



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 2.0 (December 2021)

Contents



Home Page



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



[How to submit the application?](#)



[Confirmation email](#)



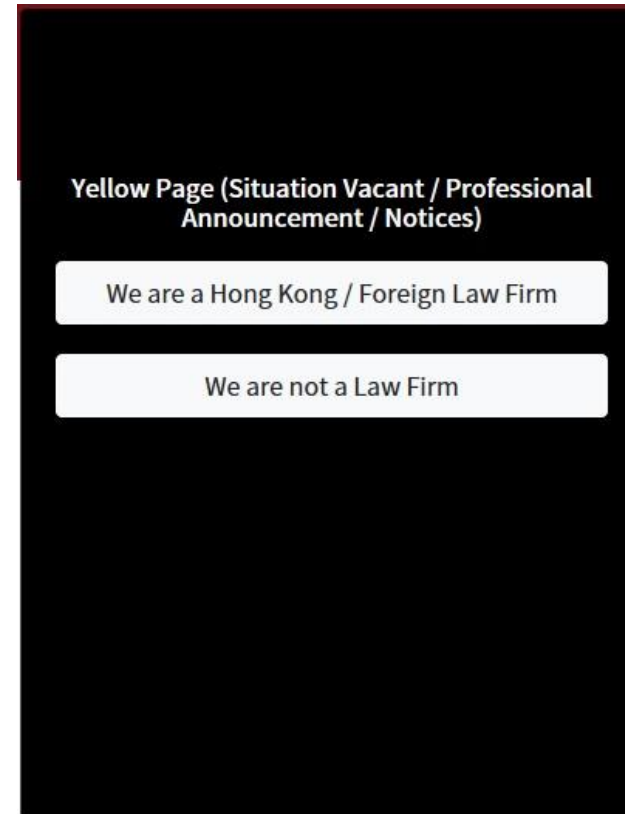
[FAQ](#)

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 stacked vertically. The top button contains the text "We are a Hong Kong / Foreign Law Firm" and the bottom 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 (law Firm)				
<div>« 1 »</div>				
Code	Section	Size	Unit Price (HKD)	
SV01	Situations Vacant	3" x 7"	HK\$1,700	<div><div>View</div><div>Register</div></div>
SV02	Situations Vacant	4" x 7"	HK\$2,500	<div><div>View</div><div>Register</div></div>
SV03	Situations Vacant	6" x 7"	HK\$3,700	<div><div>View</div><div>Register</div></div>
SV04	Situations Vacant	9" x 7"	HK\$5,000	<div><div>View</div><div>Register</div></div>
FN01	Other CPD Courses	A4 \$2,500/A4	HK\$2,500	<div><div>View</div><div>Register</div></div>
FN02	Other Notices	A4 \$2,500/A4	HK\$2,500	<div><div>View</div><div>Register</div></div>

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



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 (law Firm)

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 (Non-law Firm)

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



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”.

The screenshot shows the 'Application Form: Situations Vacant' for Hong Kong / Foreign Law Firms. The form includes fields for 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, Correspondence Address (RM 2207, CHINA INSURANCE GROUP BUILDING, ...), and Proposed publication date (Mon, Jul 13, 2020). A 'Download' button is highlighted in blue. Below the form, there is a 'Submit' button also highlighted in blue. A note at the bottom states: '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.'

Non Law-Firm

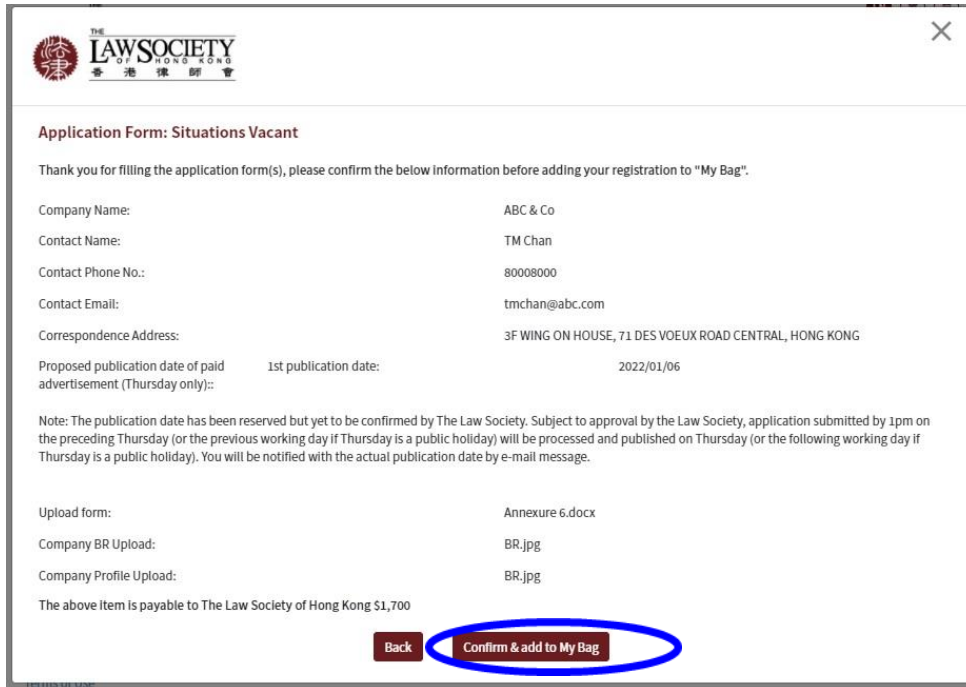
1. Fill in the details.
2. Click “Download” to download the blank Application Form and follow the instruction to complete the Form.
3. Click “Upload” to upload the completed Application Form. (in MS Word Format only / Max. 500kb)
4. “Upload” Company Business Registration (pdf/jpeg format / Max. 500kb)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

The screenshot shows the 'Application Form: Situations Vacant' for Non Law-Firms. The form includes fields for Company Name (123 company), Contact Name (Chan tai man), Contact Phone No. (12345678), Contact Email (chantalman@yahoo.com.hk), Email to cc list, Correspondence Address (rm 123, Yahoo Building, 123 Des Voeux Road, Hong Kong), and Proposed publication date (Mon, Jul 13, 2020). A 'Download' button is highlighted in blue. Below the form, there are 'Upload' buttons for the completed form, Company Business Registration, and Company Profile, all highlighted in blue. A 'Submit' button is also highlighted in blue. A note at the bottom states: '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.'



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

To confirm & add to My Bag.



THE LAW SOCIETY OF HONG KONG

Application Form: Situations Vacant

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

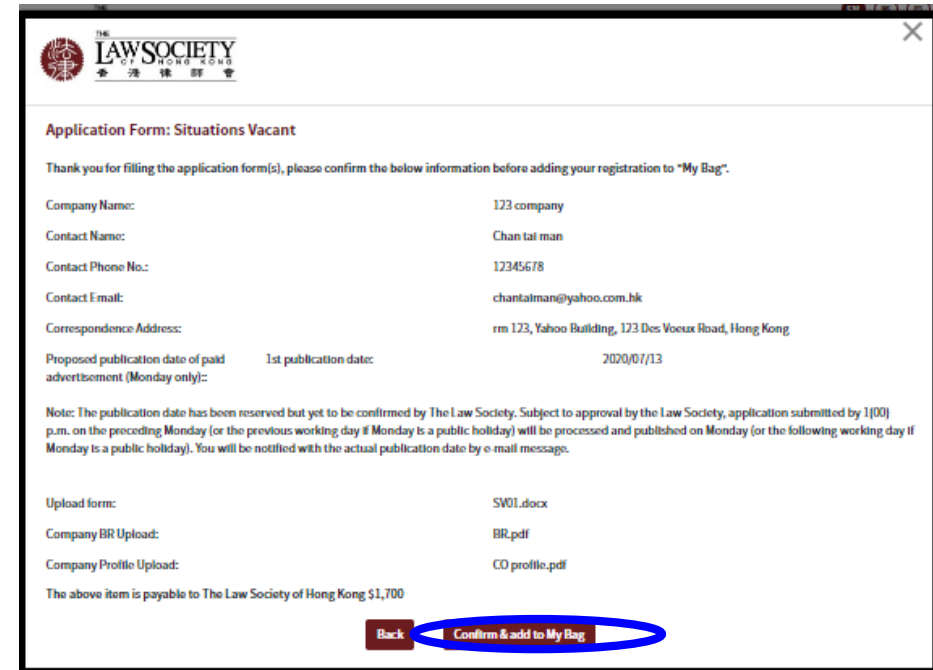
Company Name: ABC & Co
Contact Name: TM Chan
Contact Phone No.: 80008000
Contact Email: tmchan@abc.com
Correspondence Address: 3F WING ON HOUSE, 71 DES VOEUX ROAD CENTRAL, HONG KONG
Proposed publication date of paid advertisement (Thursday only): 1st publication date: 2022/01/06

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 1pm on the preceding Thursday (or the previous working day if Thursday is a public holiday) will be processed and published on Thursday (or the following working day if Thursday is a public holiday). You will be notified with the actual publication date by e-mail message.

Upload form: Annexure 6.docx
Company BR Upload: BR.jpg
Company Profile Upload: BR.jpg

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

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



THE LAW SOCIETY OF HONG KONG

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: chantai.man@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

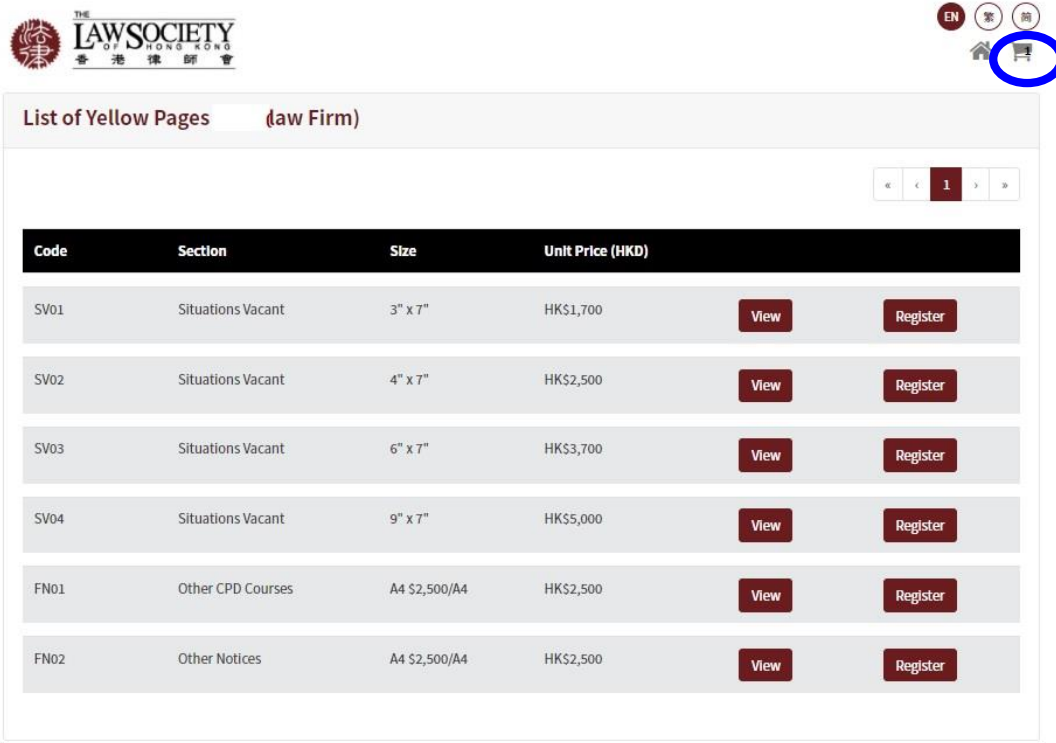
The above item is payable to The Law Society of Hong Kong \$1,700

[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.

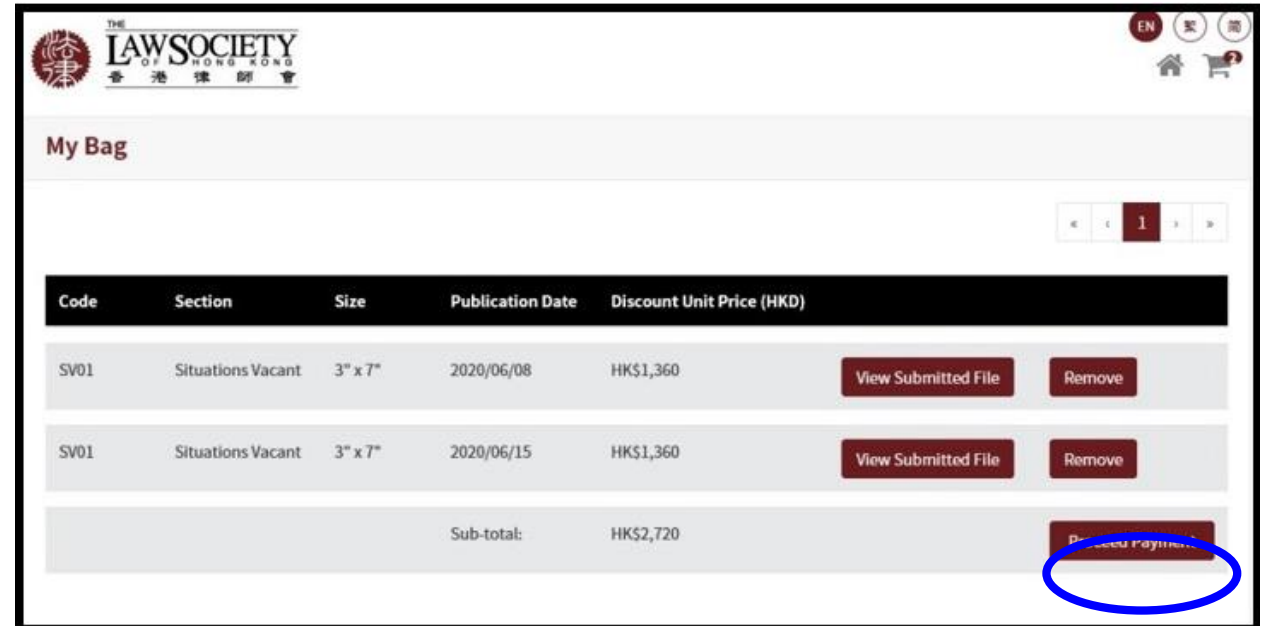


THE LAW SOCIETY OF HONG KONG 香港律師會

EN 家 商

List of Yellow Pages (law Firm)

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



THE LAW SOCIETY OF HONG KONG 香港律師會

EN 家 商

My Bag

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



How to Pay? (Cont'd)

Yellow Pages (Situation Vacant /Professional Announcement /Notice)

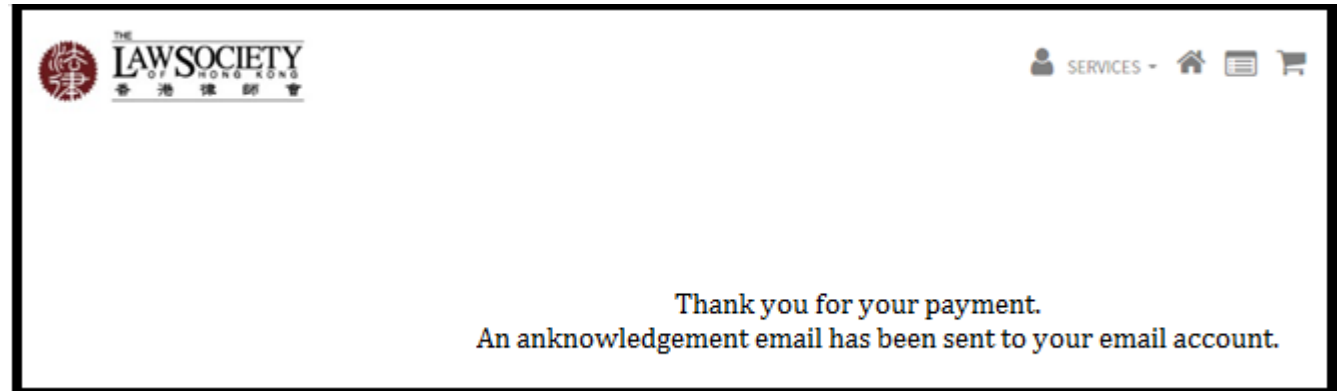
You will then be directed to PayPal site. Please input your payment details and complete the payment **within 15 minutes**. A 'thank you' note will be shown on the page upon receipt of payment.

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. A blue button labeled "登入" (Log in) is below the checkbox. Below the button is a link "無法登入?" (Can't log in?). A horizontal line with the text "或者" (Or) is below the link. 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.

To: firm@lawfirm.hk
Subject: Completion of Application and Payment for Yellow Pages Services

 THE LAW SOCIETY OF HONG KONG 香港律師會

Dear Firm,

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

Firm: Law Firm
Name: Chan Tai Man
Phone: 8000 8000
E-mail: firm@lawfirm.hk
E-mail CC: firm@lawfirm.hk
Correspondence address: 3/F, WING ON HOUSE, 71 DES VOEUX ROAD CENTRAL, HONG KONG
Publication Date: 2022-01-06
Code: SV02
Section: Situations Vacant
Size: 4" x 7"
Price: 2500.00

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. 5WU33935F9950131D 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 YP@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-