

ADMIRALTY CHAMBERS

*Room 403, Fairmont House, 8 Cotton Tree Drive
Central, Hong Kong
Tel: (+852) 2527-3082 Fax: (+852) 2529-8226*

INSTRUCTIONS FROM FOREIGN LAWYERS OR LAY CLIENTS INFORMATION SHEET

A practising barrister may accept instructions directly (i.e. without the intervention of a solicitor) from foreign lawyers or foreign lay clients in relation to arbitration and mediation, in addition to some other work to a limited extent.

Thank you for being interested in engaging our barristers for their legal services. You are cordially invited to fill out this information sheet in order to let us understand the nature of legal services you may require and ensure that the instructions are compatible with Direct Access under Code of Conduct of the Hong Kong Bar Association.

All the information that you provide in this form will be handled with strict confidentiality. When you return this form to us, **please include this cover sheet** so as to better preserve confidentiality.

Your name and the organization to which you belong (if applicable):	
The barrister(s) from whom you wish to seek legal services (please see Part B of this information sheet):	

PART A – Tell us about yourself

Q1. (a) Your name:

(b) The organization you belong to:

(c) Jurisdiction in which your organization primarily operates:

Q2. (a) Are you a lawyer? Yes No

→ If your answer in 2(a) is “No”, please proceed to Q3.

→ If your answer in 2(a) is “Yes”, please proceed to Q2(b).

(b) If you are a lawyer, are you registered as a foreign lawyer in Hong Kong? Yes No

(c) If you are a lawyer, are you a Hong Kong solicitor? Yes No

(d) How may we contact you?

Telephone: (+)

Fax: (+)

E-mail:

Q2. (e) Please provide some information as to the organization you belong to, apart from those given in Q1(a) to (c), for example, year of establishment, professional standing and other information. You may also include sources of information such as websites or by attachment to this form.

→ Please proceed to Part B.

Q3. (a) If you are not a lawyer, do you carry on business outside Hong Kong or usually live outside Hong Kong? Yes No

(b) How may we contact you?

Telephone: (+)

Fax: (+)

E-mail:

→ *Please proceed to Part B.*

PART B – Barristers from whom you seek legal services

Q4. Which barrister from whom do you seek legal services? You may name more than one.

[For more information regarding our barristers and their qualifications, you may visit admiraltychambers.com.hk/our-members and look up their individual profiles.]

→ *Please proceed to Part C.*

PART C – The matter for which you are seeking legal services

Q5. (a) Does the matter concern or is it in connection with an arbitration or mediation or adjudication in or outside Hong Kong? Yes No

→ *If your answer is “No”, please proceed to Q6.*

→ *If your answer is “Yes”, please proceed to Q5(b).*

(b) Please provide some information about the matter. If you wish to preserve some confidentiality over certain matters, you may refer to them, for example, as “a Chinese/British/Japanese manufacturer as buyer/seller” or “the expected quantum is around/over USD\$1.5 million”.

→ *Please proceed to Q7.*

Q6. (a) Has litigation (excluding arbitration or mediation) been instituted in Hong Kong in relation to the matter? Yes No

→ *If your answer is “No”, please proceed to Q7.*

(b) If your answer in Q6(a) is “Yes”, what legal services are you seeking in relation to that matter in which litigation has been instituted in Hong Kong?

Q7. If you feel that the matter for which you seek legal services is not satisfactorily covered by Q5 and Q6, please provide some information about it here.

→ *Please see instructions for submission on the next page.*

SUBMISSION OF THIS INFORMATION SHEET

Thank you for taking your time to fill out this information sheet.

Please include the cover page (page 1 of this document) so as to better protect confidentiality.

Please return the completed information sheet by fax (+852) 2529-8226 to allow us to pass it to the barrister(s) from whom you wish to seek legal services as soon as possible. If desired, you may submit this information sheet by e-mail to admiraltychambers@hotmail.com *but only as duplicate and a back-up submission.*

Your signature:	
Your name:	
The organization to which you belong (if applicable):	
Date:	

For Admiralty Chambers' Use

<i>Date of receipt:</i>	
<i>Person handling this information sheet:</i>	