NOTE: To be printed on the law practice’s letterhead. A certified true copy is required for letters from law practices outside Singapore. SILE may require more information from applicants, such as evidence of the formal training arrangement in writing.

[Date]

Singapore Institute of Legal Education

(Attn: Director, Bar Admission and Examinations)

2 Havelock Road

#04-18 Havelock 2

Singapore 059763

**ENGAGEMENT IN RELEVANT LEGAL PRACTICE BY**

[Legal practitioner’s official full name]

This is to certify that the Legal Practitioner named below has, for a period of not less than 6 months within a continuous period of 8 months, been engaged in active practice in [jurisdiction] as a [state type of legal practitioner e.g., barrister] in our law practice. The particulars of the relevant legal practice (“**RLP**”) are:

Legal Practitioner: [Legal practitioner’s official full name]

NRIC / Passport No.: [●]

Date RLP commenced: [●]\*

Last day of RLP: [●]

2. During the RLP period:

(a) This law practice declared closure for [●] day(s) (namely, [state dates]); and

(b) The Legal Practitioner took [●] day(s) of leave (including medical, annual, reservist and compassionate leave) (namely, [state dates]).

3. We enclose certified true copies of the Legal Practitioner’s proof of admission to practise in [jurisdiction] and the valid [practising certificate (or other equivalent licence)] during the RLP period.

4. For clarifications, please contact [Name of partner, director, sole proprietor, sole director or sole partner] [Designation] at [contact number] or [email address].

Yours faithfully,

*[This letter is to be hand-signed on hardcopy letterhead.]*

[Name of Partner / Director / Sole Proprietor / Sole Director / Sole Partner]

[Designation]

For [Name of Law Practice]

Enclosure

\* *The RLP can only commence after the Legal Practitioner has passed the final examination of the recognised law degree.*