

**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 SEAT(S) AND/OR PRACTICE AREA(S) WITHIN AN APPROVED 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 Supervising Solicitor</b>	
A3	Name of Approved Singapore Law Practice
A4	Name of Supervising Solicitor (Full name as per Practising Certificate)
A5	AAS No. of Supervising Solicitor
<b>Section B – Change(s) in Seat(s) and/or Practice Area(s)</b>	
<b>Approved Core Seat</b>	
B1	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat
<b>Approved Secondary Seat(s)</b>	
B2	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat
<b>Approved Additional Secondary Seats (if applicable)<sup>1</sup></b>	
B3	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat  <input type="checkbox"/> Not Applicable

<b>New Core Seat</b>	
B4	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat
<b>New Secondary Seat</b>	
B5	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat
<b>Additional New Secondary Seats (if applicable)<sup>1</sup></b>	
B6	<input type="checkbox"/> Advocate Seat  <input type="checkbox"/> Solicitor Seat
<b>Section C – Covering Law Practice</b>	
Does the Singapore Law Practice intend to arrange for the Practice Trainee to be exposed to the Secondary Seat in another law practice (“Covering Law Practice”)? <sup>2</sup>  If <b>[YES]</b> is selected, complete and submit the Covering Law Practice Registration Form.	Yes                  No
<b>Section D – Reason(s) for the Change</b>	
Reason(s) for the change in the manner of the practice training period	

**Instructions:**

To complete **Section B**, indicate the current approved seat and the new seat for both core and secondary seats, if applicable, using the drop-down menus. If no change is required for an 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.

<sup>1</sup> If you did not select any additional secondary seat when registering your practice training contract, please indicate 'Not Applicable'

<sup>2</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:*

- Annex A – Supporting Document Checklist
- Annex B - Confirmation by the Approved Singapore Law Practice, Approved Supervising Solicitor, Practice Trainee
- Completed Covering Law Practice Registration Form [Form REG-CLP] (if applicable)<sup>3</sup>

#### **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:

<sup>3</sup> Covering Law Practice Registration Form is not required if you have selected "NO" in Section C.

## **ANNEX B**

### **Confirmation by the Approved Singapore Law Practice and Supervising Solicitor**

1. We confirm that we have reviewed the Practice Area Checklists for the New Seat(s) and/or New Practice Area(s) stated above and we are able to expose and provide adequate training to the Practice Trainee such that he / she can fulfil the same.
2. We shall inform the Institute if there is any change to the manner of serving the Practice Training Period.

Signature:

Signature:

Full name as per NRIC:

Name of Supervising Solicitor as  
per Practising Certificate:

Designation:

Date:

Date:

### **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: