

**APPROVAL OF THE MANNER OF SERVING PRACTICE TRAINING PERIOD THROUGH WORKING  
UNDER THE SUPERVISION OF QUALIFYING RELEVANT LEGAL OFFICER PURSUANT TO RULE 30(1)(b)(ii)  
OF THE LEGAL PROFESSION (ADMISSION) RULES 2024**

<b>A</b>	<b>Practice Trainee</b>	
A1	Name of Practice Trainee (Full name as per NRIC / FIN)	
A2	Part B Candidate No. / Qualified Person No.	
<b>B</b>	<b>Deployment</b>	
B1	Type of Deployment	Under the supervision of Qualifying Relevant Legal Officer being a Judicial Service Officer or Legal Service Officer  Under the supervision of Qualifying Relevant Legal Officer - Prescribed Statutory Bodies and Law Officers in Public Service
B2	Name of Organisation (the " <b>Organisation</b> ")	
B3	Organisation Registered Address	
B3	Name of Department	
B4	Designation	
B5	Appointment Date <sup>1</sup>	
<b>C</b>	<b>1<sup>st</sup> Qualifying Relevant Legal Officer ("QRLO")</b>	
C1	Name of QRLO (Full Name as per NRIC / FIN) (the " <b>QRLO</b> ")	
C2	Designation of QRLO	
C2	Business Email Address of QRLO	
C3	Business Contact Number of QRLO	

<sup>1</sup> Enter the date of your formal appointment. You can find this date specified in your Letter of Appointment.

C4	<b>2<sup>nd</sup> Qualifying Relevant Legal Officer (“QRLO”)</b>	
C5	Name of QRLO (Full Name as per NRIC / FIN) (the “ <b>QRLO2</b> ”)	
C6	Designation of QRLO	
C7	Business Email Address of QRLO	
C8	Business Contact Number of QRLO	
<b>D</b>	<b>Practice Training Period</b>	
D1	Practice Training Period Commencement Date <sup>2</sup> (the “ <b>Commencement Date</b> ”)	

Please submit the following documents together with the Registration Form:

- Annex A : Confirmation by the Qualifying Relevant Legal Officers  
Annex B : Request for Approval by the Practice Trainee

**For Official Use Only**

Based on the information provided:

- a. The Institute has approved the Practice Trainee’s manner of serving the Practice Training Period outlined above.
- b. The Practice Training Contract has been registered.

Name of Approver:

Designation:

for Singapore Institute of Legal Education

Date of Approval:

<sup>2</sup> Practice Training Period Commencement Date is the date on which your Practice Training Period officially begins. Note that the Commencement Date may be the same as your Appointment date. Commencement date and end date cannot fall on Saturdays, Sundays, or Singapore public holidays.

## ANNEX A

### Confirmation by the Qualifying Relevant Legal Officer

I, [Full name of the QRLO], on behalf of the Organisation stated above, hereby confirm the following:

1. I am duly authorised by the Organisation to lodge this notification to the Institute to inform the Institute of the Practice Trainee's manner of serving the Practice Training Period.
2. I confirm that I am a \*relevant legal officer being a Judicial Service Officer or Legal Service Officer in the Organisation/\*legal officer in the Organisation being one of the statutory bodies referred to in the Legal Profession (Prescribed Statutory Bodies and Law Officers in Public Service) Rules.<sup>3</sup> (\*Delete if inapplicable)
3. I confirm that I am an advocate and solicitor of not less than 5 years' standing and have been admitted to the Singapore Bar on [date].<sup>4</sup>
4. I confirm that I, for a total of not less than 5 out of the 7 years immediately preceding the Commencement Date, have been a relevant legal officer or have been in active practice in a Singapore law practice or both.<sup>5</sup>
5. I shall inform the Institute if there is any change to the manner of serving the Practice Training Period.
6. I shall inform the Practice Trainee and the Institute immediately if, for any reason, I fail to meet the requirements to be a Supervisor during any part of the Practice Training Contract.
7. I give consent to the Institute to provide the information contained in this application to the relevant stakeholders for the purpose of registering and approving the Practice Training Period.

Signature:

Name of Supervisor as per NRIC / FIN:

Organisation:

Designation:

Date:

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<sup>3</sup> To provide supporting documents i.e., confirmation letter from the Judicial Service Commission or Legal Service Commission) that the Supervisor is a Judicial Service Officer or Legal Service Officer meeting the specified requirements. At the conclusion of the Practice Training Period, to furnish a letter from the Judicial Service Commission or Legal Service Commission confirming the Supervisor's status as a Judicial Service Officer or Legal Service Officer for the duration of the Practice Training Period.

<sup>4</sup> To state date of admission and to provide proof of admission (Instrument of call).

<sup>5</sup> Ibid at 2

## **ANNEX B**

### **Request for Approval by the Practice Trainee**

1. I am seeking approval from the Institute regarding the manner in which I intend to fulfil my Practice Training Period, pursuant to 30(1)(b)(ii) of the Legal Profession (Admission) Rules 2024.
2. I consent to the Institute sharing my name, mobile number, and email address with the following entities for the purposes of facilitating my access to venues for scheduled classes during the course and coordinating matters related to practice training requirements and/or admission to the Bar, such as participation in the Law Society of Singapore's Advocacy Workshop:
  - a. Singapore Academy of Law;
  - b. The Law Society of Singapore;
  - c. Singapore Mediation Centre; and/or
  - d. Any relevant organisation or building management.

Signature:

Name of Practice Trainee  
as per NRIC / FIN:

Date: