



DEPARTMENT OF JUSTICE
UNDERSTUDY PROGRAMME
IN RESPECT OF GOVERNMENT PROSECUTION & CIVIL WORK
EXPRESSION OF INTEREST
(SOLICITOR)

(1) Personal Particulars

Name: (English) _____ (Mr/Mrs/Miss/Ms) (Chinese) _____
Surname Other Names (in full)

Date of Admission (mm/yyyy): Hong Kong _____
Other Jurisdiction(s) (please specify) _____

Name of Law Firm: _____

Position in Law Firm: _____

Address of Law Firm: _____

Tel. No.: _____ Fax No.: _____ Email: _____

(2) Please indicate the area(s) of work that you are interested in

Prosecutions Civil

(3) Chinese Proficiency

(i) Can you read Chinese? Yes No

(ii) Can you draft documents in Chinese? Yes No

(iii) Can you conduct court proceedings in Chinese? Yes No

(4) Confirmation

I confirm that I am interested in participating in the Understudy Programme (“the Programme”) in respect of the area(s) of Government work as indicated in (2) above.

I confirm that my firm agrees with my participation in the Programme and will afford necessary support and facilities for me to handle the work in a proper and professional manner.

I attach copies of my full practising certificate and curriculum vitae.



Company Chop of Law Firm

Signature : _____
Name : _____
(in block letters)
Date : _____

Notes:

- (1) Please return the completed form, together with copies of your full practising certificate and curriculum vitae, <https://eform.one.gov.hk/form/doj005/en/>
- (2) If the space provided is not enough for your answers, please continue in a separate sheet of paper.
- (3) The Department of Justice may require further information or proof of the information provided.

(4) Enquiries may be directed to :

		<u>phone</u>	<u>email</u>
Civil work	Mr Jason Leung	3918 4439	jasonleung@doj.gov.hk
Prosecution work	Mr Matt Lui	3902 8040	mattlui@doj.gov.hk

(5) Personal Data

- (a) The personal data collected by means of this form and/or attached hereto will be used by the Department of Justice (and may be transferred/disclosed to relevant Government departments) for the purpose of considering your suitability for participating in the Understudy Programme of the Department of Justice.
- (b) The provision of personal data by means of this form and/or any attachment hereto is voluntary. If you do not provide sufficient information, we may not be able to assess your suitability for participating in the Understudy Programme of the Department of Justice.
- (c) You have a right to request access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). Your right of data access includes the right to obtain a copy of your personal data provided by this form and/or any attachment hereto.
- (d) For applicants who have expressed an interest in prosecution work, enquiries concerning the personal data collected by means of this form and/or any attachment hereto, including the making of a data access or correction request, should be addressed to Mr Matt Lui, Executive Officer (Prosecutions Division) 3, Department of Justice, Prosecutions Division, Administration Unit, 12/F, West Wing, Justice Place, 18 Lower Albert Road, Central, Hong Kong (Tel: 3902 8040; Email: mattlui@doj.gov.hk).
- (e) For applicants who have expressed an interest in civil work, enquiries concerning the personal data collected by means of this form and/or any attachment hereto, including the making of a data access or correction request, should be addressed to Mr Jason Leung, Executive Officer (Civil Division) 3, Department of Justice, Civil Division, Administration Unit, 3/F, Main Wing, Justice Place, 18 Lower Albert Road, Central, Hong Kong (Tel: 3918 4439; Email: jasonleung@doj.gov.hk).
