

CHECKLIST FOR APPLICANTS FILING AFFIDAVIT FOR CALL TO THE SINGAPORE BAR

To assist applicants who intend to file their affidavit for call to the Singapore Bar, the Law Society's Secretariat has prepared a checklist of the common errors to look out for in preparing the call affidavit. The Law Society's checklist is intended to reduce the need for applicants to file supplementary affidavits to rectify these errors. Law practices and supervising solicitors are encouraged to draw the attention of applicants to the checklist.

1. Registrar's Certificate and Affidavit for Call to the Bar:

Both the Registrar's Certificate and the Affidavit for Call to the Bar ("Call Affidavit") must be served on the Law Society.

- However, applications for admission filed after 3rd May 2011 do not require filing of the Registrar's Certificate.

2. Certified true copies:

All photocopies of the Call Affidavit and supporting documents served on the Law Society must be certified as true copies.

3. Late service:

All applications including the Call Affidavit need to be served on the Law Society **within 5 days** (excluding Sundays and Public Holidays) after the date on which the application or affidavit is filed in court.

4. Graduates from overseas universities:

All applicants from overseas universities need to state the date on which they became qualified persons. If this date is the date when they passed Part A of the Singapore Bar Examinations, this must be expressly stated in the Call Affidavit.

5. Form of Call Affidavit:

The form for the Call Affidavit is prescribed under Rule 31(1) and (2) of the Legal Profession (Admission) Rules 2011 ("Rules").

- For affidavits made on or after 3 May 2011, all applicants are required to make the full 10 declarations at paragraph 7 of the affidavit and generally, Form A(1) as set out in the Second Schedule of the Rules should apply, but please check if you fall within the exceptions.

6. Certificate of Diligence:

a) The form for the Certificate of Diligence is prescribed under Rule 31(5) of the Rules.

- Applicants who served their practice training period with a sole proprietorship should use Form D(1) as set out in the Second Schedule.

- Applicants who served their practice training period with a law practice which is a partnership, limited liability partnership or law corporation should use Form D(2) as set out in the Second Schedule.
- b) The Certificate of Diligence must clearly state the designation of the persons making the certificate.
- The relevant person making the Certificate must either be a partner or director of the law practice, and not stated as the Chairman or CEO.
- c) Both persons mentioned in making the Certificate of Diligence must sign accordingly at the bottom of the Certificate.
- For example, where persons A and B are stated as persons making the Certificate of Diligence, persons A and B should sign the Certificate and not persons B and C.

7. Certificates of Good Character:

- a) The form for the Certificate of Good Character is prescribed under Rule 31(4) of the Rules.
- Under Form C as set out in the Second Schedule, the full names and NRIC numbers (Passport numbers for non-Singapore citizens), residential addresses and occupations of the two persons making the Certificates must be stated.
- b) At least one of the 2 persons making the Certificate of Good Character must be a resident of Singapore.
- c) Persons making the Certificates of Good Character must not be immediately related to the applicant.
- For example, an applicant's fiancé or family relative should not be making the Certificate.
- d) Persons making the Certificates of Good Character must have known the applicant for at least 2 years.
- e) Paragraph 2 of Form C requires a person to set out sufficient details of his or her opportunities of judging the applicant's character.
- Examples of statements which are lacking in details:

*"The applicant and I met in secondary school."
"I find that the applicant is of good character."*

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