

GUIDE TO PROCEDURE FOR ADMISSION AS ADVOCATE & SOLICITOR (TRANSITIONAL PROVISIONS)

This guide applies to individuals applying for admission as an advocate and solicitor under the saving and transitional provisions (rule 52) of the Legal Profession (Admission) Rules 2024. The Legal Profession (Admission) Rules 2011 as in force immediately before 17 July 2024 applies to such applicants.

In this document:

- “Admission Rules 2011” refers to the Legal Profession (Admission) Rules 2011 as in force immediately before 17 July 2024;
- “AGC” refers to the Attorney-General’s Chambers of Singapore;
- “A&S” refers to Advocate & Solicitor;
- “LawSoc” refers to the Law Society of Singapore;
- “SILE” refers to the Singapore Institute of Legal Education;
- “SILE Certificate” refers to the certificate issued by SILE mentioned in Rule 25(4)(a) of the Admission Rules 2011;
- “Stakeholders” refers to AGC, LawSoc and SILE; and
- “Supporting Affidavit” refers to the affidavit filed in support of the application for admission as A&S.

S/N	What to do	When	Documents / Information required	Instructions
1.	File Originating Application (“OA”) via eLitigation.	After passing the Part B Examinations, and after receiving SILE’s Letter of Registration as a Qualified Person.	Letter of Registration as a Qualified Person issued by SILE. Please refer to the Quick Filing Guide for Admission as A&S which can be found here .	<ol style="list-style-type: none"> 1. The date fixed for the hearing of your application for admission as A&S will be at least 60 days after the date on which the OA is filed. 2. The OA is to be served on the Stakeholders within 3 days after the date on which it is filed. 3. You should file the OA via eLitigation.

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				<p>You can do so through a Singapore law practice or through the LawNet & CrimsonLogic Bureaus. Please refer to the Supreme Court's website for more information on eLitigation.</p>
2.	<p>Send an email to admissions@sile.edu.sg to request for the SILE Certificate.</p>	<p>After passing the Part B Examinations, but before filing the Supporting Affidavit.</p> <p>After passing the Part B Examinations, and before filing the Supporting Affidavit (information on the Supporting Affidavit can be found under S/N 4).</p>	<ol style="list-style-type: none"> 1. Soft copy of signed Certificate of Diligence. 2. Soft copy of completed and signed Practice Training Contract Checklist. 3. Certificate of Completion - e-Learning: Ethics in Practice. 4. Certificate of Completion- e-Learning: Legal Profession (Solicitors' Account) Rules. 5. Certificate of Completion – Advocacy Workshop, unless you completed the Advocacy Workshop during the Part B Course in 2023 or earlier. 	<ol style="list-style-type: none"> 1. When emailing SILE, please use the subject line: "Certificate of Diligence for AAS – [Your Name] [Student Number]". 2. If you completed the Advocacy Workshop during the Part B Course in 2023 or earlier, you are not required to provide the Certificate of Completion for the Advocacy Workshop.

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3.	File Request for SILE Certificate via eLitigation.	After receiving SILE's email instructing you to proceed to file the Request for SILE Certificate in eLitigation.	NA	NA
4.	File the Supporting Affidavit for admission and the Request for hearing via eLitigation.	After receiving the SILE Certificate.	<p>The Supporting Affidavit in Form A(1) prescribed under the Admission Rules 2011, exhibiting the following:</p> <ul style="list-style-type: none"> a. The SILE Certificate. b. Two recent Certificates of Good Character that satisfy the requirements under Rule 25(5) of the Admission Rules 2011 and are in the prescribed Form C in the Second Schedule to the Admission Rules 2011. c. Certificate(s) of Diligence in the appropriate Form D of the Second Schedule to the Admission Rules 2011. 	<ol style="list-style-type: none"> 1. Please refer to Rule 31(5) of the Admission Rules 2011 for guidance on which Form D to use. 2. The request for hearing is to be filed together with the Supporting Affidavit. Please refer to paragraph 156(4) of the Supreme Court Practice Directions 2021. 3. The Supporting Affidavit must be filed: (a) no earlier than 30 days after the date on which the OA is filed; and (b) not later than 21 days before the date fixed for the hearing of the application for admission. 4. The two Certificates of Good Character must each be provided by a responsible person who: <ul style="list-style-type: none"> a. is not immediately related to you;

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				<p>b. has known you for at least two years; and</p> <p>c. has had opportunities to judge your character.</p> <p>Of the two individuals providing these certificates, at least one must be a resident of Singapore.</p> <p>5. Ensure that, when affirming or swearing the affidavit, that all exhibits are issued and dated on or before the date of the affirmation or swearing of the affidavit.</p> <p>6. Please refer to the Guide to Declaration(s) in the Admission Affidavit in relation to Academic Misconduct and Deliberate Assessment Offences issued by SILE. You can download the guide from our website here.</p> <p>7. The Supporting Affidavit is to be served on the Stakeholders within 5</p>

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				days after the date on which it is filed.
5.	Amend the Supporting Affidavit (if required).	<p>The Stakeholders will review your Supporting Affidavit after it is filed and served.</p> <p>If any amendments or additional information are needed, you may be required to file a Supplementary Affidavit or Affidavits to amend or supplement your Supporting Affidavit. If SILE requires you to do this, we will notify you via email.</p>	You must obtain the Court's permission before filing any Supplementary Affidavit. To obtain the Court's permission, you may file an Other Hearing Related Request to request permission to file the Supplementary Affidavit. The request must state the reason(s) for the request and the position of the Stakeholders in respect of the request.	<ol style="list-style-type: none"> 1. Prior consent from the Stakeholders must be obtained for the purpose of seeking permission from Court to file any Supplementary Affidavit. You may then exhibit the written consent from all Stakeholders when seeking permission to file any Supplementary Affidavit. 2. The Stakeholders may, for the purpose of determining whether to object to any application for admission, require you to provide more information and/or documentation and apply for the admission hearing to be adjourned.

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6.	Receive Letter of No Objection / Notice of Objection from all Stakeholders.	Once a Stakeholder has reviewed your application and determined that all documentation is complete and that you are a fit and proper person for admission as A&S, the Stakeholder will issue a Letter of No Objection. Issuance of this letter by one Stakeholder does not preclude other Stakeholders from issuing a Notice of Objection.	NA	If a Stakeholder intends to object to your admission as A&S, the Stakeholder will issue a Notice of Objection 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.
7.	Attend the admission hearing.	NA	NA	NA
8.	Collect Instrument of Admission as A&S.	A Registrar's Notice will be issued via eLitigation, informing you that you may collect your instrument of admission. Collection must be made within one month from the date of the notice.	Identification card or such other identification document specified by the Supreme Court.	You must collect your documents personally at the Supreme Court Registry. If you wish to authorise a representative (" Authorised Representative ") to collect on your behalf, a signed authorisation letter must be provided. This letter should include the name and NRIC number of the Authorised Representative and must be presented to the Supreme Court Registry upon collection.

Notes:

- All documents listed under S/N 1, 3, 4 and 5 (if any) must be served or sent (as the case may be) electronically. Select the parties to be served directly from the eLitigation system.
- The applicable fees for filing and serving court documents are specified in the Fourth Schedule of the Rules of Court 2021.

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