GUIDE TO APPLICATION PROCESS FOR QUALIFIED PERSONS TO REGISTER FOR THE PURPOSES OF ADMISSION AS AN ADVOCATE & SOLICITOR

Explanatory note

1. This registration is required under Rule 24 of the Legal Profession (Admission) Rules 2011. If the Institute is satisfied that you meet all the requirements of being a qualified person, it will register and issue you a Letter of Registration as a Qualified Person. You must submit this letter when you apply to the Supreme Court for admission as an advocate and solicitor.

Online application

2. To apply online, register for an account using your preferred email address at:

   https://campus.embarkapply.com/sile/qp/

3. If you have previously registered as a user when applying for Part A of the Singapore Bar Examinations, please use the same email address to login.

4. Complete the online application by filling up all the mandatory fields. When the application is submitted successfully, you will receive an application confirmation email.

5. The Institute will correspond with you primarily by email. Please provide a valid email address, preferably a personal email address, and inform the Institute immediately of any changes to your contact particulars.

Registration fee

6. The fee payable by a qualified person on the registration of the qualified person shall be $214.00 (inclusive of GST) under Rule 24(3) of the Legal Profession (Admission) Rules 2011.

7. Payment for the fee to the Institute should be made by a crossed cheque or cashier's order made payable to "SILE" or "Singapore Institute of Legal Education". Write your name in full and NRIC/ Passport Number on the reverse side of the cheque or cashier's order.

IMPORTANT NOTE: Post-dated cheques or cash will not be accepted by the Institute.

Documents pertaining to personal particulars

8. Enclose certified true copy of the following:

   (a) If you are a Singapore citizen or permanent resident, a clear copy in **colour** of your identity card (front and back printed on the same page); or

   (b) If you are neither a Singapore citizen nor a Singapore permanent resident, please submit:

      (i) a clear copy in **colour** of the cover and particulars page of your international passport; and
      (ii) a clear copy in **colour** of your Training Employment Pass (front and back printed on the same page) if you intend to serve your practice training period upon registering as a qualified person.

Documents pertaining to qualifications

9. Enclose certified true copies of the following supporting documents and any other document that the Institute may require:

   (a) Degree certificate for your law degree.

   (b) Official academic transcript for your law degree.

   (c) A letter from the university stating your ranking, in terms of academic performance, of the

total number of the graduates in the same batch who have been conferred the degree, if your law degree is from a university in Australia, New Zealand, or the United States of America.

(d) Certificate as evidence that you have passed Part A of the Singapore Bar Examinations.

(e) A letter from the Ministry of Law if you have been exempted from any of the requirements under the Legal Profession Act (Cap. 161), the Legal Profession (Qualified Persons) Rules or the Legal Profession (Admission) Rules 2011.

NOTE: You need not furnish the documents set out in paragraphs 9(a), (b) and (c) if you have previously given them to the Institute when you applied to the Institute for the Part A Bar Examinations. If you sat for Part A of the Singapore Bar Examinations in 2015 or later, you need not provide the certificate stated in paragraph 9(d).

Documents pertaining to relevant legal training and relevant legal practice or work

10. If you are not a law graduate of National University of Singapore or Singapore Management University, please provide the Institute with a letter or letters from a law practice, chambers (UK and Scotland) or corporation or other entity (as the case may be) stating that you have for a period of not less than 6 months within a continuous period of 8 months, received relevant legal training, been engaged in relevant legal practice or work, or received relevant legal training and been engaged in relevant legal practice or work.

The letter must state the following:

(A) that you have received:

(i) supervised training in relation to the practice of Singapore law under a formal training arrangement with that Singapore law practice;
(ii) supervised training, as a pupil, or through reading in the chambers, of a practising barrister of the United Kingdom or of a member of the Faculty of Advocates in Scotland of more than 7 years' standing; or
(iii) supervised training in relation to the practice of foreign law under a formal training arrangement with that foreign law practice.

OR

(B) that you were engaged in:

(i) active practice as -
  (a) a legal practitioner, by whatever name called, in any jurisdiction other than Singapore; or
  (b) a foreign lawyer in Singapore; or
(ii) work of a legal nature which is performed as a legal counsel in that corporation or other entity the equity securities of which are listed on the official list of a securities exchange in Singapore or elsewhere.

AND

(a) The exact period (dd/mm/yyyy - dd/mm/yyyy) during which you received relevant legal training or were engaged in relevant legal practice or work;

(b) The total number of days of leave (which includes medical, annual and compassionate leave) taken by you and any closure of the law practice or corporation during that period; and

(c) The contact details (including telephone number and email address) of a partner or director of the law practice, chambers, corporation or other entity, willing and able to verify the above information.

The definition of relevant legal training and relevant legal practice or work can be found in Rule 2 of the Legal Profession (Qualified Persons) Rules.

Documents pertaining to practice training period

11. The Institute's prior approval is required before you commence serving your practice training period. Therefore, if you are intending to serve your practice training period with a Singapore law practice, through working as a Legal Service Officer or through working under the supervision of a qualifying relevant legal officer, please provide the Institute with the following:-

(A) Signed letter from you to the Institute indicating the manner in which you intend to serve your practice training period and relevant particulars such as:-

(i) Your full name as reflected in your NRIC or passport.
(ii) Name of Singapore law practice, organization, statutory body or law office in the public service, at which you intend to serve your practice training period.
(iii) Name of supervising solicitor, Legal Service Officer or relevant legal officer by whom you intend to be supervised during your practice training period (if applicable).
(iv) Intended date of commencement of the practice training period, or date of your appointment or employment.

AND one of (B), (C) or (D) below:

(B) Signed letter from the Singapore law practice where you are serving your practice training period, to the Institute indicating:

(i) It is registering a practice training contract with you (your full name as reflected in your NRIC or passport) as its trainee.
(ii) Name of the supervising solicitor in the firm intended to be your supervising solicitor during your practice training period and that your supervising solicitor complies with the requirements set out in Rule 18 of the Legal Profession (Admission) Rules 2011.
(iii) Intended date of commencement of the practice training contract.
(iv) Declaration of the number of solicitors in the firm who are qualified to be supervising solicitors on the date of commencement of the supervised training under the practice training contract.
(v) In cases where a supervising solicitor takes on 3 or 4 practice trainees, confirm that that particular supervising solicitor is of not less than 12 years' standing.

(C) Signed letter from the Singapore Legal Service Commission where you are serving your practice training period, to the Institute indicating:

(i) It is appointing you (your full name as reflected in your NRIC or passport) as a Legal Service Officer and deploying you to a division or department in an organization.
(ii) Intended date of commencement of the appointment.

(D) Signed letter from the statutory body or law office in the public service where you are serving your practice training period, to the Institute indicating:

(i) It is employing you (your full name as reflected in your NRIC or passport).
(ii) Name of the qualifying relevant legal officer or relevant legal officer in the statutory body or law office in the public service who will supervise you during your employment.
(iii) Intended date of commencement of the employment.

For the list of the prescribed statutory bodies and law offices in the public service, please refer to the Legal Profession (Prescribed Statutory Bodies and Law Offices in Public Service) Rules.

Please refer to Parts IV and V of the Legal Profession (Admission) Rules 2011 for the requirements relating to practice training period and practice training contracts with a Singapore law practice.

Click here for sample of letter to register practice training contracts - Single.

Click here for sample of letter to register practice training contracts - Group.

Submission of documents

12. To complete the application, please send the following documents to the Institute after you have received the application confirmation email:

(a) Printout of the confirmation email
(b) Printout of the submitted online application
(c) Registration fee
(d) Documents pertaining to personal particulars
(e) Documents pertaining to qualifications
(f) Documents pertaining to relevant legal training and relevant legal practice or work (if applicable)
(g) Documents pertaining to practice training period (if you want to apply for approval to serve your practice training period)

13. Submit the above documents by post, courier or by hand during our business hours to:

Application for Qualified Persons to Register
Singapore Institute of Legal Education
Bar Admissions and Examinations (Part B)
2 Havelock Road
#06-15 Havelock II
Singapore 059763.

IMPORTANT NOTE: The Institute will process the online application only if payment and all supporting documents are received **within 14 days** from the submission of the online application. If payment and supporting documents are not received by then, your application will be treated as withdrawn.

Our business hours are:

Monday to Friday: 9:00 am to 1:00 pm
2:00 pm to 5:00 pm
Saturday, Sunday and Public Holiday: closed

14. You must submit any other documents that may be required by the Institute. The Institute reserves the right to deem your application withdrawn if you fail to submit the required documents. Please note that documents submitted to the Institute will not be returned.

15. If any document is in a language other than English, please furnish a certified true copy of the English translation of such a document.

16. Certification should be carried out by an independent person of recognised authority, such as the University/College Dean/Registrar, 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. Alternatively, you may drop by our office (during office hours) to show us your original identity card and certificates including copies for verification.

17. You may send queries by email to admissions@sile.edu.sg.

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