

Chairman of the Luxembourg Bar Association
Maison de l'Avocat
2A, Boulevard Joseph II
L-1840 Luxembourg

Luxembourg,

The undersigned,

applies to be sworn in as lawyer and registered on List VII of the roll of the Luxembourg Bar Association as a

**Lawyer practising under his home jurisdiction professional title of the
United Kingdom of Great Britain and Northern Ireland**

In support of my application, please find attached hereto the relevant form together with the requested documents.

I hope that you will consider my application favourably.

Yours faithfully,

.....
Signature

Application for registration as a lawyer from the United Kingdom of Great Britain and Northern Ireland

Pursuant to point 7 of Article 8(3) and Article 9(3) of the Law of 29 June 2023 amending the Law of 10 August 1991 on the legal profession, and Article 9.1 of the Internal Regulations of the Bar Association, please complete the information below.

Personal information (all fields must be completed)

NAME	<input style="width: 95%;" type="text"/>	First names	<input style="width: 95%;" type="text"/>
Professional title in the home country	<input style="width: 95%;" type="text"/>		
Date of birth	<input style="width: 80%;" type="text"/>	Place of birth	<input style="width: 80%;" type="text"/>
Gender	<input type="checkbox"/> M <input type="checkbox"/> F		Nationality <input style="width: 80%;" type="text"/>
Private address:			
No	Street		
Postal code	City	Country	
Mobile phone number	E-mail address		

Information on the practice of the profession (all fields must be completed)

Type of practice in Luxembourg: Individual Associate Salaried Partner

Name of the partnership / law firm
in Luxembourg

Main address of the partnership/ law firm located in Luxembourg

No Street

Postal code City Country

Business phone number..... Fax number

Business e-mail address

WARNING: If the same address is provided for both the partnership/ law firm in Luxembourg and your personal residential address, a description of the premises proving the separation between private and professional use, compliance with professional ethics, infrastructure rules and the maintenance of professional secrecy, is required. Similarly, a different business landline from the personal line will be required. Please refer to [Circular No°1 2023-2024 on infrastructures of law firms](#), to ensure compliance of the premises you are planning to use for your law firm.

Name of the partnership/ law firm
 in the home Member State

Main address of the partnership/ law firm located in the home Member State

No Street

Postal code City Country

Business phone number..... Fax Number

Business e-mail address

Information on the home Bar

Name and address of the Bar or relevant jurisdiction to which you are admitted.
 If more than one, please provide the name and address of each.

Please use a supplementary sheet, if necessary.

<p>1</p> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/>	<p>2</p> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/>
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Date of admission

Date of admission

Have you completed your traineeship? Yes No

Are you currently authorised to practise the profession in the Bar(s)
 of which you are a member? Yes No

Is a certificate from that (those) Bar(s) attached hereto? Yes No

Are you currently covered by a professional liability insurance policy? Yes No

If yes, **please provide all relevant information**, including the **terms and conditions and extent of the coverage**, on a supplementary sheet, together with the **relevant certificate**.

Previous application

Have you previously applied for registration:

with our Bar? Yes No

with another Bar? Yes No

If the answer is **yes**, with which Bar(s):.....

If you answered each question **in the affirmative**, you must provide **full information on a separate sheet containing information on the acceptance or denial of such applications.**

Data on ethical behaviour

Have disciplinary proceedings been brought against you before a court or a disciplinary chamber, although no decision has yet been rendered?

YES NO

Have you ever been the subject of a disciplinary measure?

YES NO

If yes, please specify:

Have you ever been the subject of bankruptcy, personal liquidation or other collective proceedings?

YES NO

If yes, please specify:

The following documents **must be attached** hereto:

1. A **copy** of valid identity card / passport;
2. An **original** criminal record extract from the **country of the home Bar, not more than 3 months old**;
3. An **original** criminal record extract from **Luxembourg, not more than 3 months old**;
4. An **original certificate of registration less than 3 months old** from your home Bar(s), providing details of your disciplinary record;
5. An **original certificate** of professional liability insurance from the home Bar;
6. A **sworn translation into French, German or English** of your certificate(s) from the home Bar(s) if it is not originally in one of these languages;
7. A **declaration¹ on honour signed by the partner(s)**, confirming that your infrastructure is compliant with [Circular No°1 2023-2024 on material and immaterial infrastructures of law firms](#);
8. **Proof of payment** of the membership fee of **€1,760** (see below).

The membership fee, including professional insurance, for the judicial year **2024/2025**, amounting to **€1,760**, is payable to the following account:

RECIPIENT: BARREAU DE LUXEMBOURG
ADDRESS: Maison de l'Avocat, 2A Boulevard Joseph II L-1840 LUXEMBOURG
IBAN: LU64 0080 3332 3430 2004
BIC/SWIFT CODE: BLUXLULL
COMMUNICATION* (lawyer's name) (lawyer's first name) (List VII)
***these details must be provided when payment is made**

Please return this form with proof of payment to the following address:

**Maison de l'Avocat
for the attention of the President of the Bar
2A Boulevard Joseph II, L – 1840 LUXEMBOURG**

¹ If you are joining a law firm as a self-employed lawyer, domiciled in the law firm you are joining OR if you are setting up your own law firm.

Declaration

I declare that the information provided in this form is complete and accurate at the date of application.
I undertake to inform the Bar immediately of any significant change in the information provided in this form that may occur between today's date and the decision regarding my registration.
I undertake to comply with the ethical rules of the Luxembourg Bar during the period of my registration and I agree that the home Bar and the host Bar may freely exchange any information relevant to my professional activities.

Signature: _____ Date: _____

Name: _____

NB: This declaration must be duly signed and dated. If any information has been omitted from the form (or is apparently inaccurate), the form will be returned to you and your registration will be delayed.

CERTIFICATE FROM THE HOME BAR

The undersigned.....,
(person authorised on behalf of the competent authority in the home Member State)

hereby certifies that

.....
(applicant's name)

(name and address of the applicant law firm)

.....

is registered as
(professional title in the home Member State)

with the
(competent authority in the home Member State)

and is authorised to practice as
(professional title in the home Member State)

Disciplinary record

- has not been the subject of disciplinary proceedings or measures
 has been the subject of disciplinary proceedings or measures

Completed proceedings

<u>Date</u>	<u>Nature of the offence</u>	<u>Measure</u>

Please indicate whether disciplinary proceedings can no longer be invoked in your country (e.g. after a certain period of time has elapsed): if so, please provide further details in the appendix:

Pending proceedings

(please describe)

Signature Date
(person authorised by the competent authority in the home Member State)

Status of the signatory

Address of the signatory in the home Member State

.....

Registration with the Roll of the Luxembourg Bar Association (hereinafter the "Bar")

The Bar, in its capacity as data controller, collects and processes personal data, the purpose of which is the administration of the Bar and in particular the maintenance of the roll of the Bar, the duties required by legal aid, the charging of lawyers' fees and expenses, the drafting of opinions on legal matters, and more generally the examination of all issues relating to the practice of the profession and the defence of lawyers' rights.

Data collection is limited to the information required to fulfil these purposes. Mandatory data are indicated as such on the collection forms. These data are intended for all authorised persons from the Bar and for the Ministry of Justice. The data will be kept for a period of 60 years and will be recorded and secured in a computerised file (secured cloud) managed by POST Luxembourg located at 20, rue de Reims in Luxembourg, Luxembourg.

The legal basis for the processing is Article 18 of the Law of 10 August 1991 on the legal profession.

Annuaire des Avocats (Lawyers' Directory)

Your surname, first name, business e-mail address and business phone number will also be published on our website under "Annuaire des Avocats" (Lawyers' Directory) (<https://www.barreau.lu/votre-avocat/annuaire-des-avocats>) in the public interest to enable the public to check that the lawyer concerned is actually registered on the Roll of the Bar. These data will be kept until the end of your activities.

Your rights

You have the right to obtain from the Bar confirmation as to whether or not personal data relating to you are being processed and, if so, access to such personal data as well as the following information:

- the categories of personal data collected and processed;
- the purposes for which they are processed;
- the categories of recipients to whom the personal data have been disclosed or are likely to be disclosed;
- the storage period of the personal data;
- information about your rights in respect of your personal data.

Right to object

You may object, on legitimate grounds, to any processing of your personal data. Thus, the Bar shall no longer process your personal data unless it demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

Right to rectification

You can request that your personal data be rectified if they prove to be inaccurate, incomplete or obsolete.

Right to be forgotten

As the holder of this right to be forgotten, you may request that your personal data be erased on simple request. However, this right is not absolute and may, for example, conflict with the legitimate interests of the data controller – or with the legal obligations to which the latter is subject.

Right to restriction of processing

You may demand that the Bar rectify, complete, update, lock or erase any personal data concerning you that are inaccurate, incomplete, equivocal, out of date or the collection, use, communication or storage of which is prohibited.

Right to data portability

You have the right to receive your personal data collected or processed by the Bar in a structured, commonly used and machine-readable format, and the rights to transmit those data to another controller without hindrance from the Bar to which the personal data have been provided.

Who shall be contacted in the event of a dispute or query?

If you have any questions about data protection or if you wish to exercise your rights, you can contact the Bar by sending an e-mail to dpo@barreau.lu.

If you have any issues relating to the management of your personal data, you can also contact the Commission Nationale pour la Protection des Données (National Commission for Data Protection) located at 1, avenue du Rock'n'Roll, L-4361, Esch-sur-Alzette.

Useful links and information:

- Law of 13 November 2002 implementing into Luxembourg law Directive 98/5/EC of the European Parliament and of the Council of 16 February 1998 to facilitate practice of the profession of lawyer on a permanent basis in a Member State other than that in which the qualification was obtained, and amending:
 1. the Law of 10 August on the legal profession, as amended;
 2. the Law of 31 May 1999 governing the domiciliation of companies.
- Law of 24 February 1984 on the language regime <http://www.legilux.public.lu/leg/a/archives/1984/0016/a016.pdf#page=6>
- Internal Regulations of the Bar, available on the intranet of the Bar.