

**Attn: Member Services Department**

**Part I: Directory of Hong Kong Law Firms – Request Form of Online Entry Listing (2023-2024)**

*\*Please delete as appropriate*

<b>1. Firm Name</b> 律師行名稱	(English)
	(中文)
<i>(Please print 請以正楷書寫)</i>	
<b>2. Firm Address</b> 律師行地址	(English)
	(中文)
<i>(Please print 請以正楷書寫)</i>	
<b>3. Contact Information 聯絡資料 (Please name <u>one person</u> only 請填寫一名聯絡人)</b>	
<b>Name in English</b> *Solicitor/Mr./Ms.	中文姓名 *律師/先生/小姐
<b>Telephone 電話</b>	<b>Fax 傳真</b>
<b>E-mail address 電郵</b>	
<b>Website address 網址</b>	
<b>4. After Office Hours Contact 非辦公時間聯絡資料 (Please name <u>one person</u> only 請填寫一名聯絡人)</b>	
<b>Name</b> *Solicitor/Mr./Ms.	中文姓名 *律師/先生/小姐
<b>Telephone 電話</b>	<b>Fax 傳真</b>
<b>5. Area(s) of practice which your firm provides 貴 律師行所提供的法律範圍：</b> (You may tick more than one but <u>may not add other areas of practice</u> 您可以選擇多個一項，但不可另加別的項目)	
<input type="checkbox"/> Administrative Law 行政法 <input type="checkbox"/> Arbitration / Mediation 仲裁/調解 <input type="checkbox"/> Bankruptcy 破產 <input type="checkbox"/> Banking & Finance 銀行與財務 <input type="checkbox"/> Building Management 大廈管理 <input type="checkbox"/> China Appointed Attesting Officer 中國委託公証人 <input type="checkbox"/> Civil Celebrants of Marriage 婚姻監禮人 <input type="checkbox"/> Civil Claims 民事申索 <input type="checkbox"/> Committeeship / Guardianship 監護與受托監管 <input type="checkbox"/> Company / Commercial Law 公司法/商業法 <input type="checkbox"/> Consumer Protection 消費者保障 <input type="checkbox"/> Conveyancing 物業轉易 <input type="checkbox"/> Criminal Law 刑法 <input type="checkbox"/> Employment Law 僱傭法	<input type="checkbox"/> Family Law 家事法 <input type="checkbox"/> Foreign related legal services ( <i>please specify countries / regions</i> ) 外國法律相關服務 (請列明國家/地區) [Foreign Jurisdiction: _____ (English) ] [海外司法管轄區: _____ (中文)] <input type="checkbox"/> Immigration 入境 <input type="checkbox"/> Intellectual Property 知識產權 <input type="checkbox"/> Landlord & Tenant 業主與租客 <input type="checkbox"/> Mainland related legal services 內地法律相關服務 <input type="checkbox"/> Notary Public 公証人 <input type="checkbox"/> Personal Injuries 人身傷害 <input type="checkbox"/> Shipping & Maritime 船務與海事 <input type="checkbox"/> Wills & Probate 遺囑與遺產事務

**Part II : Free Legal Consultation ("FLC") - Request Form of Online Entry Listing**

*\*Please delete as appropriate*

Area(s) of practice which your firm provides 貴律師行所提供的法律範圍： (You may tick more than one but <u>may not add other areas of practice</u> 您可以選擇多個一項，但不可另加別的项目)	
<input type="checkbox"/> Administrative Law 行政法	<input type="checkbox"/> Family Law 家事法
<input type="checkbox"/> Arbitration / Mediation 仲裁/調解	<input type="checkbox"/> Foreign related legal services ( <i>please specify countries/ regions</i> ) 外國法律相關服務 (請列明國家/地區)
<input type="checkbox"/> Bankruptcy 破產	[Foreign Jurisdiction: _____ (English) ] [海外司法管轄區: _____ (中文)]
<input type="checkbox"/> Banking & Finance 銀行與財務	<input type="checkbox"/> Immigration 入境
<input type="checkbox"/> Building Management 大廈管理	<input type="checkbox"/> Intellectual Property 知識產權
<input type="checkbox"/> China Appointed Attesting Officer 中國委託公証人	<input type="checkbox"/> Landlord & Tenant 業主與租客
<input type="checkbox"/> Civil Celebrants of Marriage 婚姻監禮人	<input type="checkbox"/> Mainland related legal services 內地法律相關服務
<input type="checkbox"/> Civil Claims 民事申索	<input type="checkbox"/> Notary Public 公証人
<input type="checkbox"/> Committeeship / Guardianship 監護與受托監管	<input type="checkbox"/> Personal Injuries 人身傷害
<input type="checkbox"/> Company / Commercial Law 公司法/商業法	<input type="checkbox"/> Shipping & Maritime 船務與海事
<input type="checkbox"/> Consumer Protection 消費者保障	<input type="checkbox"/> Wills & Probate 遺囑與遺產事務
<input type="checkbox"/> Conveyancing 物業轉易	
<input type="checkbox"/> Criminal Law 刑法	
<input type="checkbox"/> Employment Law 僱傭法	

**Each branch of a law firm is entitled to receive one complimentary copy of the current issue of the Directory (subject to stock availability). Do you wish to receive the hardcopy?**

**Yes**

**No**

**Important Notes**

- 1) The Directory of Hong Kong Law Firms ("The Directory") is produced by the Law Society of Hong Kong ("the Society") to facilitate the finding of the right solicitors by members of the public. We collect information such as firm name, address, contact person, telephone number, fax number, email address, website, area(s) of practice and publish such information in the Directory.
- 2) We will retain the data only for so long as is necessary for fulfilling the purpose for which they were collected. After that time, the data will be erased.
- 3) Please return the completed form(s) with a **crossed cheque** for **HK\$300.00** per branch listing for Directory and **HK\$100\*** per branch listing for FLC made payable to **THE LAW SOCIETY OF HONG KONG**.
- 4) If you wish to list more than one firm or address, please submit additional form(s).
- 5) Applications without full payment will not be accepted.
- 6) The information provided is deemed accurate for listing. Any subsequent request for amendments to the listing on the website and mobile application will be subject to an administrative charge of **HK\$100 per amendment**.
- 7) Upon receipt of full payment, the Law Society would process the application within the next 30 days after which the information provided will be uploaded to the website and the mobile application.
- 8) The information will be listed online until the release of next issue of The Directory.
- 9) Listings in the hardcopy of The Directory will be posted in the online version.

*\*If your firm has submitted an entry to the Directory, the fee for listing in the FLC service for the same branch will be waived. However, if your firm only enters a listing for the FLC service, the fee of HK\$100 per branch listing will be charged.*

**Special Notes on 45-min Free Legal Consultation ("FLC")**

Upon indication of your firm's consent to provide FLC, your firm is required to:

- 1) Provide 45 minutes of initial legal consultation by a qualified lawyer without charge;
- 2) Provide FLC without imposing any other conditions, such as future payment instructions;
- 3) Maintain records of the number of requests for FLC received and the number of FLC provided by the firm and tender such records to the Law Society upon request;
- 4) Maintain proper records of any FLC provided, in accordance with the requirements applicable to services provided to other clients of the firm; and
- 5) Consent to the inclusion of the firm's details and its participation in the FLC in the Pro Bono Services webpage of the Law Society website.



### **Personal Information Collection Statement**

The personal data collected in this Request (“the data”) will be used by the Law Society of Hong Kong (“the Society”) for the purpose of processing your request for the online listing of your firm to advertise your firm and the services it provides and to provide the contact information of any designated person(s). The information contained in your request will be made publicly accessible through a designated website and a mobile application of the Society.

In making the Request, it is obligatory for you to supply the Society with the data except as otherwise indicated. The consequence for you if you fail to supply such data is that the Society will not be able to process this Request.

If your law firm agrees to provide a 45-minute initial legal consultation without charge to any member of the public, the same information will also be made publicly accessible in the Free Legal Consultation Service in the pro bono services area of a designated website and a mobile application of the Society.

The information together with the personal data contained in this Request may be provided to such persons within the Society whose proper business it is to have access to and assist in the processing of this Form and related matters. The same information may also be provided to such other persons who may help the Society in attaining the purposes above mentioned.

Any data that is provided to anyone outside of the Society will be restricted to what is necessary and not excessive to achieve any intended purpose.

You have the right to request access to and correction of the data. Any such request should be addressed to the Secretary General, the Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong.

The Privacy Policy Statement of the Society is available on its website at [www.hklawsoc.org.hk](http://www.hklawsoc.org.hk).