

**CHANGE IN THE MANNER OF SERVING THE APPROVED PRACTICE TRAINING PERIOD
PURSUANT TO RULE 41(2) OF THE LEGAL PROFESSION (ADMISSION) RULES 2024**

**CHANGE IN SEAT(S) AND/OR PRACTICE AREA(S) WITHIN AN APPROVED SINGAPORE
LAW PRACTICE**

Section A – Practice Trainee	
A1	Name of Practice Trainee (Full name as per NRIC/ FIN)
A2	Part B Candidate No.
Section B – Approved Supervising Solicitor	
B1	Name of Approved Singapore Law Practice
B2	Name of Supervising Solicitor (Full name as per Practising Certificate)
B3	AAS No. of Supervising Solicitor
Section C – Change(s) in Seat(s) and/or Practice Area(s)	
Approved Core Seat	
C1	<input type="checkbox"/> Advocate Seat <input type="checkbox"/> Solicitor Seat
Approved Secondary Seat(s)	
C2	<input type="checkbox"/> Advocate Seat <input type="checkbox"/> Solicitor Seat
Approved Additional Secondary Seats (if applicable)¹	
C3	<input type="checkbox"/> Advocate Seat <input type="checkbox"/> Solicitor Seat <input type="checkbox"/> Not Applicable

New Core Seat	
C4	<input type="checkbox"/> Advocate Seat <input type="checkbox"/> Solicitor Seat <input type="checkbox"/> Not Applicable
New Secondary Seat	
C5	<input type="checkbox"/> Advocate Seat <input type="checkbox"/> Solicitor Seat <input type="checkbox"/> Not Applicable
New Additional Secondary Seats (if applicable)¹	
C6	<input type="checkbox"/> Advocate Seat <input type="checkbox"/> Solicitor Seat <input type="checkbox"/> Not Applicable
Section D – Covering Law Practice	
Does the Singapore Law Practice intend to arrange for the Practice Trainee to be exposed to the Secondary Seat in another law practice (“Covering Law Practice”)? ² If [YES] is selected, complete and submit Form REG-CLP. together with this form.	Yes No
Section E – In-house Practice as Secondary Seat	

¹ If you did not select any additional secondary seat when registering your practice training contract, please indicate 'Not Applicable'.

²A 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 a Covering Law Practice. Refer to Part 6 of the Practice Training Period Guidelines 2024 for more information on Covering Law Practices.

<p>Does the Practice Trainee intend to undertake practice training in an in-house legal department of a qualifying entity?</p> <p>If [In-House practice] is selected as New Secondary Seat, complete and submit Form REG-QE together with this form.</p>	<p style="text-align: center;">Yes No</p>
<p>Section F – Reason(s) for the Change</p>	
<p>Reason(s) for the change in the manner of the practice training period</p>	

ANNEX A

SUPPORTING DOCUMENT CHECKLIST

Documents required for application for approval of a change in the manner of serving the practice training period. Submit the following documents along with this Form:

- Annex A – Supporting Document Checklist
- Annex B - Confirmation by the Approved Singapore Law Practice, Approved Supervising Solicitor and Practice Trainee
- Completed Registration Form for Covering Law Practice (Form REG-CLP) (if applicable)³
- Completed Practice Training Contract Registration Form for practice training period under Qualifying Entity (Form REG-QE) (if applicable)⁴

<p><u>For Official Use Only</u></p>	
<p>Based on the information provided the Institute has approved the Practice Trainee’s change in manner of serving the Practice Training Period.</p>	
<p>Name of Approver:</p>	
<p>Designation:</p>	
<p>For the Singapore Institute of Legal Education</p>	<p>Date of Approval:</p>

³ Covering Law Practice Registration Form is not required if you have selected “**NO**” in Section D

⁴ Qualifying Entity Registration Form is not required if you have selected “**NO**” in Section E. If you have selected “**YES**”, please ensure that Form REG-QE is submitted together with this form.

ANNEX B

Confirmation by the Approved Singapore Law Practice and Supervising Solicitor

1. We confirm that we have reviewed the new applicable Practice Area Checklists (if any), other than any In-house Practice (Solicitor-Seat) Checklist, and we are able to provide the practice trainee with sufficient exposure and adequate training to enable them to meet the requirements of the practice training period.
2. We will inform the Institute if there is any subsequent change to the manner of serving the Practice Training Period.

Signature:

Signature:

Full name
as per NRIC:

Name of Supervising Solicitor
as per Practising Certificate:

Designation:

Date:

Date:

Notification and Request by the Practice Trainee to change the manner of serving of the practice training period.

I am seeking approval from the Institute to change the manner of serving the practice training period, pursuant to Rule 41(b) read with Rule 41(2) of the Legal Profession (Admission) Rules 2024.

Signature:

Name of Practice Trainee as per NRIC/ FIN:

Date: