**“Organisation’s Official Letterhead”**

**“Date”**

Director

Singapore Institute of Legal Education

Bar Admission and Examinations

2 Havelock Road

#04-18 Havelock 2

Singapore 059763

**Service of Practice Training Period under Rule 14(1)(b)(ii) of**

**Legal profession (Admission) Rules 2011 – Name of Trainee as per NRIC**

1. This letter is submitted in support of the application by **Name of Trainee as per NRIC (NRIC No. XXXX)** (“the Trainee”) for the Institute’s approval of the manner of serving the practice training period pursuant to rule 24(d) of the Legal Profession (Admission) Rules 2011.

2. The supervised training for the Trainee will commence on **Date** (“Commencement Date”). The Trainee will be working as **Job Designation** in the**Department in Organisation** of the **Organisation.**

3.From the Commencement Date, the Trainee will receive supervised training in relation to the practice of Singapore law through working under the supervision of **Name of Supervisor as per NRIC** (“the Supervisor”)**,** in the **Department in Organisation** of the **Organisation**, who is,

1. a legal officer in **Organisation**, one of the statutory bodies referred to in the Legal Profession (Prescribed Statutory Bodies and Law Offices in Public Service) Rules1
2. an advocate and solicitor of not less than 5 years’ standing, having been admitted to the Singapore Bar on **Date**2; and
3. for a total of not less than 5 out of the 7 years immediately preceding the Commencement Date, has been a relevant legal officer or has been in active practice in a Singapore law practice or both3.

3. We will inform the Trainee and the Institute immediately if, for any reason, there is any change to the supervised training arrangement, or if the Supervisor no longer meets the requirements to supervise the training under the Legal Profession (Admission) Rules 2011.

4. Please contact me at **Telephone number** or via **Email** should further clarifications be required.

*signed*

**Full Name of Supervisor as per NRIC**

**Designation**

**Organisation**

**[To be signed by the Supervisor only]**

Enclosure:

1 To arrange with the Attorney-General’s Chambers to second the Trainee for a 3-month training period, and to complete the appropriate checklist.

2To provide proof of admission e.g., instrument of call.

3To provide proof (e.g., through a letter from the Judicial Service Commission or Legal Service Commission) that the Supervisor is a Judicial Service Officer or Legal Service Officer meeting the specified requirements. At the conclusion of the practice training period, to furnish a letter from the Judicial Service Commission or Legal Service Commission confirming the Supervisor’s status as a Judicial Service Officer or Legal Service Officer for the duration of the practice training period.