

REGISTRATION AND APPROVAL OF PRACTICE TRAINING CONTRACT IN A SINGAPORE LAW PRACTICE PURSUANT TO RULE 39(1) OF THE LEGAL PROFESSION (ADMISSION) RULES 2024

A	Singapore Law Practice		
A1	Name of Singapore Law Practice		
B	Supervising Solicitor		
B1	Name of Supervising Solicitor (Full name as per Practising Certificate)		AAS No.
B2	Business Email Address of Supervising Solicitor		
B3	Number of Practice Trainees under concurrent supervision (including the Practice Trainee stated in Section C)		
B4	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 ¹	From: From: From: From: From: From:	To: To: To: To: To: To:
B5	Does the Supervising Solicitor hold a Practising Certificate registered under Section 36E of the Legal Profession Act 1966 for any duration of the Practice Training Period? ² <i>(If yes, please complete Section B6)</i>	Yes	No

¹ To provide the Supervising Solicitor's valid Practising Certificates as listed. In accordance with Section 25(5) of the Legal Profession Act 1966, any Practising Certificate issued in April is deemed valid from 1 April of that year. Therefore, if the Practising Certificate is dated within the month of April, please enter "1 April" as the starting date.

² 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.

B6	If you indicate [Yes] in B5, is the Supervising Solicitor eligible and registered to practise Singapore law? You may select Not Applicable if you indicate [No] in B5.	Yes	No	Not Applicable
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 ³			
E	Practice Training Plan			
E1	Core Seat	Advocate Seat ⁴ Solicitor Seat ⁴		
E2	Secondary Seat	Advocate Seat ⁴ Solicitor Seat ⁴		
E3	Additional Secondary Seat (Optional)	Advocate Seat ⁴ Solicitor Seat ⁴		

³ Practice Training Period commencement date and end date cannot fall on Saturdays, Sundays, or Singapore public holidays.

⁴ Practice Trainee must be rotated to at least 2 different practice areas for each of the seats. Family Law and Intellectual Property Law are available as both Advocate and Solicitor seats. For the purpose of seat rotation, a Practice Trainee cannot be assigned to Family Law or Intellectual Property Law alone for both Advocate and Solicitor seats.

E4	Do you intend to arrange for the Practice Trainee to be exposed to a Secondary Seat in another law practice (“Covering Law Practice”)? ⁵ <i>(If yes, please complete Section F and submit Form REG-CLP with this form)</i>	Yes	No
E5	Does the Practice Trainee intend to serve the Practice Training Period in an in-house legal department at a qualifying entity? <i>(If yes, please complete Section G and submit Form REG-QE with this form)</i>	Yes	No
F	Covering Law Practice (If applicable)		
F1	Name of Covering Law Practice		
F2	Name of Covering Supervisor as per Practising Certificate ⁶		AAS No.
F3	Business Email Address of Covering Supervisor		
Additional Covering Law Practice (Optional)* <i>*If not applicable, please leave the section on Additional Covering Law Practice blank.</i>			
F4	Name of Covering Law Practice (if applicable)		
F5	Name of Additional Covering Supervisor		AAS No.
F6	Business Email Address of Additional Covering Supervisor		

⁵ 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 another law practice (“Covering Law Practice”).

⁶ The Supervising Solicitor remains responsible for the training of the Practice Trainee, ensuring that the quarterly feedback is done, and completing the relevant checklists in consultation with the Covering Supervising Solicitor.

G	Practice Training in an in-house legal department (If applicable)⁷ <i>Please state the qualifying entity if the Practice Trainee intends to undertake their practice training in an in-house legal department of a qualifying entity</i>	
G1	Registered Name of Qualifying Entity	
G2	UEN No.	
G3	Intended Duration ⁸	
<p>Important Notice: If you have listed an in-house legal department as one of the Solicitor Seats, <u>the supervisor of the qualifying entity must submit a separate Practice Training Contract (PTC) for registration and approval.</u> You may download the PTC Registration and Approval Form for qualifying entity from the Institute's website.</p>		

Please submit the following documents together with the Registration Form:

1. Annex A : Confirmation by the Singapore Law Practice
2. Annex B : Confirmation by the Supervising Solicitor
3. Annex C : Request for Approval by the Practice Trainee
4. Supervising Solicitor's valid Practising Certificates listed in Section B4.

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Based on the information provided:

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

Name of Approver:

Designation:

for Singapore Institute of Legal Education

Date of Approval:

⁷ If you have indicated an in-house legal department as one of the Solicitor Seats, the Practice Trainee can do so for up to 3 months in the in-house legal department of a qualifying entity.

⁸ 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.

ANNEX A

Confirmation by the Singapore Law Practice

The 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 Singapore Law Practice,

1. We confirm that the 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 specified Seats stated above 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 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 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 herein to the relevant stakeholders for the purpose of registering and approving the Practice Training Contract.

Signature:

Full name as per NRIC / FIN:

Designation:

Date:

ANNEX B

Confirmation by the 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 Practice Area Checklists for the selected 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 perform my responsibilities as stated in the Practice Training Period Guidelines 2024 issued by the Institute.
4. 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.
5. I shall inform the Practice Trainee and the Institute immediately if, for any reason, I fail to meet the requirements to be a supervising solicitor during any part of the Practice Training Period.
6. 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.

Signature:

Name of Supervising Solicitor
as per Practising Certificate:

Date:

ANNEX C

Request for Approval by the Practice Trainee

1. I am seeking approval from the Institute regarding the manner in which I intend to fulfil my Practice Training Period, pursuant to Rule 41(b) of the Legal Profession (Admission) Rules 2024.
2. I consent to the Institute sharing my name, mobile number, and email address with the following entities for the purposes of facilitating my access to venues for scheduled classes during the course and coordinating matters related to practice training requirements and/or admission to the Bar, such as participation in the Law Society of Singapore's Advocacy Workshop:
 - a. Singapore Academy of Law;
 - b. The Law Society of Singapore;
 - c. Singapore Mediation Centre; and/or
 - d. Any relevant organisation or building management.

Signature:

Name of Practice Trainee
as per NRIC / FIN:

Date: