

## GUIDE TO APPLICATION PROCESS FOR REGISTRATION OF QUALIFIED PERSON

### **Explanatory note**

1. This registration is required under Rule 24 of the Legal Profession (Admission) Rules 2024. 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.
2. Please note that if you are applying for the Part B Course and Examinations you do not need to apply to register as a qualified person as applying for the Part B Course and Examinations will register you as a qualified person as well.

### **Online application**

3. To apply online, register for an account using your preferred email address at:  
  
<https://sile.embark.com/apply/gp>
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 9 below (if applicable).
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 certified true copy of the following:
  - 6.1 Singapore citizen or Singapore permanent resident - Identity card (a clear copy of the front and back printed on the same page); or
  - 6.2 Non- Singapore citizen or non-Singapore permanent resident - International passport (a clear copy of the cover and particulars page).

### **Documents pertaining to qualifications**

7. Enclose certified true copy 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 1966, the Legal Profession (Qualified Persons) Rules or the Legal Profession (Admission) Rules 2024.
8. If you sat for the Part A of the Singapore Bar Examinations 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 templates for the certification letter 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.

**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**

12. A fee of S\$218 (inclusive of GST) shall be payable for the registration of the qualified person under Rule 24(3) of the Legal Profession (Admission) Rules 2024.
13. After you have sent your supporting documents, you will receive instructions on payment. Please follow the instructions in the email that you will receive.
14. 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.
15. You may send any queries by email to [admissions@sile.edu.sg](mailto:admissions@sile.edu.sg).

**NOTE:** Certification should be carried out by an independent person of recognised authority, such as the University/College Dean/Registrar, an official of an Inn of Court, a lawyer of standing or notary public (if the Applicant is outside of Singapore), but not by a relative of the Applicant. The full name of the certifier, and a description of the certifier's status or authority should be placed under the signature.

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