

## Continuing Professional Development Scheme

### Advisory

#### CPD Declaration for PC application in 2013: CPD-2013-2

Issued on: 27 February 2013

Last revised: --

1 Pursuant to rule 8 of the Legal Profession (Continuing Professional Development) Rules 2012 ('CPD Rules') and for the purposes of section 25(1)(ca) of the Legal Profession Act (Cap 161), advocates and solicitors of the Supreme Court of Singapore ('solicitors') seeking to apply for a Singapore practising certificate ('PC') must make one of the three declarations set out under rule 8 of the CPD Rules in the online PC application form in 2013. The CPD declaration section will appear as follows:

<b>5. CPD Requirements</b>	
(a) I have complied with every CPD requirement that was applicable to me at any time in the calendar year immediately preceding this practice year.	<input type="radio"/>
(b) The Compliance Committee has granted me a waiver of one or more of the CPD requirements that were applicable to me at any time in the calendar year immediately preceding this practice year and I have complied with every other CPD requirement that was applicable to me in that preceding calendar year.	<input type="radio"/>
(c) No CPD requirement was applicable to me at any time in the calendar year immediately preceding this practice year.	<input type="radio"/>

2 This SILE Advisory CPD-2013-2 clarifies the appropriate declaration to be made by various groups of solicitors seeking to apply for PCs in 2013.

#### **I am not subject to CPD requirements in CPD Year 2012. What CPD declaration should I make in my PC application in 2013?**

3 For CPD Year 2012, the following are not subject to CPD requirements under the CPD Rules:

- a. locum solicitors regardless of when they were admitted to the Singapore Bar;
- b. advocates and solicitors admitted to the Singapore Bar on or before 1 January 2007;
- c. foreign lawyers (not holding Singapore practising certificates); and
- d. holders of the Foreign Practitioner Certificate.

4 Those solicitors falling into category a) or b) as set out in paragraph 3 above shall make the declaration at rule 8(c) of the CPD Rules when applying for a PC in 2013 by selecting option (c) in the online PC application form, as follows:

**5. CPD Requirements**

(a) I have complied with every CPD requirement that was applicable to me at any time in the calendar year immediately preceding this practice year.

(b) The Compliance Committee has granted me a waiver of one or more of the CPD requirements that were applicable to me at any time in the calendar year immediately preceding this practice year and I have complied with every other CPD requirement that was applicable to me in that preceding calendar year.

(c) No CPD requirement was applicable to me at any time in the calendar year immediately preceding this practice year.

Note: This SILE Advisory CPD-2013-2 does not apply to individuals falling into category c) or d) as set out in paragraph 3 above who do not make the PC application referred to in this advisory.

**I have fulfilled my CPD requirements for CPD Year 2012. I am not relying on any waiver. What CPD declaration should I make in my PC application in 2013?**

- 5 A solicitor in this category is one who:
- a. was admitted to the Singapore Bar on or after 2 January 2007;
  - b. between 1 April 2012 and 31 December 2012, has held a PC for:
    - i. more than eight (8) months and has obtained eight (8) CPD points, at least four (4) of which are public CPD points, or
    - ii. more than five (5) months up to eight (8) months and has obtained four (4) CPD points, at least two (2) of which are public CPD points, or
    - iii. five (5) months or less and therefore does not need to obtain any CPD points;
  - c. has complied with every other ‘CPD requirement’ as defined and further specified in the CPD Rules (e.g. the requirement to maintain a record and evidence of the CPD activities he has undertaken in each calendar year); AND
  - d. is not relying on any type of waiver.

6 A solicitor who has fulfilled his CPD requirements in the manner set out in paragraph 5 above shall make the declaration at rule 8(a) of the CPD Rules when applying for a PC in 2013 by selecting option (a) in the online PC application form, as follows:

**5. CPD Requirements**

(a) I have complied with every CPD requirement that was applicable to me at any time in the calendar year immediately preceding this practice year.

(b) The Compliance Committee has granted me a waiver of one or more of the CPD requirements that were applicable to me at any time in the calendar year immediately preceding this practice year and I have complied with every other CPD requirement that was applicable to me in that preceding calendar year.

(c) No CPD requirement was applicable to me at any time in the calendar year immediately preceding this practice year.

7 Solicitors admitted to the Singapore Bar on or after 2 January 2007 who did not have a PC in force in CPD Year 2012 and are applying for a PC in 2013 may also make the declaration referred to in paragraph 6 above.

**I have CPD requirements for CPD Year 2012 and am relying on one or more waivers in respect of such CPD requirements. What CPD declaration should I make in my PC application in 2013?**

8 A solicitor in this category is one who:

- a. was admitted to the Singapore Bar on or after 2 January 2007;
- b. between 1 April 2012 and 31 December 2012, held a PC such that he has CPD requirements to fulfil;
- c. is relying on one or more of the following waivers in respect of such CPD requirements:
  - i. deemed waiver for statutorily-prescribed maternity leave;
  - ii. deemed waiver for certified long-term medical leave;
  - iii. deemed waiver for overseas secondment;
  - iv. extension waiver;
  - v. any other waiver explicitly granted by the CPD Compliance Committee; AND
- d. has complied with every other 'CPD requirement' as defined and further specified in the CPD Rules (e.g. the requirement to maintain a record and evidence of the CPD activities he has undertaken in each calendar year).

9 A solicitor who relies on any type of waiver in respect of his CPD requirements for CPD Year 2012, as set out in paragraph 8 above, shall make the declaration at rule 8(b) of the CPD Rules when applying for a PC in 2013 by selecting option (b) in the online PC application form, as follows:

<b>5. CPD Requirements</b>	
(a) I have complied with every CPD requirement that was applicable to me at any time in the calendar year immediately preceding this practice year.	<input type="radio"/>
(b) The Compliance Committee has granted me a waiver of one or more of the CPD requirements that were applicable to me at any time in the calendar year immediately preceding this practice year and I have complied with every other CPD requirement that was applicable to me in that preceding calendar year.	<input checked="" type="radio"/>
(c) No CPD requirement was applicable to me at any time in the calendar year immediately preceding this practice year.	<input type="radio"/>

### **Verification of compliance with CPD requirements**

10 A solicitor who has fulfilled his CPD requirements for CPD Year 2012 without relying on any type of waiver as mentioned in paragraph 5 above and made the declaration as mentioned in paragraph 6 above, may be subject to an audit of their compliance with their CPD requirements for CPD Year 2012 and, possibly, CPD Year 2013.

11 A solicitor who relies on any type of waiver in respect of his CPD requirements for CPD Year 2012 as mentioned in paragraph 8 above and made the declaration as mentioned in paragraph 9 above will be subject to an audit of their compliance with their CPD requirements for CPD Year 2012 and, possibly, CPD Year 2013.

12 The audit of CPD requirements is expected to take place from May of each calendar year and is an audit of a solicitor's compliance with his CPD requirements in up to the three CPD years preceding the CPD year in which the audit is conducted. The details of the audit process will be made known through the publication of a separate advisory at a later date.

13 For a summary of the categories of solicitors and the appropriate CPD declarations to make, please refer to the Annex to this SILE Advisory CPD-2013-2.

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Office of Continuing Professional Development  
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**ANNEX TO SILE ADVISORY CPD-2013-2**

If you declare ...	You must be ...
<p>“No CPD requirement was applicable to me at any time in the calendar year immediately preceding this practice year.”</p> <p>[Rule 8(c) of the CPD Rules.]</p>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>a. a locum solicitor (regardless of when you were admitted to the Singapore Bar); or</li> <li>b. an advocate and solicitor admitted to the Singapore Bar on or before 1 January 2007.</li> </ul>
<p>“I have complied with every CPD requirement that was applicable to me at any time in the calendar year immediately preceding this practice year.”</p> <p>[Rule 8(a) of the CPD Rules.]</p>	<p>A solicitor who:</p> <ul style="list-style-type: none"> <li>a. was admitted to the Singapore Bar on or after 2 January 2007;</li> <li>b. between 1 April 2012 and 31 December 2012, has held a PC for: <ul style="list-style-type: none"> <li>i. more than eight (8) months and has obtained eight (8) CPD points, at least four (4) of which are public CPD points, or</li> <li>ii. more than five (5) months up to eight (8) months and has obtained four (4) CPD points, at least two (2) of which are public CPD points, or</li> <li>iii. five (5) months or less and therefore does not need to obtain any CPD points;</li> </ul> </li> <li>c. has complied with every other ‘CPD requirement’ as defined and further specified in the CPD Rules (e.g. the requirement to maintain a record and evidence of the CPD activities you have undertaken in each calendar year);</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>d. is not relying on any type of waiver.</li> </ul> <p>NOTE: A solicitor who did not have a PC in force in CPD Year 2012 and is applying for a PC in 2013 may also make this declaration.</p>

If you declare ...	You must be ...
<p>“The Compliance Committee has granted me a waiver of one or more of the CPD requirements that were applicable to me at any in the calendar year immediately preceding this practice year and I have complied with every other CPD requirement that was applicable to me in that preceding calendar year.”</p> <p>[Rule 8(b) of the CPD Rules.]</p>	<p>A solicitor who:</p> <ul style="list-style-type: none"> <li>a. was admitted to the Singapore Bar on or after 2 January 2007;</li> <li>b. between 1 April 2012 and 31 December 2012, held a PC such that you have CPD requirements to fulfil;</li> <li>c. is relying on <u>one or more</u> of the following waivers in respect of your CPD requirements: <ul style="list-style-type: none"> <li>i. deemed waiver for statutorily-prescribed maternity leave;</li> <li>ii. deemed waiver for certified long-term medical leave;</li> <li>iii. deemed waiver for overseas secondment;</li> <li>iv. extension waiver;</li> <li>v. any other waiver explicitly granted by the CPD Compliance Committee;</li> </ul> </li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>d. has complied with every other ‘CPD requirement’ as defined and further specified in the CPD Rules (e.g. the requirement to maintain a record and evidence of the CPD activities you have undertaken in each calendar year).</li> </ul>