

USE OF RESIDENTIAL AND NON-RESIDENTIAL ADDRESSES

This document sets out the use of residential and non-residential addresses (including serviced office providers) as a law practice entity's business address registered with ACRA and/or its principal place of business registered with LSRA (which will appear on LSRA's search function). Law practice entities remain responsible for their own compliance.

No.	Type of address	Is approval from LSRA required	Document(s) to be submitted via LSRA e-Services
1	Use of RESIDENTIAL ADDRESS as (a) ACRA's registered address, and/or (b) principal place of business (on LSRA's records) (Note: Law practice entities are reminded to obtain separate approval from HDB or URA if they wish to operate out of residential address.)	No, provided the law practice entity submits a letter of undertaking (see next column)	An undertaking that the law practice entity will restrict access to, and maintain the confidentiality of, clients' files, court documents (for Singapore law practices) and information at the premises.
2	Use of NON-RESIDENTIAL ADDRESS, as (a) ACRA's registered address, and/or (b) principal place of business (on LSRA's records) which is not shared, used or occupied jointly with unauthorised persons	No	Nil

3	Use of NON-RESIDENTIAL ADDRESS, as (a) ACRA's registered address, and (b) principal place of business (on LSRA's records) which is shared, used or occupied jointly with unauthorised persons (including co-working spaces or corporate secretarial service providers)	Yes	<p><u>For physical sharing of premises</u></p> <ul style="list-style-type: none"> a. Floor plan of the premises layout with the necessary mark-ups; b. An undertaking that the law practice entity will restrict access to, and maintain the confidentiality of, clients' files, court documents (for Singapore law practices) and information; and c. The unauthorised person provides a written acknowledgement of the law practice entity's obligations. <p><u>If not physically sharing premises but using the address of unauthorised persons including serviced offices</u></p> <ul style="list-style-type: none"> a. An undertaking that the law practice entity will restrict access to, and maintain the confidentiality of, clients' files, court documents (for Singapore law practices) and information; and b. The unauthorised person provides a written acknowledgement of the law practice entity's obligations.
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