

## SILE GUIDE ON MASS CALL 2023

STEP 1: Submit documents for SILE review and file request for SILE Certificate in e-Litigation	
What You Need To Do	What To Look Out For
<ol style="list-style-type: none"> <li>1. As soon as you complete your practice training period, email SILE at <a href="mailto:admissions@sile.edu.sg">admissions@sile.edu.sg</a> with the subject heading "Cert of Diligence Request for (your name and Part B Candidate number)" enclosing the following:               <ol style="list-style-type: none"> <li>a. <a href="#">Certificate(s) of Diligence</a></li> <li>b. <a href="#">Practice Training Checklist(s)</a></li> <li>c. Certificate of Completion – e-Learning: Ethics in Practice</li> <li>d. Certificate of Completion – e-Learning: Legal Profession (Solicitors' Accounts) Rules</li> <li>e. Please also indicate your mobile number</li> <li>f. Please state your intended hearing date</li> </ol> </li> <li>2. Proceed to file request for SILE Certificate in e-Litigation.</li> <li>3. Do this by <b>24 July 2023</b> to avoid delays in processing.</li> <li>4. Use the forms available <a href="#">here</a>.</li> <li>5. SILE will generally issue its certificate via e-Litigation <b>in about 5 working days</b>, if all documents submitted are in order. Please refrain from calling us to find out about the status.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>- Please read this document and our website carefully. If you still have any admission queries, you are encouraged to email <a href="mailto:admissions@sile.edu.sg">admissions@sile.edu.sg</a> instead of calling us so that we can better address your queries.</li> <li>- <b>Remain contactable while waiting for your request to be processed.</b></li> </ul> </div>	<ol style="list-style-type: none"> <li>1. <b>Certificate of Diligence (COD) – Use the <a href="#">forms found in SILE's website</a></b> <ol style="list-style-type: none"> <li>a. You need one COD for each practice training contract. Keep each COD to a one-page document.</li> <li>b. Ensure you use the correct Form for the person(s) signing your COD. The COD should be signed by:               <ul style="list-style-type: none"> <li>▪ If LLP or partnership, use Form D(2), two signatories who are Partners;</li> <li>▪ If LLC, use Form D(2), two signatories who are Directors;</li> <li>▪ If sole proprietorship, use Form D(1), one signatory who is the sole proprietor;</li> <li>▪ If LLC with one Director only / LLP with one Partner only – use Form D(2) modified for one signatory who is the sole director/partner, and include the Sole Director/Partner letter.</li> </ul> </li> <li>c. Use the <a href="#">forms found in SILE's website</a>.</li> <li>d. Your name must be exactly as per your NRIC. Do not exclude or add any commas or spaces.</li> <li>e. You do not need to state your NRIC. If you do state your NRIC, state it correctly and in full.</li> <li>f. Ensure that the name of the law practice is correct and stated in full. Do not use shortforms/abbreviations.</li> <li>g. Commencement date of your practice training period must match that in the PTP Approval Form/letter.</li> <li>h. End date of practice training period cannot fall on a non-working day.</li> <li>i. Duration of practice training period cannot be shorter than 6 months.</li> <li>j. COD cannot be dated before the last day of practice training period.</li> <li>k. COD wording must conform with Forms D(1) or D(2) of Legal Profession (Admission) Rules 2011.</li> <li>l. Ensure pronoun (his/her) in paragraph 3(a) of COD is correct. You may use "the" instead.</li> <li>m. 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".</li> <li>n. For calculation of Practice Training Period (PTP), refer to: <a href="https://www.sile.edu.sg/calculation-of-practice-training-period">https://www.sile.edu.sg/calculation-of-practice-training-period</a></li> </ol> </li> <li>2. <b>Practice Training Contract Checklist (PTCC) – Use only the <a href="#">form found in SILE's website</a></b> <ol style="list-style-type: none"> <li>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.</li> <li>b. Commencement date of practice training period must match that in the PTP Approval Form/letter.</li> <li>c. <u>All</u> items in Sections A and B must be accounted for.</li> <li>d. At least 2 out of 4 areas of practice in Section C must be completely accounted for.</li> <li>e. If the supervising solicitor also signs on the COD, signature should be the same as that on the PTCC.</li> <li>f. Date of signing off by the supervising solicitor must not be more than 1 month before the end of practice training contract.</li> <li>g. Ensure all pages of the checklist have been included.</li> </ol> </li> <li>3. <b>File request for SILE certificate in e-Litigation</b> <ol style="list-style-type: none"> <li>a. For reason for request, state: "For the purpose of preparing the affidavit of admission as an advocate and solicitor."</li> </ol> </li> </ol>

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

STEP 2: Upon receiving SILE Certificate, file your Affidavit and await SILE's Letter of No Objection	
What You Need To Do	What To Look Out For
<ol style="list-style-type: none"> <li>1. After the SILE Certificate has been issued, prepare and file your affidavit as soon as possible. Although the last day to file the Affidavit for Admission is <b>31 July 2023</b>, you are encouraged to file it <b>as soon as you are able to under the Legal Profession (Admission) Rules 2011</b>. Refer to the <a href="#">Supreme Court website</a> for the last day to file your affidavit.</li> <li>2. In e-Litigation, please also request for Hearing Date.</li> <li>3. SILE expects to issue its Letter of No Objection <b>5 working days before the Hearing Date</b> 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.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>- 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.</li> </ul> </div>	<ol style="list-style-type: none"> <li>1. <b>e-Litigation Profile</b> <ol style="list-style-type: none"> <li>a. Ensure the information in your e-Litigation profile is correct and up to date, especially:               <ul style="list-style-type: none"> <li>▪ The PTP start and end dates in your e-Litigation profile must match what is stated on your COD.</li> <li>▪ The stated conferral date of your degree in the affidavit must match what is stored in your e-Litigation profile.</li> </ul> </li> </ol> </li> <li>2. <b>Affidavit – Please note that the forms of affidavit were updated on 1 January 2023</b> <ol style="list-style-type: none"> <li>a. Ensure that the short titles of all Acts include the year of enactment, <b>not</b> the chapter number. See in particular paragraphs 2(c), 2(j)(ii), and 2(m) below.</li> <li>b. Ensure that the header of the affidavit reads: "IN THE GENERAL DIVISION OF THE HIGH COURT OF THE REPUBLIC OF SINGAPORE".</li> <li>c. Ensure that cover page states "Legal Profession Act 1966", <b>not</b> "Legal Profession Act (Cap. 161)".</li> <li>d. Your name and NRIC number must be exactly as per your NRIC. Do not exclude or add any commas or spacing.</li> <li>e. Check that the pronouns "He/She" are applied correctly and consistently throughout the affidavit.</li> <li>f. Ensure consistent and correct use of "sworn/affirm".               <ol style="list-style-type: none"> <li>i. If "affirm" is stated in the preamble paragraph, ensure you use "affirm" in the jurat and exhibit pages.</li> <li>ii. If "make oath" is stated in the preamble paragraph, ensure you use "sworn" in the jurat and exhibit pages.</li> <li>iii. If you are a Christian or a Catholic, use "make oath/sworn". Otherwise, use "affirm".</li> </ol> </li> <li>g. The COD must be dated before the SILE Certificate was issued.</li> <li>h. The affidavit should only be sworn/affirmed after SILE Certificate has been issued.               <ol style="list-style-type: none"> <li>i. Paragraph 1                   <ol style="list-style-type: none"> <li>i. Ensure that your citizenship is correctly stated.</li> </ol> </li> <li>j. Paragraph 2                   <ol style="list-style-type: none"> <li>i. Ensure that that your law degree conferred, university attended, and conferment date is as per your graduation certificate.</li> <li>ii. Ensure that "Legal Profession Act 1966" is included.</li> <li>iii. <b>No need</b> to indicate your class of honours.</li> </ol> </li> <li>k. Paragraph 4                   <ol style="list-style-type: none"> <li>i. Ensure that the details of practice training period served are as per your submitted COD.</li> </ol> </li> <li>l. Paragraph 5                   <ol style="list-style-type: none"> <li>i. Correct wording is "... the certificate issued by Singapore Institute of Legal Education ...".</li> </ol> </li> <li>m. Paragraph 7                   <ol style="list-style-type: none"> <li>i. Ensure that sub-paragraphs 7(a) to 7(j) are all present.</li> <li>ii. Ensure that paragraph 7(d) is per the up-to-date version of the Form (the paragraph should start with the line "have never been disqualified, in Singapore or elsewhere, from being a director..." and should only be a single paragraph, <b>not</b> two sub-paragraphs)</li> <li>iii. Ensure that paragraph 7(i) states "Mental Capacity Act 2008", <b>not</b> "Mental Capacity Act (Cap. 177A)".</li> <li>iv. Ensure particulars of any facts which affect your suitability to practise (e.g., deliberate assessment offences and misconduct at University) are declared at 7(j).</li> </ol> </li> </ol> </li> <li>3. <b>Certificate of Good Character (Form C)</b> <ol style="list-style-type: none"> <li>a. Your full name must be stated exactly as per your NRIC. Do not exclude or add any commas or spacing.</li> <li>b. Certifiers cannot be immediately related to you.</li> <li>c. At least one certifier must be a resident of Singapore, with a local residential address.</li> <li>d. Certifier's full residential addresses must be stated (do not state an office address or c/o address). This must include the postal code and unit number (where applicable).</li> <li>e. Certifier's occupation must be stated. Do not state "law graduate" as it is not an occupation. If certifier is not working, state "unemployed". Certifier can be a trainee, intern, student, homemaker, etc.</li> <li>f. Each certifier must have known you for at least two years.</li> </ol> </li> </ol> </li></ol>

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

This guide was prepared to provide you some pointers for Mass Call 2023 and is for your reference only. It does not constitute legal advice, and is not a substitute for reading the applicable legislation. If you need any clarifications, please write to us at [admissions@sile.edu.sg](mailto:admissions@sile.edu.sg).