

## Application for Approval to Sit for the 2014 Session of the Foreign Practitioner Examinations

### Explanatory Note

Please refer to the Guide to the 2014 Session of the Foreign Practitioner Examinations (“Guide to the 2014 FPE”) for more information on the Foreign Practitioner Examinations (“the Examinations”). It is available at our website at <http://sile.edu.sg/foreign-practitioner-examinations>.

It is your responsibility to satisfy yourself that you are eligible for the 2014 session of the Foreign Practitioner Examinations based on the Legal Profession (Foreign Practitioner Examinations) Rules 2011 (“FPE Rules”) before filing an application. You may look up the rules at our website at <http://sile.edu.sg/fpe-legislation>.

As the assessment of applications involves the review of documents and declarations, and priority will be given to processing official applications, we regret that the Institute will not be able to entertain any queries in relation to whether you qualify to sit for the Examinations or not unless you file an official application.

Please note that the 2014 session of the Foreign Practitioner Examinations will only be conducted if there are at least 10 approved candidates sitting for the examinations.

### General Instructions:

1. Complete all **Sections A to H** of this Form A2014 by answering all the questions. If any question is not applicable to you, fill in ‘N.A.’.
2. This form has been created so that you can fill it out using Microsoft Word before printing it. Once you are done, print out the completed form on one side of the page only.
3. Sign the declaration on the last page of this Form A2014.
4. Enclose certified true copies of the supporting documents.

Where any of the documents is in a language other than English, a certified true English translation of such document should be enclosed as well.

Certification should be carried out by an independent person of recognised authority, such as the University/College Dean/Registrar, an official of an Inn of Court, a lawyer of standing or notary public, but not by a relative of the Applicant. A description of the certifier’s status or authority should be placed under the signature.

5. Documents submitted will not be returned. We would advise you to make a copy of this Form and all supporting documents before sending them to us.

6. To facilitate processing of your application, organise your supporting documents into the following sections:

**Section A:** Identification documents;

**Section B:** Documents relating to your qualification to practise;

**Section C:** Documents relating to relevant legal work or practice;

**Section D:** Documents relating to existing job or job offer in Singapore;

**Section E:** Documents relating to previous applications/ attempts at the Examinations;

**Section F:** Documents relating to Ministerial exemption, if any;

**Section G:** Documents relating to the requirements under rule 4(3)(c) to (e), if any.

7. Enclose payment of *non-refundable* Application Fee of S\$321.00 (inclusive of 7% GST). For payment methods, please refer to the Guide to the 2014 FPE.
8. We will not be able to commence reviewing your application until you have completed all parts of this Form A2014 and provided all relevant supporting documents, including certified true English translation of documents that are in a language other than English.
9. The completed Form A2014, Application Fee and supporting documents should be sent by hand or by post to:

**Singapore Institute of Legal Education**  
**Main Office**  
**(Attn: Director of the Foreign Practitioner Examinations)**  
**1 Supreme Court Lane, Level 2**  
**Singapore 178879**

10. If you have any queries, please e-mail [fpe@sile.edu.sg](mailto:fpe@sile.edu.sg). During the registration period, there may be some delay in responding to you. We seek your patience and understanding in advance.

Director of the Foreign Practitioner Examinations  
Singapore Institute of Legal Education  
15 August 2014

**SILE Form A2014: Application for Approval to Sit for the  
2014 Session of the Foreign Practitioner Examinations**

<ul style="list-style-type: none"><li>• Staple two recent passport-sized photographs here.</li><li>• Do not use adhesive.</li><li>• Write your name on the back of each photograph.</li></ul>	
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**Section A: Personal Particulars**

A1. Title:

Mr  Ms  Mrs  Dr  Other:

A2. Last Name / Surname:

A3. Full name as it appears in your NRIC, Passport or other identification document:

A4. Identification Document Number:

A5. Identification Document Type:

NRIC  Passport  Other:

A6. Present nationality:

A7. Date of birth (dd/mm/yyyy):

A8. Age as at date of this application:

A9. Address:

A10. Telephone Number:

A11. Mobile Number:

A12. Email Address:

Enclosure Instructions:

- Enclose certified true copies of your identification documents.
- Label your enclosures "Section A".

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**Section B: Qualification as a Foreign Lawyer [Rule 4(3)(a)]**

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B1. How many jurisdictions are you qualified to practise in?

B2. State all jurisdictions in which you are qualified to practise in:

**Section B1: Principal or Sole State / Territory**

B3. State the principal or sole state / territory in which you are qualified to practise in:

B4. Date of Qualification (dd/mm/yyyy):

B5. Describe the qualification (e.g. barrister, solicitor, advocate):

B6. List all degree(s) and professional examination(s) obtained to support this qualification:

B7. Name and address of law society or equivalent governing body for this qualification:

B8. Are you of good standing for this qualification?

Yes       No

B9. If your answer is "No", please provide details:

**Section B2: Second State / Territory (if any)**

B10. State the second state / territory in which you are qualified to practise in, if any:

B11. Date of Qualification (dd/mm/yyyy):

B12. Describe the qualification (e.g. barrister, solicitor, advocate):

B13. List all degree(s) and professional examination(s) obtained to support this qualification:

B14. Name and address of law society or equivalent governing body for this qualification:

B15. Are you of good standing for this qualification?

Yes  No

B16. If your answer is "No", please provide details:

Enclosure Instructions:

- Use additional sheets if you are qualified to practise in more than 2 jurisdictions.
- For each of the jurisdictions you are qualified to practise in, enclose certified true copies of the certificates of your qualification / admission / registration / authorisation to practise law, and the degree(s) and professional examination(s) listed in this section.
- Label the additional sheets and your enclosures "Section B".

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**Section C: Relevant Legal Practice or Work [Rule 4(3)(f)]**

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Please provide evidence that you have, after becoming a foreign lawyer, been engaged in relevant legal practice or work, in Singapore or elsewhere, in one or more of the permitted areas of legal practice in any foreign law, for at least 3 years in the 5 years immediately preceding this application.

To avoid a rejection of your application, or unnecessary delay in processing your application, please provide as much information on your experience as possible to evidence that you have been engaged in relevant legal practice or work. Provide the exact duration of your employment and the positions you held, the departments in which you worked and your areas of practice. You should describe the types of transactions you were involved in and the roles you played in them.

For this section, you must provide the contact details, including the address, telephone number and e-mail address of a Partner/Director/Supervisor of the Law Practice or Corporation who is able and willing to verify this information.

Please provide the following information for each of your positions held from 1 January 2009 to date (i.e. in the last 5 years), starting with the most recent position:

C1. **Position 1 (Most recent):**

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

Name and address of Law Practice/Corporation:

Name and contact details of Partner/Director/Supervisor:

Description of Position:

**C2. Position 2:**

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

Name and address of Law Practice/Corporation:

Name and contact details of Partner/Director/Supervisor:

Description of Position:

**C3. Position 3:**

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

Name and address of Law Practice/Corporation:

Name and contact details of Partner/Director/Supervisor:

Description of Position:

**C4. Position 4:**

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

Name and address of Law Practice/Corporation:

Name and contact details of Partner/Director/Supervisor:

Description of Position:

**C5. Position 5:**

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

Name and address of Law Practice/Corporation:

Name and contact details of Partner/Director/Supervisor:

Description of Position:

If the above spaces are not sufficient, use additional pages to provide information in the same format as above.

Enclosure Instructions:

- Enclose original letters from the Partner/ Director/ Supervisor to support the information provided.
- Enclose copies of Foreign Lawyer Certificates from the Attorney-General's Chambers to support the information provided.
- If you are relying on rule 20(7)(b) of the FPE Rules – work of a legal nature performed as legal counsel – please provide evidence that the corporation or entity is one whose equity securities are listed on the official list of a securities exchange in Singapore or elsewhere.
- Label your enclosures "Section C".

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**Section D: Existing Job or Job Offer [Rule 4(3)(g)]**

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D1. State the Joint Law Venture, Qualifying Foreign Law Practice, Licensed Foreign Law Practice or Singapore Law Practice where you are currently practising as a foreign lawyer, or have a job offer to practise Singapore law:

D2. This position is:

an existing job.  a job offer.

Enclosure Instructions:

- Enclose original letter from the Partner/ Director/ Sole Proprietor of the Joint Law Venture, Qualifying Foreign Law Practice, Licensed Foreign Law Practice or Singapore Law Practice. This letter should be dated no earlier than 3 months from the date of application.
- Enclose copies of Foreign Lawyer Certificates from the Attorney-General's Chambers to support the information provided.
- Label your enclosures "Section D".

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**Section E: Previous Applications / Attempts at the Examinations [Rule 4(6)]**

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E1. If you have previously applied for or sat for the Foreign Practitioner Examinations, state the date(s) and outcome(s) of such application(s) and examination(s):

Enclosure Instructions:

- Enclose correspondence relating to the previous applications/ attempts, if applicable.
- Label your enclosures "Section E".

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**Section F: Exemption from the Minister for Law [Rule 16]**

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F1. Have you applied to the Minister for Law for exemption from any requirement under Rule 16 of the Legal Profession (Foreign Practitioner Examinations) Rules 2011?

Yes  No

F2. If your answer is "Yes", please provide details of exemption sought, and status of application:

Enclosure Instructions:

- Enclose a copy of the letter from the Ministry of Law, if applicable.
- Label your enclosures "Section F".

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**Section G: Requirements under Rule 4(3)(c) to (e)**

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G1. Are you the subject of any disciplinary proceedings as a solicitor or foreign lawyer in Singapore or elsewhere?

Yes  No

G2. Have you been previously disciplined for any disciplinary offence?

Yes  No

G3. Are you a party to any criminal or civil proceedings that may lead to disciplinary proceedings being taken against you as a solicitor or foreign lawyer in Singapore or elsewhere?

Yes  No

G4. Are you, as a result of any criminal or civil proceedings against you in Singapore or elsewhere, prohibited from practising law in Singapore or elsewhere or subject to any special conditions in the practice of law?

Yes  No

G5. If you answered "Yes" to any of the questions above, please give details:



Enclosure Instructions:

- If you answered "Yes" to any of the questions, please enclose any relevant documents.
- Label your enclosures "Section G".

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**Section H: Further declarations and undertakings by Applicant**

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1. I agree to be bound by the terms and conditions of the Singapore Institute of Legal Education ("the Institute") in relation to the Foreign Practitioner Examinations (including those set out in the Guide to the 2014 Session of the Foreign Practitioner Examinations) and by the directions and rules given or made by or on behalf of the Director of the Examinations from time to time.
2. I am personally satisfied that I meet the requirements to apply for registration to practise Singapore law under section 130I of the Legal Profession Act. I understand that while the Institute will ascertain my eligibility to sit for the Foreign Practitioner Examinations in good faith, any approval by the Institute for me to sit for the examinations or award by the Institute shall not be treated as a representation or warranty that I meet the requirements to practise Singapore law under section 130I.
3. I agree that for the purposes of assessing my eligibility to sit for the Examinations the Institute may, and I hereby give consent for the Institute to, make enquiries with the law societies, bar associations, universities, law practices, corporations, entities and persons listed in support of this application.
4. Between now and the release of the Examination Results, I will promptly notify the Institute of any material changes to the information set out in this application.
5. I declare that all information given by me in this Form A2014, any supporting documents provided, and any sheets attached hereto are true to the best of my knowledge and that I have not wilfully fabricated or suppressed any material fact.
6. I accept that if any of the information given by me in this application is in any way false or incorrect or that if I have fabricated or suppressed any material fact, my application may be rejected, any approval granted to me may be withdrawn and any subsequent or previous qualification or registration I may have obtained to practise law in Singapore may be revoked.

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Signature of Applicant

Full name of Applicant:

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Date:

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