



THE LAW SOCIETY  
OF SINGAPORE

**APPLICATION FOR CERTIFICATE OF STANDING**

*This form must be completed in full, otherwise it will not be processed.*

*Please email the completed form to the Compliance department at [compliance@lawsoc.org.sg](mailto:compliance@lawsoc.org.sg)*

**ADMINISTRATIVE CHARGES**

**Standard certificate:**

Members and Non-Practitioner Members ("NPM"): S\$200.00  
Non-members: S\$500.00

**Customised certificate:**

Additional S\$107.00

*Charges include applicable GST, currently 7%*

*\*Please note that the application fees have been revised with effect from 1 June 2015.*

**Section A**     **Your Particulars and Purpose for Requesting Certificate**     \* Please delete accordingly

1. Name (as per NRIC or passport): \_\_\_\_\_
2. Admission number: \_\_\_\_\_ Admission date: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Contact number: \_\_\_\_\_ 5. E-mail address: \_\_\_\_\_
6. Name of law practice (if applicable): \_\_\_\_\_
7. Date you ceased practice (if applicable): \_\_\_\_\_ \* NPM Member: **YES / NO**
8. \* I **have / do not have** complaints (past or pending) against me.  
\_\_\_\_\_
9. Purpose for requesting Certificate:  
\_\_\_\_\_

**Section B**     **Information Reflected in the Certificate**

10. Organisation to whom the Certificate should be addressed:  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
(Please indicate line breaks with a slash " / " for the address above.)
11. Person to whom Certificate should be made to the attention of:  
Name : \_\_\_\_\_
12. Your name on the Certificate (as per NRIC or passport):  
\_\_\_\_\_

**(Please submit a copy of your NRIC or passport if the name to appear on the Certificate differs from that appearing in your practising certificate.)**

**Section C**      **Payment and Delivery Details**

*\* Please delete accordingly*

13. I wish to pay for the Certificate by: (Please select one option)

Credit Card (3% administrative charge will apply.)

Cardholder's name	
Card number	
Credit card type	Visa / MasterCard *
Expiry date	

Cheque (Please see cheque payment details below.)<sup>a</sup>

Telegraphic Transfer (Please see our bank details below.)<sup>b</sup>

Internet Banking (Please see our bank details below.)<sup>b</sup>

14. I wish to have the Certificate delivered by: (Please select one option)

Courier (Charges to be advised)

Registered Post (Charges to be advised)

Ordinary Post

Self-Collection ( Please provide collector's name and local contact number below)

\_\_\_\_\_

15. Name of recipient and delivery address for Courier / Registered Post / Ordinary Post:  
(Please indicate line breaks with a slash “ / ”)

\_\_\_\_\_  
\_\_\_\_\_

**<sup>a</sup> Cheque Payment Details**

Please make the cheque payable to “The Law Society of Singapore” and send it by post to:

The Law Society of Singapore  
39 South Bridge Road  
Singapore 058673  
Attn: Compliance Department

**<sup>b</sup> Telegraphic Transfer / Internet Banking Payment Details \*\*\***

Our Bank information is as follows:

Bank name	Oversea-Chinese Banking Corporation Limited
Address	65 Chulia Street, OCBC Centre, Singapore 049513
Account number	650-704851-001
Account name	The Law Society of Singapore
Bank code	7339
Branch code	650
SWIFT code	OCBCSGSG

\*\*\* Do note that bank charges (local and overseas) have to be borne by you.

**Section D     Declaration**

I agree to the terms and conditions set out below:

Name                : \_\_\_\_\_  
Date                 : \_\_\_\_\_  
Signature          : \_\_\_\_\_

\*\*\*\*\*

**TERMS AND CONDITIONS**

1. Processing of your application will only commence upon receipt of payment of the requisite administrative fees.
2. A standard Certificate will state only the following information:
  - a. The date you were admitted as an advocate and solicitor of the Supreme Court of Singapore;
  - b. Whether you are still practising, or when you ceased practice, or date when you last held a practising certificate, or that you never held a practising certificate (as the case may be); and
  - c. That your name is still on the Roll of the Supreme Court of Singapore and that no adverse order has been entered against you on the Roll.
3. If you have pending/previous disciplinary charges made out against you, the Society is obliged to make mention of these charges in the Certificate.
4. Requests for inclusion of information in the Certificate which differ from those set out in paragraph 2 above (i.e. a customised certificate) will be entertained on a case by case basis, and will incur an additional charge of \$107.00 with applicable GST (currently 7%).
5. All Certificates must be addressed to a specified addressee with a specified address. We are unable to issue Certificates addressed to "To Whom It May Concern".
6. If you choose to collect the Certificate from the Society, you must do so within one (1) month from the date of issue, failing which, the Certificate will lapse as of the date falling 1 month from the date of issue. You will be required to submit a fresh application with payment of the requisite application fees for the issuance of a fresh Certificate.
7. The time period for processing a standard Certificate is 7 working days. If there are disciplinary charges to be included in the Certificate, please allow us up to 14 working days to prepare the Certificate. Additional charges will apply if expedited processing is required.

For enquiries, please e-mail the Compliance department at [compliance@lawsoc.org.sg](mailto:compliance@lawsoc.org.sg).

Application Form for Certificate of Standing current as at 200219