

CHANGE IN THE MANNER OF SERVING THE PRACTICE TRAINING PERIOD PURSUANT TO RULE 41(2) OF THE LEGAL PROFESSION (ADMISSION) RULES 2024 FOR PRACTICE TRAINEE WORKING UNDER SUPERVISION OF QUALIFYING RELEVANT LEGAL OFFICER(S).

A	Practice Trainee	
A1	Name of Practice Trainee (Full name as per NRIC / FIN)	
B	Deployment	
B1	Type of Deployment	Under the supervision of Qualifying Relevant Legal Officer being a Judicial Service Officer or Legal Service Officer Under the supervision of Qualifying Relevant Legal Officer - Prescribed Statutory Bodies and Law Officers in Public Service
B2	Name of Organisation (the " Organisation ")	
B3	Name of Department	
B4	Designation	
B5	Approved Practice Training Period Commencement Date ¹	
C	Previously Approved Qualifying Relevant Legal Officer ("Outgoing QRLO")	
C1	Name of Outgoing QRLO (Full Name as per NRIC/ FIN)	
C2	Outgoing QRLO Designation	
C3	Last day of training under supervision of the Outgoing QRLO	
D	New Qualifying Relevant Legal Officer ("New QRLO")	
D1	Name of New QRLO (Full Name as per NRIC/ FIN)	
D2	New QRLO Designation	

¹ Practice Training Period Commencement Date is the date on which your Practice Training Period officially begins. Note that the Commencement Date may be the same as your Appointment date. Commencement date and end date cannot fall on Saturdays, Sundays, or Singapore public holidays.

D3	QRLO Designation	
D4	QRLO's Business Email Address	
D5	QRLO's Business Contact Number	
D6	Start date of supervised training with New QRLO	

Please submit the following documents along with this Form:

1. **Annex A** : Confirmation by the Qualifying Relevant Legal Officers.
2. **Annex B** : Notification and Request by the Practice Trainee to change the manner of serving the Practice Training Period.

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Based on the information provided, the Institute has approved the Practice Trainee's change in manner of serving the Practice Training Period.

Name of Approver:

Designation:

for Singapore Institute of Legal Education

Date of Approval:

ANNEX A

Confirmation by the New Qualifying Relevant Legal Officer.

I, on behalf of the Organisation stated above, hereby confirm the following:

1. I am duly authorised by the Organisation to lodge this notification to the Institute to inform the Institute of the Practice Trainee's manner of serving the practice training period.
2. I confirm that I am a **relevant legal officer (being Judicial Service Officer or Legal Service Officer/*legal officer in the Organisation²/ *legal officer in the Organisation being one of the statutory bodies referred to in the Legal Profession (Prescribed Statutory Bodies and Law Officers in Public Service) Rules³*
3. I confirm that I am an advocate and solicitor of not less than 5 years' standing and I have been admitted to the Singapore Bar.⁴
4. I confirm that I, for a total of not less than 5 out of the 7 years immediately preceding the Commencement Date, have been a relevant legal officer or have been in active practice in a Singapore law practice or both.
5. I shall inform the Institute if there is any change to the manner of serving the Practice Training Period.
6. I shall inform the Practice Trainee and the Institute immediately if, for any reason, I fail to meet the requirements to be a Qualifying Relevant Legal Officer.
7. I give consent to the Institute to provide the information contained in this application to the relevant stakeholders for the purpose of registering and approving the Practice Training Period.

Signature:

Name of the New Qualifying Relevant Legal Officer:

Date:

² To provide confirmation letter from the Judicial Service Commission or Legal Service Commission certifying that the New Qualifying Relevant Legal Officer is a Judicial Service Officer or Legal Service Officer.

³ To provide confirmation letter from the prescribed statutory body certifying that the New Qualifying Relevant Legal Officer is a Legal Officer within that Organisation.

⁴ To provide proof of admission (Instrument of call).

ANNEX B

Notification and Request by the Practice Trainee

1. I am seeking approval from the Institute regarding the manner in which I intend to fulfil my practice training period, pursuant to 30(1)(b)(ii) of the Legal Profession (Admission) Rules 2024.
2. I shall inform the Institute if there is any further change(s) to the manner of serving the Practice Training Period as soon as possible and no later than 2 weeks after the change. I acknowledge that failure to provide notification may result in the period served under the unregistered manner not being counted towards the Practice Training Period.

Signature:

Name of Practice Trainee as per NRIC/FIN:

Date: