

**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 SINGAPORE LAW PRACTICE**

<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 Singapore Law Practice (“Outgoing Law Practice”)</b>		
B1	Name of Outgoing Law Practice	
B2	Confirmed start date of Practice Training Period at Outgoing Law Practice	
B3	Last day of training at Outgoing Law Practice	
B4	Total Number of Non-Training Day(s) taken <sup>1</sup>	
<b>Section C - New Law Practice</b>		
C1	Name of New Law Practice	
C2	Start date of Practice Training Period at New Law Practice	
<b>Section D - New Supervising Solicitor</b>		
D1	Name of New Supervising Solicitor (Full name as per Practising Certificate)	
D2	AAS No. of New Supervising Solicitor	
D3	Business Email Address of New Supervising Solicitor	

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

D4	Number of practice trainees under concurrent supervision (including the Practice Trainee stated in <b>Section A</b> )		
D5	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>2</sup>	From: From: From: From: From: From: From:	To: To: To: To: To: To: To:
D6	Does the Supervising Solicitor hold a Practising Certificate registered under Section 36E of the Legal Profession Act 1996 for any duration of the Practice Training Period? <sup>3</sup>  <i>(If yes, please complete Section D7)</i>	Yes	No
D7	If you indicate <b>[Yes]</b> in D6, is the Supervising Solicitor eligible and registered to practise Singapore law? You may select Not Applicable if you indicate <b>[No]</b> in D6.	Yes	No      Not Applicable
<b>Section E – Practice Training Plan</b>			
E1	Does the Practice Trainee intend to continue with the approved training plan at the New Law Practice? If <b>[YES]</b> is selected, please skip Section E2.	Yes	No

<sup>1</sup>To provide the Supervisor's valid practising certificates as listed.

<sup>3</sup> Please refer to S36E of the Legal Profession Act 1966 and check against the latest Practising Certificate (PC) of the Supervising Solicitor. Select "Yes" only if the PC is registered under S36E as stated accordingly in the Practising Certificate.

E2	If <b>[NO]</b> is selected in E1, please complete Annex B of this form to specify the change(s) in Seat(s) and/or Practice Area(s). <sup>4</sup>	
E3	<p>Does the New Law Practice intend to arrange for the Practice Trainee to be exposed to a Secondary Seat in another law practice (“Covering Law Practice”)?<sup>5</sup></p> <p>If <b>[YES]</b> is selected, please submit Form REG-CLP along with this form.</p>	<p style="text-align: center;">Yes      No</p>
E4	<p>Does the Practice Trainee intend to undertake practice training in an in-house legal department of a qualifying entity?</p> <p>If <b>[YES]</b> is selected, please submit Form REG-QE along with this form.</p>	<p style="text-align: center;">Yes      No</p>
<b>Section F – 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>4</sup> If a Practice Trainee changes the Core Seat and/or Secondary Seat(s) to different Practice Areas, the previously approved Practice Area Checklists will become invalid, and tasks completed under those checklists will not count towards the fulfilment of the Practice Training Period. The Practice Trainee must complete the newly selected Practice Area Checklists within the remaining duration of the Practice Training Period. However, General Practice Training Checklists can be carried forward and completed at the New Law Practice, regardless of any changes to the Core or Secondary Seats.

<sup>5</sup> A law practice that cannot provide both types of Seats and in different Practice Areas can arrange for its practice trainee to be exposed to a Secondary Seat in a Covering Law Practice. Refer to Part 6 of the Practice Training Period Guidelines 2024 for more information on Covering Law Practices.

## 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 General Practice Training Checklist endorsed by the Outgoing Supervising Solicitor
- Updated Core Seat Practice Area Checklist endorsed by the Outgoing Supervising Solicitor
- Updated Secondary Seat(s) Practice Area Checklist(s) endorsed by the Outgoing Supervising Solicitor
- Letter of Termination of Practice Training Period issued by the Outgoing Singapore Law Practice. Refer to the Institute's website under Relevant Forms for the template of the Termination Letter.
- Annex A – Supporting Document Checklist
- Annex B (if applicable)<sup>5</sup>
- Annex C - Confirmation by the New Singapore Law Practice
- Annex D - Confirmation by the New Supervising Solicitor
- Annex E - Notification and Request by the Practice Trainee to change the manner of serving the Practice Training Period.
- Completed Covering Law Practice Registration Form [Form REG-CLP] (if applicable)<sup>6</sup>
- Completed Practice Training Contract with Qualifying Entity Registration Form [Form REG-QE] (if applicable)<sup>7</sup>
- Supervisor's valid Practising Certificates

<sup>5</sup> Annex B is not required if you have selected "YES" in Section E1.

<sup>6</sup> Covering Law Practice Registration Form is not required if you have selected "NO" in Section E3.

<sup>7</sup> Practice Training Contract with Qualifying Entity Registration Form is not required if you have selected "NO" in Section E4.

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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

### Change(s) in Seat(s) and/or Practice Area(s)

<b>Core Seat in the Approved Outgoing Law Practice</b>	
1.	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat
<b>New Core Seat in the New Singapore Law Practice</b>	
2.	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat
<b>Secondary Seat(s) in the Approved Outgoing Law Practice</b>	
3.	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat
<b>New Secondary Seat(s) in the New Singapore Law Practice</b>	
4.	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat
<b>Additional Secondary Seat in the Approved Outgoing Law Practice (if applicable)</b>	
5.	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat  <input type="checkbox"/> Not Applicable
<b>New Additional Secondary Seat in the New Singapore Law Practice (if applicable)</b>	
6.	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat  <input type="checkbox"/> Not Applicable

#### Instructions:

To complete **Annex B**, indicate the current approved seat and the new seat for both Core and Secondary seats using the drop-down menus. If there is no change in the approved Core or Secondary seat, simply re-select the approved seat and practice area in the "New Seat" section to confirm that it remains the same. If you did not select any additional Secondary Seat, please indicate 'Not Applicable'.

## **ANNEX C**

### **Confirmation by the New Singapore Law Practice**

The New Singapore Law Practice hereby applies to register the Practice Training Contract to provide supervised training in relation to the practice of Singapore law to the Practice Trainee named herein pursuant to Rule 39(1) of the Legal Profession (Admission) Rules 2024.

On behalf of the New Singapore Law Practice,

1. We confirm that the New Supervising Solicitor is in active practice and will 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.
2. We confirm that we have reviewed the Practice Area Checklists for the selected Seats, and we are able to expose and provide adequate training to the Practice Trainee such that he / she can fulfil the same.
3. We confirm that the New Supervising Solicitor will perform his / her responsibilities as stated in the Practice Training Period Guidelines 2024 issued by the Institute.
4. We shall inform the Institute if there is any change to the manner of serving the Practice Training Period as soon as possible and no later than 2 weeks after the change. We acknowledge that failure to provide notification may result in the period served under the unregistered manner not being counted towards the Practice Training Period.
5. We shall inform the Practice Trainee and the Institute immediately if, for any reason, the New Supervising Solicitor fails to meet the requirements to be a supervising solicitor during any part of the Practice Training Period.
6. We 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.

Signature:

Full name as per NRIC:

Designation:

Date:

## **ANNEX D**

### **Confirmation by the New Supervising Solicitor**

I hereby agree to provide supervised training in relation to the practice of Singapore law to the Practice Trainee named herein pursuant to Rule 39(1) of the Legal Profession (Admission) Rules 2024, and I confirm that: -

1. I will 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 General Practice Training Checklists and the selected Practice Area Checklists for the specified 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 remain responsible for the supervised training of the Practice Trainee even if he / she is not directly trained by me, including any period during which the Practice Trainee is rotated to a Covering Law Practice (if any).
4. I will conduct a review session every three calendar months and shall submit the Training Review Form(s). I will inform the Practice Trainee whether he / she will be retained by the Law Practice pursuant to the Practice Training Period Guidelines 2024 issued by the Institute.
5. I shall inform the Institute if there is any change to the manner of serving the Practice Training Period 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.
6. I have read and understood the responsibilities of a Supervising Solicitor set out in the Practice Training Period Guidelines 2024 issued by the Institute.
7. I give consent to the Institute to provide the information contained herein to the relevant stakeholders for the purpose of registering and approving the Practice Training Contract.

Signature:

Name of New Supervising Solicitor  
as per Practising Certificate:

Date:



**ANNEX E**

**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: