

In this document:

“Act” refers to the **Legal Profession Act (Cap. 161)**,

“Qualified Persons Rules” refers to the **Legal Profession (Qualified Persons) Rules**,

“Admission Rules” refers to the **Legal Profession (Admission) Rules 2011**,

To view the above-mentioned, click here, <http://www.sile.edu.sg/legislation>

“AG” refers to the **Attorney-General of Singapore**

“LSS” refers to the **Law Society of Singapore**

“SILE” refers to the **Singapore Institute of Legal Education**

No.	What to do	When	Where	Documents/Information required	Special instructions	Service of documents	Fee payable
1.	Register as a qualified person	When QP status is attained, or when approval is required for manner of service of practice training period, or when applying to enrol in the Part B Course	SILE	i. Form for Qualified Persons to Register for Purpose of Admission as Advocates & Solicitors which may be downloaded from www.sile.edu.sg ii. Proof of becoming a qualified person as defined in the Qualified Persons Rules	SILE will issue a Letter of Registration as Qualified Person which is required when filing the Originating Summons for Admission	Service is hard copy to AG and LSS. Please check with the parties to be served on the manner of service	SGD214
2.	File Originating Summons (“OS”) electronically	After receipt of SILE’s Letter of Registration as Qualified Person and at least 60 days before the date fixed for hearing application of admission. It is not necessary to wait for release of Part B Exam results before filing OS	https://www.eLitigation.sg	Letter of Registration as Qualified Person by SILE	Please follow the Step-by-step guide to the filing of Admission of Advocate and Solicitor (AAS) documents on the eLitigation website at: https://www.elitigation.sg/layouts/IELS/Home/ReferenceCentre.aspx	Service is electronic. The parties to be served are to be selected from the eLitigation system	Fees as set out in Appendix B, Rules of Court
3.	Send an email to request for SILE Certificate (Form B in the Second Schedule to the Admission Rules)	Before filing the Supporting Affidavit between 30 days of filing OS and 21 days before date fixed for hearing of application for admission	via email to admissions@sile.edu.sg	Soft copy of exemption letter from Ministry of Law	<ul style="list-style-type: none"> Please refer to Rule 31 of the Admission Rules for guidance on which form to use When sending your email, please use as your subject heading, “Certificate of Diligence for AAS of (your name)” 	Not applicable	Nil

No.	What to do	When	Where	Documents/Information required	Special instructions	Service of documents	Fee payable
4.	File Request for SILE Certificate (Form B in the Second Schedule to the Admission Rules).	After receiving an email from SILE to do so.	https://www.eLitigation.sg	-	<ul style="list-style-type: none"> Please refer to Rule 31 of the Admission Rules for guidance on which form to use Please follow the Step-by-step guide to the filing of Admission of Advocate and Solicitor (AAS) documents on the eLitigation website at: https://www.elitigation.sg/layouts/IELS/Home/ReferenceCentre.aspx Please check your inbox for a notification from eLitigation that SILE has approved your SILE Certificate 	Not applicable	
5.	File the Affidavit for Admission and the Request for Hearing electronically (When affirming/swearing the affidavit ensure that all exhibits are issued and dated on or before the date of affirming/swearing of the affidavit)	After you receive notification that SILE has submitted its certificate in Form B of the Second Schedule to the Admission Rules	https://www.eLitigation.sg	<ol style="list-style-type: none"> Certificate by SILE in Form B(3) in the Second Schedule to the Admission Rules obtained via the eLitigation system 2 recent certificates of good character in Form C in the Second Schedule to the Admission Rules 	<ul style="list-style-type: none"> Please refer to Rule 31 of the Admission Rules for guidance on which form to use and amend the form accordingly to state the exemptions granted Please note that only SILE's certificate (Form B1, B2, B3 or B4) is to be requested electronically through the eLitigation system, and that Forms C & D are to be filed in pdf as attachments to your Affidavit Declaration and Instrument of Admission will be generated electronically Please follow the Step-by-step guide to the filing of Admission of Advocate and Solicitor (AAS) documents on the eLitigation website at: https://www.elitigation.sg/layouts/IELS/Home/ReferenceCentre.aspx A letter stating that as at the date of the letter, AG, SILE or LSS has no objections to your application for admission if your affidavits are in order A Notice of Objection will be filed by the party who has an objection to your application for admission 	Service is electronic. The parties to be served are to be selected from the eLitigation system	Fees as set out in Appendix B, Rules of Court and Section 16(3) of the Act

No.	What to do	When	Where	Documents/Information required	Special instructions	Service of documents	Fee payable
6.	Amend application	If there is an error that requires amendment	https://www.eLitigation.sg	To file an application for leave to amend	The prior consent of the AG, SILE and LSS should be obtained	Service is electronic. The parties to be served are to be selected from the eLitigation system	Fees as set out in Appendix B, Rules of Court
7.	Collect instrument of admission	A Registrar's Notice will be sent via eLitigation notifying the applicant to collect the instrument of admission between 5 days after the date of hearing of the OS and within one month of the date of hearing	Supreme Court Registry	Identification card or other identification document	Collection must be made personally. However, if applicant wishes to appoint someone to collect on the applicant's behalf ("Collector"), an authorisation letter signed by the applicant and stating the name and NRIC number of the Collector is to be provided to the Supreme Court Registry		Fees as set out in Appendix B, Rules of Court

IMPORTANT:

Please note that this guide is provided to applicants for their easy reference and that it is incumbent upon every applicant to ensure that his/her application meets the requirements prescribed by law, including the Legal Profession Act (Cap. 161), subsidiary legislation enacted under the Legal Profession Act (Cap. 161), including the Legal Profession (Admission) Rules 2011, the Supreme Court Practice Directions as well as any other relevant legislation which may be applicable.