

Checklist for Application for Full Practice

1. **Letter(s) from Pupil Master(s) certifying the completion of the approved 12-month pupillage**
Barristers (Qualification) Rules, Cap. 159, ss72 & 72A, r9(3) – repealed
Barristers (Qualification) Rules, Cap. 159E, r9(3)
Barristers (Qualification) for Admission and Pupillage) Rules, Cap 159AC, s10, r(4)(a)
2. **Logbook(s) signed by the Pupil Master(s) documenting the work done during the approved 12-month pupillage, together with the duly completed or updated Checklist Of Pupillage Logbook**
Bar Circular No. 36/94
Pupillage Information Pack
3. **Certificate from the Registrar**
Barristers (Qualification) Rules, Cap. 159, ss72 & 72A, r3(b) – repealed
Barristers (Qualification) Rules, Cap. 159E, r3(b)
Evidence of admission required by the Bar Council
4. **Professional Indemnity Insurance**
Please contact Ms. Joanne Liu of Willis Towers Watson Hong Kong at 2195-5632 two weeks before the intended commencement date of full practice.
5. **ALE Points**
Barristers (Advanced Legal Education Requirement) Rules, Cap. 159AB
Code of Conduct, Chapter 11 and Annex 13
6. **Reduction of Pupillage Granted**
If applicable, please submit the letter from the High Court Registrar regarding such grant
7. **Completed Form 1**
Form 1 may be downloaded from our website:
<http://www.hkba.org/downloads-links/forms-download>
8. **Completed Membership Form**
Membership Form may be downloaded from our website:
<http://www.hkba.org/downloads-links/forms-download>
9. **Fees**
 - Practising Certificate (full practice)
 - Membership Annual Subscription (valid till 31 December of the year)Fee table may be downloaded from our website:
<http://www.hkba.org/downloads-links/forms-download>
10. **For application for a member card, please submit:**
 - 1 colour passport size photo
 - Fee: HK\$20

** Documents already been submitted are not required to be submitted again.*

Note: You must surrender your pupil-barrister card, if any, upon your collection of your Hong Kong Bar Association membership card [Circular Nos. 37/04 & 41/04].