

134. Applications for admission as an advocate and solicitor of the Supreme Court

(1) The attention of applicants for admission as an advocate and solicitor of the Supreme Court is drawn to the filing and service deadlines as set out in Rules 25, 26 and 27 of the Legal Profession (Admission) Rules 2011.

(2) In view of the requirements in Rules 25, 26 and 27 of the Legal Profession (Admission) Rules 2011, the Registrar will not fix any application for admission as an advocate and solicitor of the Supreme Court for hearing on a particular day unless the requisite document(s) are filed and served (on the Attorney-General, the Law Society and the Singapore Institute of Legal Education) in compliance with the timelines provided in the Rules.

(3) Applicants who are not able to comply with the timelines provided in the Legal Profession (Admission) Rules 2011 should apply for an abridgement of the time period prescribed by the Rules. Notwithstanding the application for abridgement of time, unless the Court otherwise directs, filing and service of the requisite document(s) must be completed by the time stipulated below:

Rule under which application is made	Document(s) to be filed and served	Number of days prior to the admission hearing date (inclusive of Saturdays, Sundays and public holidays) to file and serve
Rule 25	Affidavit	14 Days
Rule 26	Affidavit	7 Days
Rule 27	Application and affidavit	14 Days

(4) An applicant who has filed an application for abridgment of time may have his or her application for admission listed for hearing on the next available admission date. However, the mere listing of an application for admission for hearing does not preclude the Attorney-General, the Law Society or the Singapore Institute of Legal Education from objecting to the application for abridgement. If an application for abridgement is not successful, the case will be delisted from the hearing list accordingly.

(5) All applications for admission shall be filed through the Electronic Filing Service. The Registrar has directed that supervising solicitors may allow their practice trainees to file the relevant papers for admission as an advocate and

solicitor through the Electronic Filing Service using the law practice's front-end system. Alternatively, applicants may file their papers through the service bureau.

(6) Section 16(3) of the Legal Profession Act, read with the Legal Profession (Prescribed Fees) Rules, requires the applicant to pay a prescribed fee of \$100 to obtain an instrument of admission. In addition, the declaration, as required under Rule 30 of the Legal Profession (Admission) Rules 2011, will be generated for the applicant's signature after his or her admission as an advocate and solicitor. The applicant shall file a Request for hearing at the time of filing his affidavit for admission of advocate and solicitor and pay the filing fees prescribed for the instrument of admission and the declaration.

(7) The declaration, as required under Rule 30 of the Legal Profession (Admission) Rules 2011, must be filed by the applicant at the time of filing his affidavit for admission of advocate and solicitor. A filing fee of \$20 will be payable. The declaration should not be signed by the applicant at the time of filing.

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135. “Part-call” applications pursuant to section 32(3) of the Legal Profession Act

Section 32(3) of the Legal Profession Act allows “part-call” applications to be brought in respect of practice trainees who have completed not less than 3 months of their practice training period. A “part-call” application must be brought by way of a summons, supported by an affidavit, to be served on the Attorney-General, the Law Society and the Singapore Institute of Legal Education. The attendance of representatives of the Attorney-General, the Law Society and the Singapore Institute of Legal Education at the hearing of a “part-call” application is not required, unless there are any objections to the application or if the Court directs otherwise.

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Practising Certificate Electronic Filing System

Unavailable

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136. Electronic applications for practising certificates

(1) Subject to section 26 of the Legal Profession Act, section 25 of the same requires all practising solicitors to have in force a valid Practising Certificate issued by the Registrar, before he does any act in the capacity of an advocate and solicitor. Unless directed otherwise, with effect from 2 January 2014, all applications for practising certificates shall be made only through the Practising Certificate Module (PC Module) of the Integrated Electronic Litigation System (eLitigation) according to the procedures set out on the Electronic Filing Service website (www.elitigation.sg).

(2) Solicitors who do not have access to eLitigation may file an application through the Service Bureau established pursuant to Order 63A, Rule 4 of the Rules of Court. Payment for applications made through the Service Bureau must be made by way of NETS, cashier's orders, cash or a law firm-issued cheque.

(3) Payment for applications made directly through the PC Module of eLitigation must be by way of GIRO electronic payment. It is the applicant's responsibility to ensure that the designated bank account has sufficient funds for GIRO electronic payment of all applicable subscriptions, levies, contributions, fees and charges (which may include outstanding amounts due to the Law Society and/or the Singapore Academy of Law) at the time of the application. The issuance of any practising certificate is subject to the clearance of funds. Upon notification that a payment transaction is unsuccessful, the applicant shall make arrangements to effect full payment within five (5) working days. At any time before full payment is made, the applicant shall, immediately upon demand, surrender to the Registrar all paper copies of any practising certificate issued to him for the practice year for which payment has not been settled and certify to the Registrar that he has destroyed all electronic copies thereof.

(4) Section 27(3) of the Legal Profession Act requires solicitors to notify the Registrar and the Council of any changes in particulars submitted in the course of applying for a practising certificate or with respect to the status of his practising certificate. This notification shall be made only through the PC Module of eLitigation.

(5) The Registrar may exercise his discretion to issue another practising certificate to a solicitor after receiving notification of any change of particulars. If the Registrar subsequently issues another practising certificate, section 26(9)(c) of the Legal Profession Act provides that the earlier practising certificate will cease to be in force.