

GUIDE FOR ADMISSION AS LAWYER (NON-PRACTITIONER)

In this document:

- “Admission Rules 2024” refers to the Legal Profession (Admission) Rules 2024
- “AGC” refers to the Attorney-General’s Chambers of Singapore
- “Law Society” refers to the Law Society of Singapore
- “Lawyer (NP)” refers to Lawyer (Non-Practitioner)
- “QP Letter” refers to Letter of Registration as Qualified Person
- “SILE” refers to the Singapore Institute of Legal Education
- “Stakeholders” refers to the AGC, Law Society and SILE

| S/N | What to do | When | Documents / Information required | Additional Instructions |
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| 1. | File the Originating Application (Admission of Lawyer (NP) (“OA”)) electronically via eLitigation. | <p>a) There are fixed dates for Lawyer (NP) admission hearings. Refer to the Supreme Court website for the admission hearing dates for the year 2026. The OA must be filed at least 60 days before the date of the Lawyer (NP) hearing.</p> <p>b) You may file your OA before the release of the Part B examination results.</p> | <p>a) QP Letter issued by SILE.</p> <p>b) Refer to the filing guide on how to file your admission documents on eLitigation. The filing guide is accessible under “Quick Filing Guides” and “Admission of Advocate and Solicitor” of the link below:</p> <p>https://www.elitigation.sg/Documents/Guide-AdmissionasLawyer(NP)(ver2).pdf</p> | <p>a) There is no Mass Admission Ceremony for Lawyer (NP) from 2026 onwards.</p> <p>b) The OA is to be served on the Stakeholders within 3 days after the date on which it is filed.</p> <p>c) Under Order 16 rule 2(7) of the Rules of Court 2021, the OA will be deemed to have been discontinued if no step is taken in the OA for more than 1 year.</p> <p>d) You must be admitted while your Part B</p> |

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| | | | <p>c) In eLitigation, indicate “Yes” or “No” to whether you have entered into a practice training contract or a contract to work as a Judicial Service Officer, a Legal Service Officer, and/or under the supervision of a qualifying relevant legal officer (as defined in rule 30(1)(b)(ii) of the Legal Profession (Admission) Rules 2024).</p> | <p>Examination pass result is valid. The period of validity of a pass result of the Part B Examinations is 5 years. Please therefore ensure that your application is filed within such time that your admission as a Lawyer (NP) will take place within the validity period, taking into account the applicable timelines for the filing of the Originating Application, supporting affidavits, and the admission hearing, as well as any potential delays in the admission process.</p> <p>e) Please ensure that your contact details in eLitigation are correct.</p> |
| 2. | File the Affidavit for admission as Lawyer (NP) (“ Supporting Affidavit ”) and the Request for Hearing via eLitigation. | <p>After you have:</p> <p>a) passed the Part B Examinations; and</p> <p>b) received the SILE certificate (Form B(1) under Rule 25(4)(a) of the Admission Rules 2024) (“Form B(1)”).</p> <p>c) The results of the Part B Examinations and Form B(1) are expected to be issued by the end of March (for Session 2</p> | <p>a) The Supporting Affidavit in Form A(1) prescribed under the Admission Rules 2024, exhibiting the following:</p> <p>i. Form B(1); and</p> <p>ii. Two recent Certificates of Good Character that satisfy the requirements under rule 25(5) of the Admission</p> | <p>a) The Supporting Affidavit must be filed: (a) not earlier than 30 days after the date on which the OA is filed, and (b) not later than 21 days before the date fixed for the hearing of the application for admission as Lawyer (NP).</p> <p>b) The Request for Hearing is to be filed together with the Supporting Affidavit. Please refer to paragraph 156A of the Supreme Court Practice Directions 2021.</p> |

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| | | <p>candidates) and the end of October (for Session 1 candidates).</p> | <p>Rules 2024. They must be in prescribed Form C.</p> <p>b) The prescribed forms under the Admission Rules may be downloaded from the SILE website.</p> | <p>c) The Supporting Affidavit is to be served on the Stakeholders within 3 days after the date on which it is filed.</p> <p>d) Please file and serve your Supporting Affidavit early. Filing and serving the Supporting Affidavit promptly allows Stakeholders sufficient time for review.</p> <p>e) Refer to the <u>Annex</u> of this Guide for the key points to note when preparing the Supporting Affidavit.</p> <p>Important Note: Please also refer to the <u>Guide to Declaration(s) in the Admission Affidavit in relation to Academic Misconduct and Deliberate Assessment Offences</u>. You can download the guide from the SILE website.</p> |
| 3. | <p>Make amendments to the Supporting Affidavit (if any).</p> | <p>a) The Stakeholders will review your Supporting Affidavit after it is filed and served.</p> <p>b) If any amendments or additional information are needed, you will be notified by email, and you may</p> | <p>a) File the Supplementary Affidavit together with the Other Hearing Related Request via eLitigation.</p> <p>b) When filing the Other Hearing Related Request, state the</p> | <p>a) The Stakeholders' positions must be obtained. You may then exhibit the written consent (or objections) from all Stakeholders when seeking permission to file any Supplementary Affidavit.</p> |

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| | | <p>be required to file a Supplementary Affidavit or Affidavit(s) to amend or supplement your Supporting Affidavit. Please ensure that all responses are made within the same email thread, with all stakeholders copied.</p> | <p>following information:</p> <ul style="list-style-type: none"> i. the reason(s) for filing the Supplementary Affidavit; ii. the Stakeholder(s) who requested the Supplementary Affidavit, if applicable; and iii. the Stakeholders' positions in relation to the filing of the Supplementary Affidavit | <p>b) The Stakeholders may, for the purpose of determining whether to object to any application for admission, require you to provide more information and/or documentation, and apply for the admission hearing to be adjourned.</p> |
| 4. | <p>Receive Letter of No Objection / Notice of Objection from each of the Stakeholders</p> | <p>a) If a stakeholder has reviewed your application and determined that all documentation is complete and that you are a fit and proper person for admission as a Lawyer (NP), the stakeholder will, not less than 5 days before the date fixed for the Lawyer (NP) hearing, issue a Letter of No Objection via eLitigation.</p> | <p>NA</p> | <p>a) If a stakeholder intends to object to your admission application, the stakeholder will, not less than 5 days before the date fixed for the Lawyer (NP) hearing, issue a Notice of Objection via eLitigation detailing the grounds for the objection.</p> <p>b) The stakeholder may also request that your admission hearing be adjourned and may require you to submit additional information and/or further documents,</p> |

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| | | b) It is important to note, however, that the issuance of this letter by one stakeholder does not preclude other Stakeholders from issuing a Notice of Objection. | | and you may be required to file a Supplementary Affidavit or Supplementary Affidavits. |
| 5. | Attend the admission hearing | NA | NA | <p>a) If you indicated “Yes” to whether you have entered into a practice training contract or a contract to work as a Judicial Service Officer, a Legal Service Officer, and/or under the supervision of a qualifying relevant legal officer (as defined in rule 30(1)(b)(ii) of the Legal Profession (Admission) Rules 2024), and if none of the Stakeholders have objected, this may be a paper hearing before a Judge. You must attend in-person before an Assistant Registrar or a Senior Assistant Registrar (“Designated AR”), who will convey the Judge’s order to you. You will then proceed to make your declaration under rule 28 of the Admission Rules 2024 before the Designated AR.</p> <p>b) If you indicated “No” to whether you have entered into a practice training contract or a contract to work as a Judicial Service Officer, a Legal Service Officer, and/or under the supervision of a qualifying relevant legal officer (as defined in rule 30(1)(b)(ii) of the Legal</p> |

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| | | | | Profession (Admission) Rules 2024), and if none of the Stakeholders have objected, you will attend an in-person hearing before a Judge. You must appear with a Mover. A common mover is arranged only if you are attending a monthly call with a large cohort. If you have any enquiries regarding Movers for the purposes of your application for admission, please refer to the Law Society website . |
| 6. | Collect Instrument of Admission as Lawyer (NP) | A Registrar’s Notice will be issued via eLitigation, informing you that you may collect the instrument of admission. Collection must be made within one month from the date of the notice. | Identification card or such other identification document specified by the Supreme Court. | You must collect your documents personally at the Supreme Court Registry. If you wish to authorise a representative (“ Authorised Representative ”) to collect on your behalf, a signed authorisation letter must be provided. This letter should include the full name and NRIC number of the Authorised Representative and must be presented to the Supreme Court Registry upon collection. |

Notes:

- All documents listed under S/N 1, 2, 3 (if any) and 4 must be served or sent (as the case may be) electronically. Select the parties to be served directly from the eLitigation system.
- The applicable fees for filing and serving court documents are specified in the Fourth Schedule of the Rules of Court 2021.

IMPORTANT: This guide serves as a reference tool to aid applicants and is FOR REFERENCE ONLY. It is the responsibility of each applicant to ensure that their application complies fully with all legal requirements. These include, but are not limited to, Legal Profession Act 1966 (“Act”), the Admission Rules 2024, the Supreme Court Practice Directions, subsidiary legislation enacted under the Act, and any other applicable rules and regulations.

Please remain contactable and available for the Stakeholders to reach out to you (whether you are in Singapore or overseas), should there be a need to rectify any omissions, irregularities, or errors in your submitted documents. Please note that it remains your responsibility to adhere to the prescribed timelines set by the Admission Rules 2024.

ANNEX

Checklist of key points to note when preparing documents for admission as Lawyer (NP)

| S/N | A. Supporting Affidavit | DONE |
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| 1. | <p>Ensure that your Supporting Affidavit adheres to the format specified in Form A(1) prescribed under the Admission Rules 2024.</p> <p>If you are not relying on an exemption, use Form A(1).</p> <p>If you are relying on an exemption from attending and satisfactorily completing the Part B course of instructions and passing the Part B examinations, please contact SILE at admission@sile.edu.sg for the relevant form.</p> <p>Applicants should ensure that their affidavits comply with paragraphs 78 to 81 of the Supreme Court Practice Directions 2021.</p> | |
| 2. | Ensure that your LNP number is correct. | |
| 3. | Ensure that your full name is accurate and matches the details on your NRIC/FIN, including any commas or spacing. Ensure that Hanyu Pinyin (Chinese spelling) is also included, if applicable. <u>No deviation from the NRIC/FIN will be accepted.</u> Please make sure that the details match with the information you have entered in eLitigation. | |
| 4. | Ensure that you state your full <u>residential</u> address, including the postal code and unit number. | |
| 5. | Ensure that references to all Acts include the year of enactment, rather than the chapter number. For example, the short title in the OA should read “In the Matter of Section 11A of the Legal Profession Act 1966”, not “In the Matter of Section 11A of the Legal Profession Act (Cap. 161)”. | |
| 6. | Ensure that the affidavit header reads: “IN THE GENERAL DIVISION OF THE HIGH COURT OF THE REPUBLIC OF SINGAPORE”. | |
| 7. | If you are a Christian or Catholic, use “make oath/sworn”; otherwise, use “affirm.” Ensure accurate and consistent usage of “sworn” or “affirm”. If “affirm” appears in the preamble, use “affirm” in both the jurat and exhibit pages. If “make oath” appears in the preamble, use “sworn” in the jurat and exhibit pages. | |

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| 8. | At paragraph 1, ensure that your citizenship is accurately stated and make the appropriate deletions. | |
| 9. | At paragraph 2, ensure that your law degree title, university, and conferment date tally with the details on your graduation certificate/degree scroll. You do not need indicate your class of honours. However, if you wish to indicate your class of honours, ensure that it is accurate and matches the details on your graduation certificate/ degree scroll. Please make sure that the details match with the information you have entered in eLitigation. | |
| 10. | At paragraph 4, exhibit the SILE Certificate Form B(1). Use the exact wording, "... the certificate issued by the Singapore Institute of Legal Education...". | |
| 11. | <p>At paragraph 5, ensure that all the declarations listed in sub-paragraphs 5(a) to 5(k) are included. No declaration should be omitted, unless you are unable to make the same. If you are unable to make any of the declarations, delete the applicable sub-paragraph and set out details of the facts and circumstances relating to your inability to make the declaration(s) at the end of sub-paragraph 5(k). <u>Exhibit all relevant supporting documents.</u></p> <p>If you have nothing to declare under paragraph 5, remove the text "except the following" in sub-paragraph 5(k).</p> | |
| 12. | <p>At sub-paragraphs 5(j) and (k):</p> <p>Remember that you are required to make full and frank disclosure of any misconduct or facts that may affect your suitability to practise law as Lawyer (NP) in Singapore, or as a legal practitioner elsewhere. This includes, but is not limited to, any findings by your university or other institution of higher learning that you engaged in deliberate assessment offences, such as plagiarism or cheating, whether or not disciplinary proceedings were formally initiated. You must also disclose any ongoing investigations or complaints filed against you, and/or any regulatory or legal offences you have committed.</p> <p>If you are unable to make the declaration at sub-paragraph 5(j), you must disclose the following details at the end of sub-paragraph 5(k):</p> <p>(a) Any determination by any institution of higher learning that you committed a deliberate assessment offence, such as plagiarism or cheating, to gain an unfair advantage for yourself or others, irrespective of whether the institution proceeded to formally charge or discipline you. Even in cases where the institution concluded that the offence was committed but opted not to impose formal disciplinary action, and merely issued a warning instead, the incident must still be declared.</p> | |

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| | <p>(b) Any misconduct, including deliberate assessment offences, for which you were charged, disciplined, or suspended by the institution.</p> <p>Ensure full and frank disclosure of any misconduct and/or fact(s), whether or not they relate to academic offences. This includes any pending investigations, complaints filed against you, or any regulatory or legal offences committed. If in doubt, we encourage full disclosure. Be specific and thorough, including all relevant details and supporting documents to clarify each disclosure. Full and voluntary disclosure in your Supporting Affidavit is more likely to reflect positively on your application.</p> <p>If you have nothing to declare under sub-paragraph 5(k), remove the text “except the following”.</p> | |
| 13. | At paragraph 6, ensure that each Certificate of Good Character strictly follows the format prescribed in Form C under the Admission Rules 2024. Refer to Section B below for the key points to note when preparing the Certificates of Good Character. | |
| 14. | Ensure that, when affirming or swearing the Supporting Affidavit, all exhibits are issued and dated on or before the date of the affirmation or swearing. | |
| 15. | You need to swear or affirm the Supporting Affidavit before a Commissioner for Oaths. If you are overseas, you may affirm or swear the Supporting Affidavit in the presence of a Notary Public or diplomatic officer and consular officer exercising his or her functions outside Singapore. | |
| 16. | Review all pronouns (“He/She”) for correct and consistent use throughout the Supporting Affidavit. | |

| S/N | B. Certificates of Good Character (“COGCs” or “FORM C”) | DONE |
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| 1. | Please make sure the COGCs adhere to the format specified in Form C prescribed under the Admission Rules 2024. The prescribed form can be download from SILE website under the Resources tab. Do not assume that any precedents you have obtained from other sources accurately reflect the correct format. | |
| 2. | The persons certifying the COGCs must not be an immediate family member i.e., a spouse, a child, an adopted child, a stepchild, a sibling, an adopted sibling, a stepsibling, a parent or a stepparent. | |

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| 3. | Each certifier must have known you for a minimum of two years. | |
| 4. | At least one certifier must be a resident of Singapore with a valid local residential address. | |
| 5. | Each certifier's full <u>residential</u> address must be provided, including the postal code and unit number (if applicable). "P.O. Box" addresses are not permitted. | |
| 6. | The certifier's occupation must be clearly specified. Do not use general terms like "law graduate" or "Advocate & Solicitor" as this does not constitute an occupation. If the certifier is currently not employed, state "unemployed." Suitable examples include practice trainee, intern, student, homemaker, etc. | |
| 7. | Review all pronouns ("He/She") for correct and consistent use in the COGCs. | |
| 8. | Provide sufficient background information detailing how the certifier has had sufficient opportunity to assess your character. <u>The certifiers should describe how they came to know you and specify the capacity or capacities in which they were able to evaluate your character.</u> | |
| 9. | The last paragraph of the COGC should state that the Applicant is "... a fit and proper person to be admitted and enrolled as a <u>lawyer (NP) of the Supreme Court of Singapore</u> ". The reference to "an advocate and solicitor" must be removed, as it is not applicable in a Lawyer (NP) admission application. Ensure the words "of the Supreme Court of Singapore" are included. | |
| 10 | Ensure that the COGCs are issued and dated on or before the date of the affirmation or swearing. | |
| 11. | When signing the COGC, the certifier must provide either a wet-ink signature or a digital signature. | |

—End—

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