

APPROVAL FOR PRACTICE TRAINEE TO RECEIVE PART OF THE PRACTICE TRAINING IN A COVERING LAW PRACTICE PURSUANT TO RULE 35(2) OF THE LEGAL PROFESSION (ADMISSION) RULES 2024

A	Covering Law Practice¹		
A1	Name of Covering Law Practice		
B	Covering Supervisor²		
B1	Name of Covering Supervisor (Full name as per Practising Certificate)		AAS No.
B2	Business Email Address of Covering Supervisor		
B3	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. ³	From: From: From: From: From: From:	To: To: To: To: To: To:
B4	Does the Covering Supervisor hold a Practising Certificate registered under Section 36E of the Legal Profession Act 1966 for the duration of supervision of the Practice Trainee? ⁴	Yes	No

¹ Covering Law Practice” means a Singapore law practice to which a practice trainee is rotated for the purpose of completing his or her Secondary Seat.

² Covering Supervisor” means an advocate and solicitor at the Covering Law Practice who is in charge of the supervision of the Practice Trainee’s practice training during his or her time at the Covering Law Practice.

³ To provide the Covering Supervisor’s valid Practising Certificates as listed.

⁴ Please refer to S36E of the Legal Profession Act 1966 and check against the latest Practising Certificate (PC) of the Covering Supervisor. Select "Yes" only if the PC is registered under S36E as stated accordingly in the Practising Certificate.

B5	If you indicate [Yes] in B4 , is the Covering Supervisor eligible and registered to practise Singapore law? You may select Not Applicable if you indicate [No] in B4 .	Yes	No	Not Applicable
C	Practice Trainee			
C1	Name of Practice Trainee (Full name as per NRIC / FIN)			
C2	Part B Candidate No.			
C3	Commencement date at Covering Law Practice			
D	Singapore Law Practice			
D1	Name of Practice Trainee's Singapore Law Practice as per the Practice Training Contract			
D2	Name of Supervising Solicitor in the Singapore Law Practice			
E	Practice Training Provided by Covering Law Practice			
E1	Secondary Seat	Advocate Seat	Solicitor Seat	
E2	Additional Secondary Seat (Optional)	Advocate Seat	Solicitor Seat	

Please submit the following documents together with the Registration Form:

1. Annex A : Confirmation by the Covering Supervisor
2. Annex B : Request for Approval by the Practice Trainee
3. Covering Supervisor's valid Practising Certificates listed in Section B3

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Based on the information provided:

The Institute has approved the Practice trainee's manner of serving part of the Practice Training Period at the Covering Law Practice.

Name of Approver:

Designation:

for Singapore Institute of Legal Education

Date of Approval:

ANNEX A

Confirmation by the Covering Supervisor

I hereby agree to provide supervised training in relation to the practice of Singapore law to the Practice Trainee named herein pursuant to Rule 35(2) of the Legal Profession (Admission) Rules 2024, and I confirm that: -

1. I 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 selected Practice Area Checklists for the specified Secondary 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 assist the Supervising Solicitor in performing Training Review(s) with the Practice Trainee and will consult with the Supervising Solicitor regularly to provide timely updates on the Practice Trainee's progress. This is to ensure the completion of the Practice Area Checklist(s) for the Secondary Seat and the Training Review Form.
4. I confirm that I have read and understood the responsibilities of a Covering Supervisor set out in the Practice Training Period Guidelines 2024 issued by the Institute.
5. 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.
6. I shall inform the Practice Trainee and the Institute immediately if, for any reason, I fail to meet the requirements to be a Covering Supervisor during any part of the Practice Training Period.

Signature:

Name of Covering Supervisor
as per Practising Certificate:

Date:

ANNEX B

Request for Approval by the Practice Trainee

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.

Signature:

Name of Practice Trainee
as per NRIC / FIN:

Date: