

GUIDE TO PROCEDURE FOR ADMISSION AS LAWYER (NON-PRACTITIONER)

In this document:

- “Admission Rules 2024” refers to the Legal Profession (Admission) Rules 2024;
- “AGC” refers to the Attorney-General’s Chambers of Singapore;
- “LawSoc” refers to the Law Society of Singapore;
- “Lawyer (NP)” refers to Lawyer (Non-Practitioner);
- “SILE” refers to the Singapore Institute of Legal Education; and
- “Stakeholders” refers to AGC, LawSoc and SILE .

S/N	What to do	When	Documents / Information required	Additional Instructions
1.	File Originating Application (“OA”) electronically via eLitigation	<p>After completing the Part B Course & Examinations.</p> <p>Note the timeline prescribed under Rule 25(4) of the Admission Rules 2024.</p> <p>Note that it is not necessary to wait for the release of the Part B examination results before filing the OA.</p> <p><u>Note that your application must be made within 5 years after the date on which you</u></p>	<p>Letter of Registration as Qualified Person issued by SILE.</p> <p>You will be registered as a Qualified Person and be issued the Letter of Registration as Qualified Person when you are successfully enrolled in the Part B Course.</p> <p>Please refer to the Quick Filing Guide for Admission as Lawyer (NP) which can be found in the eLitigation Reference Centre.</p>	<p>Please note that the date fixed for the hearing of your application for admission as a Lawyer (NP) will be at least 60 days after the date on which the OA is filed.</p> <p>The OA is to be served on the Stakeholders within 3 days after the date on which it is filed.</p>

		<u>passed the Part B Examinations.</u>		
2.	File the Affidavit for admission as Lawyer (NP) (“ Supporting Affidavit ”) and the Request for hearing via eLitigation	After you have: (a) passed the Part B Examinations; and (b) received the SILE certificate (Form B(1) under Rule 25(4)(a) of the Admission Rules 2024)(“ Form B(1) ”).	The Supporting Affidavit in Form A(1) prescribed under the Admission Rules 2024, exhibiting the following: a. Form B(1) b. Two recent Certificates of Good Character that satisfy the requirements under rule 25(5) of the Admission Rules 2024 and must be in prescribed Form C. The Forms Prescribed under the Admission Rules may be found here . c. The Request for hearing is to be filed together with the Supporting Affidavit. Please refer to paragraph 156A of the Supreme Court Practice Directions 2021.	<ol style="list-style-type: none"> The Supporting Affidavit must be filed: (a) not earlier than 30 days after the date on which the OA is filed, <u>and</u> (b) not later than 21 days before the date fixed for the hearing of the application for admission as Lawyer (NP). You must exhibit two recent Certificates of Good Character, each provided by a responsible person who: <ol style="list-style-type: none"> is not immediately related to you; has known you for at least two years; and has had opportunities to judge your character. <p>Of the two individuals providing these certificates, at least one must be a resident of Singapore.</p>

				<ol style="list-style-type: none"> 3. Ensure that, when affirming or swearing the affidavit, all exhibits are issued and dated on or before the date of the affirmation or swearing. 4. 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. 5. The Supporting Affidavit is to be served on the Stakeholders within 3 days after the date on which it is filed.
3.	Amendment to the Supporting Affidavit (if any)	<p>AGC, LawSoc, and SILE will review your Supporting Affidavit after it is filed and served.</p> <p>If any amendments or additional information are needed, you will be notified by email, and you may be required to file Supplementary Affidavit(s) to amend or supplement your Supporting Affidavit.</p>	The applicant must obtain the Court's permission before filing any Supplementary Affidavit. To obtain the Court's permission, the applicant 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. 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.

4.	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 Lawyer (NP), the stakeholder will issue a Letter of No Objection. It is important to note, however, that the issuance of this letter by one stakeholder does not preclude other Stakeholders from issuing a Notice of Objection.	N/A	If a stakeholder intends to object to your admission as a Lawyer (NP), 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.
5.	Attend the admission hearing	N/A	N/A	N/A

6.	Collect Instrument of Admission as Lawyer (NP)	<p>A Registrar's Notice will be issued via eLitigation, informing you that you may collect the instrument of admission.</p> <p>Collection must be made within one month from the date of the notice.</p>	Identification card or such other identification document specified by the Supreme Court.	<p>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.</p>
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Notes:

- All documents listed under S/N 1, 2, 3 (if any) and 4 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.