected Practice Area Checklists for the specified Secondary Seats, and I am able to expose and provide adequate training to the Practice Trainee such that he / she can fulfil the same.
3. I will assist the Supervising Solicitor in performing Training Review(s) with the Practice Trainee and will consult with the Supervising Solicitor regularly to provide timely updates on the Practice Trainee's progress. This is to ensure the completion of the Practice Area Checklist(s) for the Secondary Seat and the Training Review Form.
4. I confirm that I have read and understood the responsibilities of a Covering Supervisor set out in the Practice Training Period Guidelines 2024 issued by the Institute.
5. I give consent to the Institute to provide the information contained in this letter to the relevant stakeholders for the purpose of registering and approving the Practice Training Contract.
6. I shall inform the Practice Trainee and the Institute immediately if, for any reason, I fail to meet the requirements to be a Covering Supervisor during any part of the Practice Training Contract.

Signature:

Name of Covering 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: