

**THE LAW SOCIETY OF SINGAPORE**

**PRACTICE DIRECTION 3.11.1**

*[Formerly PDR 2013, para 100; PDR 1989, chap 7, para 34]*

**SIGNING THE NAME OF THE LAW PRACTICE**

Generally, only a practising solicitor may sign the name of the law practice in a professional communication. However, an unauthorised person can sign on behalf of a law practice so long as he/she does not sign in the name of the law practice.

For instance, there is nothing improper for the manager, accountant or cashier of a law practice to sign a letter or document on behalf of the law practice provided he/she uses his/her own name and gives his/her proper designation. This practice extends to the issuance of a law practice's accounting receipts.

Members are reminded that, under rule 32 of the Legal Profession (Professional Conduct) Rules 2015 (S 706/2015), they are to exercise proper supervision over staff working under them in the law practice.

Date: 1 June 2018

**THE COUNCIL OF THE LAW SOCIETY OF SINGAPORE**