



THE
LAW SOCIETY
OF HONG KONG
香港律師會

The Law Society Registration and Electronic Payment System User Guide for Law Firms and Non Law Firm with FAQ on Yellow Pages (Situation Vacant /Professional Announcement /Notice)

Version 1.0 (August 2020)

Contents



Home Page



1. We are a Hong Kong/Foreign Law Firm; or
2. We are not a Law Firm



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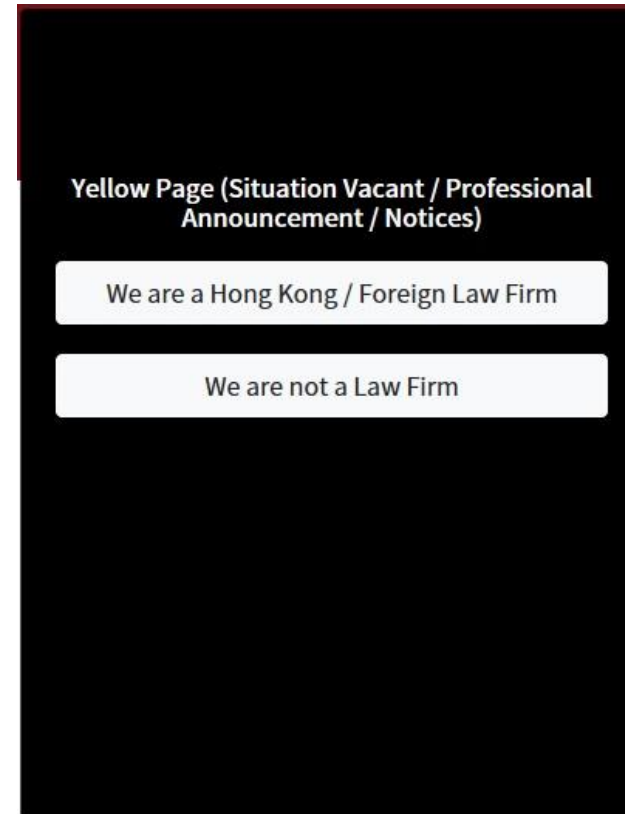
[FAQ](#)

Home Page

Access the System at <http://www.epayment.hklawsoc.org.hk>

Yellow Pages (Situation Vacant /Professional Announcement /Notice)

1. We are a Hong Kong / Foreign Law Firm; or
2. We are not a Law Firm

A screenshot of a web interface with a dark background. At the top, the text "Yellow Page (Situation Vacant / Professional Announcement / Notices)" is displayed in white. Below this, there are two white rectangular buttons. The first button contains the text "We are a Hong Kong / Foreign Law Firm" and the second button contains the text "We are not a Law Firm".

Yellow Page (Situation Vacant / Professional Announcement / Notices)

We are a Hong Kong / Foreign Law Firm

We are not a Law Firm



List of Yellow Pages (Local Law Firm) / (Non-Law Firm)

To view the Procedures and Points to Note for application of Yellow Pages Services, please click “View” under the relevant section:

1. SV01 to SV04 for Situations Vacant in size of 3”x7”, 4”x7”, 5”x7” & 9”x7”
2. PA01 for Professional Announcement (**FOR LAW FIRM ONLY**)
3. FN01 for Other CPD Courses
4. FN02 for Other Notices

List of Yellow Pages (Local Law Firm)

List of Yellow Pages (Local Law Firm)				
« < 1 > »				
Code	Section	Size	Discount Unit Price (HKD)	
SV01	Situations Vacant	3" x 7"	HK\$1,360	View Register
SV02	Situations Vacant	4" x 7"	HK\$2,000	View Register
SV03	Situations Vacant	6" x 7"	HK\$2,960	View Register
SV04	Situations Vacant	9" x 7"	HK\$4,000	View Register
PA01	Professional Announcement	4" x 7"	HK\$2,500	View Register
FN01	Other CPD Courses	A4 \$2,500/A4	HK\$2,500	View Register
FN02	Other Notices	A4 \$2,500/A4	HK\$2,500	View Register

List of Yellow Pages (Non-law Firm)

List of Yellow Pages (Non-law Firm)				
« < 1 > »				
Code	Section	Size	Unit Price (HKD)	
SV01	Situations Vacant	3" x 7"	HK\$1,700	View Register
SV02	Situations Vacant	4" x 7"	HK\$2,500	View Register
SV03	Situations Vacant	6" x 7"	HK\$3,700	View Register
SV04	Situations Vacant	9" x 7"	HK\$5,000	View Register
FN01	Other CPD Courses	A4 \$2,500/A4	HK\$2,500	View Register
FN02	Other Notices	A4 \$2,500/A4	HK\$2,500	View Register



List of Yellow Pages (Local Law Firm) / (Non-Law Firm)

To Register for Yellow Pages Services, please click “Register” under the relevant section:

- 1. SV01 to SV04 for Situations Vacant in size of 3”x7”, 4”x7”, 5”x7” & 9”x7”
- 2. PA01 for Professional Announcement (**FOR LAW FIRM ONLY**)
- 3. FN01 for Other CPD Courses
- 4. FN02 for Other Notices

List of Yellow Pages (Local Law Firm)				
« < 1 > »				
Code	Section	Size	Discount Unit Price (HKD)	
SV01	Situations Vacant	3" x 7"	HK\$1,360	ViewRegister
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SV03	Situations Vacant	6" x 7"	HK\$2,960	ViewRegister
SV04	Situations Vacant	9" x 7"	HK\$4,000	ViewRegister
PA01	Professional Announcement	4" x 7"	HK\$2,500	ViewRegister
FN01	Other CPD Courses	A4 \$2,500/A4	HK\$2,500	ViewRegister
FN02	Other Notices	A4 \$2,500/A4	HK\$2,500	ViewRegister

List of Yellow Pages (Non-law Firm)				
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SV03	Situations Vacant	6" x 7"	HK\$3,700	viewRegister
SV04	Situations Vacant	9" x 7"	HK\$5,000	viewRegister
FN01	Other CPD Courses	A4 \$2,500/A4	HK\$2,500	viewRegister
FN02	Other Notices	A4 \$2,500/A4	HK\$2,500	viewRegister



Submit Application Form: Situations Vacant

Hong Kong / Foreign Law Firm

1. Fill in the details.
2. Click “Download” to download the blank Application Form and follow the instruction to complete the Form.
3. Click “Upload” to upload the completed Application Form. (in MS Word Format only / Max. 500kb)
4. Once the Form is completed, please press “Submit”.

Application Form: Situations Vacant

Please download the application form and upload the filled form for submission.

1. Fill in the details:

Firm Name:* A.A. AMADOR ASSOCIATES

Contact Name:* Chan tai man

Contact Phone No.:* 12345678

Contact Email:* chantalman@yahoo.com.hk

Email to cc list: Email address

Correspondence Address:* RM 2207, CHINA INSURANCE GROUP BUILDING, _X000D_73 CONNAUGHT ROAD CENTRAL, HONG KONG

Proposed publication date of paid advertisement (Monday only):* Mon, Jul 13, 2020

2nd publication date:

Note: The publication date has been reserved but yet to be confirmed by The Law Society. Subject to approval by the Law Society, application submitted by 11(00) p.m. on the preceding Monday (or the previous working day if Monday is a public holiday) will be processed and published on Monday (or the following working day if Monday is a public holiday). You will be notified with the actual publication date by e-mail message.

2. Download the form **Download**

3. Upload the filled form **Upload** 001.docx (MS word format only / Max. 200 KB)

*For Hong Kong and Foreign Law Firms with the addition of one free posting of the same advertisement. (Please only tick the first publication date)

*Mandatory field

Submit

Non Law-Firm

1. Fill in the details.
2. Click “Download” to download the blank Application Form and follow the instruction to complete the Form.
3. Click “Upload” to upload the completed Application Form. (in MS Word Format only / Max. 500kb)
4. “Upload” Company Business Registration (pdf/jpeg format / Max. 500kb)
- 5.. “Upload” Company Profile (pdf/jpeg format / Max. 500kb)
6. Once the Form is completed, please press “Submit”.

Application Form: Situations Vacant

Please download the application form and upload the filled form for submission.

1. Fill in the details:

Company Name:* 123 company

Contact Name:* Chan tai man

Contact Phone No.:* 12345678

Contact Email:* chantalman@yahoo.com.hk

Email to cc list: Email address

Correspondence Address:* rm 123, Yahoo Building, 123 Des Voeux Road, Hong Kong

Proposed publication date of paid advertisement (Monday only):* Mon, Jul 13, 2020

2nd publication date:

Note: The publication date has been reserved but yet to be confirmed by The Law Society. Subject to approval by the Law Society, application submitted by 11(00) p.m. on the preceding Monday (or the previous working day if Monday is a public holiday) will be processed and published on Monday (or the following working day if Monday is a public holiday). You will be notified with the actual publication date by e-mail message.

2. Download the form **Download**

3. Upload the filled form **Upload** 001.docx (MS word format only / Max. 200 KB)

4. Company BR Upload*: **Upload** .pdf (PDF/JPEG format only / Max. 200 KB)

5. Company Profile Upload*: **Upload** profile.pdf (PDF/JPEG format only / Max. 200 KB)

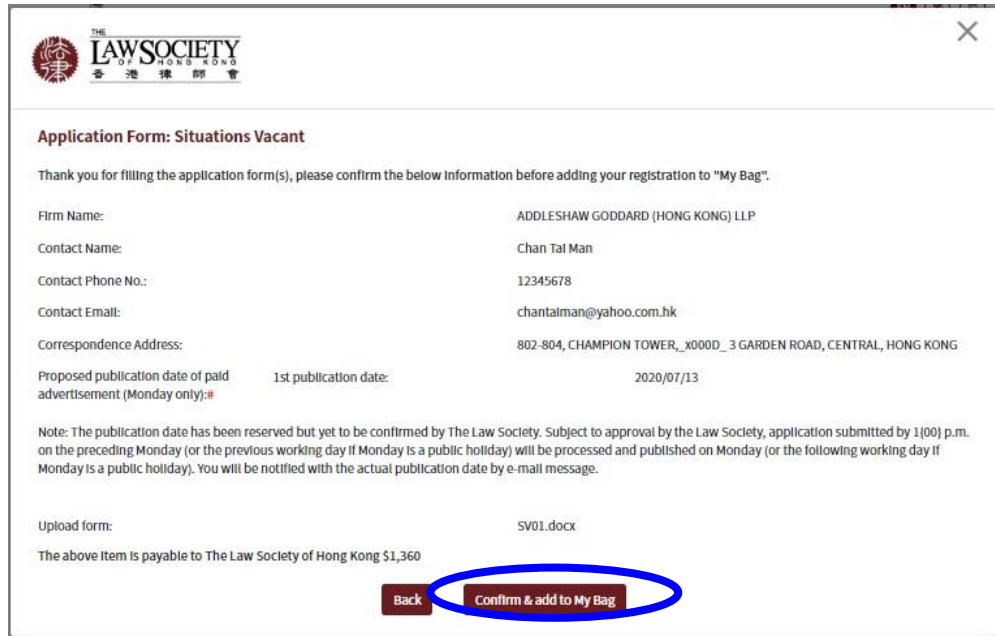
*Mandatory field
*For Company Only

Submit



Confirm Application Form and proceed payment? (Cont'd)

To confirm & add to My Bag.



THE LAW SOCIETY OF HONG KONG
香港律師會

Application Form: Situations Vacant

Thank you for filling the application form(s), please confirm the below information before adding your registration to "My Bag".

Firm Name: ADDLESHAW GODDARD (HONG KONG) LLP

Contact Name: Chan Tai Man

Contact Phone No.: 12345678

Contact Email: chantalman@yahoo.com.hk

Correspondence Address: 802-804, CHAMPION TOWER, x000D_ 3 GARDEN ROAD, CENTRAL, HONG KONG

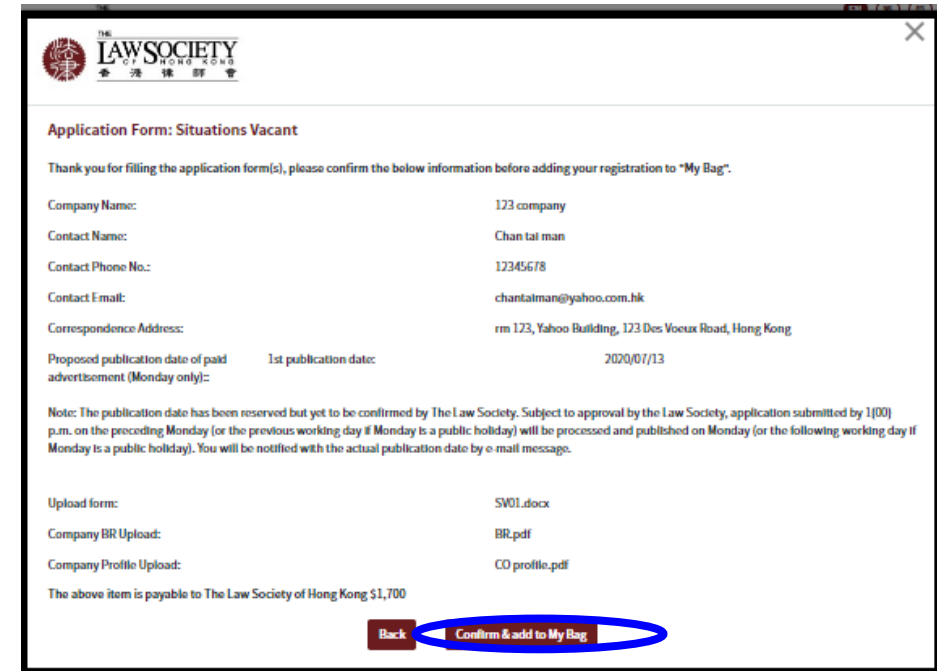
Proposed publication date of paid advertisement (Monday only): 1st publication date: 2020/07/13

Note: The publication date has been reserved but yet to be confirmed by The Law Society. Subject to approval by the Law Society, application submitted by 1{00} p.m. on the preceding Monday (or the previous working day if Monday is a public holiday) will be processed and published on Monday (or the following working day if Monday is a public holiday). You will be notified with the actual publication date by e-mail message.

Upload form: SV01.docx

The above item is payable to The Law Society of Hong Kong \$1,360

[Back](#) [Confirm & add to My Bag](#)



THE LAW SOCIETY OF HONG KONG
香港律師會

Application Form: Situations Vacant

Thank you for filling the application form(s), please confirm the below information before adding your registration to "My Bag".

Company Name: 123 company

Contact Name: Chan tai man

Contact Phone No.: 12345678

Contact Email: chantalman@yahoo.com.hk

Correspondence Address: rm 123, Yahoo Building, 123 Des Voeux Road, Hong Kong

Proposed publication date of paid advertisement (Monday only): 1st publication date: 2020/07/13

Note: The publication date has been reserved but yet to be confirmed by The Law Society. Subject to approval by the Law Society, application submitted by 1{00} p.m. on the preceding Monday (or the previous working day if Monday is a public holiday) will be processed and published on Monday (or the following working day if Monday is a public holiday). You will be notified with the actual publication date by e-mail message.

Upload form: SV01.docx

Company BR Upload: BR.pdf

Company Profile Upload: CO profile.pdf

The above item is payable to The Law Society of Hong Kong \$1,700

[Back](#) [Confirm & add to My Bag](#)



How to Proceed payment? (Cont'd)

1. Click the “Cart” to view “My Bag” page
2. Please click “Proceed Payment” for completion of application.

THE LAW SOCIETY OF HONG KONG 香港律師會

List of Yellow Pages (Local Law Firm)

Code	Section	Size	Discount Unit Price (HKD)
SV01	Situations Vacant	3" x 7"	HK\$1,360
SV02	Situations Vacant	4" x 7"	HK\$2,000
SV03	Situations Vacant	6" x 7"	HK\$2,960
SV04	Situations Vacant	9" x 7"	HK\$4,000

THE LAW SOCIETY OF HONG KONG 香港律師會

My Bag

Code	Section	Size	Publication Date	Discount Unit Price (HKD)
SV01	Situations Vacant	3" x 7"	2020/06/08	HK\$1,360
SV01	Situations Vacant	3" x 7"	2020/06/15	HK\$1,360
Sub-total:				HK\$2,720



How to Pay? (Cont'd)

Yellow Pages (Situation Vacant /Professional Announcement /Notice)

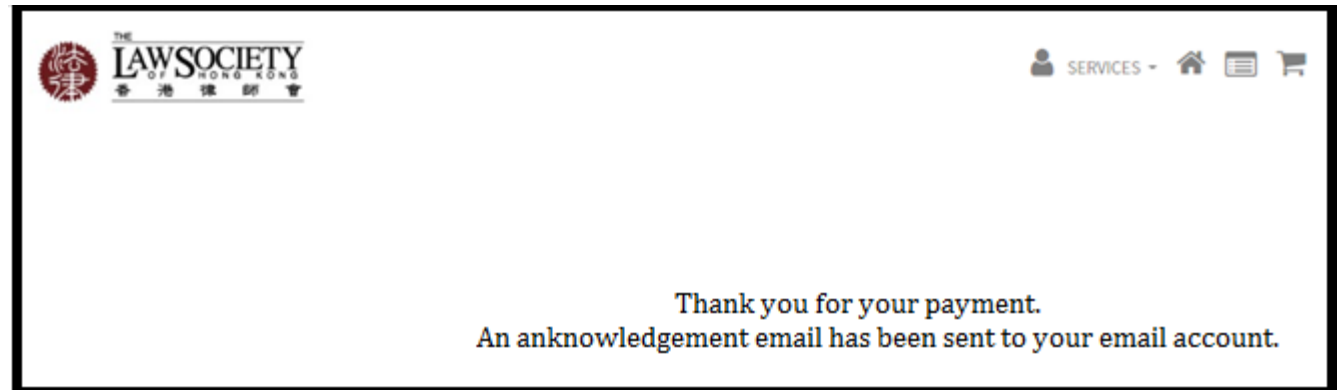
You will then be directed to PayPal site. Please input your payment details and complete the payment **within 15 minutes**. A 'thank you' note will be shown on the page upon receipt of payment.

Important Notice:

1. Payment process must be completed within 15 minutes otherwise all submitted data will be removed.
2. No record will be made available for retrieval afterwards.



The image shows the PayPal login and registration page. At the top is the PayPal logo. Below it is the text "使用 PayPal 付款". There are two input fields: "電郵" (Email) and "密碼" (Password). Below these is a checkbox labeled "保持登入, 購物交易更迅速" (Keep me logged in, shopping transactions are faster) with a question mark icon. There is a blue button labeled "登入" (Log in). Below the button is a link "無法登入?" (Can't log in?). Below that is a horizontal line with the text "或者" (Or). Below the line is a grey button labeled "建立帳戶" (Create account). At the bottom, there is a link "取消並返回 The Law Society of Hong Kong" and a language selector "English | 中文".



Acknowledgment email

You will receive an acknowledgment email from no_reply@hklawsoc.org.hk with the subject “Completion of Application and Payment for Yellow Pages Services” to confirm the status of your application.

Important Note :

All applications will be subject to approval by the Law Society. After vetting, a confirmation e-mail will be sent to you to re-confirm the details of the application (Situation Vacant /Professional Announcement/Notice) and the publication date.

From: The Law Society of Hong Kong [mailto:no_reply@hklawsoc.org.hk]
Sent: 8 June 2020
To: Chantaiman@yahoo.com
Subject: Completion of Application and Payment for Yellow Pages Services

 **THE LAW SOCIETY**
OF HONG KONG
香港律師會

Dear Chantaiman

Thank you for your payment. Your application for Yellow Pages Services has been completed and is now being processed.

Firm: ABC Firm
Name: Chan Tai Man
Phone: 12345678
E-mail: chantaiman@gmail.com
Correspondence address: Rm123, 123 Building, 123 Des Voeux Road, Central, Hong Kong
Publication Date: 22 June 2020
Code: SV01
Section: Situation Vacant
Size: 3"X7"
Price: HK\$1,360

Please note that all applications will be subject to approval by the Law Society.
After vetting, a confirmation email will be sent to you from administration@hklawsoc.org.hk to re-confirm the details of the application (Situation Vacant /Professional Announcement/Notice) and the publication date.

Please refer this Paypal No. 8BD608100Y479872U for your application reference.

Cancellation Policy

We regret that once you have applied and paid for the services, NO REFUND and or CANCELLATION will be accepted unless the publication date or the application is not approved by the Law Society of Hong Kong.

If you have any inquiries, please contact the Law Society at administration@hklawsoc.org.hk.



FAQ

Application

1. How can I access the Law Society's Registration and Payment System ("the System")?

Through the Law Society's website ("the Web")

Please visit <http://www.epayment.hklawsoc.org.hk> to access the System.

2. Do I have to install any software on my computer to access the System?

No. We are using a Web-Based registration platform. You are only required to access and manage your account via a Web browser (IE v11 / Chrome 76.0) with Internet Access.

3. How can I ensure the application for Yellow Pages Services (Situation Vacant /Professional Announcement /Notice) has been submitted successfully?

An acknowledgement email from no_reply@hklawsoc.org.hk will be sent to you upon receipt of payment.

Important Note :

All applications would be subject to approval by the Law Society. After vetting, a confirmation e-mail will be sent to you to re-confirm the details of the application (Situation Vacant /Professional Announcement/Notice) and the publication date.



FAQ (Cont'd)

Application

- 4. Shall I treat that my application for Yellow Pages (Situation Vacant /Professional Announcement /Notice) is confirmed after successful payment?**

No. The Law Society will send you an e-mail to re-confirm the details of the application and you are required to sign and e-mail back the confirmation to Law Society before the deadline.

- 5. Shall I treat that the publication date for Yellow Pages (Situation Vacant /Professional Announcement /Notice) is confirmed after successful payment?**

No. The Law Society will re-confirm the publication date by e-mail.

- 6. Can the System support multiple applications under a single payment?**

Yes. The system allows you to register multiple applications and pay at the end with a single payment.



FAQ (Cont'd)

Payment

- 7. Will the Law Society receive my credit card information when I enter it for payment via the System?**

The Law Society will not receive any credit card information. All payments would be handled directly by the payment gateway service provider.

- 8. My browser does not respond during the payment process. What shall I do?**

Please close the browser and re-enter the System and register for the application again. Alternatively, you can email us at administration@hklawsoc.org.hk for assistance.

- 9. Can I register an application via the System but submit a cheque to the Law Society for payment?**

No. If an application is registered through the 'Law Society Registration and Electronic Payment System', it must be done by e-payment.



Thank you!

-The End-