

## **Checklist for Application for Limited Practice**

**1. Written notice acknowledging the requirements and responsibilities contained in Chapter 11 and Annex 13 of the Code of Conduct**

From both the pupil and pupil master(s) under whom limited practice is to be served.

*Suggested wording:*

*"I hereby acknowledge my understanding and acceptance of the requirements and responsibilities set out in the revised Chapter 11 and Annex 13 of the Code of Conduct of the Bar."*

**2. Letter(s) from Pupil Master(s) certifying the completion of at least 6 months' approved 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*Barristers (Qualification) Rules, Cap. 159, ss72 & 72A, r9(3) – repealed*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)*

**3. Logbook(s) signed by the Pupil Master(s) documenting the work done for at least 6 months' approved pupillage, together with the duly completed Checklist Of Pupillage Logbook**

Bar Circular No. 36/94

Pupillage Information Pack

**4. 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*Barristers (Qualification) Rules, cap. 159, ss72 & 72A, r3(b) – repealed*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*

- if not yet available, a declaration of admission and undertaking to file the Registrar's certificate as soon as it is received may be submitted. The standard form of declaration and undertaking is obtainable from the Bar Secretariat.

**5. 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 limited practice.

**6. Completed Form 1A**

Form 1A may be downloaded from our website:

<http://www.hkba.org/downloads-links/forms-download>

**7. Completed Membership Form**

Membership Form may be downloaded from our website:

<http://www.hkba.org/downloads-links/forms-download>

**8. Fees**

- Practising Certificate (limited practice) – HK\$500
  - 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>

**9. 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].