

Specialist Accreditation Scheme

Application Form

This form is to be completed by applicants applying to be an Accredited Specialist or a Senior Accredited Specialist.

0.1. Checklist

- Read the guide for the practice area for which you are seeking specialist accreditation.
- Attach two references. If your referees are providing confidential reference statements, they must send them via email to the Singapore Academy of Law (SAL) before the closing date.
- Attach supporting documentation (in PDF) if you are seeking any exemptions.
- Attach any additional pages that should be included with this application if the space provided is insufficient.
- Attach the payment confirmation email.

0.2. Notes

- Accredited Specialist: Applications close **31 March, 5pm.**
- Senior Accredited Specialist: Applications close **31 August, 5pm.**
- If either date is a public holiday or falls over a weekend, the deadline for submission will be the next working day, 5pm.
- Save the application form as “[surname] [name] [practice area] [Acc Spec/Snr Acc Spec] Application” (eg Doe Jane Maritime and Shipping Law Acc Spec Application)
- Send the completed and signed form with all supporting documents and payment confirmation email to accreditation@sal.org.sg.
- The onus is on applicants to ensure that their application has been received by SAL.
- This form is best completed using Acrobat Reader DC which may be downloaded at get.adobe.com/reader/.
- Hand-written and scanned forms will not be accepted.
- Save this form on your desktop before you begin.

1. Eligibility Criteria

Please select either “Yes” or “No” for each of the following statements:

1. I have been admitted to the Singapore Bar as an Advocate and Solicitor of the Supreme Court of Singapore.
 Yes No
2. I hold a currently valid practising certificate.
 Yes No
3. I have the required full-time post-qualification experience.
 Yes No
4. I have NOT been subject or am being currently subjected to any professional disciplinary proceedings or charged and convicted of a serious crime, or have had any or am currently having legal professional liability claims against me.
 Yes No
5. In the immediate 3 years (for Accredited Specialist applicants) or 5 years (for Senior Accredited Specialist applicants) prior to application, I have been substantially involved full time in the practice area for which I am seeking specialist accreditation.¹
 Yes No
6. In the immediate 3 years (Accredited Specialist) or 5 years (Senior Accredited Specialist) prior to application, I have been engaged in continuing professional development in the practice area.²
 Yes No

If you have answered “No” to any of Eligibility Criteria 1 to 3, you are not eligible to apply for specialist accreditation and should cease proceeding further.

If you have answered “No” to Eligibility Criteria 4, 5 or 6, you may seek an exemption, the acceptance of which is at the discretion of SAL.

¹ For legal practitioners applying to be an **Accredited Specialist**, the Eligibility Criteria for Substantial Involvement is a minimum billable amount of S\$200,000 or 450 billable hours a year dedicated to the said practice area, in the immediate 3 years prior to application.

For legal practitioners applying to be a **Senior Accredited Specialist**, the Eligibility Criteria for Substantial Involvement is a minimum billable amount of S\$500,000 or 600 billable hours a year dedicated to the said practice area, in the immediate 5 years prior to application.

² For legal practitioners applying to be an **Accredited Specialist** or a **Senior Accredited Specialist**, the Eligibility Criteria for CPD is 6 public/private CPD points a year dedicated to the said practice area, in the immediate 3 or 5 years prior to application, respectively.

1. What are you applying for?

I am applying to be a/an (select one):

- Accredited Specialist Senior Accredited Specialist

in the following area of practice:

- Building and construction law Maritime and shipping law

If you are applying to be accredited in more than one practice area, please complete a separate form for each area.

2. Personal Details

(Please include a passport-sized photo with your application)

Name as in NRIC or passport:	NRIC or passport number:
Name to appear on the certificate:	
Law firm (to appear in the directory of specialists):	
Designation:	Year in which you were called to the Singapore Bar:
Membership of professional bodies (in area of specialisation for which accreditation is sought) eg Society of Construction Law:	
Address line 1:	(Mail will be sent to this address)
Address line 2:	
Address line 3:	Postal code:
DID:	Email:

Email will be used as the main channel of communication.

4A. Substantial Involvement – Practice Experience

Accredited Specialist

If you are applying to be an Accredited Specialist, include your full-time practice experience for the immediate 3 years prior to application as at 1 January. The Eligibility Criteria is a minimum billable amount of S\$200,000 or 450 billable hours a year dedicated to the said practice area.

Senior Accredited Specialist

If you are applying to be a Senior Accredited Specialist, include your full-time practice experience for the immediate 5 years prior to application as at 1 July. The Eligibility Criteria is a minimum billable amount of S\$500,000 or 600 billable hours a year dedicated to the said practice area.

My substantial involvement in the practice area for which I am seeking specialist accreditation has been at the following law firm(s):

Year	Law Firm/Employer	Substantial Involvement (billable amount/billable hours per year)
2018	ABC Firm DEF Firm	S\$3000,000/550 hours

4B. Substantial Involvement – Practice Details

In the space below, detail your practice history starting from the most recent, which supports your assertion that you have the required substantial involvement in the said practice area. For Accredited Specialist applicants, this history should encompass the immediate past 3 years; for Senior Accredited Specialist applicants, the immediate past 5 years.

Please refer to the guide of the respective practice area to ascertain the type of work that should be described below. Legal practitioners applying to be a Senior Accredited Specialists are expected to have undertaken work that dealt with more complex issues.

Please keep details to a maximum of 250 words per year. For each matter described, please include the billable amount/hours that can be attributed to you.

If you need more space, type the details on Word using the same format, convert it to PDF and email it with the form. Save it as “[surname] [name] [practice area] Substantial Involvement cont”.

Law firm/Employer:

Practice date
(from – to):

Practice responsibilities or role:

Law firm/Employer:

Practice date
(from – to):

Practice responsibilities or role:

Law firm/Employer:

Practice date
(from – to):

Practice responsibilities or role:

Law firm/Employer:

Practice date
(from – to):

Practice responsibilities or role:

Law firm/Employer:

Practice date
(from – to):

Practice responsibilities or role:

5. Continuing Professional Development – Activity Details

If you are applying to be an **Accredited Specialist**, you must have accumulated at least **6 private and/or private CPD points** a year in the said practice area in the immediate **3 years** prior to application as at **1 January**.

If you are applying to be a **Senior Accredited Specialist**, you must have accumulated at least **6 public and/or private CPD points** a year in the said practice area for the immediate **5 years** prior to application as at **1 July**. In the table below, detail your public and/or private CPD activities in the practice for which you are seeking specialist accreditation, starting from the most recent.

Date	Event/Activity	Organiser	Format	Involvement	Points
03/05/18	Annual Construction Law Update	Construction Law Institute	Seminar	Participant	1.5

6. References

You are required to submit two references. Please submit them together with the application form as a PDF (saved as “[surname] [name] [practice area] References”) to be emailed together with your application form. Referees are to submit CONFIDENTIAL reference statements directly to SAL.

If you are applying to be an **Accredited Specialist**, the referees must have more than **5 years’ PQE** and have known you for at least **3 years** immediately prior to the application as at 1 January.

If you are applying to be a **Senior Accredited Specialist**, the referees must have more than **10 years’ PQE** and have known you for at least **5 years** immediately prior to the application at 1 July.

You are advised to select your referees carefully as they must be able to attest to your involvement and competence in the practice area for which you are seeking specialist accreditation.

The referees are to complete the reference statement form, which can be downloaded from the [Specialist Accreditation Scheme website](#).

I have informed my referees that they have the option of submitting **confidential reference statements** directly to the SAL.

Provide the details of the referees below.

Referee 1	
Name:	Law firm/Employer:
Email:	DID:
PQE:	Number of years referee has known the applicant:

Reference statement is attached to the application.

Confidential reference will be sent to SAL.

Referee 2	
Name:	Law firm/Employer:
Email:	DID:
PQE:	Number of years referee has known the applicant:

Reference statement is attached to the application.

Confidential reference will be sent to the SAL.

7. Exemptions

I am not seeking any exemptions.

I am seeking exemption for:

Professional Conduct

If you have been subject to disciplinary proceedings or convicted for committing or abetting to commit a criminal offence, please provide a summary of the said proceedings or conviction in the space below.

Substantial Involvement/Continuing Professional Development

If you are unable to meet the Substantial Involvement and Continuing Professional Development (CPD) criteria due to a leave of absence prior to application, you may apply for an exemption.

The exemption allows you to declare your practice experience and CPD as follows:

- For Accredited Specialist applicants, not less than 3 years of substantial involvement and CPD in the practice area within the immediate 5 years prior to application as at 1 January.
- For Senior Accredited Specialist applicants, not less than 5 years of substantial involvement and CPD in the practice area within the immediate 7 years prior to application as at 1 July.

Indicate your practice experience and CPD activities for this period in the relevant sections on [pages 4, 5 and 8](#).

Please detail below the disciplinary action or conviction or the reasons for your leave of absence (max 100 words) and attach any supporting documents (in PDF) where possible, for example, medical certificate/report, letter from your employer supporting a secondment.

Examination (only for Accredited Specialist applicants).

If, in the immediate 3 years prior to application, you have successfully completed full-time post-graduate studies, for example, an LLM in the practice area for which you are seeking specialist accreditation, you may seek exemption from sitting the examination.

Please provide documentation (in PDF) detailing the post-graduate qualification that was conferred, the syllabus if any, theses or dissertations written in conjunction with the post-graduate studies and academic transcripts.

Course title:

Institution:

Degree:
(E.g. LLM, PhD, MSc)

Year degree
attained:

Grade if any:

8. Declaration

I have read all information guides necessary, and understand and agree to abide by the conditions stated therein.

I consent to SAL making inquiries about me as it deems fit to determine by my eligibility and suitability for accreditation as an Accredited Specialist or Senior Accredited Specialist, including referring to any authorised disciplinary authority and the referees for this purpose.

I am aware of the timelines stated in the information guides and agree to abide by them.

I declare that all the information I have provided in this application form is true and correct, to the best of my knowledge. I understand that any omission or misstatement made in this application may lead to denial of accreditation and be treated as professional misconduct and subject to disciplinary action by the relevant professional governing body.

Name/Signature

Date