
GUIDE TO APPLICATION PROCESS FOR QUALIFIED PERSONS TO REGISTER FOR THE PURPOSES OF ADMISSION AS AN ADVOCATE & SOLICITOR

Explanatory note

1. This registration is required under Rule 24 of the Legal Profession (Admission) Rules 2011. If the Institute is satisfied that you meet all the requirements of being a qualified person, it will enter your name into the register of qualified persons and issue you a Letter of Registration as a Qualified Person. You must submit this letter when you apply to the Supreme Court for admission as an advocate and solicitor.

Online application

2. To apply online, register for an account using your preferred email address at:

<https://sile.embark.com/apply/qp>

3. If you have previously registered as a user when applying for Part A of the Singapore Bar Examinations, but you no longer have access to the original email address used, you will have to set up a new Embark account for the qualified person application. In that case, you will need to key in your information again. If the email address that you used when applying for Part A of the Singapore Bar Examinations is still in use, please use the same email address to login.
4. Complete and submit the online application. When the application is submitted successfully, you will receive an acknowledgement by email that will prompt you to submit your supporting documents set out in paragraphs 6 to 12 below.
5. The Institute will correspond with you primarily by email. Please provide a valid email address, preferably a personal email address, and inform the Institute immediately of any changes to your contact particulars.

Documents pertaining to personal particulars

6. Enclose clear softcopy of the following:
 - 6.1 Identity card if you are a Singapore citizen or Singapore permanent resident (a clear copy - front and back printed on the same page); or
 - 6.2 If you are not a Singapore citizen or Singapore permanent resident:
 - 6.2.1 International passport (a clear copy of the cover and particulars page); and
 - 6.2.2 Training Employment Pass (a clear copy - front and back printed on the same page) if you intend to serve your practice training period upon registering as a qualified person.

Documents pertaining to qualifications

7. Enclose clear softcopies of the following supporting documents and any other document that the Institute may require:
 - 7.1 Degree certificate for your law degree.
 - 7.2 Official academic transcript for your law degree.
 - 7.3 A letter from the university stating your ranking, in terms of academic performance, of the total number of the graduates in the same batch who have been conferred the degree, if your law degree is from a university in Australia, New Zealand, or the United States of America.
 - 7.4 Certificate as evidence that you have passed Part A of the Singapore Bar Examinations.

- 7.5 A letter from the Ministry of Law if you have been exempted from any of the requirements under the Legal Profession Act (Cap. 161), the Legal Profession (Qualified Persons) Rules or the Legal Profession (Admission) Rules 2011.
8. If you sat for the Part A in the year 2015 or after, you need not furnish the documents set out in paragraph 7.

Documents pertaining to relevant legal training and relevant legal practice or work

9. Please refer to this link <https://www.sile.edu.sg/relevant-legal-training-or-relevant-legal-practice-or-work> for the certification format for relevant legal training, relevant legal practice or work.
10. The definition of relevant legal training and relevant legal practice or work can be found in Rule 2 of the Legal Profession (Qualified Persons) Rules.
11. If you are a law graduate of National University of Singapore or Singapore Management University or you have been exempted from relevant legal training or relevant legal practice or work, you need not furnish the documents set out in paragraph 9.

Documents pertaining to practice training period

12. If you are required to serve practice training period, you must seek the approval of the Institute of the manner in which you are to serve your practice training period before you begin, or at least within the first 2 weeks of your practice training period. You may register with a new email address to apply for approval or use the same email address used to apply for registration as a Qualified Person and/or the Part B Bar Examinations and Course.
13. Please refer to Parts IV and V of the Legal Profession (Admission) Rules 2011 for the requirements relating to practice training period and practice training contracts with a Singapore law practice. You may also refer to <http://sile.edu.sg/admission-requirements/practice-training-period> for more information.
14. Here are some additional points to note:
- 14.1 Request the Singapore Law Practice (SLP) where you will be serving your practice training period to complete and sign the [SILE PTC Form \(SLP_PTC Registration\) and give you the soft copy. You will need it to submit your application.](#)
- 14.2 Submit your application for approval: [here](#).
- 14.3 SILE will generally issue its approval **in about 5 working days**, if the [application](#) is in order. Please refrain from calling us to find out about your status and remain contactable while waiting for your application to be processed.

To prevent delays, please help to verify the SILE PTC Form before submitting it to us through the application portal:

- i. Name of SLP must be as per the Legal Services Regulatory Authority (LSRA) records.
- ii. Name of supervising solicitor must be as per their practising certificate.
- iii. Name of practice trainee must be as per the NRIC/FIN.
- iv. Supervising solicitor's personal work email (i.e., with the law practice's domain name) must be provided.
- v. The form should be signed by a director, partner or sole proprietor of the SLP on behalf of the SLP.

15. If you are serving your practice training period through working as a Judicial Service Officer or Legal Service Officer, or under the supervision of a Qualifying Relevant Legal Officer, please write to admissions@sile.edu.sg for the documents required.

Submission of documents

16. Please send clear softcopies of the following documents via email to admissions@sile.edu.sg after you have received the application confirmation email:
 - 16.1 Documents pertaining to personal particulars (not applicable if you sat for the Part A in the year 2015 or after)
 - 16.2 Documents pertaining to qualifications (not applicable if you sat for the Part A in the year 2015 or after)
 - 16.3 Documents pertaining to relevant legal training and relevant legal practice or work (if applicable)

IMPORTANT: The Institute will process the online application only if all supporting documents are received within 14 days from the submission of the online application. If all supporting documents are not received by then, your application will be treated as withdrawn.

Registration fee

17. A fee of S\$216.00 (inclusive of GST) shall be payable by on the registration of the qualified person under Rule 24(3) of the Legal Profession (Admission) Rules 2011.
18. After you have sent your supporting documents in clear soft copies, you will receive instructions on payment. Please follow the instructions in the email that you will receive.
19. You must submit any other documents that may be required by the Institute. The Institute reserves the right to deem your application withdrawn if you fail to submit the required documents.
20. You may send queries by email to admissions@sile.edu.sg.

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