

Checklist to Expression of Interest for Litigation Services to the Hong Kong Competition Commission

I. Background Information

1. Name of Solicitors' Firm: _____
2. Business Address: _____

3. Contact Person (Position): _____
4. Telephone No.: _____
5. Email: _____

II. Minimum Requirements¹

1. Is your firm a Hong Kong solicitors' law firm?²
 Yes No

2. Does your firm have a team of at least 4 full-time practising solicitors (each holding a current practising certificate to practise as a solicitor in Hong Kong) ("**Designated Team**")?
 Yes No

3. Does the Designated Team have at least 2 solicitors with a minimum of 10 years of post-qualification experience in handling litigation matters in Hong Kong (being the Team Leaders)?
If your answer is yes, please provide the name of the solicitors together with their respective years of admission in Hong Kong below.
 Yes No

Team Leader 1 (Name and Year of Admission in Hong Kong)

¹ A law firm which does not meet all the minimum requirements under Section II of this Checklist will not be considered by the Commission.

² For the purpose of this Checklist, a Hong Kong solicitors' law firm means a solicitors' firm which is currently listed on the Register of "Hong Kong Law Firms" on the website of the Law Society of Hong Kong.

Team Leader 2 (Name and Year of Admission in Hong Kong)

4. Does the Designated Team have at least 2 solicitors (other than the Team Leaders) with a minimum of 3 years of post-qualification experience in handling litigation matters in Hong Kong? If your answer is yes, please provide the name of the solicitors together with their respective years of admission in Hong Kong below.

Yes No

Solicitor 1 (Name and Year of Admission in Hong Kong)

Solicitor 2 (Name and Year of Admission in Hong Kong)

5. Does the Designated Team have at least 1 solicitor who has proficiency in reading, writing, listening and speaking in both the English language and the Chinese language? If your answer is yes, please provide the name of the solicitor and his/her language abilities below.

Yes No

6. Is there any civil judgment, criminal conviction and/or disciplinary action taken by the Law Society of Hong Kong against your firm or any member of the Designated Team which affects or may affect its or his/ her practice as a solicitors' firm or a solicitor in Hong Kong and the provision of legal services to the Commission?

Yes No

III. Additional Information

1. Please provide the following information to the Commission together with this Checklist:

- Professional profiles of each of the members of the team setting out the years of experience in handling litigation in Hong Kong and, separately and if applicable, overseas, proficiency in reading, writing and speaking in the English language and the Chinese language, details of key litigation handled in Hong Kong, details of any experience in handling litigation for statutory bodies/government agencies; antitrust/competition matters; and judicial review matters
- Details of internal arrangements to address issues of potential conflicts of interest³
- Details of litigation support (e.g. data hosting, number of administrative legal support)
- Hourly rates of the members of the Designated Team by reference to their respective years of post-qualification experience in Hong Kong
- Details of discounted rates, fee caps or other fee arrangements which the firm would be open to should they be engaged by the Commission on a matter
- All additional information relevant to the Litigation Services (as defined in the Request for Expression of Interest) required by Commission

Declaration:

We, _____, (*name of the solicitors' firm*) hereby confirm that the information provided under this Checklist is true, complete and accurate as of the date hereof.

Name:

Position:

Date:

³ The Commission generally considers that a conflict of interest will arise if the firm which is acting for the Commission in any investigations, proceedings or other matters, were to agree to take on any new work which will involve them acting against the Commission at the same time (whether or not in the same matter or industry). The fact that your firm is currently acting against the Commission does not automatically stop your firm from expressing interest to provide Litigation Services to the Commission. In this situation, it would be most helpful if you could provide details of internal arrangements to address issues of potential conflicts of interest for our consideration.