

Continuing Professional Development Scheme

Advisory

Waiver Applications for CPD Year 2023: CPD-2024-1

Effective Date: 2 February 2024

Last revised: --

1 Lawyers who did not fulfil their CPD Requirements for CPD Year 2023 by 31 December 2023 and are unable to do so even with the [Extension Waiver for CPD Year 2023](#) and any applicable [Deemed Waivers](#) may apply to the Singapore Institute of Legal Education ('Institute') for a waiver using the Waiver Application for CPD Year 2023 Form from 2 February 2024. Applications will be accepted by the Institute from 2 February 2024 and must be made ahead of the renewal of the lawyer's Singapore practising certificate/foreign practitioner certificate in 2024.

2 Assuming that an application is properly completed and submitted, between 2 February 2024 and 14 April 2024, the estimated processing time for an application is as follows:

Applications received by	Are estimated to be processed by
12.00pm on 23 February 2024	8 March 2024
12.00pm on 8 March 2024	22 March 2024
12.00pm on 22 March 2024	5 April 2024
12.00pm on 28 March 2024	12 April 2024
12.00pm on 12 April 2024	26 April 2024

Thereafter, the estimated processing time for an application received by 12.00pm of the 1st day of each month is by the end of that month. Where the 1st day of the month is a Saturday, Sunday or public holiday, the submission date will be the immediately following working day.

3 You must submit your application using the prescribed Waiver Application for CPD Year 2023 Form (the 'Form'). You may download a copy of the Form through the Resources tab of your ePortfolio account on <https://silecpdcentre.sg>.

4 If you have any difficulties accessing the Form through your ePortfolio account, you may request a copy of the Form by writing to compliance@sile.sg.

5 If you wish to apply for a waiver, please ensure that you plan the submission of your application to allow for adequate time for a response before you are scheduled to renew your Singapore practising certificate/foreign practitioner certificate in 2024.

6 Lawyers with CPD Requirements for CPD Year 2023 who apply to the Institute for a waiver using the Form may be subject to audits of their CPD requirements for CPD Year 2023 and CPD Year 2024. 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 process will be made known through the publication of a separate advisory at a later date.

This advisory is deemed to take effect from the ‘Effective Date’.

Issued on 2 February 2024 by
Office of Continuing Professional Development
Singapore Institute of Legal Education