

SILE GUIDE ON MASS CALL 2022

STEP 1: Submit documents for SILE review and file request for SILE certificate in e-Litigation

<u>What You Need To Do</u>	<u>What To Look Out For</u>
<p>1. As soon as you complete your practice training period, email SILE @ admissions@sile.edu.sg with the subject heading “Cert of Diligence Request for (your name and Part B Candidate number)” enclosing the following:</p> <ol style="list-style-type: none"> a. Certificate(s) of Diligence b. Practice Training Checklist(s) c. Certificate of Completion – e-Learning: Ethics in Practice d. Certificate of Completion – e-learning: Legal Profession (Solicitors’ Accounts) Rules e. Please also indicate your mobile number <p>2. Please proceed to file request for SILE certificate in e-Litigation.</p> <p>Please do this by Friday, 22 July 2022, 5pm to avoid delays in processing due to expected increased volume of requests.</p> <p>3. To avoid unnecessary delay, you are strongly encouraged to use the forms found here.</p> <p>4. SILE will generally issue its certificate via e-Litigation in about 5 working days, if all documents submitted are in order. Please refrain from calling us to find out about your status and remain contactable while waiting for your request to be processed.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note</p> <ul style="list-style-type: none"> - SILE will generally take 5 working days to verify these documents depending on the volume of requests received. - Please read this document and our website carefully. If you still have any admission queries, you are encouraged to email admissions@sile.edu.sg instead of calling us so that we can better address your queries. - Remain contactable while waiting for your request to be processed </div>	<p>1. Certificate of Diligence (COD) – Please use the forms found in SILE’s website</p> <ol style="list-style-type: none"> a. You need one COD for each practice training contract. Keep each COD to a 1-page document. b. Ensure the correct Form is used. Remove all footnotes. c. Your name must be exactly as per your NRIC. Do not exclude the comma. d. No need to state your NRIC but if you state your NRIC, it must be correctly and fully stated. e. Ensure that the law firm name is exact. Do not write it as shortforms/abbreviations. f. Commencement date of practice training period must match the PTP Approval Form/letter. g. End date of practice training period cannot fall on a non-working day. h. Duration of practice training period cannot be shorter than 6 months. i. COD cannot be dated before the last day of practice training period. j. COD wordings must conform with Forms D(1) or D(2) of Legal Profession (Admission) Rules 2011. k. Ensure pronoun (his/her) in paragraph 3(a) of COD is correct. l. Missing sole director/partner letter from LLP/Partnership/LLC/Law Corporation with 1 signatory m. The COD should be signed by: <ol style="list-style-type: none"> i. If LLP or partnership, use Form D(2), two signatories who are Partners; ii. If LLC, use Form D(2), two signatories who are Directors; iii. If sole proprietorship, use Form D(1), one signatory who is the sole proprietor; iv. If LLC with 1 Director only / LLP with 1 Partner only – Email us for directions. n. The designation (Partner/Director/Sole Proprietor) of the person(s) signing must be correctly and clearly stated. For example, do not use “CEO” or “Chairman”. o. For calculation of Practice Training Period (PTP), refer to https://www.sile.edu.sg/calculation-of-practice-training-period <p>2. Practice Training Contract Checklist (PTCC) – Please use the form found in SILE’s website</p> <ol style="list-style-type: none"> a. Full name of supervising solicitor as per practicing certificate and law practice must be included. Both must be identical to the one stated in COD. b. Commencement date of practice training period match the PTP Approval Form/letter. c. <u>All</u> items in Sections A and B must be accounted for. d. At least 2 out of 4 areas of practice in Section C must be completely accounted for. e. If the supervising solicitor also signs on the COD, signature should be the same as that on the PTCC. f. Date of signing off by the supervising solicitor must not be more than 1 month before then end of practice training contract. g. Ensure all pages of the checklist have been included. <p>3. File request for SILE certificate in e-Litigation</p> <ol style="list-style-type: none"> a. Reason for request, state: “For the purpose of preparing the affidavit of admission as an advocate and solicitor.”

IMPORTANT: Remain contactable and available to rectify any omission, irregularity or error in COD and Checklist.

STEP 2: File your Affidavit upon receiving SILE certificate

<u>What You Need To Do</u>	<u>What To Look Out For</u>
<p>1. After SILE certificate has been issued, file your affidavit as soon as possible. Refer to the Supreme Court website for the last day to file affidavit.</p> <p>2. Although the last day to file Affidavit for Admission is on Monday, 1 August 2022, you are encouraged to file it as soon as possible to avoid any delay.</p> <p>3. In e-Litigation, please also request for Hearing Date.</p> <p>4. To avoid any unnecessary delay, you are encouraged to use the forms found here.</p> <p>5. SILE expects to issue its Letter of No Objection on or before Monday, 15 August 2022 if your affidavit is in order and there are no other issues with your application. Please refrain from calling the hotline to find out about your status and remain contactable while waiting for your request to be processed.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note</p> <ul style="list-style-type: none"> - Filing the affidavit early gives the stakeholders (AGC, Law Society, and SILE) adequate time to review. In case there are errors, you will have ample time to file a supplementary affidavit to rectify the errors. </div>	<p>1. e-Litigation Profile</p> <ol style="list-style-type: none"> a. Ensure information in your e-Litigation profile is correct and up to date, especially: <ol style="list-style-type: none"> i. The start and end dates in your e-Litigation profile must match what is stated on your COD. ii. The stated conferral date of your degree in the affidavit must match what is stored in your e-Litigation profile. <p>2. Affidavit – Please use the form found in SILE’s website</p> <ol style="list-style-type: none"> a. Ensure that all legislative references are updated as per paragraphs 2(c), 2(j)(ii), and 2(m) below. b. Ensure that the header of the affidavit reads: “IN THE GENERAL DIVISION OF THE HIGH COURT OF THE REPUBLIC OF SINGAPORE”. c. Ensure that cover page states “Legal Profession Act 1966”. d. Your name and NRIC number must be exactly as per your NRIC. Do not exclude the comma. e. Check that the pronouns “He/She” are applied correctly and consistently throughout the affidavit. f. Ensure consistent and correct use of sworn/affirm. <ol style="list-style-type: none"> i. Usage of “affirm” must be consistent in jurat and exhibit pages if “affirm” is stated in the preamble paragraph. ii. Usage of “sworn” must be consistent in jurat and exhibit pages if “make oath” is stated in the preamble paragraph g. The COD must be dated before the SILE Certificate was issued. h. The affidavit should only be sworn/affirmed after SILE Certificate issued. i. Paragraph 1 <ol style="list-style-type: none"> i. Ensure that citizenship stated is correct. j. Paragraph 2 <ol style="list-style-type: none"> i. Ensure that that your law degree conferred, university attended and conferment date is as per your graduation certificate. ii. Ensure that “Legal Profession Act 1966” is included. iii. No need to indicate your class of degree. k. Paragraph 4

- i. Ensure that the details of practice training period served are accurate as per your submitted COD.
- l. Paragraph 5
 - i. Correct wording is "... the certificate issued by Singapore Institute of Legal Education ...".
- m. Paragraph 7
 - i. Ensure that sub-paragraphs 7(a) to 7(j) are all present.
 - ii. Ensure that paragraph 7(d)(i) states "149, 149A, 154 of the Companies Act 1967".
 - iii. Ensure that paragraph 7(d)(i) states "59, 60, and 61 of the Limited Liability Partnerships Act 2005".
 - iv. Ensure that paragraph 7(i) states "Mental Capacity Act 2008".

3. Certificate of Good Character (Form C)

- a. Your full name must be stated exactly as per your NRIC. Do not exclude the comma.
- b. Certifiers cannot be immediately related to you.
- c. At least one certifier has to be a resident of Singapore, with a local residential address.
- d. Certifier's full residential addresses to be used (instead of office address). This must include the unit number and postal code for all residential addresses stated.
- e. Certifier's occupation must be stated and cannot be a law graduate. If certifier is not working, state "unemployed". Certifier can be a trainee, intern, student, homemaker, etc.
- f. Each certifier must have known you for at least two years.

IMPORTANT: Remain contactable and available to rectify any omission, irregularity or error Affidavit.

This guide was prepared to provide you some pointers for Mass Call 2022, and is for your reference only. It does not constitute legal advice, and is not a substitute for the applicable legislation. If you need any clarifications, please write us at admissions@sile.edu.sg.

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