IMPORTANT NOTICE

It is important that you complete the pre-application information form where applicable and provide photocopies of the relevant documents to the Department, otherwise, the Department cannot give you an appointment for making the application.

If you have any query or need help to complete the form, please approach our staff at the reception counter of the Application and Processing Division for assistance.

There are also sample forms to help you with completing the preapplication forms. They are available from our staff at the reception counter. You can also view or download the sample forms from the "Forms for Applicants" section under "Resource Centre for Applicants" in our website at <u>www.lad.gov.hk</u>.

In order to safeguard your interest, if you are approached by any person in our offices who offers you assistance in applying for legal aid or suggests that you should nominate a particular solicitor, please immediately report this to our staff.

If you need any advice on the choice of lawyer to handle your case, you can approach the legal aid counsel dealing with your application for advice and discussion.