

**REGISTRATION AND APPROVAL OF PRACTICE TRAINING CONTRACT WITH QUALIFYING ENTITY
PURSUANT TO RULE 39(2) OF THE LEGAL PROFESSION (ADMISSION) RULES 2024.**

A	Qualifying Entity¹			
A1	Name of Qualifying Entity			
A2	UEN No.			
B	Supervisor²			
B1	Name of Supervisor (Full name as per NRIC / FIN)			AAS No.
B2	Business Email Address of Supervisor			
B3	<p>(a) The supervisor is an advocate and solicitor who, 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, is in full-time employment in the legal department of a qualifying entity.³</p> <p>(b) The supervisor is an advocate and solicitor who, 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, has in force a practising certificate.⁴</p> <p>(c) The supervisor has a combination of (a) and (b) above.⁵</p>			
B4	Number of Practice Trainees under concurrent supervision (including the Practice Trainee stated in Section C) ⁶			
B5	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)	1	2	3 >3

¹ Please refer to Rule 36 of the Legal Profession (Admission) Rules 2024 (“Admission Rules”) for eligibility to be a qualifying entity.

² Please refer to Rule 37 of the Admission Rules for eligibility to be a supervisor in a qualifying entity.

³ The supervisor may have accumulated 5 years of full-time employment in the legal departments of one or more qualifying entities within the seven years immediately preceding the date of starting the supervision of the practice trainee.

⁴ To provide Supervisor’s Practising Certificates.

⁵ To provide both supporting documents for B3(a) and B3(b).

⁶ Please refer to Rule 37(2) of the Admission Rules.

B6	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>
C	Practice Trainee		
C1	Name of Practice Trainee (Full name as per NRIC / FIN)		
C2	Part B Candidate No.		
D	Practice Training Period		
D1	Practice Training Period Commencement Date		
D2	Intended duration of Practice Training Period in the Qualifying Entity ⁷		

Please submit the following documents together with the Registration Form:

1. Annex A : Confirmation by the Supervisor of the Qualifying Entity
2. Annex B : Request for Approval by the Practice Trainee
3. Supervisor's valid Practising Certificates (if applicable)
4. Letter of Confirmation issued by the Qualifying Entity as stated in Section A of this form addressed to SILE and endorsed by the authorised representative of the Qualifying Entity (other than the Supervisor) confirming the Supervisor's eligibility under Rule 37 of the Legal Profession (Admission) Rules 2024⁸.
5. A letter of confirmation issued by the previous Qualifying Entity, addressed to SILE, and endorsed by an authorised representative of the Qualifying Entity (other than the Supervisor) should be provided in support of Section B3(a) of this form, if applicable⁸.

For Official Use Only

Based on the information provided:

- a. The Institute has approved the Practice Trainee's manner of serving the Practice Training Period with the Qualifying Entity.
- b. The Practice Training Contract has been registered.

Name of Approver:

Designation:

for Singapore Institute of Legal Education

Date of Approval:

⁷Practice 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.

⁸A template for the letter of confirmation is available for download on our website.

ANNEX A

Confirmation by the Supervisor of the Qualifying Entity

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 named below 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 Supervisor
as per NRIC / FIN:

Date:

ANNEX B

Request for Approval by the Practice Trainee

I am seeking approval from the Institute regarding the manner in which I intend to fulfil my Practice Training Period, pursuant to Rule 39(2) of the Legal Profession (Admission) Rules 2024.

Signature:

Name of Practice Trainee
as per NRIC / FIN:

Date: