

Advocates & Manager Registration Checklist

VS Advocates Legal Solutions India Pvt. Ltd.

Section 1: Personal & Contact Information

1. Full Name (as per Aadhaar / Bar ID / Official ID)
2. Date of Birth
3. Mobile Number & WhatsApp Number
4. Official Email ID
5. Permanent & Correspondence Address
6. Aadhaar / PAN Number (mandatory for KYC)
7. Emergency Contact Person & Number

Section 2: Professional Information

For Advocates:

1. Bar Council Enrollment Number
2. Bar Council of Registration (State / Central)
3. Date of Enrollment
4. Area of Legal Practice (Civil / Criminal / Corporate / Family / Taxation / Others)
5. Years of Practice
6. Court / Tribunal / Forum where practicing

For Managers / Administrative Staff:

1. Current Role / Department
2. Qualification (BBA / MBA / LLB / HR / Accounts / etc.)
3. Total Years of Experience
4. Skills / Areas of Expertise
5. Work Domain (Legal Management / Client Handling / Office Administration / Marketing)

Section 3: Required Documents

Please attach scanned copies of the following:

1. Aadhaar / PAN Card (mandatory for verification)
2. Bar Council ID (for Advocates only)
3. Recent Passport Size Photograph
4. Resume / Bio-data
5. Educational Certificates
6. Experience Certificate (if applicable)
7. Bank Account Details (for remuneration / stipend)

Section 4: Company Terms of Association

1. The Advocate / Manager shall perform duties and assignments as per the company's policies and ethical standards.
2. All case files, documents, and data shared shall remain the intellectual property of the company.
3. All associates must follow confidentiality and non-disclosure policies.

4. Professional conduct and court representation shall be governed by Bar Council of India Rules.
5. Any violation, misconduct, or unauthorized disclosure may lead to termination of association.
6. Payments, commissions, or incentives shall be disbursed only upon verified task completion.

Section 5: Declaration by Advocate / Manager

"I hereby declare that the information furnished above is true and complete.

I agree to follow all company policies, professional ethics, and confidentiality clauses.

I understand that my association with VS Advocates Legal Solutions India Pvt. Ltd. is governed by mutual consent and professional discipline."

Signature: _____

Name: _____

Date: _____

Place: _____

Submission

Email the filled form and documents to: office@vsadvocateslegal.com

Or register online at: www.vsadvocateslegal.com/registration

Legal Compliance Note

This checklist ensures compliance with the Companies Act, 2013,
Bar Council of India (Professional Conduct Rules), and Company HR Policies.

The Advocate / Manager association does not imply permanent employment and remains subject to contract terms.

