NOTE: To be printed on Judicial Service Commission’s letterhead. 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

**COMPLETION OF RELEVANT LEGAL TRAINING FOR**

[JSO’s official full Name]

This is to certify that the Officer named below has, for a period of not less than 6 months within a continuous period of 8 months, received supervised training in relation to the practice of Singapore law through working as a Judicial Service Officer and deployed to the [organisation] and appointed as a [designation]. The particulars of the relevant legal training (“**RLT**”) are:

Officer: [JSO’s official full name]

NRIC / Passport No.: [●]

Date RLT commenced: [●]\*

Last day of RLT: [●]

2. During the RLT period, the Officer took [●] day(s) of leave (including no-pay leave, study, medical, annual, reservist and compassionate leave) (namely, [state dates]).

3. For clarifications, please contact [name of officer-in-charge] at [contact number] or [email address].

Yours faithfully,

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

[Name of Director]

Director, Judicial Service Commission Secretariat

Singapore Legal Service

\* *The RLT can only commence after the JSO has passed the final examination of the recognised law degree.*