NOTE: To be printed on the organisation’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**

[Officer’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 under my supervision, in the [department] of the [organisation] as a [designation].

2.From the commencement date of the supervised training, I am,

1. a relevant legal officer, being a legal officer in [organisation], one of the statutory bodies or law offices referred to in the Legal Profession (Prescribed Statutory Bodies and Law Offices in Public Service) Rules;
2. an advocate and solicitor of not less than 5 years’ standing, having been admitted to the Singapore Bar on [date]1; 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 both2.

3. The particulars of the relevant legal training (“**RLT**”) are:

Officer: [Officer’s official full name]

NRIC / Passport No.: [●]

Date RLT commenced: [●]4

Last day of RLT: [●]

4. 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]).

5. For clarifications, please contact me at [contact number] or [email address].

Yours faithfully,

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

[Name of relevant legal officer]

[Designation]

[Organisation]

*1 To provide proof of admission e.g., instrument of call.*

*2 To provide proof (i.e., through a letter from the prescribed statutory body or law office) that the relevant legal officer is a legal officer in the prescribed statutory body meeting the specified requirements for the duration of relevant legal practice.*

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