

## Step-by-step guide to the filing of Admission as Lawyer (NP)



Fig 1. From the eLitigation homepage, select “**File a New Case**” from the Quick Access banner.

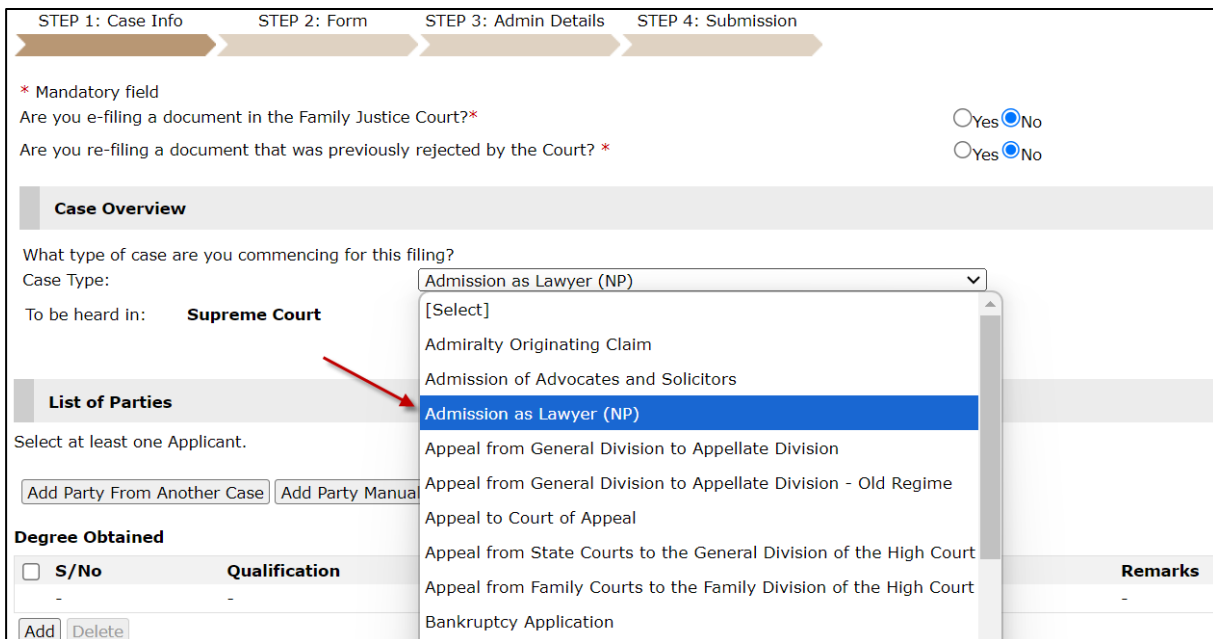


Fig 2. Select “**Admission as Lawyer (NP)**” from the list of case types. The forum will be automatically updated as “**General Division of the High Court**”.

**Case Overview**

What type of case are you commencing for this filing?  
 Case Type: Admission as Lawyer (NP)  
 To be heard in:  Supreme Court  General Division of the High Court

**List of Parties**

Select at least one Applicant.

Add Party From Another Case Add Party Manually Delete

**Degree Obtained**

<input type="checkbox"/> S/No	Qualification	University	Country	Remarks	Action
-	-	-	-	-	-

Add Delete

**Employment Pass History**

<input type="checkbox"/> S/No	Employment Pass No	Date of Issue	Date of Expiry	Action
-	-	-	-	-

Add Delete

**Application Details**

Admission Qualification\*: [Select]  
 Date of Becoming a Qualified Person\*: dd-MMM-yyyy

Fig 3. Click on "Add Party Manually".

**Party Details**

**Party Information**

Do not input NRIC/UEN or other ID details in the Name fields. Please input the NRIC/UEN or other ID details in the Identification fields.

If relevant, information on litigation/personal representatives, or any other capacity should be entered in the 'Capacity Details' field and not as part of the Party Name.

Type Of Entity\*: Natural Person Party Type\*: Applicant

Identity Type\*: SIN NRIC

Identification No\*:

Country of Issue \*: Singapore

Name\*:  [Add Former Name](#) | [Add Alias Name](#)

Gender\*: [SELECT]

File Reference Number:

Check here to add Capacity details:

Marital Status \*: [SELECT]

Singapore Permanent Resident\*:  Yes  No

Previous Citizenship(s)(if any): Singapore  
United Kingdom  
Australia  
United States  
-----  
Afghanistan  
Albania  
Algeria

Fig 4. Enter all the mandatory information.

Page 2

**Case Overview**

What type of case are you commencing for this filing?  
 Case Type:    
 To be heard in: **Supreme Court**  **General Division of the High Court**

**List of Parties**

Select at least one Applicant.

<input type="checkbox"/>	S/No	Party Name	Represented By	Filing Party	Role in this filing	File Reference No
<input type="checkbox"/>	1	John	Training Lawfirm 1	<input checked="" type="checkbox"/>	Applicant	<a href="#">Edit</a>

[Add Party From Another Case](#) [Add Party Manually](#) [Delete](#)

**Degree Obtained**

<input type="checkbox"/>	S/No	Qualification	University	Country	Remarks	Action
<input type="checkbox"/>	1	Passed the Common Professional Examination (UK)	University of Durham	United Kingdom		<a href="#">Edit</a>

[Add](#) [Delete](#)

**Employment Pass History**

<input type="checkbox"/>	S/No	Employment Pass No	Date of Issue	Date of Expiry	Action
<input type="checkbox"/>	1	MP123	29-APR-2024	16-MAY-2025	<a href="#">Edit</a>

[Add](#) [Delete](#)

**Application Details**

Admission Qualification\*:    
 Date of Becoming a Qualified Person\*:

[Save](#) [Print Preview](#) [Cancel](#) [Next](#)

Fig 5. Select the Filing Party, enter all the necessary details and click on "Next" to proceed to Step 2.

STEP 1: Case Info    STEP 2: Form    STEP 3: Admin Details    STEP 4: Submission

The following form(s) have been prepared based on the information you have provided so far:

SNo	Form Name & Description	Actions	Status
1	ORIGINATING APPLICATION (ADMISSION AS LAWYER (NON-PRACTITIONER))*	<a href="#">[Compose]</a> ⓘ	Draft
2	LETTER OF REGISTRATION OF QUALIFIED PERSON	<a href="#">[Upload]</a> ⓘ	

[Add Document](#) [Delete Document](#)

Note: It is mandatory to view & save all eForms to proceed to next step.

[Previous](#) [Cancel](#) [Next](#)

Fig 6. The relevant eForms will be displayed based on the information provided in Step 1: Case Info. Click on "Upload / Add Documents" to attach the Letter of Registration as Qualified Person. Then click "Compose" to edit the form.

**IN THE GENERAL DIVISION OF THE HIGH COURT OF THE REPUBLIC OF SINGAPORE**  
In the Matter of Section 11A of the Legal Profession Act 1966  
And  
In the Matter of Rule 25 of the Legal Profession (Admission) Rules 2024  
And  
In the matter of John  
(NRIC No. [REDACTED])

John  
(NRIC No. [REDACTED])

...Applicant

**ORIGINATING APPLICATION (ADMISSION AS LAWYER (NON-PRACTITIONER))**

The applicant John is applying to the Court for the following order:

1 Admission of the applicant as a lawyer (non-practitioner) of the Supreme Court of Singapore by virtue of section 11A of the Legal Profession Act 1966 and Rule 25 of the Legal Profession (Admission) Rules 2024.

[Add SubPrayers](#)

[Add prayers](#)   [Delete Selected](#)

THIS ORIGINATING APPLICATION is issued by

The Applicant  
u9 test street Singapore 897667  
Tel No.: 61234567  
Mob No.: 98989898  
Fax No.:  
Email: test@mail.com

Note

1. Unless otherwise provided in any written law, the applicant intending to adduce evidence in support of the hearing of the originating application must do so by affidavit or affidavits, and such affidavit(s) must be filed in accordance with Rule 25 of the Legal Profession (Admission) Rules 2024

**Schedule**  
Please attach document if a schedule is to be appended to the Originating Application

1 Title of Schedule:   
Attach document:

[Add](#)   [Delete](#)

[Save](#)   [Close](#)   [Print](#)

Fig 7. You will be presented with an eForm to compose / edit. After verifying the draft, click “Save” and “Close”. You will return to the page shown in Fig 6. Click “Next” at the bottom right to proceed to Step 3: Admin Details.

STEP 1: Case Info    STEP 2: Form    **STEP 3: Admin Details**    STEP 4: Submission

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**Hearing Details**

Is there any special request required?     Yes     No

**Urgent**

Do you require urgent processing of the Documents?     Yes     No

**Request to Backdate**

Backdate Request Date:    dd-MMM-yyyy    hh:mm    AM/PM  
         AM

Reason for Backdating:

**E-Service**

**List of Law Practices**  
Please type Law Practice name to search

Please type Law Practice name to search

- A C CHEONG & CO.
- A C FERGUSSON LAW CORPORATION
- A C SYED & PARTNERS
- A L HUSSIEN & FAIZAL WAHYUNI
- A MOHAMED HASHIM
- A.ANG, SEAH & HOE
- A.ROHIM NOOR LILA & PARTNERS
- AAAQQQ
- AARON & CO.
- ABC XY
- ABCD
- Abhiramb
- ABRAHAM LOGAN & PARTNERS
- ABRAHAMLOW LLC
- ACHIEVERS LLC
- ACIES LAW CORPORATION
- ADVENT LAW CORPORATION
- ADVOCATUS LAW LLP
- AEGIS LLC
- AEQUITAS LAW LLP

# Law practices involved in the case

**Immediate Service**

**Service upon acceptance of filing**

- ATTORNEY-GENERAL'S CHAMBERS (LEGAL PROFESSION SECRETARIAT)
- THE LAW SOCIETY OF SINGAPORE
- SINGAPORE INSTITUTE OF LEGAL EDUCATION

**Deferred Service**

**Fees Payable**

**Filing Fees**

Request for Exemption/ Waiver:     None     Partial     Full

Document Name	Fee	Document Fee	Processing Fee	Transmission Fee	Sub Total
ORIGINATING APPLICATION (ADMISSION AS LAWYER (NON-PRACTITIONER))	Computed	S\$500.00	S\$4.00	S\$1.60	S\$505.60
LETTER OF REGISTRATION OF QUALIFIED PERSON	Computed	S\$0.00	S\$4.00	S\$0.80	S\$4.80
Total Fees Payable:					S\$510.40

**eService Fees**

Details	Quantity	Total
Number of Recipients	3	
Number of Documents	2	
Total eService Fees Payable:		S\$12.00

**Previous**    **Save**    **Print Preview**    **Cancel**    **Next**

Fig 8. In Step 3: Admin Details, indicate any urgent processing, special request or waiver required.

To e-serve on the Attorney-General, the Law Society of Singapore and the Singapore Institute of Legal Education, please ensure that the “Attorney-General’s Chambers (Legal Profession Secretariat)”, “The Law Society of Singapore” and “Singapore Institute of Legal Education” appear in the “**Service upon acceptance of filing**” box under “**E-Service**”. If they do not, please select them from the “**List of Law Practices**” and use the arrow buttons to shift them into the “**Service upon acceptance of filing**” box.

Click “**Next**” at the bottom right to proceed to Step 4: Submission.

STEP 1: Case Info    STEP 2: Form    STEP 3: Admin Details    STEP 4: Submission

You are about to submit the following information:

1. [Case Information Details](#)
2. List of documents for this submission:
  - a. [ORIGINATING APPLICATION \(ADMISSION AS LAWYER \(NON-PRACTITIONER\)\)](#)
  - b. [LETTER OF REGISTRATION OF QUALIFIED PERSON](#)
3. [Hearing Date Request and other Administrative Details](#)

1. You are responsible for ensuring the accuracy and proper formatting of the information entered. When composing Eforms, please ensure that the text entered is consistent in font, colour and formatting. Please preview the Eforms before submission and make changes to ensure consistency. Your submission may be rejected or you may be required to refile if the Court finds inconsistency in the text entered in the Eform in any way.

2. You are advised to

- a. Review these documents and information entered before clicking on the "submit" button. If you need to make any changes, please go back by clicking on the "previous" button
- b. Retain a copy of your submission for your own records
- c. After submission, please check whether the documents have been sent (by checking your Sent box) and processed (by checking your Inbox)

3. If there are any issues relating to your filing(s), please contact Crimsonlogic helpdesk at 6887 7222 or e-mail to [elitigation@crimsonlogic.com.sg](mailto:elitigation@crimsonlogic.com.sg)

4. Please be reminded that use of the eLitigation service is governed by the [Terms of Use](#) and [Subscriber Agreement](#).

Fig 9. In Step 4: Submission, review all information and documents before submission to the Court. Upon acceptance / approval by Court, the documents will be sent to your eLitigation inbox.