

## Continuing Professional Development Scheme

### Advisory

#### Extension Waiver for CPD Year 2017: CPD-2018-1

Effective Date: 1 January 2018

Last revised: --

- 1 For CPD Year 2017 only, advocates and solicitors of the Supreme Court of Singapore and foreign lawyers registered under s36B of the Legal Profession Act with CPD Points requirements for CPD Year 2017 remaining unfulfilled as at 31 December 2017 will be permitted a 'grace period' to fulfil such CPD Points requirements ('Extension Waiver').
- 2 The period of the Extension Waiver for CPD Year 2017 will be deemed to have commenced on 1 January 2018 and will end on 31 March 2018 ('extension period').
- 3 During the extension period, lawyers may attend CPD Activities and obtain CPD Points that can be applied towards fulfilling either their CPD Points requirements for CPD Year 2017 or their CPD Points requirements for CPD Year 2018.
- 4 CPD Points obtained from undertaking a given CPD Activity cannot be split up and applied towards fulfilling CPD Points requirements for more than one CPD Year (e.g. for CPD Year 2017 and CPD Year 2018). Also, the same CPD Points cannot be double-counted, i.e. used to satisfy requirements for more than one CPD Year (e.g. for CPD Year 2017 and CPD Year 2018).
- 5 Records and evidence of each CPD Activity undertaken must be maintained for three (3) full calendar years from the conclusion of the CPD Activity.
- 6 Lawyers seeking to rely on the Extension Waiver must lodge a formal Extension Waiver Notice. The Extension Waiver Notice should only be lodged after a lawyer has fulfilled his/her CPD Points requirements for CPD Year 2017 by using the extension period to make up any shortfall. Additionally, the Extension Waiver Notice must be lodged by a lawyer with the Institute prior to that lawyer's application for his/her Singapore practising certificate or foreign practitioner certificate in 2018 and, in any event, no later than by 30 April 2018 (inclusive).
- 7 In order to lodge the Extension Waiver Notice, lawyers must access, complete and submit the electronic form which will be made available as a link in each lawyer's ePortfolio homepage until 30 April 2018. A lawyer may access his/her ePortfolio account by logging in through the SILE CPD Centre at [www.sileCPDcentre.sg](http://www.sileCPDcentre.sg).
- 8 Lawyers who rely on the Extension Waiver for CPD Year 2017 may be subject to an audit of their compliance with their CPD Requirements for CPD Year 2017 and, possibly, CPD Year 2018. The audit of CPD Requirements is expected to take place from May of each calendar year and is an audit

of a lawyer's fulfilment of CPD Requirements in the immediately preceding CPD Year. The details of the audit of compliance with CPD Year 2017 requirements will be made known through the publication of a separate advisory at a later date.

*This advisory is deemed to have taken effect from the 'Effective Date'.*

Issued on 12 January 2018 by  
Office of Continuing Professional Development  
Singapore Institute of Legal Education