

GUIDE ON MASS ADMISSION CEREMONY FOR LAWYER (NON-PRACTITIONER) 2025

S/N	STEP 1: File Originating Application (“OA”) via eLitigation		
1.	File your OA. Please note that the date fixed for the hearing of your application for admission as Lawyer (Non-Practitioner) (“Lawyer (NP)”) will be at least 60 days after the date on which the OA is filed. The hearing date for the Mass Admission Ceremony for Lawyers (NP) is currently scheduled for 21 April 2025 and 22 April 2025 . To have your application heard at the Mass Admission Ceremony for Lawyers (NP), please ensure that your OA is filed by 19 February 2025 .		
2.	When filing the OA, please attach SILE’s Letter of Registration as Qualified Person. You would have obtained the Letter of Registration as Qualified Person upon successfully enrolling in the Part B Course.		
S/N	STEP 2: File the Affidavit in support of your application for admission as Lawyer (NP) via eLitigation (“Supporting Affidavit”)		
A	What You Need to Do	B	What to Look Out For
1.	Once you have passed your Part B examinations, you will receive your Part B examinations results and SILE’s certificate under Rule 25(4)(a) of the Legal Profession (Admission) Rules 2024 (“ Admission Rules 2024 ”) (“ Form B(1) ”).	Part B examinations results and Form B(1) are expected to be issued by March 2025 .	
2.	<p>(1) Prepare, file and serve your Supporting Affidavit not earlier than 30 days after the date on which the OA is filed, and not later than 21 days before the date fixed for hearing of the application for admission as Lawyer (NP).</p> <p>(2) Use Form A(1) prescribed under the Admission Rules 2024.</p> <p>(3) Exhibit the following documents in your Supporting Affidavit:</p> <p>(a) Form B(1); and</p> <p>(b) Two recent Certificates of Good Character. Use Form C prescribed under the Admission Rules 2024.</p> <div><p>Note</p><p>Please file and serve your Supporting Affidavit early. Filing and serving the Supporting Affidavit promptly allows stakeholders (the Attorney-General’s Chambers, the Law Society, and SILE) sufficient time for thorough review. You may be required to file a Supplementary Affidavit if requested.</p><p>Please note that the specified OA filing deadline and Supporting Affidavit filing deadline are based on the earliest scheduled hearing date for the Mass Admission Ceremony.</p></div>	<p>(1) File and serve your Supporting Affidavit promptly upon receipt of Form B(1). The last day to file your Supporting Affidavit is 1 April 2025. Refer to the Supreme Court Website for the timeline.</p> <p>(2) Supporting Affidavit – Please make sure your Supporting Affidavit adheres to the format specified in Form A(1) prescribed under the Admission Rules 2024. Form A(1) can be downloaded from our website here. Please note the following common issues:</p> <p>(a) Ensure that your full name is accurate and matches the details on your NRIC/FIN, including any commas or spacing. Ensure that Hanyu Pinyin (Chinese spelling) is also included exactly as shown. <u>No deviation from the NRIC/FIN will be accepted.</u></p> <p>(b) Ensure that reference to all Acts includes the year of enactment, omitting the chapter number. For example, the short title in the OA should read “In the Matter of Section 11A of the Legal Profession Act 1966” not “In the Matter of Section 11A of the Legal Profession Act (Cap. 161)”.</p> <p>(c) Ensure that the affidavit header reads: “IN THE GENERAL DIVISION OF THE HIGH COURT OF THE REPUBLIC OF SINGAPORE.”</p> <p>(d) Review all pronouns (“He/She”) for correct and consistent use throughout the affidavit.</p> <p>(e) If you are a Christian or Catholic, use “make oath/sworn”; otherwise, use “affirm.” Ensure accurate and consistent usage of “sworn” or “affirm”. If “affirm” appears in the preamble, maintain “affirm” in both the jurat and exhibit pages. If “make oath” appears in the preamble, use “sworn” in the jurat and exhibit pages.</p> <p>(f) In Paragraph 1, ensure that your citizenship is accurately stated.</p> <p>(g) In Paragraph 2, ensure that your law degree title, university, and conferment date match your graduation certificate/degree scroll. You do not need indicate your class of honours. However, if you wish to indicate your class of honours, ensure that it is accurate and matches the details on your graduation certificate/ degree scroll.</p> <p>(h) In Paragraph 4, use the exact wording, “... the certificate issued by the Singapore Institute of Legal Education...”.</p> <p>(i) In Paragraph 5(k), disclose any misconduct and/or material fact(s) that may affect your suitability to practise as a Lawyer (NP) in Singapore or as a legal practitioner (by whatever name called) elsewhere.</p> <p>(j) If you are unable to make any of the declarations at Paragraph 5, omit the declaration(s) that do not apply to you and set out the details of the facts and circumstances relating to your inability to make the declaration(s) at the end of Paragraph 5. Exhibit any supporting documents.</p> <p>(k) In particular, if you are unable to make any of the declarations at Paragraph 5(j), do disclose the following details at the end of paragraph 5:</p> <p>i. Any determination by any institution of higher learning that you committed a deliberate assessment offence, such as plagiarism or cheating, to gain an unfair advantage for yourself or others, irrespective of whether the institution proceeded to formally charge or discipline you. Even in cases where the institution concluded that the offence was committed but opted not to impose formal disciplinary action, and merely issued a warning instead, the incident must still be declared.</p> <p>ii. Any misconduct, including deliberate assessment offences, for which you were charged, disciplined, or suspended by the institution.</p> <p>(l) <u>Refer to the Guide to Declaration(s) in the Admission Affidavit in relation to Academic Misconduct and Deliberate Assessment Offences issued by SILE.</u></p> <p>(m) Ensure full and frank disclosure of any misconduct and/or material fact(s), whether or not they relate to academic offences. This includes any pending investigations, complaints filed against you, or any regulatory or legal offences committed. If in doubt, we encourage full disclosure. Be specific and thorough, including all relevant details and supporting documents to clarify each disclosure. Full and voluntary disclosure in your Supporting Affidavit is more likely to reflect positively on your application.</p> <p>(3) Certificates of Good Character – Please make sure the Certificates of Good Character adhere to the format specified in Form C prescribed under the Admission Rules 2024. Form C can be downloaded from our website here. Please note the following common issues:</p> <p>(a) Your full name must be entered exactly as it appears on your NRIC/FIN. Avoid adding or omitting any punctuation, such as commas or spaces. If applicable, include your Hanyu</p>	

		<p>Pinyin (Chinese spelling) exactly as shown. <u>No deviation from the NRIC/FIN will be accepted.</u></p> <p>(b) The persons certifying the Certificates of Good Character must not be immediate family members or related to you by marriage.</p> <p>(c) At least one certifier must be a resident of Singapore with a valid local residential address.</p> <p>(d) Each certifier’s full <u>residential</u> address must be provided, including the postal code and unit number (if applicable). Office or "P.O. Box" addresses are not permitted.</p> <p>(e) The certifier’s occupation must be clearly specified. Do not use general terms like "law graduate" or “Advocate & Solicitor” as this does not constitute an occupation. If the certifier is currently not employed, state "unemployed." Suitable examples include practice trainee, intern, student, homemaker, etc.</p> <p>(4) Each certifier must have known you for a minimum of two years.</p> <p>(5) Provide background information detailing how the certifier has had sufficient opportunity to assess your character. The certifiers should describe how they came to know you and specify the capacity or capacities in which they were able to evaluate your character.</p> <p>(6) Affirming or swearing your Supporting Affidavit</p> <p>(a) Ensure that, when affirming or swearing the Supporting Affidavit, all exhibits are issued and dated on or before the date of the affirmation or swearing.</p> <p>(b) You need to swear or affirm the Supporting Affidavit before a Commissioner for Oaths. If you are overseas, you may affirm or swear the Supporting Affidavit in the presence of a Notary Public or diplomatic officer and consular officer exercising his or her functions outside Singapore.</p> <p>(c) If you are unsure or need help preparing your Supporting Affidavit, you should seek independent legal advice.</p>
3.	<p>(1) Wait for the stakeholders’ (the Attorney-General’s Chambers, the Law Society, and SILE) determinations. This will take the form of either a (a) Letter of No Objection; or (b) Notice of Objection.</p> <p>(2) Pursuant to Rules 27(1) and 27(2) of the Admission Rules 2024, stakeholders are to file and serve either a Letter of No Objection or a Notice of Objection on you not less than 5 days before the date fixed for the hearing of the OA.</p>	<p>(1) After reviewing your application, if a stakeholder is satisfied that all documentation is in order and that you are a fit and proper person for admission as a Lawyer (NP), the stakeholder will issue its Letter of No Objection via eLitigation.</p> <p>(2) If a stakeholder intends to object to your admission as a Lawyer (NP), the stakeholder will issue a Notice of Objection via eLitigation detailing the grounds for the objection. The stakeholder may also request that your admission hearing be adjourned and may require you to submit additional information and/or further documents.</p>
<p style="text-align: center;"><u>IMPORTANT</u></p> <p>Remain contactable and available for the stakeholders to reach out to you (whether you are in Singapore or overseas), should there be a need to rectify any omissions, irregularities, or errors in your submitted documents. Please note that it remains your responsibility to adhere to the prescribed timelines set by the Admission Rules 2024.</p> <p>This guide was prepared to provide you some pointers for Mass Admission Ceremony and is for your reference only. It does not constitute legal advice and is not a substitute for reading the applicable legislation. If you need any clarifications, please write to us at admissions@sile.edu.sg.</p>		