



SILE

**Practice Training Period Online Portal
User Guide (Phase 1)**

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Introduction

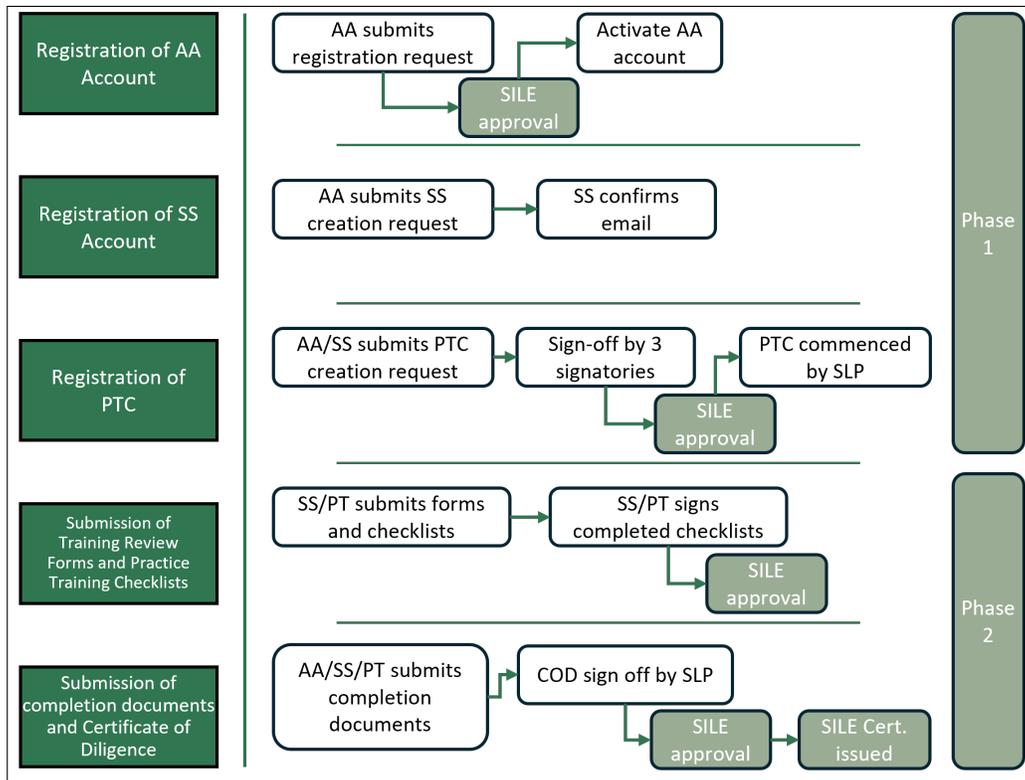
The Singapore Institute of Legal Education (“**the Institute**”) Practice Training Period Online Portal (“**PTP Online Portal**”) is currently operating in its Early Access phase. As the system is still undergoing refinement, users may experience software bugs or unexpected system behaviour.

We thank you for your understanding and encourage you to report any errors or irregularities encountered to it.support@sile.edu.sg. Your feedback is very important to help improve the system.

Revision History

Revision	Date	Author(s)	Description
0.1.0	2025/05/13	MK, CC, LP, DT	Early Access Phase 1 Release

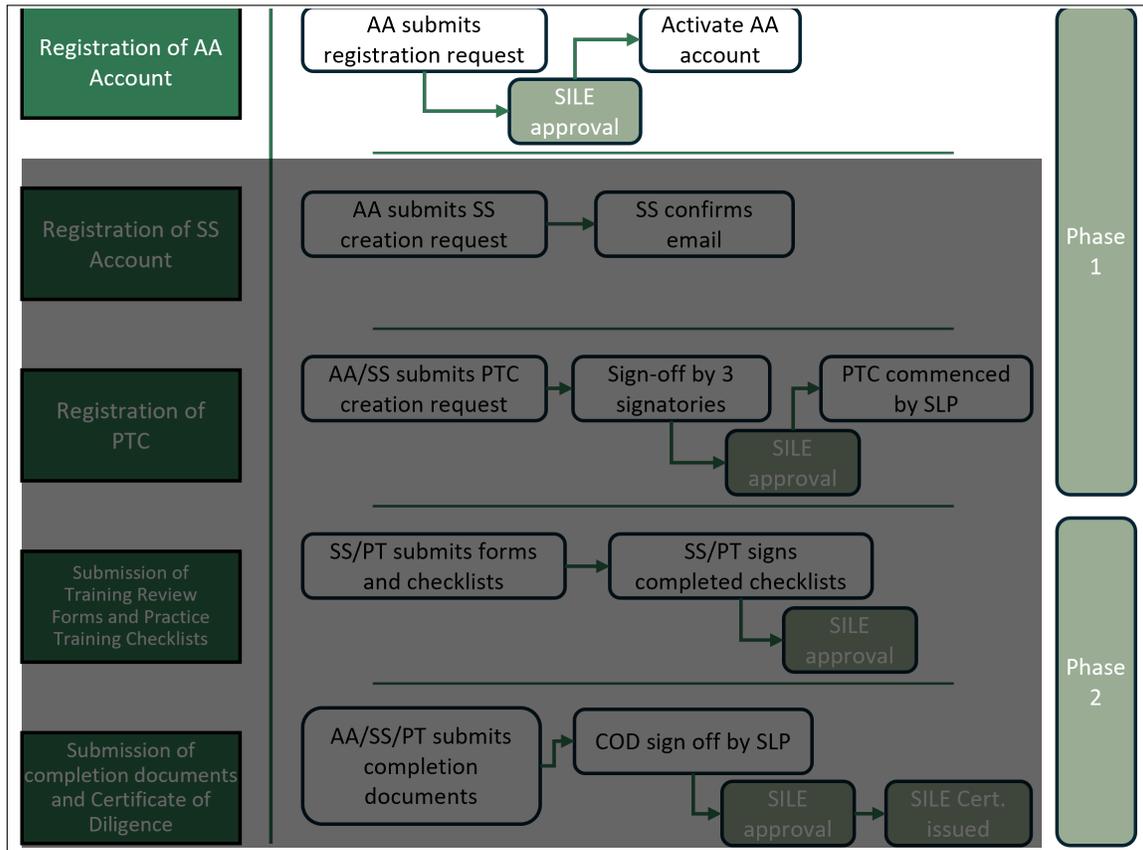
Overview (Phase 1)



List of Abbreviations

AA	Account Administrator
PT	Practice Trainee
PTC	Practice Training Contract
PTP	Practice Training Period
SLP	Singapore Law Practice
SS	Supervising Solicitor

1. Registration of Account Administrator



The Account Administrator serves as the master user for the PTP Online Portal. As the Account Administrator, you will have full access to the portal, allowing you to manage Practice Training Contracts, create and update Supervising Solicitor Profiles, and oversee all processes related to the practice training period. The following steps outline the process for creating an Administrator Account.

Practice Training Period Online Portal

The Singapore Institute of Legal Education's Practice Training Period Online Portal ("PTP Online Portal") is a digital platform which enables Singapore law practices and practice trainees to register practice training contracts and manage the submission of documents as may be required under Practice Training Period Guidelines 2024.

With effect from 14 May 2025, new applications to register practice training contracts must be submitted via the PTP Online Portal.

For more information about the practice training period requirements, please visit our website at www.sile.edu.sg or refer to the Practice Training Period Guidelines 2024.

The PTP Online Portal User Guide (last updated 14 May 2025) ("User Guide") can be accessed [here](#). Please note that the Institute may update the User Guide at any time without prior notice, as part of our ongoing efforts to enhance and improve the system. Users are encouraged to review the User Guide periodically.

SIGN IN OR CREATE YOUR ACCOUNT

Email Address

Password

Role

Remember me

[Forgot your password?](#)

OR

Don't have an account yet?

Step 1. Click on "Register Now" button. Navigate to the PTP Online Portal log in page and click on the "Register Now" button.

Administrator's Account Creation Form

Please complete the following registration form with accurate information

Administrator's Login Details

Email Address
Use the email address registered with Singpass.

Mobile No.
Ensure the mobile/phone number matches the one registered with SingPass.

Password
Create a password with at least 8 characters, including 1 uppercase letter and 1 special symbol.

Confirm Password
Re-enter the password to confirm.

Singapore Law Practice Details

Name of Singapore Law Practice *
Select the name of your Singapore Law Practice from the drop-down menu

Authorisation Letter
Please upload an authorisation letter endorsed by the Singapore Law Practice.

Download sample authorisation letters by Law Practice type:

-  Letter-of-Authorisation-for-SILE-Portal-Partnerships-and-Law-Corporations-For-Director-or-Partner-of-the-Firm.docx
-  Letter-of-Authorisation-for-SILE-Portal-Partnerships-and-Law-Corporations-For-Representative-of-the-Firm.docx
-  Letter-of-Authorisation-for-SILE-Portal-Sole-Proprietor-Sole-Director-Sole-Partner-With-No-Representative.docx
-  Letter-of-Authorisation-for-SILE-Portal-for-Sole-Proprietor-Sole-Director-Sole-Partner-For-Representative-of-the-Firm.docx

Personal Details

Full Name of Administrator
Enter the administrator's full name as per NRIC / FIN.

Last 4 Characters of NRIC / FIN No.
Enter the last 4 characters of the Administrator's NRIC/FIN.

Correspondence Email / Business Email
Provide an alternate email address for the account administrator to receive notifications and requests. This may be the same as or different from the administrator's login email. All correspondence will be sent to this address.

Step 2. Complete the Administrator's Account Registration Form. Complete all required fields in the online form. All fields are mandatory. Ensure that the information entered is accurate and up to date. Once all fields have been filled, click "Next" button to proceed.

Important Notice

Please ensure that all details in the form are accurate before submission. Once the form is submitted, no amendments will be permitted. Any modifications must be formally requested from SILE and will be subject to approval, along with additional verification procedures. Failure to verify details before submission may result in delays or the need for reprocessing.

REVIEW YOUR INFORMATION

Please Review Your Information Before Submission.

Login Details

Email Address:	Your Singpass-associated email
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SLP Details

SLP Name:	SLP Name SLP Address Line 1 SLP Address Line 2 SLP Address Line 3 UEN: SLP UEN
Authorisation Letter:	 authorization.pdf

Personal Details

Full Name:	Your full name
Last 4 Digits of IC No.	Your last 4 digits of IC No.

Contact Details

Mobile/Phone No.:	Your mobile number
Correspondence Email:	Your correspondence email

Step 3. Review and Verify Information. Review all the information entered on the form to ensure it is accurate and complete. If it is correct, click the **“Submit”** button to proceed. If you need to make any changes, click the **“Edit”** button to return to the form and update the relevant fields before submitting.



Verification Email Sent

We have sent a verification link to **your** correspondence email

Please check your email inbox and click on the verification link to complete your registration.

Next steps:

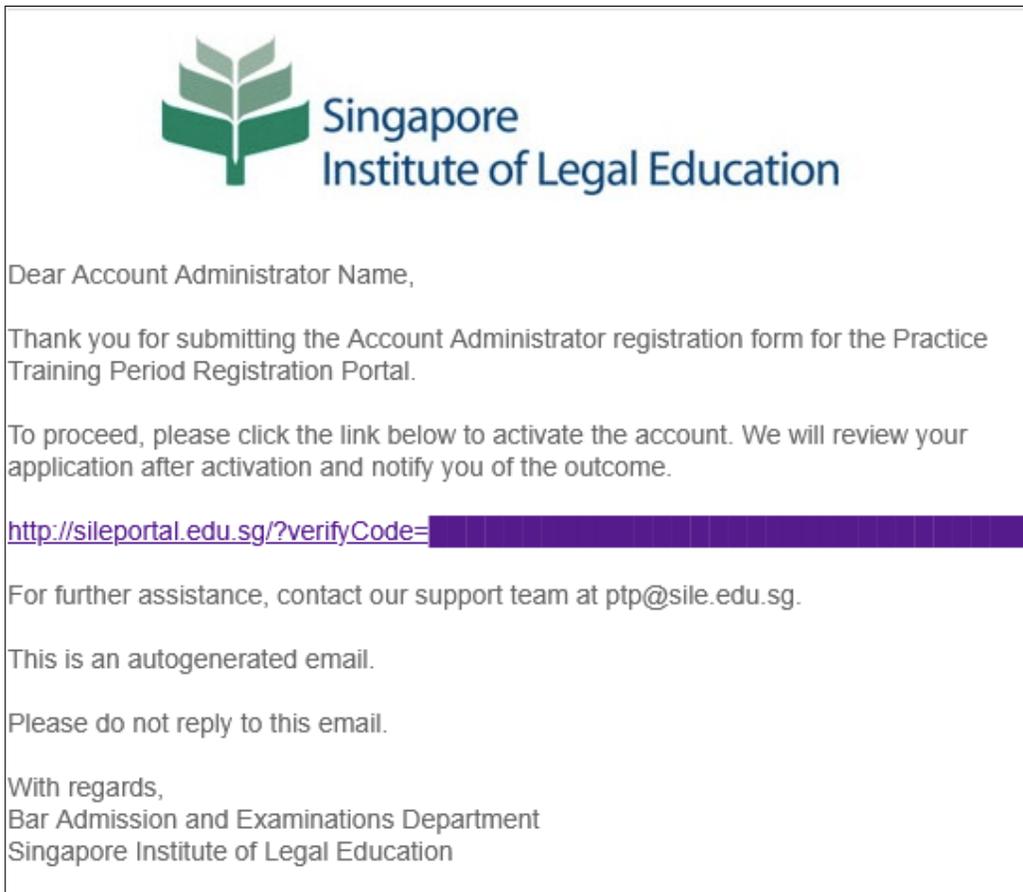
- 1 Check your email inbox at (and spam folder if necessary)
- 2 Click on the verification link in the email
- 3 Once verified, you can log in and start using the portal

Have not received the email?

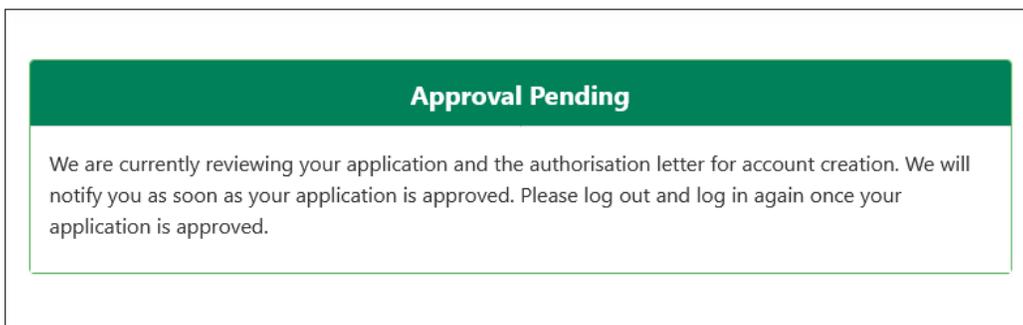
[RESEND VERIFICATION EMAIL](#)

[Return to Login](#)

Step 4. Check for Verification Email. A verification email will be sent to the registered email address.



Step 5. Activate the Account Administrator's Account. To complete the registration process, click on the Activation Link provided in the email sent to the registered email address. This will direct you back to the PTP Online Portal.



Step 6. Pending the Institute's Approval. In the portal, you will see a confirmation message stating that the application for Administrator Account is now under review by the Institute. This indicates that your submission has been received and is currently being processed.



Dear Account Administrator Name,

The Administrator Account registration has been approved. You can now log in to the Practice Training Period Online Portal using your registered credentials [HERE](#).

For further assistance, contact our support team at ptp@sile.edu.sg.

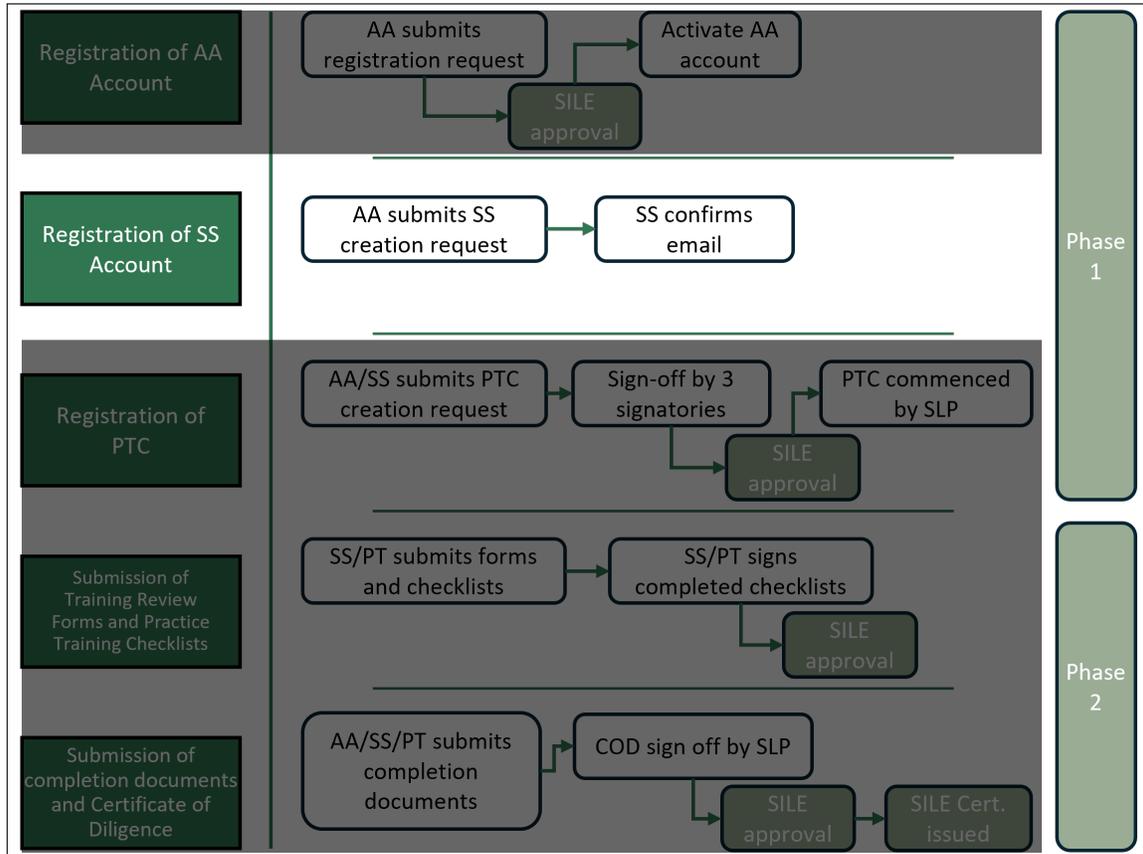
This is an autogenerated email.

Please do not reply to this email.

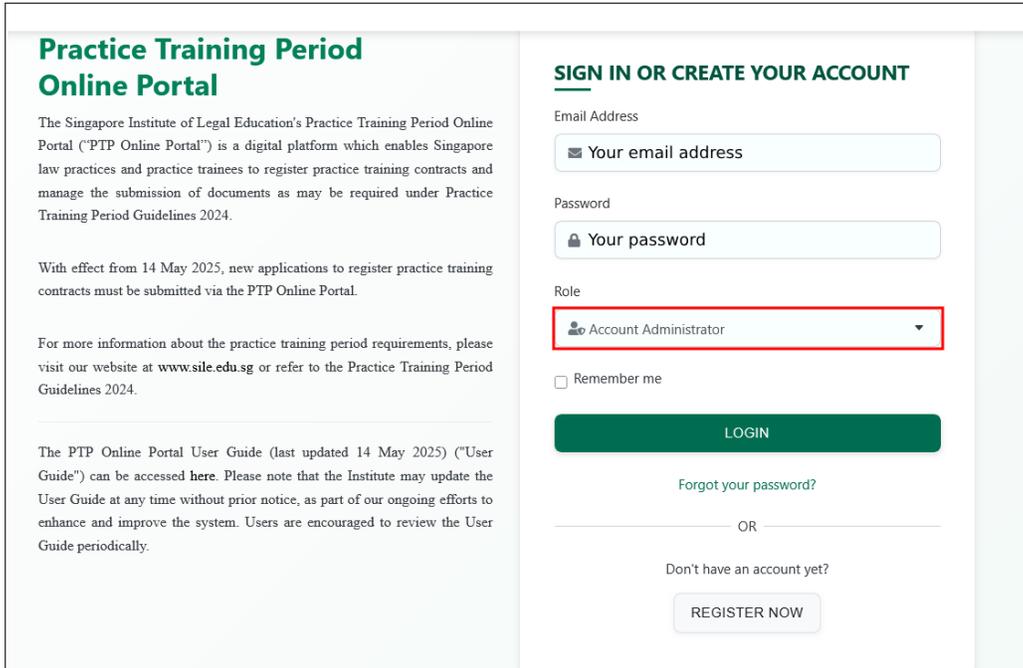
With regards,
Bar Admission and Examinations Department
Singapore Institute of Legal Education

Step 7. Check for Approval Email. Once the Institute has approved the Account Administrator's registration, you will receive a confirmation email. To access the PTP Online Portal, click the "HERE" link provided in the email to proceed to log in using the registered credentials.

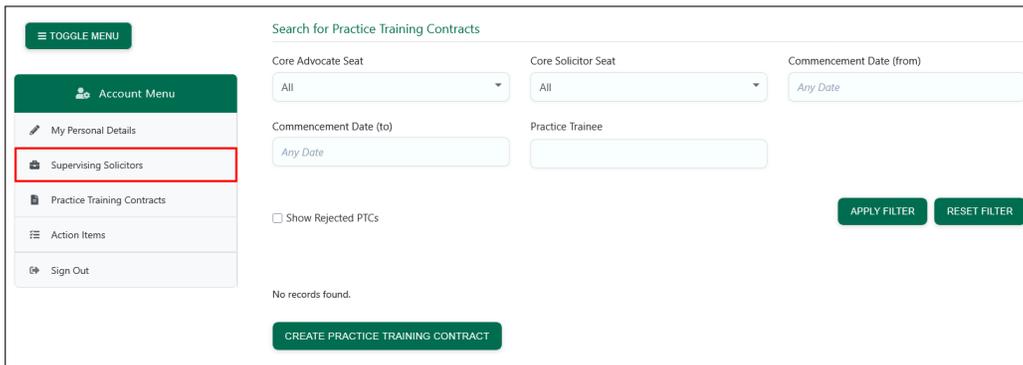
2. Registration of Supervising Solicitor's Profile



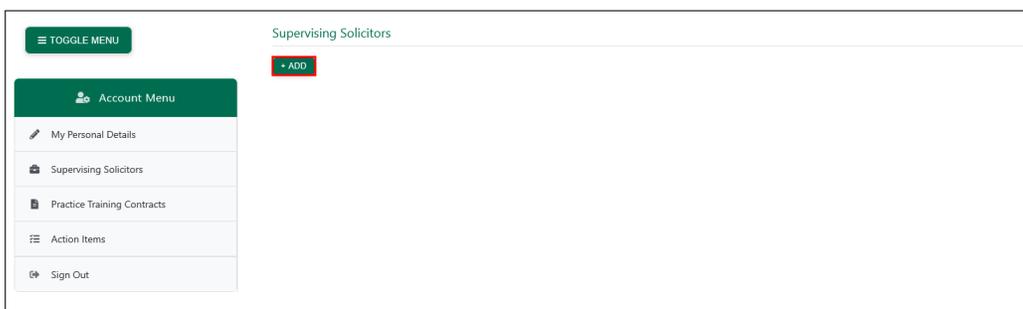
A Supervising Solicitor Profile must be created and registered in the system before a practice training contract can be registered. This section outlines the steps required to create Supervising Solicitor Profile.



Step 1. Log in as an Administrator. Access the portal by logging in with the registered Account Administrator’s credentials and selecting “Account Administrator” role from the drop-down menu.



Step 2. Navigate to “Supervising Solicitors” Tab. Click on the Supervising Solicitor tab in the left menu.



Step 3. Add Supervising Solicitor. Click on the “Add” button to begin the Supervising Solicitor Profile registration process.

TOGGLE MENU

Account Menu

- My Personal Details
- Supervising Solicitors
- Practice Training Contracts
- Action Items
- Sign Out

Supervising Solicitor Profile Creation Form

Please complete this form to create your Supervising Solicitor profile in the SILE PTP Online Portal.

Full Name of Supervising Solicitor

Enter the full name of Supervising Solicitor as per NRIC / FIN.

Last 4 Characters of NRIC / FIN No.

Enter the last 4 characters of Supervising Solicitor's NRIC/FIN No.

Business Email Address

AAS No.

Enter the AAS No. in the format: [number]/[YYYY]. For example, 123/2016

Practice Certificates

Note: To be eligible as a Supervising Solicitor, the SS must be 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.

Instructions:

- Upload each Supervising Solicitor's practising certificate individually, ensuring one valid practising certificate is uploaded per year.
- Do not upload multiple practising certificates in a single submission.
- Enter the validity period of the practising certificate as stated on each practising certificate.
- If the Supervising Solicitor has held a valid practising certificate continuously for five years immediately preceding the commencement of supervision of the practice trainee, upload only the records for those five years.
- If the Supervising Solicitor does not hold a valid practising certificate continuously for five years, upload practising certificates covering up to seven years immediately preceding the commencement of supervision to meet the five-out-of-seven-years requirement.*

Commencement Date	End Date	Duration	File Name	Functions
01/04/2023	31/03/2024	11 months , 30 days	test.pdf	📄 ✕
01/04/2023	31/03/2024	11 months , 30 days	test.pdf	📄 ✕
01/04/2023	31/03/2024	11 months , 30 days	test.pdf	📄 ✕
01/04/2023	31/03/2024	11 months , 30 days	test.pdf	📄 ✕
01/04/2023	31/03/2024	11 months , 30 days	test.pdf	📄 ✕
01/04/2024	31/03/2025	11 months , 30 days	test.pdf	📄 ✕

Total Duration in the past 7 years: 5 years , 11 months , 28 days

UPLOAD

NEXT >>

Step 4. Complete Supervising Solicitor Details. Complete all required fields. All fields are mandatory. To upload the Supervising Solicitor's Practising Certificates, please refer to Step 4a below.

TOGGLE MENU

Account Menu

- My Personal Details
- Supervising Solicitors
- Practice Training Contracts
- Action Items
- Sign Out

Supervising Solicitor Profile Creation Form

Please complete this form to create your Supervising Solicitor profile in the SILE PTP Online Portal.

Full Name of Supervising Solicitor

Enter the full name of Supervising Solicitor as per NRIC / FIN.

Last 4 Characters of NRIC / FIN No.

Enter the last 4 characters of Supervising Solicitor's NRIC/FIN No.

Business Email Address

AAS No.

Enter the AAS No. in the format: [number]/[YYYY]. For example, 123/2016

Practice Certificates

Note: To be eligible as a Supervising Solicitor, the SS must be 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.

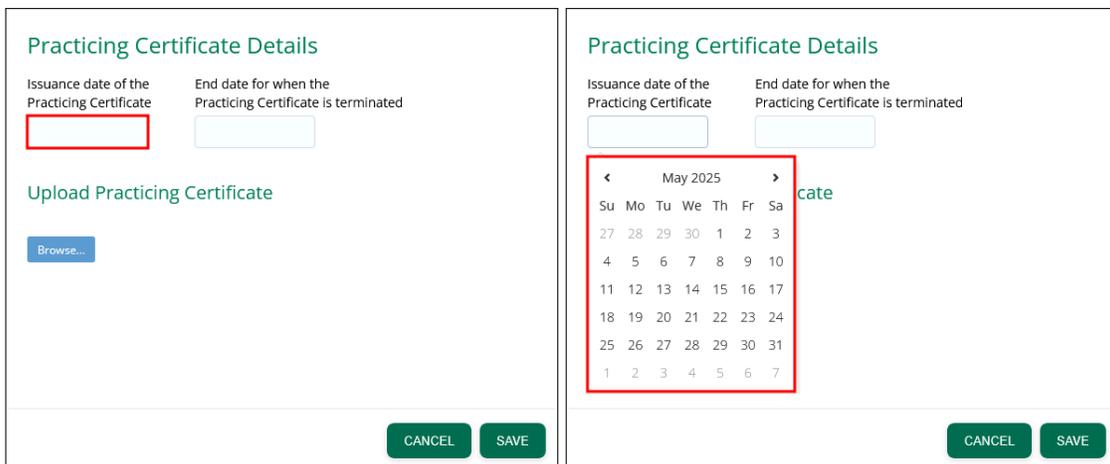
Instructions:

- Upload each Supervising Solicitor's practising certificate individually, ensuring one valid practising certificate is uploaded per year.
- Do not upload multiple practising certificates in a single submission.
- Enter the validity period of the practising certificate as stated on each practising certificate.
- If the Supervising Solicitor has held a valid practising certificate continuously for five years immediately preceding the commencement of supervision of the practice trainee, upload only the records for those five years.
- If the Supervising Solicitor does not hold a valid practising certificate continuously for five years, upload practising certificates covering up to seven years immediately preceding the commencement of supervision to meet the five-out-of-seven-years requirement.*

UPLOAD

NEXT >>

Step 4a. Upload Practising Certificate. Click on the "Upload" button to upload PDF copies of the Supervising Solicitor's Practising Certificates. Follow the on-screen instructions.



Practising Certificate Details

Issuance date of the Practising Certificate

End date for when the Practising Certificate is terminated

Upload Practising Certificate

Practising Certificate Details

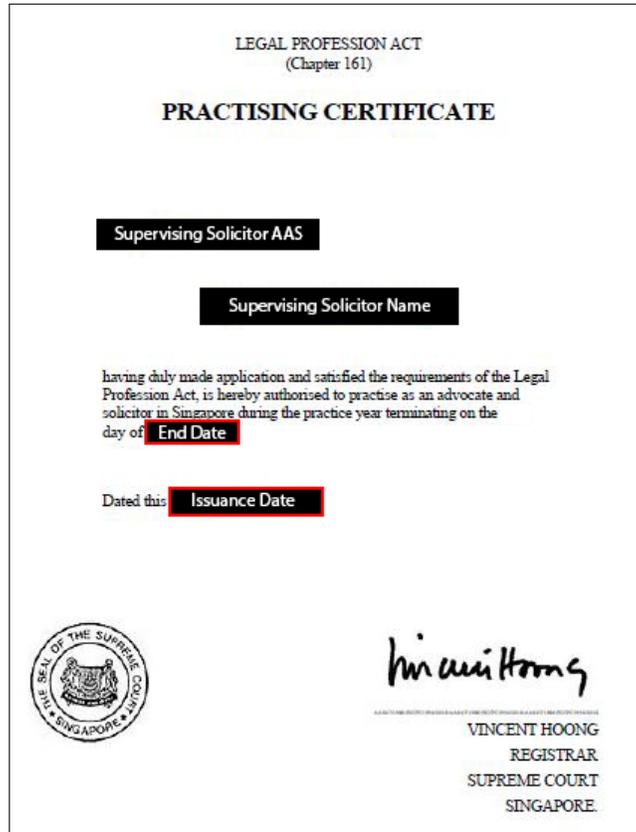
Issuance date of the Practising Certificate

End date for when the Practising Certificate is terminated

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Enter the Practising Certificate Issuance Date and End Date. Select the correct Issuance Date and End Date of the Supervising Solicitor's Practising Certificate as stated on the certificate itself. These dates can be found on the copy of the Supervising Solicitor's practising certificate as shown in the sample image below. Once you have entered the correct date, click "**Save**" button.



Sample Practising Certificate — Issuance Date and End Date location.

Step 4b. Repeat the upload steps until all relevant Practising Certificates have been successfully uploaded. Each uploaded certificate will be displayed on the page as shown here, and the total duration will be automatically calculated and shown at the bottom of the list. Once you have verified that all Practising Certificates have been uploaded correctly, click the **“Next”** button to proceed.

☰ TOGGLE MENU

- 👤 Account Menu
- ✎ My Personal Details
- 👤 Supervising Solicitors
- 📄 Practice Training Contracts
- ☰ Action Items
- 🚪 Sign Out

⚠️ **Important Notice**

Please ensure that all details in the form are accurate before submission. Once the form is submitted, no amendments will be permitted. Any modifications must be formally requested from SILE and will be subject to approval, along with additional verification procedures. Failure to verify details before submission may result in delays or the need for reprocessing.

[Supervising Solicitor Profile Creation Form](#)

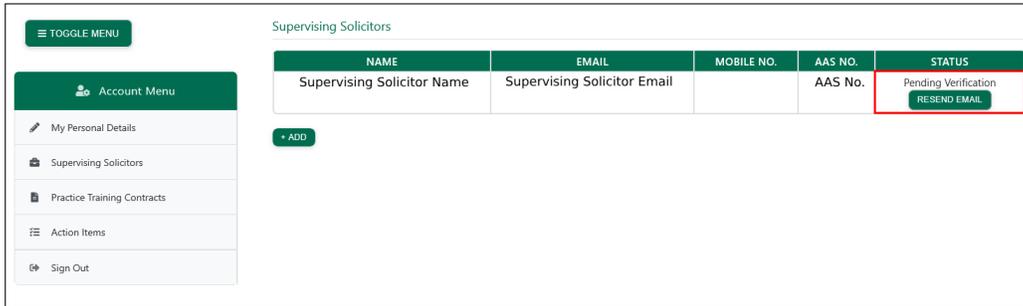
Please complete this form to create your Supervising Solicitor profile in the SILE PTP Online Portal.

Please Review Your Information Before Submission

Full Name of Supervising Solicitor:	Business Email Address:
Supervising Solicitor Name	Supervising Solicitor Email
Last 4 Characters of NRIC / FIN No.:	AAS No.:
Supervising Solicitor Last 4 Characters of NRIC/FIN No.	Supervising Solicitor AAS No.

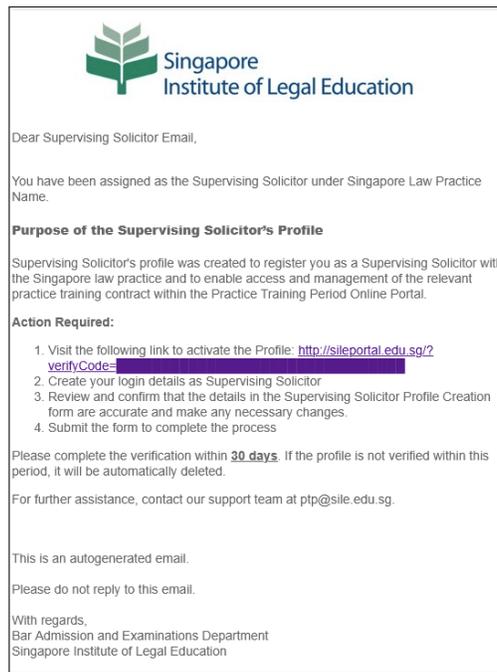
EDIT
SUBMIT

Step 5. Review and Verify Information. Ensure that all the entered details are accurate and complete. If any corrections are required, click **“Edit”** button to make the necessary amendments before proceeding. Once all information has been confirmed, click **“Submit”** button to finalise submission. Upon submission, you will be redirected to the Supervising Solicitor homepage.



NAME	EMAIL	MOBILE NO.	AAS NO.	STATUS
Supervising Solicitor Name	Supervising Solicitor Email		AAS No.	Pending Verification RESEND EMAIL

Step 6. Pending Verification. The Supervising Solicitor you have added will appear on the homepage with the status marked as **“Pending Verification”**. This status will remain until the necessary verification and activation steps have been completed by the Supervising Solicitor.



Dear Supervising Solicitor Email,

You have been assigned as the Supervising Solicitor under Singapore Law Practice Name.

Purpose of the Supervising Solicitor's Profile

Supervising Solicitor's profile was created to register you as a Supervising Solicitor with the Singapore law practice and to enable access and management of the relevant practice training contract within the Practice Training Period Online Portal.

Action Required:

1. Visit the following link to activate the Profile: [http://sileportal.edu.sg/?verifyCode=\[redacted\]](http://sileportal.edu.sg/?verifyCode=[redacted])
2. Create your login details as Supervising Solicitor
3. Review and confirm that the details in the Supervising Solicitor Profile Creation form are accurate and make any necessary changes.
4. Submit the form to complete the process

Please complete the verification within **30 days**. If the profile is not verified within this period, it will be automatically deleted.

For further assistance, contact our support team at ptp@sile.edu.sg.

This is an autogenerated email.

Please do not reply to this email.

With regards,
Bar Admission and Examinations Department
Singapore Institute of Legal Education

Step 7. Supervising Solicitor Email Confirmation. The Supervising Solicitor will receive a verification email containing an Activation Link. To complete the verification process, the Supervising Solicitor must click on the Activation Link provided in the email.



Supervising Solicitor Profile Verification Complete

Thank you for completing the verification of your profile in the Practice Training Period Online Portal. We have successfully received your submission.

Your role as a **Supervising Solicitor** has been registered under the Singapore Law Practice.

Before accessing the portal, please set your password and ensure that your personal details are accurate.

You may click [HERE](#) to access your profile information and update your login credentials and personal information.

If you require further assistance, please contact our support team at ptp@sile.edu.sg.

Step 8. Access Supervising Solicitor Login Detail Page. After clicking the Activation Link, the Supervising Solicitor will be directed to a landing page. Click the link provided to access the Supervising Solicitor's Login Details confirmation page.

☰ TOGGLE MENU

Supervising Solicitor's Details

Account Menu

- ✎ My Personal Details
- 📄 Practice Training Contracts
- ☰ Action Items
- 👤 Sign Out

Supervising Solicitor's Login Details

Email Address
Use the email address registered with Singpass.

Mobile No.
Ensure the mobile/phone number matches the one registered with SingPass.

Password
Create a password with at least 8 characters, including 1 uppercase letter and 1 special symbol.

Confirm Password
Re-enter the password to confirm.

AAS No.
Enter the AAS No. in the format: {number}/{YYYY}. For example, 123/2016

Singapore Law Practice Details

Name of Singapore Law Practice *

Singapore Law Practice Name
Address line 1
Address Line 2
Address Line 3
UEN: Singapore Law Practice UEN

UPDATE SINGAPORE LAW PRACTICE

Personal Details

Full Name of Supervising Solicitor
Enter the Supervising Solicitor's full name as per NRIC / FIN.

Last 4 Characters of NRIC / FIN No.
Enter the last 4 characters of the Administrator's NRIC/FIN.

Correspondence Email / Business Email
Provide an alternate email address for the account administrator to receive notifications and requests. This may be the same as or different from the administrator's login email. All correspondence will be sent to this address.

NEXT >>
CANCEL

Step 9. Supervising Solicitor to Set Password. The Supervising Solicitor must create and confirm a password, and enter a preferred Correspondence Email or Business Email, which may be the same as their login email. Once all required fields are completed, click the **“Next”** button to proceed.

☰ TOGGLE MENU

Important Notice

Please ensure that all details in the form are accurate before submission. Once the form is submitted, no amendments will be permitted. Any modifications must be formally requested from SILE and will be subject to approval, along with additional verification procedures. Failure to verify details before submission may result in delays or the need for reprocessing.

REVIEW YOUR INFORMATION

Please Review Your Information Before Submission.

Login Details

Email Address: Supervising Solicitor Email

SLP Details

SLP Name: Singapore Law Practice Name
 Address line 1
 Address Line 2
 Address Line 3
 UEN: Singapore Law Practice UEN

Personal Details

Full Name: Supervising Solicitor Name

Last 4 Digits of IC No. Supervising Solicitor Last 4 Digits of NRIC/FIN No.

Contact Details

Mobile/Phone No.: Supervising Solicitor Mobile Number

Correspondence Email: Supervising Solicitor Correspondence Email

EDIT
SUBMIT

Step 10. Supervising Solicitor Details Submission. Review all the information entered on the form to ensure it is accurate and complete. If it is correct, click the **“Submit”** button to proceed. If you need to make any changes, click the **“Edit”** button to return to the form and update the relevant fields before submitting.

☰ TOGGLE MENU

Details Saved

Your details have been saved.

Account Menu

- ✎ My Personal Details
- 📄 Practice Training Contracts
- ☰ Action Items
- 👤 Sign Out

Step 11. A confirmation message will be shown when the Supervising Solicitor has successfully completed the verification and activation process.



Dear Supervising Solicitor Email,

Thank you for completing the verification and activation of the Supervising Solicitor's Profile. You may now log in to the Practice Training Period Online Portal as a Supervising Solicitor using your registered credential [HERE](#).

For further assistance, contact our support team at ptp@sile.edu.sg.

This is an autogenerated email.

Please do not reply to this email.

With regards,
Bar Admission and Examinations Department
Singapore Institute of Legal Education



Dear Account Administrator Name,

The Supervising Solicitor's Profile for Supervising Solicitor Email AAS Number has been successfully verified and activated by the Supervising Solicitor. The Supervising Solicitor may now log in to the Practice Training Period Online Portal using the registered credentials [HERE](#).

For further assistance, contact our support team at ptp@sile.edu.sg.

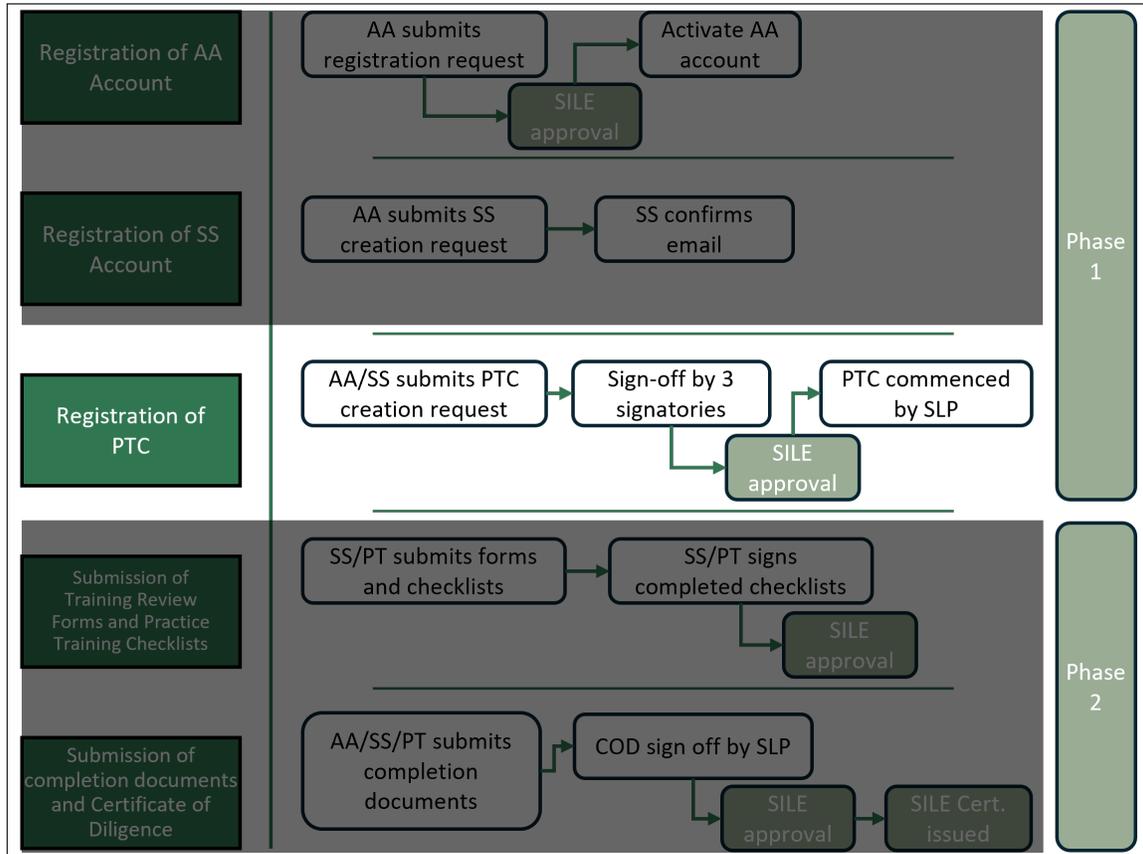
This is an autogenerated email.

Please do not reply to this email.

With regards,
Bar Admission and Examinations Department
Singapore Institute of Legal Education

Step 12. Supervising Solicitor Profile Registration Notification. Once the Institute has approved the Supervising Solicitor's profile registration, confirmation emails will be sent to both the Supervising Solicitor and the Account Administrator to notify them that Supervising Solicitor's Profile have been successfully registered and activated.

3. Registration of a Practice Training Contract



The Practice Training Contract must be registered within the PTP Online Portal before the commencement of the training period. Practice Training Contract can be created through the Account Administrator or Supervising Solicitor account.

Practice Training Period Online Portal

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For more information about the practice training period requirements, please visit our website at www.sile.edu.sg or refer to the Practice Training Period Guidelines 2024.

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SIGN IN OR CREATE YOUR ACCOUNT

Email Address

Password

Role

Remember me

[LOGIN](#)

[Forgot your password?](#)

OR

[Don't have an account yet?](#)

[REGISTER NOW](#)

Step 1. Log in as an Account Administrator or Supervising Solicitor. Enter the correct login details and select the appropriate category in the Role drop-down menu.

[TOGGLE MENU](#)

- [Account Menu](#)
- [My Personal Details](#)
- [Supervising Solicitors](#)
- [Practice Training Contracts](#)
- [Action Items](#)
- [Sign Out](#)

Search for Practice Training Contracts

Supervising Solicitor	Core Advocate Seat	Core Solicitor Seat
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
Commencement Date (from)	Commencement Date (to)	Practice Trainee
<input type="text" value="Any Date"/>	<input type="text" value="Any Date"/>	<input type="text"/>

Show Rejected PTCs

[APPLY FILTER](#) [RESET FILTER](#)

No records found.

[REGISTER PRACTICE TRAINING CONTRACT](#)

Step 2. Register New Practice Training Contract. Click the “Register Practice Training Contract” button.

TOGGLE MENU

- Account Menu**
- My Personal Details
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REGISTRATION AND APPROVAL OF PRACTICE TRAINING CONTRACT PURSUANT TO RULE 39(1) OF THE LEGAL PROFESSION (ADMISSION) RULES 2024.

A. Singapore Law Practice

A1. Name of Singapore Law Practice

Unique Entity Number (UEN) No.

Registered Office Address

Details of Authorising Officer Signing the Practice Training Contract

A2. Full Name of Authorising Officer

Enter full name of Director / Partner / Sole Proprietor of the Singapore Law Practice as per NRIC / FIN.

A3. Email Address of Authorising Officer

A4. Last 4 Characters of Authorising Officer's NRIC / FIN No.

A5. Designation of Authorising Officer

B. Supervising Solicitor

B1. Select Supervising Solicitor

Select the Supervising Solicitor for this Practice Training Contract.

Name of Supervising Solicitor (Full name as per Practising Certificate)

Supervising Solicitor's Business Email Address

Supervising Solicitor's AAS No.

B2. 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?

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 in the PC.

Practice Trainees

B4. Number of Practice Trainees under Concurrent Supervision of the Supervising Solicitor (including the Practice Trainee under this Practice Training Contract)

Specify the total number of Practice Trainees currently under the Supervising Solicitor's concurrent supervision, including this trainee.

Practice Trainee's Number Type

B5. Practice Trainee's Part B Candidate No.

For Part B Candidate Number, use B(Y)0000 (e.g., B241001). For Qualified Person Number, use QP(Y)Y0000 (e.g., QP2024001).

C. Practice Training Period

C1. Practice Training Period Commencement Date

C2. Earliest Practice Training End Date

C3. Practice Training Period Long Stop Date

Practice Training Period must be completed within a continuous period of 16 months.

D. Practice Training Plan for the duration of the Practice Training Period

D1. Core Advocate Seat

D3. Secondary Advocate Seat

+

D2. Core Solicitor Seat

D4. Secondary Solicitor Seat

D7. Does the Singapore Law Practice intend to arrange for the Practice Trainee to undertake a Secondary Seat at another law practice (referred to as the "Covering Law Practice")?

Step 3. Enter Practice Training Contract Details. Input all required details in the form. All fields are mandatory. Some fields may be pre-populated for your convenience and should be reviewed for accuracy. For the section on the practice trainee's information, please enter the Practice Trainee's Part B Candidate Number.

☰ TOGGLE MENU

Important Notice

Please ensure that all details in the form are accurate before submission. Once the form is submitted, no amendments will be permitted. Any modifications must be formally requested from SILE and will be subject to approval, along with additional verification procedures. Failure to verify details before submission may result in delays or the need for reprocessing.

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

Singapore Law Practice

<p>Name of Singapore Law Practice Singapore Law Practice Name</p> <p>Registered Office Address SLP Address Line 1 SLP Address Line 2 SLP Address Line 3</p> <p>Unique Entity Number (UEN) No. Singapore Law Practice UEN</p>	<p>Full Name of Authorising Officer Authorising Officer Name</p> <p>Email Address of Authorising Officer Authorising Officer Email</p> <p>Last 4 Characters of Authorising Officer's NRIC / FIN No. Authorising Officer Last 4 Characters of NRIC / FIN No.</p> <p>Designation of Authorising Officer Authorising Officer Designation</p>
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Supervising Solicitor

<p>Supervising Solicitor: Supervising Solicitor Name</p> <p>Supervising Solicitor's Business Email Address: Supervising Solicitor Email</p> <p>Supervising Solicitor's AAS No.: Supervising Solicitor AAS No.</p> <p>Number of Practice Trainees under Concurrent Supervision of the Supervising Solicitor (including the Practice Trainee under this Practice Training Contract): Number of Practice Trainees</p>	<p>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?: No</p> <p>Practice Trainee for Registration under this Practice Training Contract: Name: Practice Trainee Name Part B No.: Part B No. Email: Practice Trainee Email</p>
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Practice Training Period

Practice Training Period Commencement Date: PTC Commencement Date	Practice Training Period End Date: PTC End Date
Practice Training Period Long Stop Date: PTC Long Stop Date	

Practice Training Plan for the duration of Practice Training Period

Core Advocate Seat: Core Seat	Does the Singapore Law Practice intend to arrange for the Practice Trainee to undertake a Secondary Seat at another law practice (referred to as the "Covering Law Practice")?: No
Secondary Solicitor Seat: Secondary Seat	

Signatories

ROLE	NAME	EMAIL
Authorising Officer	Authorising Officer Name	Authorising Officer Email
Supervising Solicitor	Supervising Officer Name (AAS: AAS No.)	Supervising Solicitor Email
Practice Trainee	Practice Trainee Name - Part B No.	Practice Trainee Email

EDIT
SUBMIT

Step 4. Review and Verify Information. Check all the entered details carefully to ensure they are accurate. If the information is correct, click the **“Submit”** button to proceed. If any errors are found, click the **“Edit”** button to update the necessary fields before continuing.

IMPORTANT

Please make sure that the Practice Trainee's email address is up to date. The Practice Trainee's email address stated in the Practice Training Contract is the email address registered with the Institute during the relevant session of the Part B Course.

If the Practice Trainee wishes to update this email address, please notify the Institute at ptp@sile.edu.sg **before** submitting the Practice Training Contract, so that the Institute may update the Practice Trainee's correspondence email accordingly.

☰ TOGGLE MENU

Search for Practice Training Contracts

Core Advocate Seat

Core Solicitor Seat

Commencement Date (from)

Commencement Date (to)

Practice Trainee

Show Rejected PTCs

APPLY FILTER
RESET FILTER

Practice Training Contracts

REGISTRATION DATE	PTC NO.	SUPERVISING SOLICITOR	PRACTICE TRAINEE	NO. OF PRACTICE TRAINEES	TRAINING PERIOD	SEATS	STATUS
Registration Date	PTC No.	Supervising Solicitor Name	Practice Trainee Name	No. of Practice Trainees	Training Period	1. Core Seat 2. Secondary Seat	PTC Awaiting Signatures SS X PT X AO X

CREATE PRACTICE TRAINING CONTRACT

Step 5. Awaiting Signatures Status. After submitting the registration details, you will be redirected to the Practice Training Contract homepage. This page displays a list of Practice Training Contracts created by the Singapore law practice. The status of each contract will be shown. If the Practice Training Contract is pending signatures, the status will be displayed as **“PTC Awaiting Signatures.”** All three parties (the Authorising Officer, the Supervising Solicitor, and the Practice Trainee) are required to sign the form in order to proceed.



Singapore
Institute of Legal Education

Dear Receipt Name,

You have been designated as the **Receipt Role** for Singapore Law Practice Name
UEN: Singapore Law Practice UEN to complete the registration of the following Practice Training Contract:

- 1. Name of Law Practice**
Singapore Law Practice Name
UEN: Singapore Law Practice UEN
- 2. Supervising Solicitor**
Supervising Solicitor Name (AAS: Supervising Solicitor AAS No.)
- 3. Practice Trainee**
Practice Trainee Name (Part B/QP No.: Practice Trainee Part B No.)
- 4. Practice Training Period**
Commencement Date: PTC Commencement Date
End Date: : PTC End Date
Long Stop Date: : PTC Long Stop Date
- 5. Practice Training Plan**
Core Advocate Seat: Core Seat
Secondary Solicitor Seat: Secondary Seat

More details of the Practice Training Contract can be found at the link provided below.

Actions Required

To complete the process, please:

1. Click the link provided below to view the Practice Training Contract
2. Review the Practice Training Contract
3. Sign the Practice Training Contract electronically

Link to the Practice Training Contract:

[https://sileportal.edu.sg/review/ptc/form.cfm?
idu=\[redacted\]&sr=\[redacted\]](https://sileportal.edu.sg/review/ptc/form.cfm?idu=[redacted]&sr=[redacted])

For further assistance, contact our support team at ptp@sile.edu.sg.

This is an autogenerated email.
Please do not reply to this email.

With regards,
Bar Admission and Examinations Department
Singapore Institute of Legal Education

Step 6. Practice Training Contract Signature Requests. All three parties (the Authorising Officer, the Supervising Solicitor, and the Practice Trainee) will receive an email notification prompting them to review and sign the Practice Training Contract electronically. Upon completing the electronic signature, click the **“Submit”** button to complete the submission.

Signature

I hereby confirm that I have reviewed the contents of the Practice Training Contract and all the statements outlined above. I confirm that I have understood them fully and verify that the information provided is accurate and complete.

Kindly provide the last four characters of your NRIC / FIN No. and affix your signature in the designated area.

Full Name of Authorising Officer Signing the Practice Training Contract on behalf of the Singapore Law Practice:

Last 4 Characters of Authorising Officer's NRIC / FIN No.:
(This is found in the Authorising Officer's Contract)

Authorising Officer Signature



Singapore
Institute of Legal Education

Dear Practice Trainee Name,

A Practice Training Contract (PTC No.) has been submitted to the Institute for registration.

- 1. Name of Law Practice**
Singapore Law Practice Name
UEN: Singapore Law Practice UEN
- 2. Supervising Solicitor**
Supervising Solicitor Name (AAS: Supervising Solicitor AAS)
- 3. Practice Trainee**
Practice Trainee Name (Part B/QP No.: Practice Trainee Part B No.)
- 4. Practice Training Period**
Commencement Date: PTC Commencement Date
End Date: : PTC End Date
Long Stop Date: : PTC Long Stop Date
- 5. Practice Training Plan**
Core Advocate Seat: Core Seat
Secondary Solicitor Seat: Secondary Seat

More details of the Practice Training Contract can be found at the link provided below.

Actions Required

To complete the process, please:

1. Click the link provided below to view the Practice Training Contract
2. Review the Practice Training Contract
3. Sign the Practice Training Contract electronically

Link to the Practice Training Contract:

[https://sileportal.edu.sg/review/ptc/form.cfm?idu=\[redacted\]&s=\[redacted\]](https://sileportal.edu.sg/review/ptc/form.cfm?idu=[redacted]&s=[redacted])

For further assistance, contact our support team at ptp@sile.edu.sg.

This is an autogenerated email.

Please do not reply to this email.

With regards,
Bar Admission and Examinations Department
Singapore Institute of Legal Education

Step 7. Practice Trainee Signature. The Practice Trainee will receive an email notification prompting them to review and electronically sign the Practice Training Contract. This email will also contain the Practice Trainee’s login credentials: the user ID will be the email address registered with the Institute, and a temporary password will be provided.

Signature

I hereby confirm that I have reviewed the contents of the Practice Training Contract and all the statements outlined above. I confirm that I have understood them fully and verify that the information provided is accurate and complete.

Kindly provide the last four characters of your NRIC / FIN No. and affix your signature in the designated area.

Full Name of Practice Trainee:

Last 4 Characters of Practice Trainee's NRIC / FIN No.:
(This is found in the Practice Trainee's Contract)

Practice Trainee Signature

REGISTRATION DATE	PTC NO.	SUPERVISING SOLICITOR	PRACTICE TRAINEE	NO. OF PRACTICE TRAINEES	TRAINING PERIOD	SEATS	STATUS
Registration Date	PTC No.	Supervising Solicitor Name	Practice Trainee Name	No. of Practice Trainees	Training Period	1. Core Seat 2. Secondary Seat	PTC Awaiting Signatures SS ✓ PT ✓ AO ✗
<input type="button" value="CREATE PRACTICE TRAINING CONTRACT"/>							

REGISTRATION DATE	PTC NO.	SUPERVISING SOLICITOR	PRACTICE TRAINEE	NO. OF PRACTICE TRAINEES	TRAINING PERIOD	SEATS	STATUS
Registration Date	PTC No.	Supervising Solicitor Name	Practice Trainee Name	No. of Practice Trainees	Training Period	1. Core Seat 2. Secondary Seat	PTC Signed by All Parties - Awaiting SILE Approval
<input type="button" value="CREATE PRACTICE TRAINING CONTRACT"/>							

Step 8. Awaiting the Institute’s Approval Status. Once the Practice Training Contract has been signed by all three parties (the Authorising Officer, the Supervising Solicitor, and the Practice Trainee), the status will automatically update to **PTC Signed by All Parties – Awaiting SILE Approval**. This indicates that all required signatures have been obtained and the Practice Training Contract is now pending review and approval by the Institute.

REGISTRATION DATE	PTC NO.	SUPERVISING SOLICITOR	PRACTICE TRAINEE	NO. OF PRACTICE TRAINEES	TRAINING PERIOD	SEATS	STATUS
Registration Date	PTC No.	Supervising Solicitor Name	Practice Trainee Name	No. of Practice Trainees	Training Period	1. Core Seat 2. Secondary Seat	SLP to Commence PTP
<input type="button" value="CREATE PRACTICE TRAINING CONTRACT"/>							

Step 9. Approval Confirmation. Once the Institute has approved the Practice Training Contract, the system will automatically update the application status to **“SLP to Commence PTP.”** This status indicates that the Singapore law practice may now proceed with the commencement of the Practice Training Period in accordance with the approved contract details.



Dear Recipient Name,

The Practice Training Contract (PTC No. - Practice Trainee Name (Part B/QP No.: Part B No.)) has been successfully registered.

You may now log in to the Practice Training Period Online Portal to begin managing and administering the registered Practice Training Period by clicking the link below:

[https://sileportal.edu.sg/member/ptc/review.cfm?
idu=\[REDACTED\]](https://sileportal.edu.sg/member/ptc/review.cfm?idu=[REDACTED])

For more information on the manner of serving the Practice Training Period and its requirements, you may download the **Practice Training Contract Guidelines 2024** from our website [HERE](#).

Important Note:

The Institute must be notified as soon as any changes arise relating to the manner of serving the practice training period, and in any case, no later than two weeks after the change occurs. Failure to provide notification within the prescribed deadline may result in the period served under the unregistered manner of service not being counted towards the practice training period.

For further assistance, contact our support team at ptp@sile.edu.sg.

This is an autogenerated email.

Please do not reply to this email.

With regards,
Bar Admission and Examinations Department
Singapore Institute of Legal Education

Once the Practice Training Contract has been successfully registered, email notifications will be automatically sent to the Account Administrator, Supervising Solicitor, and Practice Trainee. Each email will confirm the registration and contain a direct link to the Practice Training Period Online Portal. Recipients can access the Portal by clicking on the link in the email and logging in using their registered credentials.

This PTC has been approved by SILE

Please confirm the Commencement Date for your Practice Training Period at your earliest convenience. Kindly note that access to the Review Form, Practice Training Checklists and other features relevant to the practice training period will only be enabled once the Commencement Date has been confirmed.

You may confirm the date at any time. If there is a change to the Commencement Date, please click the 'Change Commencement Date' button below to submit a request.

[CONFIRM COMMENCEMENT](#)

No. PTC No. - PTC Approved by SILE - SLP to Commence PTP [OPTIONS](#) ▼

Singapore Law Practice

Name of Singapore Law Practice	Full Name of Authorising Officer
Singapore Law Practice Name	Authorising Officer Name

Step 10. Confirm Commencement Date. The Account Administrator, Supervising Solicitor, or Practice Trainee must confirm the commencement of the practice training period in the system at anytime prior to the intended commencement date of the practice training period.

No. PTC No. - PTP Commenced by SLP [OPTIONS](#) ▼

[PTC Form Info](#)

[Quarterly Submissions](#) ▼

[Submission Summary](#)

[Non-Training Days](#)

[Practicing Certificate](#)

Singapore Law Practice

Name of Singapore Law Practice	Full Name of Authorising Officer
Singapore Law Practice Name	Authorising Officer Name

Once the commencement date of the practice training period has been confirmed, the relevant functions in the PTP Online Portal will be enabled. These features will become accessible on or after the confirmed commencement date. Users will only be able to view and interact with the document submissions functions from that date onwards.

Supervising Solicitor AAS No.

Number of Practice Trainees under Concurrent Supervision of the Supervising Solicitor (including the Practice Trainee under this Practice Training Contract):
Number of Practice Trainees

Practice Training Period CHANGE COMMENCEMENT DATE

WARNING!

If you choose to amend the commencement date of the Practice Training Period, all relevant stakeholders are required to review and sign an updated Practice Training Contract (PTC) reflecting the new start date. The updated PTC will be sent to all stakeholders registered email for review and endorsement.

Current PTC Commencement Date:

Enter New PTC Commencement Date:

SUBMIT REQUEST CANCEL

Practice Training Period Commencement Date: **PTC Commencement Date** Practice Training Period End Date: **PTC End Date**

Practice Training Period Long Stop Date: **PTC Long Stop Date**

Practice Training Plan for the duration of Practice Training Period

Core Advocate Seat: **Core Seat** Does the Singapore Law Practice intend to arrange for the Practice Trainee to undertake a Secondary Seat at another law practice (referred to as the "Coaching Law Practice"):

Step 11. Change of Commencement Date. If you need to change the commencement date of the practice training period before it has started, you may do so by submitting a request through the portal. To begin, click on the **"Change Commencement Date"** button. You will be prompted to enter the current commencement date and the new intended commencement date. After completing the required fields, click **"Submit Request"** to send your request to the Institute for review and processing.