

**SINGAPORE INTERNATIONAL COMMERCIAL COURT
STEP-BY-STEP GUIDE TO THE REGISTRATION OF FOREIGN
LAWYERS BY ONLINE SUBMISSION THROUGH THE
ELITIGATION WEBSITE**

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Preliminary

A foreign lawyer who wishes to be a Registered Foreign Lawyer (“RFL”) under s 36P of the Legal Profession Act (Cap 161) must submit a RFL application in accordance with rules 5 and 6 of the Legal Profession (Foreign Representation in Singapore International Commercial Court) Rules 2014. “Foreign lawyer” is defined under s 2(1) of the Legal Profession Act (Cap 161) as an individual who is duly authorised or registered to practise law in a state or territory other than Singapore by a foreign authority having the function conferred by law of authorising or registering persons to practise law in that state or territory.

Prerequisites for Full Registration

In order for a foreign lawyer to qualify for full registration, he or she must:

- a. At the time of the application, be authorised or registered to practise law in a foreign jurisdiction by a foreign registration authority of that jurisdiction;
- b. Have at least 5 years’ experience in advocacy before any court or tribunal;
- c. Be sufficiently proficient in the English language;
- d. Not have been disbarred, struck off, suspended, ordered to pay a penalty, censured or reprimanded in the capacity as a legal practitioner in any jurisdiction; and
- e. Provide an undertaking that if the Singapore International Commercial Court (“SICC”) or the Court of Appeal makes an order permitting the foreign lawyer to make submissions on a question of foreign law, the foreign lawyer will appear, give advice and prepare documents in the SICC proceedings or in an appeal from a SICC decision solely for the purposes of making submissions on that question of foreign law.

Prerequisites for Restricted Registration

In order for a foreign lawyer to qualify for restricted registration, he or she must:

- a. Be sufficiently proficient in the English language;
- b. Not have been disbarred, struck off, suspended, ordered to pay a penalty, censured or reprimanded in the capacity as a legal practitioner in any jurisdiction.

In addition, the following conditions must be complied with:

- a. There must be an order of the SICC or the Court of Appeal permitting the foreign lawyer to make submissions on a question of foreign law on behalf of a party to the SICC proceedings or appeal from a SICC decision; and
- b. The foreign lawyer must undertake to appear, give advice and prepare documents solely for the purpose of making submissions on that question of foreign law.

Procedure for Registration by Online Submission through the eLitigation Website

Step 1: Obtaining an eLit user account

To commence filing an application for full registration, access <https://www.elitigation.sg/home.aspx>, click the “Foreign Users LOGIN HERE” icon at the top of the page to create an eLitigation user account. Select “Sign Up now” at the bottom of the screen. See Figure 1.

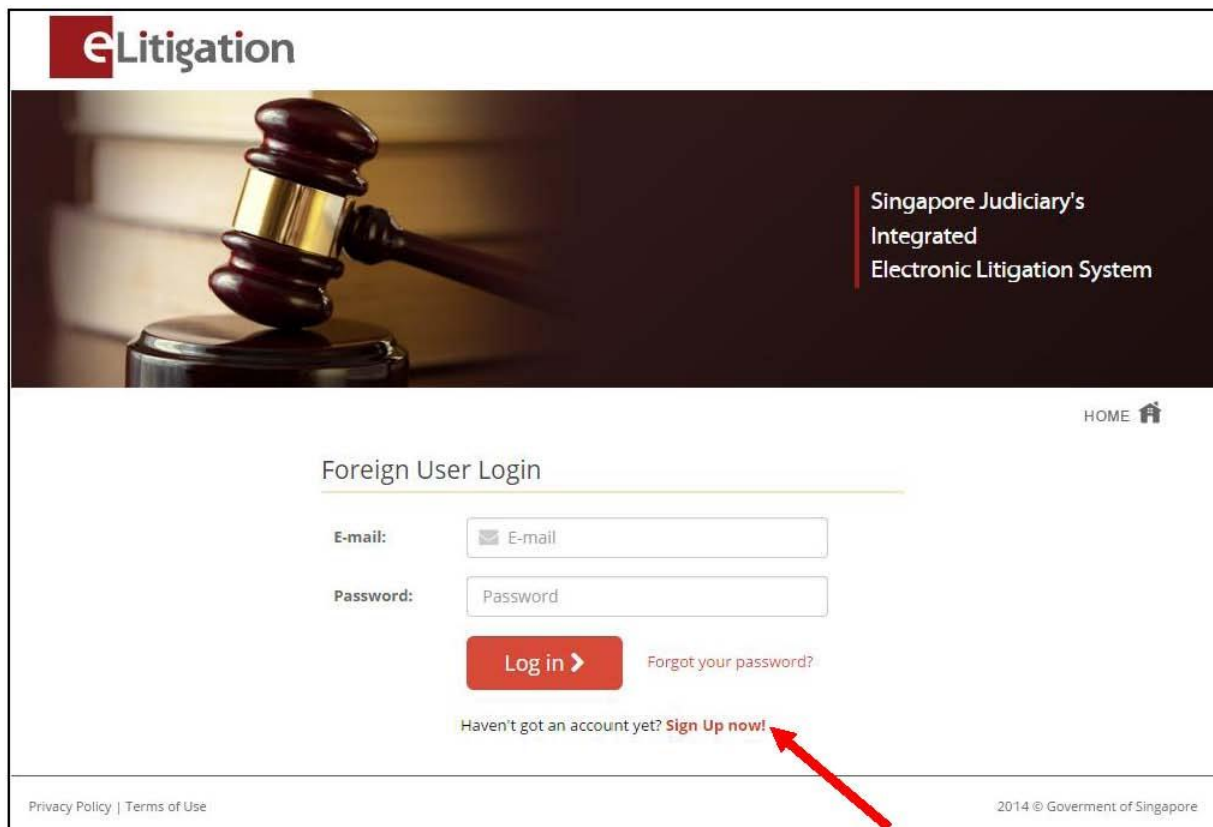


Fig. 1

Select the “Foreign Lawyer Registration” radio button, and click “Next”. See Figure 2.

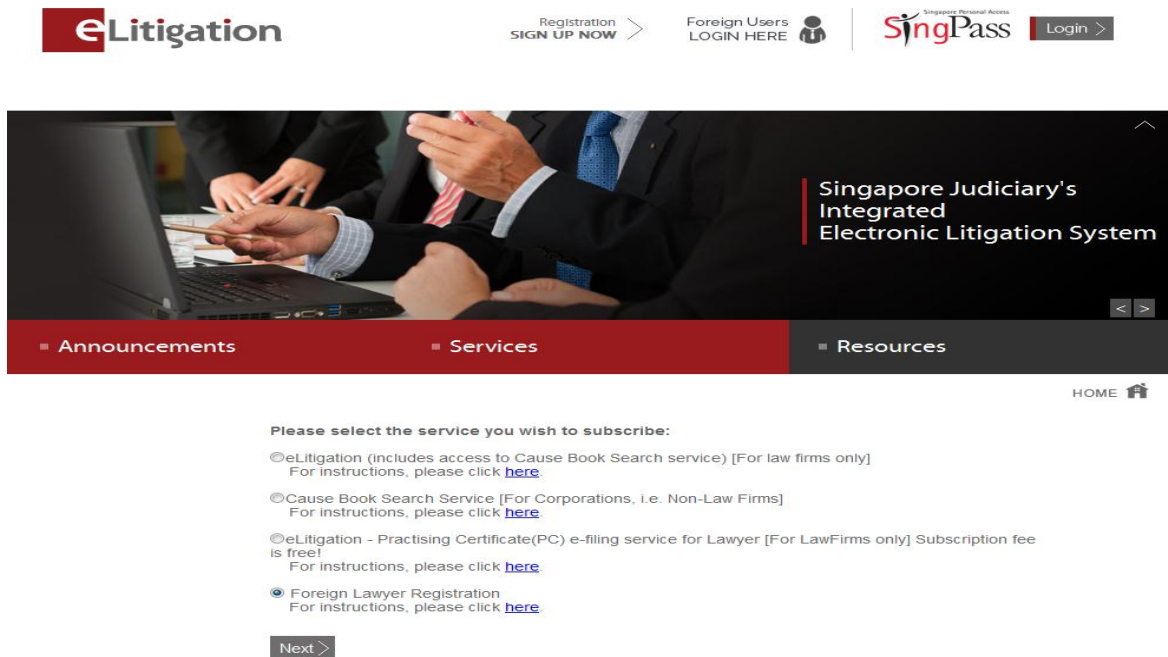


Fig. 2

Enter all the information that is marked as mandatory, complete the Verification and Terms Agreement at the bottom of the screen and select “Submit”. See Figure 3.

The screenshot shows the 'Create your e-Litigation Foreign Lawyer Account' form. The form is divided into several sections: 'Personal Information', 'Contacts', 'Address', and 'Verification and Terms Agreement'. The 'Personal Information' section includes fields for Salutation, Identity Type (Foreign Passport), Nationality, Full Name, Identification No., and Gender. The 'Contacts' section includes Telephone, Mobile, and Fax fields, each with Country, Area, and Number sub-fields, and an E-mail Address field. The 'Address' section includes Address 1, Address 2, State/Province, City, Country, and Postal / Zip Code fields. The 'Verification and Terms Agreement' section features a CAPTCHA image with the characters 'j f r u o t 3 b', a 'Show a Different Image' button, and a text input field for entering the characters. Below the CAPTCHA is a checkbox for 'I agree to the eLitigation Terms of Service and Privacy Policy.' At the bottom of the form are 'Submit >' and 'Cancel' buttons. A red arrow points to the 'Submit >' button.

Fig. 3

Step 2: Activating your user account

You will receive an activation email to the email address provided in Step 1 above. In the activation email, select the hyperlink at “click here” to activate the account. See Figure 4.

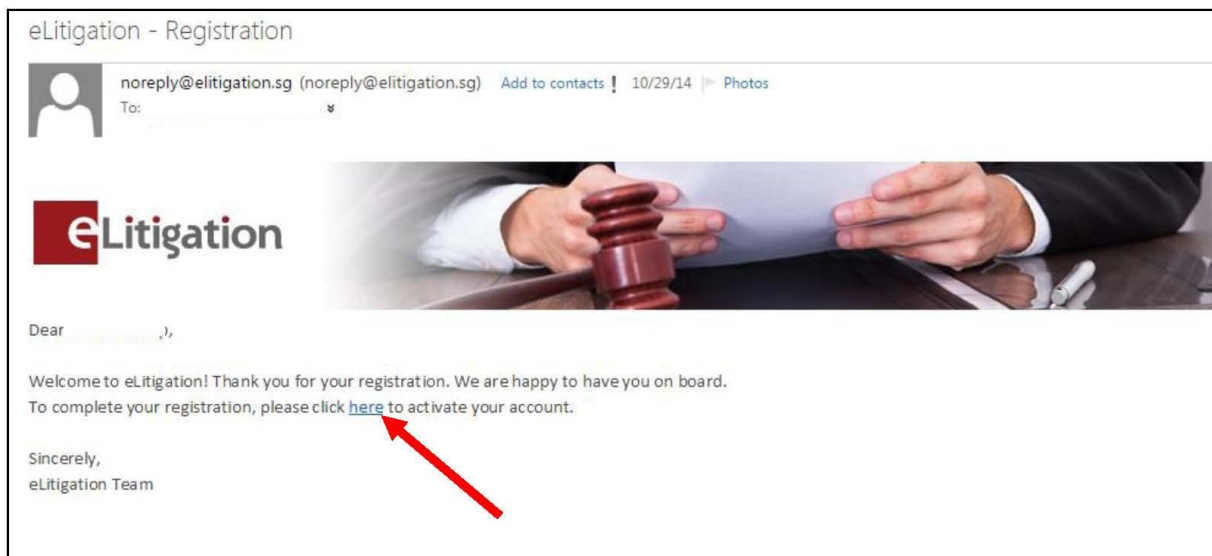


Fig. 4

Upon successful activation, another email will be sent to your email address with a system generated password.

Step 3: Changing your password

Access <https://www.elitigation.sg/home.aspx>, click the “Foreign Users LOGIN HERE” icon at the top of the page. Complete the log-in fields using your email address and the system generated password, and select “Log in” (see Figure 1 above). You will then be redirected to a page to change your password.

Sign in again using your new password.

Step 4: Submitting your RFL application

Once you have logged-in, select “Foreign Lawyer Registration” found on the left sidebar. See Figure 5.

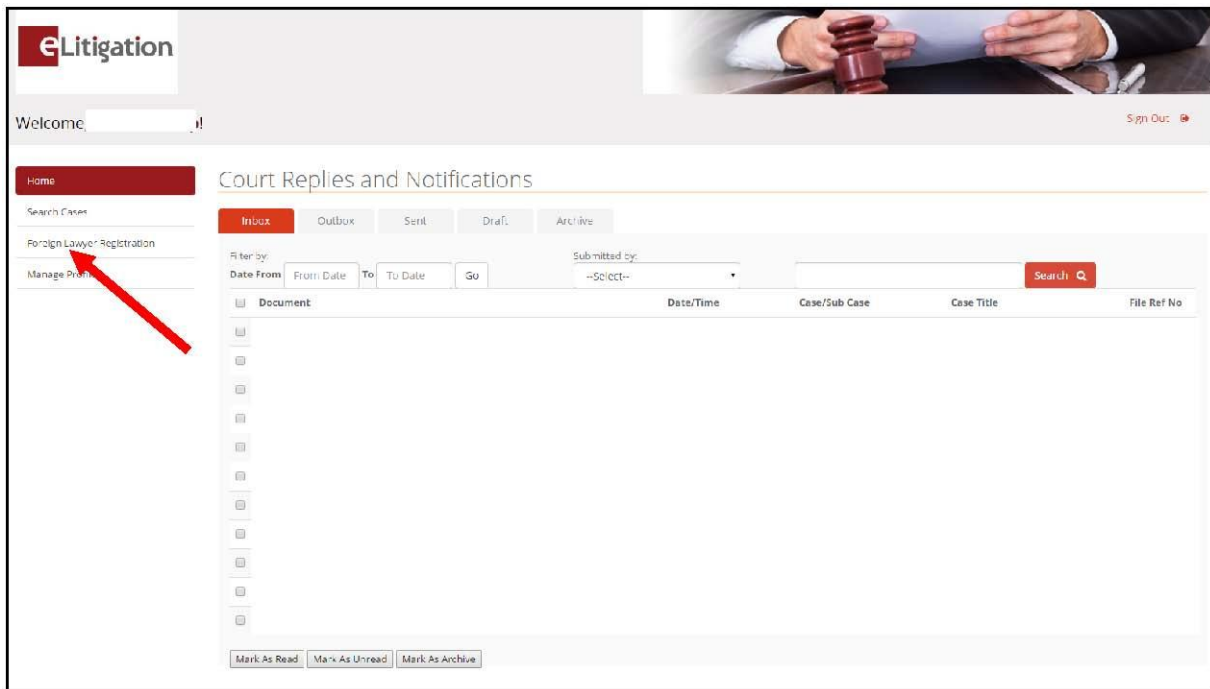


Fig. 5

Select “New Registration of Foreign Lawyer Case” at the following page. See Figure 6.

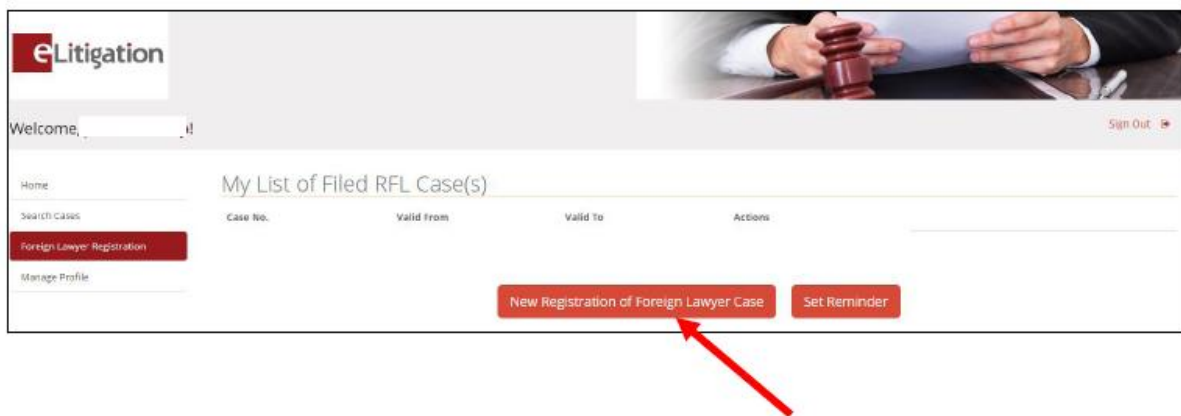


Fig. 6

Fill in the user details set out in the web-form on the following page, and select “FULL” or “RESTRICTED” under the “Registration Type” field as appropriate. Enter a file reference number of your own design to keep track of your registration.

In the “Payment Information” section, select either “Credit Card” or “Bank Transfer” as the mode of payment for this application. For more information about payment, please refer to Step 5 below.

- If “Credit Card” is selected, you will be asked to provide your credit card information at the end of this process in the Confirmation page (see Figure 10).
- If “Bank Transfer” is selected, please attach the PDF of your bank transfer slip in the Documents page (see Figure 8).

When the web-form is completed, select “Next”. See Figure 7.

The screenshot shows the eLitigation web-form interface. At the top left is the eLitigation logo and a 'Welcome,' message. A progress bar at the top indicates three steps: 1. User Details (highlighted in red), 2. Documents, and 3. Confirmation. The form is divided into several sections: Personal Information (Salutation, Identification Type, Nationality, Full Name, Identification No., Gender), Contacts (Telephone, Mobile No., Fax, E-mail), Address (Address 1, State/Province, Country, Address 2, City, Postal/Zip Code), Registration Details (Registration Type, File Ref. No.), Practice Information (Hearing Jurisdiction/Country, University, Year of Commencement, Highest Qualification, Year of Admission, Remarks), and Payment Information (Mode of Payment). At the bottom right, there are two buttons: 'Save' and 'Next >'. A red arrow points to the 'Next >' button.

Fig. 7

Drag and drop your supporting documents and select “Next”. See Figure 8.

The screenshot shows the 'Document Details' section of the eLitigation web-form. At the top, the progress bar shows three steps: 1. User Details, 2. Documents (highlighted in red), and 3. Confirmation. Below the progress bar is the title 'Document Details' and an instruction: 'Drop your PDF file(s) in any area of this page.' Below the instruction is a table with columns: Type, Title, Filename, Size, and Actions. Two PDF files are listed: 'RFL APPLICATION FORM' and 'SICC FINANCE DEPOSIT FORM', both with a size of 5.7 KB and a 'Delete' button. A red arrow points to the 'Next >' button at the bottom of the form.

Type	Title	Filename	Size	Actions
RFL APPLICATION FORM	RFL APPLICATION FORM	Documents.pdf	5.7 KB	Delete
SICC FINANCE DEPOSIT FORM	SICC FINANCE DEPOSIT FORM	Documents.pdf	5.7 KB	Delete

Fig. 8

not be relied upon as such. Specific legal advice should always be sought separately.

NB:

- (1) The supporting documents required are set out in rules 5 and 6 of the Legal Profession (Foreign Representation in Singapore International Commercial Court) Rules 2014, namely:
 - a. A completed Form 1 (together with the documents required to be enclosed with Form 1 – see Section G of Form 1); and
 - b. A supporting affidavit containing all particulars set out in rule 5(2); or
 - c. A completed Form 2 (together with the documents required to be enclosed with Form 2 – see Section G of Form 2); and
 - d. A supporting affidavit containing all particulars set out in rule 6(2), as the case may be.
- (2) Only documents in Portable Document Format (PDF) can be uploaded.
- (3) If you had selected “Bank Transfer” as the Mode of Payment in the User Details page, please attach the PDF of your bank transfer slip as well.
- (4) Foreign lawyers may elect to send in their supporting documents by the means set out in paragraph 44(4) of the SICC Practice Directions if they prefer. If so, the supporting documents must be suitably marked with the same file reference number entered on the “User Details” web-form (see Figure 7 above).

Confirm your details and select “Submit”. See Figure 9.

1. User Details
2. Documents
3. Confirmation

You are about to submit the following information:

≡ 1. User Details
▼

Personal Information

Name:	Ms. remya Rajan	Nationality:	Armenian
Identity Type:	Foreign Passport	Gender:	Female
Identification No.:	5787878		

Contacts

Telephone:	333 - 333 - 333	Fax:	333 - 0 - 333
Mobile No.:	222 - 2222	E-mail:	remya.reji@gmail.com

Address

Address 1:	address2	Address 2:	address2
State / Province:	bedok testtt	City:	Singapore
Country:	Anguilla	Postal / Zip Code:	890890

Practice Information

Issuing Country:	American Samoa	Highest Qualification:	Lawyer
University:	ABC university	Year of Conferment:	2005
Remarks:			

Other Details

Registration Type:	FULL	File Ref. No.:	1234
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≡ 2. Documents
▼

List of Documents

	Type	Title	Filename
	RFL APPLICATION FORM	RFL APPLICATION FORM	FE20141216_100546W9NMxje.pdf
	SICC FINANCE DEPOSIT FORM	SICC FINANCE DEPOSIT FORM	FE20141216_101009lv6jF9Ps.pdf

Notes:

1. You are responsible for ensuring the accuracy of the information entered and the documents uploaded.
2. You are advised to
 - 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.
 - Retain a copy of your submission for your own records.
 - 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 application, please contact Crimsonlogic Helpdesk at 6887 7222 or e-mail [here](#).
4. Please be reminded that use of the eLitigation service is governed by the [Terms of Use](#) and [Subscriber Agreement](#).

← Previous

Submit

Fig. 9

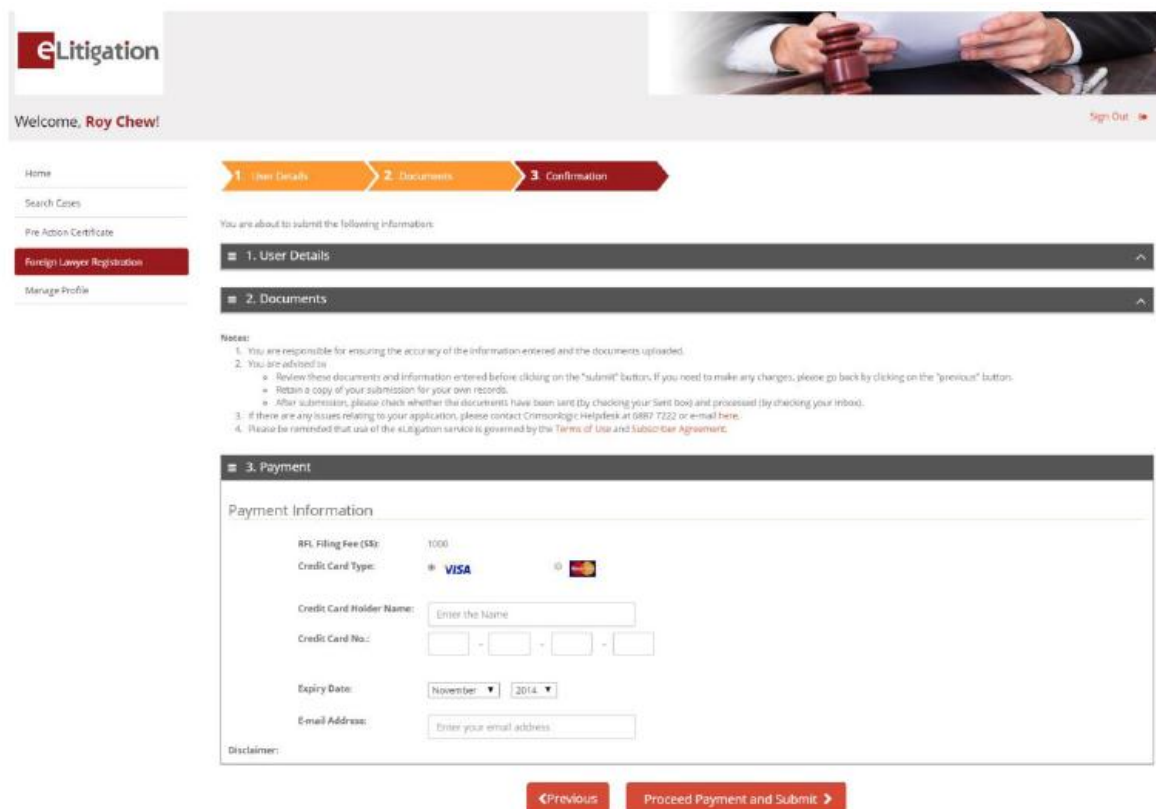


Fig. 10

Once your application has been received by the SICC Registry, you will receive an item entitled “RFL Application Form – Accepted” in your eLitigation inbox.

Step 5: Making payment

Payment of the non-refundable fee of S\$ 300 specified in the Third Schedule to the Legal Profession (Foreign Representation in Singapore International Commercial Court) Rules 2014 can be made in the following ways for online submissions through the eLitigation website:

- (1) Credit card payment via the online RFL Application: (See Figures 7 and 10); or alternatively
- (2) Bank draft or telegraphic transfer to the following bank account¹ :

¹ If you choose to pay by electronic bank transfer, please let us have a bank transfer slip showing the payment of the prescribed non-refundable registration fee of S\$300. Please indicate a file reference number of your own design on the bank transfer slip to facilitate the SICC registry identifying the incoming bank transfer payment and linking it to your registration application. For example, your file reference number might be a combination of the initials of your law firm name or your own name, followed by any numerical digits of your choice.

Bank Name	United Overseas Bank
	Coleman Branch
Account Number	302-311-987-9
Account Name	Registrar Supreme Court/AG
Swift Code	UOVBSGSG
Bank Address	1 Coleman Street #01-14 & #B1-19
	The Adelphi
	Singapore 179803

Step 6: Notification of successful registration

After receipt of the fee and approval of your RFL application, you will receive a certificate of registration in your eLitigation inbox.