

IN THE SUPREME COURT OF THE REPUBLIC OF SINGAPORE

PRACTICE DIRECTION NO. 5 OF 2006

**APPLICATIONS FOR PRACTISING CERTIFICATES UNDER
THE PC E-FILING SYSTEM**

Under the current Legal Profession (Practising Certificate) Rules and the Supreme Court Practice Directions (Part XVII), lawyers may apply for practising certificates using paper forms or by making an electronic application through the practising certificate electronic filing System (PC E-filing System).

2 The PC E-Filing System was designed to reduce the amount of work required to process an application for a practising certificate. Lawyers are only required to enter information in a limited number of fields, and they are also able to make the requisite statutory declaration online. Since the launch of this system in 2000, the number of manual applications for practising certificates has been declining. In the light of this development and the relative ease of usage of the PC E-filing System, the Supreme Court, having consulted the Law Society Council, will introduce mandatory electronic filing of *all* practising certificate applications with effect from 1 November 2006.

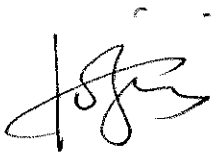
3 This practice direction makes the necessary amendments to Part XVII of *The Supreme Court Practice Directions (2006 Ed.)* to provide that all practising certificates

are to be filed through the PC E-filing System and to delete the existing forms used for manual applications. Miscellaneous amendments are also made to paragraph 131 and certain forms in Appendix A concerning applications for admission as an advocate and solicitor.

4 This practice direction will take effect on 1 November 2006.

5 This practice direction should be included in *The Supreme Court Practice Directions (2006 Ed.)* immediately before the first page of the table of contents. Instructions for effecting the amendments to *The Supreme Court Practice Directions (2006 Ed.)* are contained in the Appendix hereto.

Dated this 3rd day of October 2006.



KOH JUAT JONG
REGISTRAR
SUPREME COURT

APPENDIX

- 1) The existing page xvii to be replaced with the attached page xvii.
- 2) The existing page xx to be replaced with the attached page xx.
- 3) The existing page PART XVII - 1 to be replaced with the attached page PART XVII - 1.
- 4) The existing page PART XVII - 3 to be replaced with the attached page PART XVII - 3.
- 5) The existing pages PART XVII - 5 to PART XVII - 6 to be replaced with the attached pages PART XVII - 5 to PART XVII - 6.
- 6) The existing page A - 1 to be replaced with the attached page A - 1.
- 7) The existing pages A - 81 to A - 82 to be replaced with the attached pages A - 81 to A - 82.
- 8) The existing pages A - 83 to A - 89 to be deleted.

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- (5) Section 17(3) of the Legal Profession Act provides that applications for admission under sections 11(1)(a) and 15(1) shall be filed in the Registrar's office accompanied by a notice stating that such an application has been made, and the notice must be posted at the Supreme Court for 6 months before the applicant may be admitted as an advocate and solicitor. A certificate from the Registrar is normally obtained to confirm the filing and posting date of the notice, that it was posted continuously from the date of posting for 6 months and that no caveat has been lodged or received by the Registrar. With effect from 1 July 1994, all such Registrar's certificates must be in accordance with Form 31 of Appendix A of these Practice Directions. Certificates which depart from this form will not be accepted by the Registry.
- (6) The Registrar has directed that pupil masters may allow their pupils to file the relevant papers for admission as an advocate and solicitor via electronic transmission through the law firm's front-end system. Alternatively, applicants may file their papers via the service bureau.
- (7) Section 24(5) of the Legal Profession Act, read with the Legal Profession (Prescribed Fees) Rules, require the applicant to pay a prescribed fee of \$100 to obtain an instrument of admission. The applicant shall file a Request for Instrument of Admission at the time of filing his affidavit for admission of advocate and solicitor.
- (8) The declaration, as required under section 24(2) of the Legal Profession Act (Cap. 161, 2001 Rev Ed), must be filed by the applicant at the time of filing his affidavit for admission of advocate and solicitor. The declaration shall be in accordance with Form 32 of Appendix A of these Practice Directions. A filing fee of \$20 will be payable. The declaration should not be signed by the applicant at the time of filing.

133. Applications for practising certificates

- (1) Rule 4 of the Legal Profession (Practising Certificate) Rules (Cap 161, Rule 6) provides that an application for a practising certificate shall be made in such form as the Registrar may require, and using the practising certificate electronic filing system in accordance with any practice direction issued by the Registrar. With effect from 23 October 2006, applications for practising certificates shall be made only through the practising certificate electronic filing system according to the directions in paragraph 134.

- (2) Rule 4A of the Legal Profession (Practising Certificate) Rules, which provides that a solicitor may apply for a practising certificate to practise as a locum solicitor, came into operation on 1 April 2005. With effect from 23 October 2006, such applications shall also be made only through the practising certificate electronic filing system according to the directions in paragraph 134.

134. Electronic applications for practising certificates

When to apply for practising certificate through PC E-filing System

- (1) In accordance with Rule 3 of the Legal Profession (Practising Certificate) Rules (Cap 161, Rule 6), an application via the practising certificate electronic filing system (hereinafter referred to as the “PC E-filing System”) cannot be made earlier than the month preceding the commencement of the practice year in respect of which the application is being made. The PC E-filing System may be accessed through the Internet at the Supreme Court website (<http://www.supremecourt.gov.sg>). Lawyers who do not have access to the Internet may use the computers located at the Legal Registry of the Supreme Court (second level) during the opening hours of the Legal Registry.

Prerequisites for electronic applications

- (2) Before a solicitor (“the applicant”) may apply for his practising certificate using the PC E-filing System, the following prerequisites must be satisfied:
 - (a) the applicant must be on the Roll of Advocates and Solicitors and must have a valid Advocate and Solicitor Admission Number (“AAS Number”);
 - (b) the applicant must have a valid NRIC number or FIN number;
 - (c) the applicant must have an Internet E-mail account;
 - (d) the computer through which the applicant is making his electronic application must be:
 - (i) a Pentium personal computer with a minimum of 20 MB hard disk space, 133 MHz, 16 MB RAM or above,
 - (ii) connected to or fitted with a modem of 28.8 kbps or above,
 - (iii) operating on Windows 95 or above,
 - (iv) have access to the Internet,

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31.

Para. 131(5)

REGISTRAR'S CERTIFICATE

(Title as in originating summons)

I HEREBY CERTIFY that the notice of application for admission as an advocate and solicitor of the Supreme Court of the Republic of Singapore of [name of applicant as stated in the originating summons] was filed in the Registrar's office on [date of filing]. The notice was posted at the Supreme Court on [date of posting] and has continued to be posted for 6 months.

AND I HEREBY CERTIFY that no caveat has been entered, lodged, filed or received in the Registrar's office.

Dated the day of , 20 .

ASSISTANT REGISTRAR

32.

Para. 131(8)

DECLARATION

(title as in originating summons)

I,
do solemnly and sincerely declare [and swear]* that I will truly and honestly
conduct myself in the practice of an advocate and solicitor according to the best of
my knowledge and ability and according to law.

So help me God*

Declared/sworn* in my presence

Dated this day of , 20 .

* to delete where inapplicable