

---

---

**RULES RELATING  
TO ACCEPTANCE OF  
ARTICLED CLERKS,  
SYLLABUS AND CONDUCT  
OF EXAMINATION**

---

---



**THE BOMBAY INCORPORATED LAW SOCIETY**

---

**PREAMBLE**

In furtherance of the object of The Bombay Incorporated Law Society and in the exercise of the powers conferred by Article 25 (c) of the Articles of Association, the Managing Committee of the Bombay Incorporated Law Society at its meeting held on 5<sup>th</sup> April 2016 revised the Rules Relating to Acceptance of Articled Clerks, Syllabus and Conduct of Examination (the “**Rules**”). The revised Rules come into force with immediate effect.

By Order of the Managing Committee of the Bombay Incorporated Law Society.

5<sup>th</sup> April 2016

**Nilesh Modi**  
*Hon. Secretary*

---

© The Bombay Incorporated Law Society  
High Court New Building, North Wing, Bombay 400 032  
Tel/Fax. +91 (22) 22673470  
Email [www.bils.co.in](http://www.bils.co.in)

*No part of this publication may be reproduced or transmitted in any form or by any means without the permission in writing from the Bombay Incorporated Law Society.*

*Published by The Bombay Incorporated Law Society, High Court New Building, North Wing, Bombay 400 032*

*Tel: +91 (22) 22673470*

---

**RULES RELATING TO ACCEPTANCE OF  
ARTICLED CLERKS, SYLLABUS AND  
CONDUCT OF EXAMINATION**

**1. WHO CAN ACCEPT ARTICLED CLERKS**

- (a) A member of the Bombay Incorporated Law Society (the **“Society”**) who has at least 5 years’ standing as an Advocate and Solicitor (whether he is in practice on his own or in partnership or as an associate in a firm of lawyers) shall be at liberty to accept two persons as Articled Clerks;
- (b) PROVIDED HOWEVER that in special circumstances and with the permission of the President a member of the Society of at least ten years standing as an Advocate and Solicitor may accept upto three persons as Articled Clerks.

- 2.** A member of the Society who is desirous of accepting Articled Clerk/s must be in active practice in India holding a practicing certificate from the relevant State Bar Council (whether on his own or in partnership or as an Associate in a firm of lawyers) or as an Advocate-on-Record of the Supreme Court of India. No member of the Society who is in private employment or who is under suspension by the Society or by the relevant Bar Council or whose name is on the list of Non-Practicing Advocates of any Bar Council can accept any person as an Articled Clerk.

**3. WHO CAN APPLY TO BE AN ARTICLED CLERK**

- (i) A person who has taken the 3 year LL.B. Course of a recognised University in India may apply to sign Articles of Clerkship (**“Articles”**) after passing the 1st year examination of the 3 year LL.B. course;

Or

- (ii) A person who has taken the 5 year LL.B. Course of a recognised University in India may apply to sign Articles after passing the 3rd year examination of the 5 year LL.B. course;

Or

- (iii) Any person holding a practicing certificate issued by the Bar Council of any State may apply to sign Articles;

**4. PERIOD OF ARTICLES**

- (a) The period of Articles shall be three (3) years commencing from the date of the Articles and ending on the third (3<sup>rd</sup>) anniversary of such date;

---

(b) Subject to Rule 9 below, where Articles have been assigned as contemplated by these Rules, the period of Articles shall be reckoned from the original date of the Articles;

(c) Unless the Articled Clerk has completed the period of Articles by working under the supervision of his supervisor and the supervisor so certifies in writing, the Articled Clerk shall not be eligible to appear for the examination of Articled Clerks (the “**Examination**”).

## **5. ARTICLES TO BE FILED WITH THE SOCIETY**

(a) A member

- i. Who accepts an Articled Clerk shall sign Articles with such Articled Clerk in **Form 1** hereto (with such variations as circumstances may require); or
- ii. Who accepts assignment of Articles (“**Assignment**”) from another member shall sign an Assignment with such Articled Clerk in **Form 3** (with such variations as circumstances may require);

And shall file such Articles or Assignment (as the case may be) with the Society within thirty (30) days of the execution.

(b) The Articles or the Assignment (as the case may be) shall be accompanied by:

- i. Affidavit of the attesting witness in **Form 2**; and
- ii. A true copy of the passing certificate of the First Year Examination (of the three year LL.B course) or the passing certificate of the Third Year Examination (of the five years LL.B course) or the Practicing Certificate issued by the Bar Council (as the case may be); and
- iii. Filing fees as stipulated in Rule 6.

## **6. FILING FEES**

The fees payable to the Society for filing Articles / Assignment shall be Rs.1,500/- or such other amount as may from time to time be prescribed by the Managing Committee.

## **7. ASSIGNMENT**

(a) A member shall with promptitude on retirement or of suspension from practice by the Society or the relevant Bar Council (as the case may be) assign the Articles of person(s) articled with such member to any other member of the Society eligible to accept Articled Clerks. The Assignment shall be in Form 3 (with such variations as circumstances may require);

---

(b) An Articled Clerk may require his Articles to be assigned by the supervisor to another member of the Society eligible to accept Articled Clerks. Such assignment shall be in Form 3;

(c) The assignment shall be filed with the Society within the time and in the manner prescribed by Rule 5.

#### **8. DEATH OR DISABILITY OF SUPERVISOR**

In the event of death or disability of his supervisor an Articled Clerk may sign Articles for the remainder of the term (unless extended pursuant to Rule 9 below) with another member of the Society eligible to accept Articled Clerks. Such Articles should be signed with promptitude and filed with the Society within the time and in the manner prescribed by Rule 5.

For the purposes of this Rule 8 a period of 45 days from the date of death or disability of the supervisor shall be deemed to be sufficient to enable the Articled Clerk to sign Articles with another member of the Society eligible to accept Articled Clerks.

#### **9. EXTENSION OF PERIOD OF ARTICLES**

(a) If the Articles or Assignment (as the case may be) are not filed with the Society within the time period of 30 days prescribed by Rule 5; or

(b) In situations covered by Rule 8 if the Articles are not signed within forty five (45) days;

then and in such event the period of Articles shall automatically stand extended;

(c) Where sub-rule (a) of this Rule 9 applies the period of Articles shall be deemed to commence from the date on which the Articles are filed with the Society;

(d) Where sub-rule (b) of this Rule 9 applies the period of Articles shall stand extended by the number of days of delay

**Provided However** the President may for sufficient cause and reasons to be recorded in writing grant dispensation from extension to an Articled Clerk.

#### **10. ARTICLED CLERK NOT TO HOLD OTHER OFFICE OR EMPLOYMENT**

No person who shall be articled to serve as a clerk to a member shall, during the period of such service, hold any office or engage in any business or employment whatsoever other than as Articled Clerk to his supervisor and his partner or partners, if any, in practice in the firm of the supervisor and every such person shall during the

---

whole period of service under the Articles, continue and be really and actually engaged in the proper practice under the supervision of his supervisor.

**11. SERVICE MAY BE TO DIFFERENT MEMBERS**

The term of service as Articled Clerk as required by these Rules need not be all under one and the same member of the Society, but may be to different members of the Society either by virtue of assignment(s) or by virtue of successive independent contracts upon the cessation of the original or succeeding contract.

**12. QUALIFYING SERVICE**

Every person bound by Articles shall, during the entire period of Articles, continue and actually work under the supervision of the supervisor **provided nevertheless** that, the supervisor may dispense with such service for a period of three (3) months or such other period as the supervisor considers reasonable for the benefit of the Articled Clerk's health or studies or other good and sufficient cause.

**13.** The Society recommends payment of a reasonable amount as a stipend to Articled Clerks.

**14. DISQUALIFICATION FROM SIGNING ARTICLES**

A person who has been guilty of fraud, dishonesty, unprofessional conduct or other disgraceful conduct or who is of a doubtful reputation or who (unless the President of the Society otherwise orders in writing) has taken the benefit of the law for the relief of insolvents, shall not be accepted by any member as an Articled Clerk.

**15. EXAMINATIONS**

The Society shall periodically conduct Examinations of Articled Clerks ("**Examination**") which shall be held, as far as practicable, in April / May and October / November in each year on such dates as may from time to time be decided by the Member-in-Charge of Examinations and in which Examination six papers as are hereinafter prescribed shall be set.

**16. AN ARTICLED CLERK MUST PASS THE EXAMINATION TO BE ELIGIBLE FOR ENROLLMENT AS A SOLICITOR (MEMBER) OF THE SOCIETY**

(i) The Articled Clerk will be required to first appear for the Examination (taking at least three papers) latest within **one year** of the completion of the period of his Articles. Should an Articled Clerk fail to attempt an Examination within the said period of one year, the Articles shall lapse. The President of the Society may, however, in special circumstances grant permission to an Articled Clerk to appear for the Examination, although he may not have completed the full period

---

of his service or after the expiry of the said period of one year, on a petition by the Articled Clerk showing good cause;

- (ii) An Articled Clerk shall be required to pass in all the six papers **and secure an overall passing percentage of 60%** within **six** successive Examinations conducted by the Society;
- (iii) If the Articled Clerk does not pass in all the six papers or **does not secure an overall passing percentage of 60%** within the said **six** successive Examinations;

Such Articled Clerk:

- (a) shall not get the benefit of carry forward credit for any paper in which he may have passed within the said **six** successive Examinations;

and

- (b) shall be required to appear for all the six papers afresh.

- (iv) Before :

- (a) being admitted to the membership of the Society and

- (b) being entitled to call himself as an Advocate and Solicitor, the Articled Clerk shall be required to:

- (A) pass the Examination

and

- (B) be enrolled on the Rolls of the Bar Council of any State in India.

- 17. (i) The Examination shall be conducted by the Member-in-Charge of Examinations in consultation with the members of the Examination Sub-Committee and such Examination shall be under the supervision of a sitting Judge of the High Court of Judicature at Bombay whose consent for the purpose shall be obtained by the Member-in-Charge of Examinations;
- (ii) The names of the examiners proposed to be appointed shall be submitted by the Member-in-Charge of the Examination to such Judge for his approval;
- (iii) All Examination papers proposed to be set shall be submitted to such Judge for his approval. The answers given by the Articled Clerks to the questions set in each paper shall be evaluated by the examiner concerned and the marks awarded by the examiners shall also be submitted to such Judge. In case such Judge does not approve of any question proposed to be set or of any marks



---

awarded by any examiner in relation to the Examination, he shall be entitled to discuss the matters at issue with the examiner(s) and in all such matters the decision of such Judge shall be final;

- (iv) Canvassing on behalf of any Articled Clerk at an Examination is forbidden. If any attempt is made directly or indirectly to influence any examiner by or on behalf of any Articled Clerk such examiner shall forthwith report the matter to the Member-in-Charge of the Examination who, on being satisfied of the truth of the charge shall, in consultation with the President, disqualify the Articled Clerk in question from the Examination in respect of which the canvassing shall have taken place;
- (v) Six Papers will be set to the candidates at the Examination as follows:-
1. Practice and Procedure
  2. Corporate Law
  3. Conveyancing
  4. Taxation
  5. Commercial Laws
  6. General Acts
- (vi) The Syllabus shall be as prescribed from time to time by the Managing Committee.

## **18. SYSTEM OF EXAMINATION**

1. The Examinations will be on alternate days.
2. All papers will be of three (3) hours duration and normally be from 1.00 p.m. to 4.00 p.m.
3. The order of papers will, unless otherwise notified, be as follows:-

Paper No. I	:	Practice and Procedure
Paper No. II	:	Corporate Law
Paper No. III	:	Conveyancing
Paper No. IV	:	Taxation
Paper No. V	:	Commercial Laws
Paper No. VI	:	General Acts

- 
- ● ●
4. Any paper(s) or portion(s) thereof as from time to time be decided by the Managing Committee may be “open book” where Articled Clerks may refer to bare Acts / Rules as prescribed by the Managing Committee.
- (i) Case law, legislation and amendments within six months prior to the month in which the Examination is to be held, **are excluded**;
  - (ii) All case law will be confined to case law cited in decisions of a period of three years immediately preceding six months prior to the month in which the Examination is to be held and only from A.I.R. (Bom.) and A.I.R. (SC) / Supreme Court Cases (SCC).
5. (a) There will be no “Groups”.
- (b) An Articled Clerk will be at liberty
- (i) to appear for all six papers at a time;
- or
- (ii) to select the papers in which he proposes to appear at the particular Examination. Provided that except in the contingency contemplated in sub-clauses (c) or (d) hereunder, an Articled Clerk will be required to appear for at least 3 (three) papers in the Examination at which he appears.
- (c) (i) Where an Articled Clerk has passed in all the papers but has not secured the overall passing percentage of 60%
- or
- (iii) Where an Articled Clerk has passed in four or five of the six papers, the Articled Clerk may
    - in the contingency contemplated in sub-clause (c) (i) above, reappear in a maximum of three papers of his choice in which he has passed in order to secure the requisite overall passing percentage of 60% (by aggregating the marks of the papers in which he so reappears under the sub-rule along with the marks of the papers in which he has passed and not reappeared);
    - In the contingency contemplated in sub-clause (c) (ii) above, reappear in the paper(s) in which he has not passed and in addition reappear in any one or two papers of his choice in which he has passed, as the case may be, to enable him to secure the requisite overall passing percentage of 60% (by

---

aggregating the marks of the papers in which he so reappears under the sub-rule along with the marks of the papers in which he has passed and not reappeared);

- (d) If the number of papers remaining uncleared by the Articled Clerk is less than three (that is, if the Articled Clerk has, in one or more attempts but within the maximum of six successive Examinations, passed in more than three papers), the Articled Clerk may appear for the remaining paper/s even if the total number of papers at such attempt does not total three;

**19. PASSING MARKS & EXEMPTION**

- (i) The passing marks required in each subject is 50 marks and the overall passing percentage is 60% that is 360 marks out of 600 marks for all six papers;
- (ii) Exemption under the Rules shall be only as provided for in Rule 19 above.

**20. APPLICATION TO APPEAR FOR EXAMINATION**

1. Every Articled Clerk desiring to appear at an Examination for the first time after completion of the period of Articles shall present a petition in **Form 4** to the Society praying that he may be examined as to his fitness and capacity to be member of the Society and he shall annex to the petition:
- a. A copy of the Articles;
  - b. His affidavit of service as Articled Clerk;
  - c. The affidavit of his supervisor certifying that
    - i. The Articled Clerk has served the term of his Articles; and
    - ii. Conducted himself with diligence and honesty; and
    - iii. There is no cause known to the supervisor why the Articled Clerk should not be permitted to appear at the Examination and if declared successful, the Articled Clerk is fit to be admitted as a member of the Society; and
  - d. Testimonials as to his character by two members of the Society of at least ten (10) years standing.
2. An Articled Clerk shall also submit an application in **Form 5** (with such variations as the circumstances may require) with all annexures as specified in Form 5.

- 
3. Along with the application (as the case may be) the Articled Clerk shall pay to the Society a non-refundable fee of Rs.1,500/- (or in such other amount as the Managing Committee may from time to time prescribe).

## **21. RESULTS, MARK SHEET AND CERTIFICATE OF ENROLMENT**

- a) The results will be declared by displaying a notice on the Society's notice board and may also be displayed on the Society's website [www.bils.co.in](http://www.bils.co.in);
- b) Mark sheets will be available at the Society's office for a period of thirty (30) days after results have been declared. Any application made after the expiry of the period of thirty (30) days or any application for a duplicate mark sheet must be accompanied by processing fees of Rs.250/-;
- c) The Society will issue to every successful candidate (i.e. an Articled Clerk who has scored at least 50 marks in each paper and at least 360 marks in the aggregate) and who is admitted as a member of the Society, a certificate of enrolment.
- i. The certificate must be collected by the successful candidate within forty five (45) days of the declaration of results;
- ii. Any application made after the expiry of the period of forty five (45) days or any application for a duplicate certificate must be accompanied by processing fees of Rs.250/-.

## **22. ADVOCATE & SOLICITOR**

Every member of the Society shall be entitled to style himself as "Advocate and Solicitor".

## **23. REASSESSMENT OF ANSWER PAPERS**

- (a) Subject to Sub-rules (c) and (d) below an Articled Clerk may ask for reassessment of only one paper;
- (b) The application for reassessment will be accompanied by a non-refundable re-assessment fee of Rs.500/- or such other amount as may be prescribed by the Managing Committee from time to time;
- (c) The Articled Clerk may request reassessment of his paper only if he has passed in the remaining papers in which he has appeared in the Examination;
- (d) The Application for reassessment will be entertained only if there is a shortfall of 10 marks or less than the marks required for passing i.e. 50% in the paper to be re-assessed;

- 
- (e) The same examiner who has set and examined the paper shall make the re-assessment and his decision shall be final. If the same examiner by reason of death or disability be not available then the reassessment will be made by the Examiner-in-Charge.

**24. ABSENCE OF THE EXAMINER-IN-CHARGE**

In the event of the Examiner-in-Charge not being available or being unable or unwilling to act under these Rules all the powers conferred on him by these Rules shall be exercised by the President or failing him by the Vice President of the Society.

---

**FORM NO. 1**

[Rule 5(a) (i)]

**ARTICLES OF AGREEMENT** made and entered into at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ **BETWEEN** \_\_\_\_\_ of [address] (hereinafter for the sake of brevity referred to as the “**Supervisor**”) of the One Part; **AND** \_\_\_\_\_ of [address] (hereinafter for the sake of brevity referred to as the “**Articled Clerk**”) of the Other Part;

**WHEREAS** at the First Year LL.B. examination of the three year course conducted by the University of \_\_\_\_\_ the Articled Clerk has been declared a successful candidate.

**WHEREAS** the Articled Clerk has been declared successful at the 3<sup>rd</sup> year examination of the five year LL.B. course conducted by the University of \_\_\_\_\_

Or

**WHEREAS** the Articled Clerk is a LL.B. graduate from the \_\_\_\_\_ University and holds a practicing certificate issued by the Bar Council of [State]

**AND WHEREAS** being eligible and desirous of qualifying as a Solicitor the Articled Clerk has agreed with the Supervisor of his / her own free will to serve a period of three (3) years as an Articled Clerk;

**NOW THIS AGREEMENT WITNESSES** that the said Articled Clerk having produced to the Supervisor proof of his / her qualification and as these presents places and binds himself / herself Articled Clerk to the Supervisor to serve during and until the full end of the term of three years as provided in the Rules Relating to Acceptance of Articled Clerks, Syllabus and Conduct of Examination (“**Rules**”) of the Bombay Incorporated Law Society (the “**Society**”) **AND** the Articled Clerk hereby covenants with the Supervisor that he / she the Articled Clerk will well and faithfully and diligently serve the Supervisor as Articled Clerk in the Supervisor’s practice and profession of an Advocate and Solicitor and for and during and the entire term **AND** that the Articled Clerk will not at any time during such term cancel, obliterate, injure, spoil, waste, destroy, embezzle, spend or make away with any of the books, papers, writings, documents, moneys, stamps, chattels or any other property of the Supervisor or client(s) or any of them **AND** shall at all times maintain confidentiality **AND** shall abide by rules of ethics and professional conduct and that in case the Articled Clerk acts contrary to the aforesaid covenants or if the Supervisor or his law firm shall sustain or suffer any loss or damage by the misbehaviour, neglect or misconduct of the Articled Clerk then he / she the Articled Clerk will make good and reimburse such loss to the Supervisor or to the law firm or the client(s) as the case may be **AND** during the said term readily and with due care and diligence obey and execute all lawful and reasonable directions of the Supervisor and will not depart or absent himself / herself from the service of the Supervisor at any time during the said term except for illness or other unavoidable cause without the consent of the Supervisor first obtained and will at all times during the said term conduct himself / herself

---

with all due diligence and honesty and with sobriety and will truly, honestly and diligently serve the Supervisor at all times for and during the term as a faithful Clerk ought to do in all things whatsoever in the manner aforesaid.

**IN CONSIDERATION WHEREOF** and of a premium of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) paid by the Articled Clerk to the Supervisor on or before the execution of these presents (the receipt whereof the Supervisor hereby admits and acknowledges and of and from the same hereby releases and discharges the Articled Clerk for ever), he / she, the Supervisor accepts and takes the Articled Clerk as his / her Clerk and undertakes to teach and instruct or cause to be trained and instructed the Articled Clerk and practice and profess Solicitor during the said term **AND** on the Articled Clerk satisfactorily completing the term of the Articles the Supervisor make the affidavit certifying the fitness of the Articled Clerk to appear for the examination conducted by the Society under the Rules **AND** that in case the Supervisor shall discontinue the practice or profession as an Advocate or shall be suspended from practice by the Society and / or the Bar Council during the said term then the Supervisor shall at the request of the Articled Clerk execute an assignment of the present Articles of Clerkship to be accepted and entered into by another member of the Society eligible to accept Articled Clerks.

**IN WITNESS WHEREOF** the parties to these presents have hereunto set and subscribed their respective hands the day and year first hereinabove written.

**SIGNED AND DELIVERED**

by the withinnamed SUPERVISOR

in the presence of ;

**SIGNED AND DELIVERED**

by the withinnamed ARTICLED CLERK

in the presence of;

**RECEIVED** the day and year first hereinabove written of and from the Articled Clerk the sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) being the entire consideration amount within mentioned to be paid by him / her to me the Supervisor.

WITNESS:

Rs. \_\_\_\_\_/-

I SAY RECEIVED

---

**FORM NO. 2**

[Rule 5(b) (i)]

Re: IN THE MATTER OF ARTICLES OF CLERKSHIP DATED \_\_\_\_\_ DAY OF  
\_\_\_\_\_ 20\_\_

AND

I, \_\_\_\_\_ having my address at \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly affirm / declare and say as follows:

1. That I know and am well acquainted with the abovenamed [Supervisor] and [Articled Clerk]
2. That on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ the said [Supervisor] and the said [Articled Clerk] have put their respective signatures in my presence at the foot of the Articles of Clerkship Agreement \_\_\_\_\_ 20\_\_.
3. That thereon at the request of the said \_\_\_\_\_ and \_\_\_\_\_ I subscribed my name and signature at the foot of the said Articles of Clerkship dated \_\_\_\_\_ 20[\_\_\_\_ as the Attesting Witness.
4. That the respective signatures of the said \_\_\_\_\_ and \_\_\_\_\_ the said \_\_\_\_\_ subscribed at the foot of the said Articles of Clerkship are of the parties executing the same as aforesaid and are in proper and true handwriting of the said \_\_\_\_\_ and the said \_\_\_\_\_ and the name and signature of also described and written at the foot of the Articles of Clerkship as the Attesting Witness are in the proper and true handwriting of myself the deponent.

Sworn at Mumbai aforesaid

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Advocate, High Court

Before me,  
Asstt. Master/Associate  
High Court, Bombay



---

**FORM NO. 3**

[Rule 5(a) (ii)]

**THIS ASSIGNMENT** made at \_\_\_\_\_ this \_\_\_\_\_ day of Two Thousand \_\_\_\_\_ **BETWEEN** [name and address] a member of the Bombay Incorporated Law Society (the "**Society**"), hereinafter called the **Assignor** of the **First Part**; [name and address] hereinafter called the **Articled Clerk** of the **Second Part** and \_\_\_\_\_ also a member of the Society, hereinafter called the **Assignee** of the **Third Part**.

**W H E R E A S**

- A.** By the Articles of Clerkship dated \_\_\_\_\_ (the "**Articles**") made between the Assignor herein (therein referred to as the Supervisor) of the One Part and the Articled Clerk herein (therein also referred to as the Articled Clerk) of the Other Part, the Articled Clerk thereby bound himself / herself to the Assignor to serve under the Assignor as an articled clerk in the profession of Advocate and Solicitor upon the terms and conditions more particularly set out therein. A copy of the said Articles is annexed hereto.
- B.** The Assignor for [reasons \_\_\_\_\_] is unable to continue to impart training to the Articled Clerk.

**OR**

- B.** The Articled Clerk has requested the Supervisor to assign the Articles as set out hereafter
- C.** In the circumstances and with a view to enable the Articled Clerk to complete the balance period of training under the Articles the Assignor and the Articled Clerk have requested the Assignee to accept the assignment of the said Articles and the Assignee has accepted to such request.
- D.** In the circumstances as and from \_\_\_\_\_ the Articled Clerk ceased to work with the Assignor and has from said date started to work as an Articled Clerk with the Assignee.
- E.** The Parties hereto are now desirous of recording the assignment of the Articles from the Assignor unto the Assignee as confirmed and agreed by the Articled Clerk as appearing hereinafter.

**NOW THIS DEED WITNESSETH** that pursuant to the agreement hereinbefore recited and in consideration of Rs. \_\_\_\_ /- ( Rupees \_\_\_\_\_ Only) paid by the Articled Clerk to the Assignee (the payment and receipt whereof the Assignee hereby admits and acknowledges and releases and discharges forever the Articled Clerk) and in consideration of the request from the Articled Clerk to the Assignor, the Assignor **HEREBY ASSIGNS AND**

---

**TRANSFERS** all the privileges, interest and benefits under the Articles **SUBJECT** to the covenants to be performed under the Articles by the Assignee **UNTO THE ASSIGNEE** for all the residue of the said term of Articles. The Assignee **HEREBY COVENANT** with the Assignor and the Articled Clerk and each of them separately that the Assignee has taken the Articled Clerk for the residue of the said terms of Articles **AND** the Assignee will observe and perform all the covenants contained in the said Articles of Clerkship on the part of the Assignor to be performed as if the Assignee was therein named instead of the Assignor and the Articled Clerk **HEREBY COVENANTS WITH THE ASSIGNEE THAT** he / she the Articled Clerk will serve the Assignee as an Articled Clerk for all the residue of the said term **AND** that the Articled Clerk will observe and perform all the covenants contained in the said Articles of Clerkship and on the part of the Articled Clerk to be observed and performed in the like manner in all respect as if the Assignee was therein named instead of the Assignor.

**IN WITNESS WHEREOF** the parties hereto have hereunto set and subscribed their respective hands the day and year first hereinabove written.

**SIGNED AND DELIVERED** by  
the withinnamed **ASSIGNOR**

**SIGNED AND DELIVERED** by  
the withinnamed **ARTICLED CLERK**

**SIGNED AND DELIVERED** by  
the withinnamed **ASSIGNEE**

**RECEIVED** the day and year first hereinabove mentioned from the Articled Clerk sum of Rs. \_\_\_/- (Rupees \_\_\_\_\_ only) being the consideration agreed to be paid by the Articled Clerk to me

Rs. \_\_\_/-  
I SAY RECEIVED

---

**FORM NO. 4**

[Rule 20 (1)]

In the matter of Articles of Clerkship dated \_\_\_\_\_ made between \_\_\_\_\_ a member of the Bombay Incorporate Law Society (the "**Society**") of the One Part. And \_\_\_\_\_ of \_\_\_\_\_ Indian Inhabitant of the Other Part;

OR

In the matter of the Assignment dated \_\_\_\_\_ of Articles of Clerkship dated \_\_\_\_\_ made between [names of the Parties].

Name of the Articled Clerk

Petitioner

**I N D E X**

Date	Exhibit	Particulars	Page Nos.
00.00.0000	-	Petition	
00.00.0000	"A"	Articles of Clerkship made between _____ a member of the Bombay Incorporate Law Society (the " <b>Society</b> ") of the One Part And the Petitioner herein of the Other Part	
		<b>OR</b>	
00.00.0000	"A"	The Assignment of Articles of Clerkship Agreement dated _____ made between _____ a member of the Bombay Incorporate Law Society (the " <b>Society</b> ") of the One Part. _____ also member of the Society of the Second Part And the Petitioner herein of the Third Part	
00.00.0000	"B"	Certificate issued by the _____ University for successfully completing the three / five years LL.B. Course.	

---

Date	Exhibit	Particulars	Page Nos.
00.00.0000	"C"	Practicing Certificate issued by the Bar Council of [State]	
00.00.000	"D"	Character Certificate issued by [name]	
00.00.000	"E"	Character Certificate issued by [name]	
00.00.0000	-	Affidavit of _____ supporting the Petition and certifying that the Petitioner is eligible to appear for the examination.	

---

In the matter of Articles of Clerkship dated \_\_\_\_\_ made between \_\_\_\_\_ a member of the Bombay Incorporate Law Society (the “Society”) of the One Part. and \_\_\_\_\_ of \_\_\_\_\_ Indian Inhabitant of the Other Part;

OR

In the matter of the Assignment dated \_\_\_\_\_ of Articles of Clerkship Agreement dated \_\_\_\_\_ made between \_\_\_\_\_ a member of the Bombay Incorporate Law Society (the “Society”) of the One Part \_\_\_\_\_ also a member of the Society of the Second Part And \_\_\_\_\_ of [address] of the Third Part.

Name of the Articled Clerk and Address.

Petitioner

To  
THE HONOURABLE THE PRESIDENT AND THE  
OTHER MEMBERS OF THE BOMBAY  
INCORPORATED LAW SOCIETY.

THE HUMBLE PETITION OF THE PETITIONER  
ABOVENAMED

MOST RESPECTFULLY SHEWETH:

1. That by Articles of Clerkship dated \_\_\_\_\_ the Petitioner abovenamed bound himself / herself to serve \_\_\_\_\_ a member of the Society for a period of three years. A copy of the said Articles of Clerkship Agreement dated \_\_\_\_\_ is hereto annexed and marked **Exhibit A**.
2. The Articles of Clerkship were filed in the office of the Society on or about [date].
3. The Petitioner completed the term of the Articles on [date]

OR

- 
- ● ●
2. By the Assignment dated \_\_\_\_\_ the Petitioner's Articles of Clerkship were assigned by the [original supervisor] to [name of the assignor]. A copy of the Assignment is hereto annexed and marked **Exhibit B**.
  3. The Assignment was filed in the office of the Society on [date]
  4. Under the Articles of Clerkship the Petitioner worked under the supervision of his / her supervisor from \_\_\_\_\_ to \_\_\_\_\_. After executing the Assignment I worked under the supervision of the assignee supervisor from \_\_\_\_\_ to \_\_\_\_\_. Thus the Petitioner completed the term of the Articles of Clerkship on \_\_\_\_\_.
  5. The Petitioner qualified as an Advocate by completing the three (3) years / five (5) years LL.B. course from the University of \_\_\_\_\_. Hereto annexed and marked **Exhibit B** is the certificate dated \_\_\_\_\_ issued to the Petitioner by the said University.
  6. The Bar Council of [state] has issued to the Petitioner a practicing certificate dated \_\_\_\_\_ a copy of which is hereto annexed and marked **Exhibit C**.
  7. The Petitioner has received from \_\_\_\_\_ and \_\_\_\_\_, both members of the Society, a certificate of fitness. Hereto annexed and marked as **Exhibit D and E** respectively are the copies of the certificates dated \_\_\_\_\_ issued by the said \_\_\_\_\_ and the certificates dated \_\_\_\_\_ issued by the said \_\_\_\_\_.
  8. The examination for qualifying as a Solicitor is to commence in the month of \_\_\_\_\_ 20\_\_\_. The Petitioner having completed the term of the Articles of Clerkship on \_\_\_\_\_ is eligible to appear for the examination to be conducted commencing from \_\_\_\_\_.
  9. The Petitioner submits that the Petitioner is a fit and proper person to be allowed to appear at the ensuing examination of Articled Clerk to be conducted in the month of \_\_\_\_\_ 20\_\_.
  10. The Petitioner therefore prays:
    - a) That Petitioner be granted permission to appear at the examination of Articled Clerk to be held in \_\_\_\_\_;
    - b) That examiners be appointed to examine the Petitioner as to his / her fitness and capacity to be admitted as member of the Bombay Incorporated Law Society.

For granting the aforesaid reliefs the Petitioner shall as in duty bound ever pray.

---

Petitioner

I, \_\_\_\_\_, of Mumbai Indian Inhabitant residing at \_\_\_\_\_ the Petitioner abovenamed do hereby solemnly affirm and say that what is stated in the foregoing paragraphs of the Petition is true to my knowledge and nothing material has been concealed.

Solemnly affirmed at Mumbai

this \_\_\_\_ day of \_\_\_\_\_

Before me,

---

**[AFFIDAVIT OF SUPERVISOR]**

In the matter of Articles of Clerkship dated \_\_\_\_\_ made between \_\_\_\_\_ a member of the Bombay Incorporate Law Society (the “**Society**”) of the One Part and \_\_\_\_\_ of Mumbai Indian Inhabitant of the Other Part;

OR

In the matter of the Assignment dated \_\_\_\_\_ of Articles of Clerkship Agreement dated \_\_\_\_\_ made between \_\_\_\_\_ a member of the Bombay Incorporate Law Society (the “**Society**”) of the One Part and \_\_\_\_\_ also a member of the Society of the Second Part And \_\_\_\_\_ of [address] of the Third Part.

Name and Address of the Articled Clerk

Petitioner

I, [name] of [address] Indian Inhabitant a member of the Bombay Incorporate Law Society (the “**Society**”) practicing as an Advocate and a Solicitor and having my office [address] do hereby solemnly affirm and say as follows.

1. By Articles of Clerkship dated \_\_\_\_\_ made between myself and the Petitioner herein the Petitioner was articled with me for a term of three (3) years. The term of the Articles of Clerkship expired on [date].
2. During the term of the Articles of Clerkship, the Petitioner has worked under my supervision. I have found the work product and the conduct of the Petitioner to be satisfactory.

**OR**

1. The Petitioner was articled to Mr. / Ms. [name of the original supervisor] for a term of three (3) years under the Articles of Clerkship dated [date]. By the Assignment dated [date] executed by the said [original supervisor] the Assignor, the Petitioner herein and myself as the Assignee, the Articles of Clerkship were assigned to me. The Petitioner worked under the supervision of the said [Assignor] from [date] to [date]. The Petitioner has worked under my supervision from [date] to [date]. Thus the term of the Articles expired on [date].



- 
2. While the Petitioner worked under my supervision I have found the Petitioner's work product and conduct to be satisfactory.
3. In the circumstances I certify that:
- a) the Petitioner has completed the term of three years of service as an Articled Clerk;
  - b) The Petitioner has worked under my supervision with diligence, honesty and sincerity. There is no cause known to me as to why the Petitioner should not be permitted to appear at the examination of Articled Clerks to be held in [month and year];
  - c) If the Petitioner appearing for the examination to be conducted is declared successful then the Petitioner is a fit person to be admitted as a member of the Bombay Incorporated Law Society.

Solemnly affirmed at Mumbai

this \_\_\_\_ day of \_\_\_\_\_

Before me,

---

**Exhibit D/E**

I \_\_\_\_\_ a member of the Bombay Incorporated Law Society do hereby certify that I know \_\_\_\_\_ for the last over \_\_\_\_\_ yeas. He / She bears a good moral character and is a proper person to be admitted as a member of the Bombay Incorporated Law Society.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

**FORM NO.5**

[Rule 20 (2)]

<b>NOTES:</b>	<ol style="list-style-type: none"><li>1. This form must be completed in all respects.</li><li>2. An incomplete form will <b>NOT</b> be processed.</li><li>3. Wherever carry forward / exemption is claimed copies of mark sheets must accompany this form.</li><li>4. If this is not your first attempt the mark sheet(s) for your first and succeeding attempt(s) must accompany this form whether or not carry forward / exemption is claimed.</li><li>5. Please score out fields as are not applicable to you.</li></ol>
---------------	---



**THE BOMBAY INCORPORATED LAW SOCIETY**

High Court New Building, North Wing, Mumbai-400 032, Tel: +91 (22) 2267 3470

**Re: Application for appearing in examination of Articled Clerks**

To:  
The Member-in –Charge of Examination of Articled Clerks

Dear Sir,

I desire to appear at the Articled Clerks Examination to be held in \_\_\_\_\_ 20\_\_.

The necessary particulars are given below:-

1.	FULL NAME	_____	_____	_____
		[SURNAME]	[NAME]	[FATHER/HUSBAND'S NAME]
2.	RESIDENTIAL ADDRESS			
3.	RES. TEL NO.			
4.	MOBILE NO.			

5.	EMAIL ID	
6.	OFFICE ADDRESS	
7.	OFFICE TEL NO.	
8.	LAW GRADUATE OF	
9.	GRADUATED IN	<p style="text-align: center;">_____</p> <p style="text-align: center;">[YEAR]                      [MONTH]</p>
10.	ARTICLES SIGNED ON	
11.	ARTICLES SIGNED WITH [NAME OF THE SUPERVISOR & NAME OF HIS FIRM]	
12.	ARTICLES FILED WITH THE SOCIETY ON	
13.	ARTICLES ASSIGNED ON	
14.	ASSIGNMENT FILED WITH THE SOCIETY ON	
15.	PERIOD OF ARTICLES COMPLETED ON	
16.	IF THIS IS YOUR FIRST ATTEMPT, PETITION AND ANNEXURES FILED HEREWITH ON	
17.	IF THIS IS NOT YOUR FIRST ATTEMPT, PLEASE STATE WHEN YOU FIRST APPEARED AND PROVIDE DETAILS OF YOUR OTHER ATTEMPT(S) SUPPORTED BY	

	COPIES OF MARK SHEET(S)				
18.	DO YOU WISH TO APPEAR IN ALL SIX PAPERS?				
19.	IF YOU DO NOT WISH TO APPEAR IN ALL SIX PAPERS, PLEASE TICK THE THREE PAPERS IN WHICH YOU WISH TO APPEAR	<b>Paper No.</b>	<b>Subject</b>	<b>[✓]</b>	
		I	Practice and Procedure		
		II	Corporate Law		
		III	Conveyancing		
		IV	Taxation		
		V	Commercial Laws		
		VI	General Acts		
20.	IF YOU WISH TO APPEAR IN LESS THAN 3 PAPERS, PLEASE EXPLAIN WHY YOU ARE ELIGIBLE TO DO SO				
21.	IF YOU CLAIM CARRY FORWARD / EXEMPTION, PLEASE TICK THE PAPER(S) FOR WHICH YOU SO CLAIM. FILL OUT THE BOXES AND PRODUCE COPIES OF MARK SHEET(S)	<b>Paper No.</b>	<b>Subject</b>	<b>Month and year in which carry forward / exemption accrued</b>	<b>Mark sheet [✓]</b>
		I	Practice and Procedure		
		II	Corporate Law		
		III	Conveyancing		
		IV	Taxation		
		V	Commercial Laws		
		VI	General Acts		
22.	EXAMINATION FEES	CHEQUE NO.	DATED	DRAWN ON	
		BANK	BRANCH FOR ₹	/- IS SENT HEREWITH	

I declare that above to be true and complete.

Dated this            day of            20



\_\_\_\_\_  
Signature of the Applicant

Allowed to appear

\_\_\_\_\_  
Signature of the Member-in-Charge of  
Examination of Articled Clerks