



**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**

- ☐ (a) I confirm that I am interested in participating in the Understudy Programme in respect of the area(s) of Government work as indicated in (2) above.
- ☐ (b) I confirm that I \*have / do not have any criminal convictions.
- ☐ (c) I confirm that I \*have been / have not been the subject of any disciplinary proceedings, as a member of any professional body.
- ☐ (d) If the answer to (b) or (c) above is in the affirmative, I have included the details and outcome in a supplementary sheet.
- ☐ (e) I will notify the Civil Division and Prosecutions Division of the Department of Justice if there is any change in the information provided in this form (including criminal record) within one month of such change.
- ☐ (f) I attach copies of my full practising certificate and curriculum vitae.

\*please delete as appropriate

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 Chan	3918 4438	<a href="mailto:jasonchan@doj.gov.hk">jasonchan@doj.gov.hk</a>
Prosecution work	Mr Alex Law	3902 8040	<a href="mailto:alexlaw@doj.gov.hk">alexlaw@doj.gov.hk</a>

(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 Alex Law, 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: [alexlaw@doj.gov.hk](mailto:alexlaw@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 Chan, Senior Executive Officer (Civil Division), Department of Justice, Civil Division, Administration Unit, 3/F, Main Wing, Justice Place, 18 Lower Albert Road, Central, Hong Kong (Tel: 3918 4438; Email: [jasonchan@doj.gov.hk](mailto:jasonchan@doj.gov.hk)).

\*\*\*\*\*