

**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 QUALIFYING ENTITY**

<b>Section A – Practice Trainee</b>		
A1	Name of Practice Trainee (Full name as per NRIC / FIN)	
A2	Part B Candidate No.	
<b>Section B – Approved Qualifying Entity (“Outgoing Qualifying Entity”)</b>		
B1	Name of Outgoing Qualifying Entity	
B2	UEN No.	
B3	Confirmed start date of Practice Training Period at Outgoing Qualifying Entity	
B4	Last day of training at Outgoing Qualifying Entity	
B5	Total Number of Non- Training Day(s) taken <sup>1</sup>	
<b>Section C - New Qualifying Entity</b>		
C1	Name of New Qualifying Entity	
C2	UEN No.	
C3	New start date of Practice Training Period at New Qualifying Entity	
C4	Intended duration <sup>2</sup>	

<sup>1</sup> Please refer to Part 7 of the Practice Training Period Guidelines 2024 for more information on Non-Training Days.

<sup>2</sup> Practice trainees who wish to gain exposure to work in an in-house legal department can do so for up to 3 months in the in-house legal department of a qualifying entity.

<b>Section D - New Supervisor</b>			
D1	Name of New Supervisor (Full name as per Practising Certificate)		
D2	AAS No. of New Supervisor		
D3	Business Email Address of New Supervisor		
D4	(a) The supervisor has a total of not less than 5 out of 7 years in full time employment with the Qualifying Entity. <sup>3</sup> (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>4</sup> (c) The supervisor has a combination of (a) and (b) above. <sup>5</sup>		
D5	Total number of practice trainees under concurrent supervision (inclusive of the Practice Trainee stated in Section A)		
D6	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>6</sup>		
D7	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 E – Reason(s) for the change in the manner of serving the Practice Training Period.</b>			
Reason(s) for the change in the manner of serving the Practice Training Period			

<sup>3</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>4</sup> To provide Supervisor's Practising Certificates.

<sup>5</sup> To provide both supporting documents for D4(a) and D4(b)

<sup>6</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:*

- Certificate of Diligence issued by the Outgoing Law Practice
- Updated In-House Practice Area Checklist endorsed by the Supervisor of the Outgoing Qualifying Entity
- Letter of Termination of Practice Training Period issued by the Outgoing Qualifying Entity (Endorsed by the Supervisor of the Outgoing Qualifying Entity). Refer to the Institute's website under Relevant Forms for the template of the Termination Letter.
- Annex A – Supporting Document Checklist
- Annex B - Confirmation by the New Supervisor of the Qualifying Entity
- Annex C - Notification and Request by the Practice Trainee to change the manner of serving the Practice Training Period
- Supervisor's valid Practising Certificates (if applicable)
- 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 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 Supervisor

I am duly authorised to on behalf of the Qualifying Entity and have the necessary authority to make the following confirmation and to register the following Practice Training Contract (“**PTC**”) 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 Contract.
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(b) read with Rule 41(2) of the Legal Profession (Admission) Rules 2024.

Signature:

Name of Practice Trainee  
as per NRIC / FIN:

Date: