

# Guide to the SILE CPD Scheme 2025

Effective 1 January 2025

The information in this Guide is correct as at 9 December 2024. You are advised to refer to the Legal Profession (Continuing Professional Development) Rules 2012 ('CPD Rules 2012') and the Guidelines on the Continuing Professional Development Scheme 2017 ('CPD Guidelines 2017'). In the event of any conflict or inconsistency between the contents of this Guide and the CPD Rules 2012 (including the CPD Guidelines 2017 and CPD Advisories), the following will prevail (in order of precedence): (a) CPD Rules 2012; (b) CPD Guidelines 2017 and MEC Guidelines 2024; (c) CPD Advisories; (d) CPD Guide 2025.

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## A. OVERVIEW OF CPD REQUIREMENTS

### 1. Introduction

- 1.1. Broadly, continuing professional development is a systematic and sustained process by which an individual not only maintains, but also improves and expands his/her professional knowledge and skills. The Continuing Professional Development Scheme ('CPD Scheme') is administered by the Singapore Institute of Legal Education ('the Institute') and formalises a lawyer's responsibility and commitment to being a professionally competent and relevant practitioner.
- 1.2. This Guide is based on the following sources: Legal Profession (Continuing Professional Development) Rules 2012 ('CPD Rules'), the Guidelines on the Continuing Professional Development Scheme 2017 and the Guidelines on Mandatory Category of CPD Activity (Ethics And Professional Standards Activities) 2024 ('Mandatory Ethics Component Guidelines 2024' or 'MEC Guidelines 2024'). The Institute recommends that you read this Guide together with – not instead of – these sources. Please also refer to the advisories which the Institute may issue from time to time.
- 1.3. This Guide sets out the CPD Requirements for CPD Year 2025 which will run from 1 January 2025 to 31 December 2025. CPD Requirements include CPD Points Requirements (discussed at sections B and C of this Guide) in addition to the requirements under rules 10, 11, 12(5) and 12(7) of the CPD Rules (discussed at section D of this Guide).

### 2. Lawyers required to undertake CPD Activities

- 2.1. For CPD Year 2025, all advocates and solicitors (including those practising as locum solicitors) holding a Singapore practising certificate and all foreign lawyers registered under section 36B of the Legal Profession Act ('the Act') must meet the CPD Requirements set out in the CPD Rules.
- 2.2. **In this guide, the terms in the second column of the table below have the meanings set out in the third column:**

a.	Group 1 Lawyer	A lawyer admitted to the Singapore Bar on or after 2 January 2020.
b.	Group 2 Lawyer	A lawyer admitted to the Singapore Bar between 1 January 2010 and 1 January 2020 (both dates inclusive).
c.	Group 3 Lawyer	A lawyer admitted to the Singapore Bar on or before 31 December 2009.
d.	S36B Foreign Lawyer	A foreign lawyer registered under section 36B of the Act.

### 3. The CPD Year and CPD Year 2025 Points Requirements Summary

- 3.1. A CPD Year runs from 1 January to 31 December of a calendar year. 'CPD Year 2025' refers to the period from 1 January 2025 to 31 December 2025.

3.2. For CPD Year 2025, the CPD Points Requirements may be summarised as follows:

		<b>Group 3 Lawyers</b>	<b>Group 2 Lawyers</b>	<b>Group 1 Lawyers</b>	<b>s36B Foreign Lawyers</b>
a.	Holding a Practising Certificate or foreign practitioner certificate for <b>more than 8 months</b>	Will need to obtain 7* CPD Points. At least 3.5 must be Public CPD Points.	Will need to obtain 10* CPD Points. At least 5 must be Public CPD Points. #No more than 5 CPD Points may be from teaching.	Will need to obtain 16* CPD Points. At least 8 must be Public CPD Points. #No more than 8 CPD Points may be from teaching.	Will need to obtain 10* CPD Points. At least 5 must be Public CPD Points.
<i>*Must include 3 MEC Points, at least 1.5 of which must be Public MEC Points. Please see paragraph 4 for more information on MEC requirements.</i>					
b.	Holding a Practising Certificate or foreign practitioner certificate for <b>more than 5 months up to 8 months</b>	Will need to obtain 3.5 CPD Points. At least 2 must be Public CPD Points.	Will need to obtain 5 CPD Points. At least 2.5 must be Public CPD Points.	Will need to obtain 8 CPD Points. At least 4 must be Public CPD Points.	Will need to obtain 5 CPD Points. At least 2.5 must be Public CPD Points.
c.	Holding a Practising Certificate or foreign practitioner certificate for <b>5 months or less</b>	Do not need to obtain any minimum CPD Points.			

3.3. The CPD Points Requirements for each category of lawyers are discussed in further detail in the following sections:

- 3.3.1. for Group 3 Lawyers – paragraph 22.
- 3.3.2. for Group 2 Lawyers – paragraph 23.
- 3.3.3. for Group 1 Lawyers – paragraph 24.
- 3.3.4. for s36B Foreign Lawyers – paragraph 25.

#### **4. Introduction of Mandatory Ethics Component ('MEC')**

- 4.1. With effect from CPD Year 2025, there will be a mandatory ethics component ('MEC') to the CPD Points Requirements. All lawyers and s36B Foreign Lawyers who hold a practising certificate ('PC') / foreign practitioner certificate ('FPC') for more than 8 months in a CPD Year will need to obtain at least 3 CPD Points from CPD Activities which fall under the category of ethics and professional standards activities ('MEC Points'). Out of the 3 MEC Points, at least 1.5 must be Public CPD Points from accredited CPD Activities which fall under the category of ethics and professional standards activities ('Public MEC Points'). The other 1.5 may be Public MEC Points or CPD Points from non-accredited CPD Activities which fall under the category of ethics and professional standards activities ('Private MEC Points').
- 4.2. MEC Points are a subset of CPD Points, and can be used to fulfil the total number of CPD Points required per CPD Year. In other words, the 3 MEC Points required are out of, not in addition to, the total number of CPD Points Required for that CPD Year.
- 4.3. Please refer to paragraph 16 for more information on MEC Points.

## B. MEETING YOUR CPD POINTS REQUIREMENTS FOR CPD YEAR 2025

### 5. Overview on obtaining Public CPD Points

5.1. Generally, Public CPD Points are obtained by attending Accredited CPD Activities. Public CPD Points may also be obtained by contributing in particular roles in the Part A Course, Part B Course and the Foreign Practitioner Examinations conducted by the Institute. The table below gives an overview of how Public CPD Points may be obtained.

Public CPD Points		
a.	<p>Attending a conference, lecture, seminar or workshop accredited by the Institute ('Accredited CPD Activities'). Accredited CPD Activities are listed at: <a href="http://www.silecpdcentre.sg/calas/">http://www.silecpdcentre.sg/calas/</a></p> <p>Please see the explanatory note on Accredited CPD Activities at paragraph 6 for more information.</p>	<p>1 <b>Public CPD Point</b> per hour (unless otherwise specified for the particular Accredited CPD Activity);</p> <p>1 <b>Public MEC Point</b> per hour for which the activity covers ethics and professional standards content (unless otherwise specified for the particular Accredited CPD Activity);</p> <p>Minimum activity length of 1 hour.</p>
b.	<p>Undertaking various roles in the Part A Bar Course and Examinations ('Part A Course').</p>	<ul style="list-style-type: none"> <li>• Subject coordinator (including deputy subject coordinator) – <b>8 Public CPD Points</b> each year.</li> <li>• Tutor/Facilitator – <b>2 Public CPD Points</b> for each practice session, workshop or class conducted (regardless of length of session).</li> <li>• Instructional Designer / Curriculum Developer – <b>2 Public CPD Points</b> for each session of the Part A Course.</li> <li>• Lecturer (live lecture) – <b>1 Public CPD Point</b> for each 0.5 hour of speaking, excluding refreshment breaks.</li> <li>• External Examiner – <b>2 Public CPD Points</b> for each session of the examinations.</li> </ul>
c.	<p>Undertaking various roles in the Part B Bar Course and Examinations ('Part B Course').</p>	<ul style="list-style-type: none"> <li>• Chief Examiner – <b>8 Public CPD Points</b> for each session of the Part B Course;</li> <li>• Principal Examiner - <b>6 Public CPD Points</b> for each session of the Part B Course;</li> <li>• Deputy Principal Examiner – <b>4 Public CPD Points</b> for each session of the Part B Course</li> <li>• External Examiner - <b>4 Public CPD Points</b> for each session of the Part B Course</li> <li>• Tutor/Facilitator – <b>2 Public CPD Points</b> per practice session, workshop or class conducted (regardless of the length of the session)</li> <li>• Instructional Designer / Curriculum Developer – <b>2 Public CPD Points</b> for</li> </ul>

Public CPD Points	
	<p>each session of the Part B Course.</p> <ul style="list-style-type: none"> <li>• Lecturer (live lecture) – <b>1 Public CPD Point</b> for each 0.5 hour that he speaks, excluding breaks for refreshments etc.</li> <li>• Examiner (others) – <b>2 Public CPD Points</b> for each session of the examinations.</li> </ul>
d.	<p>Acting as an Examiner in the Foreign Practitioner Examinations</p> <ul style="list-style-type: none"> <li>• Chief Examiner – <b>8 Public CPD Points</b> for each session of the examinations</li> <li>• Principal Examiner – <b>8 Public CPD Points</b> for each session of the examinations.</li> </ul>

## 6. Explanatory Note on Accredited CPD Activities

- 6.1. Accredited CPD Activities are conferences, lectures, seminars or workshops accredited by the Institute. Such activities may be conducted by the Accredited Institutions listed at <https://www.silecpdcentre.sg/Providers/accredited-institutions/> and/or other organisers.
- 6.2. For a listing of Accredited CPD Activities, check the Calendar of Accredited Learning Activities ('CALAS') at <http://www.sileCPDcentre.sg/calas/>. You should also see the Institute's Accredited CPD Activity logo or other indication of accreditation in the publicity materials of Accredited CPD Activities. If in doubt, please clarify with the Institute.

## 7. Overview on obtaining Private CPD Points

- 7.1. Generally, Private CPD Points are obtained by undertaking a range of other CPD Activities which are not accredited by the Institute. For some categories of such CPD Activities, the content may relate to non-law topics. The table below gives an overview of how Private CPD Points may be obtained.

Private CPD Points		
a.	<p>Attending a <b>conference, lecture, seminar or workshop</b> which is <b>not accredited</b> by the Institute ('Non-accredited CPD Activities').</p> <p>Please see the explanatory note on Non-accredited CPD Activities at paragraph 8 for more information.</p>	<p><b>1 Private CPD Point</b> per hour;  <b>1 Private MEC Point</b> per hour for which the activity covers ethics and professional standards content;                      Minimum activity length of 1 hour.</p>
b.	<p>Attending an <b>in-house seminar</b> conducted by a law practice for its own lawyers.</p> <p>Please see the explanatory note on in-house seminars at paragraph 9 for more information.</p>	<p><b>1 Private CPD Point</b> per hour;  <b>1 Private MEC Point</b> per hour for which the activity covers ethics and professional standards content;                      Minimum activity length of 1 hour.</p>

Private CPD Points	
<p>c. Attending a <b>small group discussion</b> organised by or for a group of lawyers or law practices.</p> <p>Please see the explanatory note on small group discussions at paragraph 10 for more information.</p>	<p>1 <b>Private CPD Point</b> per hour;                      1 <b>Private MEC Point</b> per hour for which the discussion covers ethics and professional standards content;                      Minimum activity length of 1 hour.</p>
<p>d. Reviewing a <b>multimedia, Internet-based, audio-visual, audio or video programme</b> or material.</p> <p>Please see the explanatory note on reviewing multimedia programmes etc. at paragraph 11 for more information.</p>	<p>1 <b>Private CPD Point</b> per hour;                      1 <b>Private MEC Point</b> per hour for which the material covers ethics and professional standards content;                      Minimum programme/material length of 20 minutes.</p>
<p><i>Criteria for (a) – (d):</i>                      The CPD Activity must:</p> <p>(1) <i>comprise significant intellectual or practical content;</i>                      (2) <i>deal primarily with matters relating to the practice of law; and</i>                      (3) <i>seek to extend your knowledge or skill in one or more areas that are relevant to your practice needs.</i></p> <p><b>OR</b></p> <p>(1) <i>comprise significant intellectual or practical content; and</i>                      (2) <i>deal primarily with, and seek to extend your knowledge or skill in at least one of the following areas:</i></p> <p>(a) <i>financial literacy;</i>                      (b) <i>information technology and computer literacy;</i>                      (c) <i>office productivity and management skills;</i>                      (d) <i>presentation and communication skills;</i>                      (e) <i>personal management and development skills;</i>                      (f) <i>any non-legal specialist knowledge relevant to your practice needs.</i></p>	
<p>e. Writing an article relating to the practice of law that is published in an <b>Approved Publication</b>.</p> <p>Please see the explanatory note on writing articles at paragraph 12 for more information.</p>	<p>1 <b>Private CPD Point</b> for the first 1,000 words;                      0.5 <b>Private CPD Point</b> for every subsequent block of 500 words;                      0.5 <b>Private MEC Point</b> for every block of 500 words which covers ethics and professional standards content;                      Minimum article length of 1,000 words (excluding footnotes, endnotes and bibliography).</p> <p>Please see Table 1, Example 4 under paragraph 17.5 for an example of how points are calculated for writing an article.</p>

Private CPD Points		
f.	<p>Serving as a member (including a chairperson) of a committee, sub-committee, working party or advisory panel of the Law Society of Singapore, the Singapore Academy of Law and Singapore Institute of Legal Education which meets the criteria at paragraph 9(2) of the Guidelines on the Continuing Professional Development Scheme ('Approved Committee').</p> <p>Please see the explanatory note on Approved Committees at paragraph 13 for more information.</p>	<p>A maximum of <b>2 Private CPD points per CPD Year</b> regardless of the number of <b>Approved Committees</b> you participate in within a calendar year. You must have served at least 4 months in the CPD Year of the term of your appointment to the Approved Committee.</p>
g.	<p>Participating in the Pro Bono Programme for Law Students as a supervisor. For a list of the Approved Pro Bono Work, refer to <a href="http://www.sile.edu.sg/pro-bono-programme">http://www.sile.edu.sg/pro-bono-programme</a>.</p> <p>Please see the explanatory note on the Pro Bono Programme for Law Students at paragraph 14 for more information.</p>	<p>A maximum of <b>2 Private CPD points per CPD Year</b> regardless of the number of <b>Approved Pro Bono Works</b> you supervise within a calendar year.</p>

## 8. Explanatory Note on non-accredited CPD Activities

- 8.1. You may obtain Private CPD Points for attending a conference, lecture, seminar or workshop which is not accredited by the Institute. The subject matter of the event must deal primarily with one of the following topics:
- 8.1.1. Matters relating to the practice of law;
  - 8.1.2. Financial literacy (e.g. understanding financial statements, understanding audit standards);
  - 8.1.3. Information technology and computer literacy (e.g. use of word processing software, presentation software);
  - 8.1.4. Office productivity and management skills (e.g. understanding document and record management strategies, appraising and assessing a supervisee);
  - 8.1.5. Presentation and communication skills (e.g. writing, drafting, public speaking);
  - 8.1.6. Personal management and development skills (e.g. time management, resilience training); or
  - 8.1.7. Any non-legal specialist knowledge relevant to the solicitor's practice needs (e.g. shipping trends for a lawyer in admiralty practice, technology updates for an IT or IP lawyer, medical knowledge for a lawyer who handles personal injury claims).
- 8.2. These events must comprise significant intellectual or practical content, and seek to extend your knowledge or skill in one or more areas that are relevant to your practice needs.
- 8.3. Non-accredited CPD Activities may be conducted in Singapore or overseas.



## 9. Explanatory Note on in-house seminars

- 9.1. An **in-house seminar** is a conference, lecture, seminar, workshop or discussion group which is organised by your law practice solely or predominantly for the lawyers in the law practice. An activity organised for clients, even if attended by lawyers, does not qualify as an in-house seminar.
- 9.2. Your law practice is responsible for monitoring your attendance in accordance with the Attendance Policy, and producing a copy of the attendance list upon request.

## 10. Explanatory Note on small group discussions

- 10.1. A **small group discussion** is a seminar, workshop or discussion group organised by or for a group of lawyers or law practices.
- 10.2. In order to qualify for Private CPD Points, the discussion must be attended by at least 3 lawyers, and we recommend not more than 8 lawyers. The discussion must be organised in advance, and must be structured. For example, there must be a prepared agenda for the discussion, or learning objectives set out. An office meeting, reviews or discussions on ongoing cases, or any other discussion which is not primarily for the purposes of substantive learning or does not have a learning agenda may not be considered a small group discussion.
- 10.3. A coordinator must be appointed for each discussion. The coordinator must: (a) monitor your attendance in accordance with the Attendance Policy; (b) send a copy of the attendance list to all participants of the discussion; and (c) cause notes of the discussion to be recorded and circulated to all participants. Items (b) and (c) must be done within 1 week from the conclusion of the discussion.

## 11. Explanatory Note on reviewing multimedia programmes etc.

- 11.1. You may obtain Private CPD Points for **reviewing a multimedia programme or material**.
- 11.2. In order to qualify for Private CPD Points, the programme or material reviewed must be structured. The programme must be of an identifiable and fixed length of time. Reviewing a programme which is not structured, e.g. a programme only requiring you to click through a series of slides, does not qualify for CPD points. In particular, reading or reviewing cases or articles does not qualify for CPD points.
- 11.3. Additionally, you must review the entire programme or material presented to obtain any Private CPD Points for doing so. This includes reading any accompanying materials and completing any accompanying quizzes or questionnaires. However, you may not obtain any Private CPD Points in respect of time spent reading any accompanying materials or completing any accompanying quiz or questionnaire. You must also ensure that you do not breach any intellectual property rights relating to the programme or material.
- 11.4. Reviewing the video recording of a previously-Accredited CPD Activity will allow you to obtain Private CPD Points (and **not** Public CPD Points). Do note that you may in some instances obtain a lower number of Private CPD Points compared to the number of Public CPD Points for the actual live event as the video may have been edited to exclude certain portions of the live event. Please ascertain the length of the programme carefully to determine the number of CPD Points you can obtain before updating your CPD records.
- 11.5. The Institute may, from time to time, identify specific programmes or materials which you may review and obtain Private CPD Points for doing so.

## 12. Explanatory Note on writing articles

- 12.1. You may obtain Private CPD Points by **writing an article and having it published in an approved publication**.
- 12.2. Your article must:
- 12.2.1. be at least 1,000 words long;
  - 12.2.2. deal primarily with matters relating to the practice of law;
  - 12.2.3. be of significant intellectual or practical content;
  - 12.2.4. be written and published in the English language;
  - 12.2.5. not be written or published in breach of the intellectual property rights of another party;
  - 12.2.6. not be pay-to-publish or self-published; (Note: a ‘pay-to-publish’ article means an article which has been published in return for payment from the author or on the author’s behalf)
  - 12.2.7. not be an advertorial, book review, biography, autobiography or work of fiction;
  - 12.2.8. be published in an Approved Publication as defined below.
- 12.3. An Approved Publication:
- 12.3.1. may be a book (e.g. textbook, reference book, monograph etc.), journal, periodical or any other publication of a similar nature;
  - 12.3.2. may exist in print or electronic format;
  - 12.3.3. is substantially about the law or the practice of law;
  - 12.3.4. is targeted predominantly at the legal community;
  - 12.3.5. is peer-edited and/or refereed if it is a journal or is similar to a journal;
  - 12.3.6. is not a client, in-house or commemorative publication.
- 12.4. The relevant date for claiming the Private CPD Points is the date of the publication of the article, and not the date on which you completed writing it or submitted it to the publisher.
- 12.5. You may only claim Private CPD Points **once** in relation to a published article. You must not make another claim for an identical or materially similar article which has been published in another approved publication.

## 13. Explanatory Note on Approved Committees

- 13.1. You may obtain **2 Private CPD Points per CPD Year** for serving as a member in an **Approved Committee**, i.e. any committee, sub-committee, working party or advisory panel of the Singapore Academy of Law, Law Society of Singapore and the Institute which meets the following criteria:
- 13.1.1. The work of the Approved Committee must deal primarily with matters relating to the practice of the law; and
  - 13.1.2. The work of the Approved Committee must:
    - (a) extend the knowledge or skill of a solicitor serving in the Approved Committee; or
    - (b) contribute to the continuing professional development of a solicitor serving

in the Approved Committee.

- 13.2. You may obtain a **maximum of 2 Private CPD Points per CPD Year** regardless of the number of Approved Committees you serve on during the CPD Year.
- 13.3. You must have served at least 4 months of the term of your appointment within the CPD Year. Therefore, you must be appointed to the Committee on or before 1 September of a CPD Year before you may obtain the CPD Points for that CPD Year. The CPD Points may not be pro-rated.
- 13.4. Each of the Law Society of Singapore, the Singapore Academy of Law and Singapore Institute of Legal Education may determine whether a committee, sub-committee, working party or advisory panel it has respectively constituted meets the above criteria. You should check with the respective organisation which appointed you to find out if your committee is an Approved Committee.

#### **14. Explanatory Note on Pro Bono Programme for Law Students**

- 14.1. You may obtain **2 Private CPD Points per CPD Year** for performing services in **Approved Pro Bono Work** under the Pro Bono Programme for Law Students. The list of Approved Pro Bono Work may be found at <http://www.sile.edu.sg/pro-bono-programme>.
- 14.2. You may obtain a **maximum of 2 Private CPD Points per CPD Year** regardless of the number of Approved Pro Bono Works you supervise during the CPD Year.

#### **15. Explanatory Note on Obtaining Public or Private CPD Points by teaching etc.**

- 15.1. Apart from the above CPD Activities, lawyers will be able to obtain CPD Points for speaking, teaching or participating in a panel discussion in any conference, lecture, seminar or workshop which deals primarily with matters relating to the practice of law.
- 15.2. A lawyer who speaks or teaches etc. in other non-legal categories of learning activities e.g. financial literacy, office productivity and computer literacy, does not obtain any CPD Points.
- 15.3. A lawyer will obtain **Public CPD Points** for speaking or teaching at an Accredited CPD Activity and **Private CPD Points** for speaking or teaching at a non-accredited CPD Activity which deals primarily with matters relating to the practice of law.
- 15.4. CPD Points may only be obtained for speaking at a 'live' learning activity only. No CPD Points may be obtained for time or effort expended in making a video recording of a learning activity.
- 15.5. With effect from CPD Year 2025, Group 1 Lawyers and Group 2 Lawyers may only obtain up to **half** of the standard number of CPD Points required for the CPD Year by speaking.
  - 15.5.1. In CPD Year 2025, this means that Group 1 Lawyers may obtain up to 8 CPD Points from teaching, and that Group 2 Lawyers may obtain up to 5 CPD Points from teaching. This applies regardless of the number of months over which the Group 1 Lawyer or Group 2 Lawyer holds their PCs.

*Illustration: Riley is a Group 1 Lawyer who holds a practising certificate for 6 months*

*during CPD Year 2025. Based on their practicing certificate duration, Riley would need to obtain 8 CPD Points, of which 4 must be Public CPD Points (rather than 16 CPD Points, of which 8 must be Public CPD Points). The number of points which may be obtained from teaching is still 8 CPD Points for Riley, even though they had lower CPD Points requirements than a lawyer who held their practising certificate for more than 8 months, i.e., in CPD Year 2025, Riley may obtain all 8 CPD Points from teaching.*

- 15.5.2. The cap will apply to the total number of CPD Points required. There are no further caps on the number of Public CPD Points / Private CPD Points which can be obtained from teaching.

*Illustration: Robin is a Group 2 Lawyer who holds a practicing certificate throughout CPD Year 2025 and needs to obtain 10 CPD Points, of which 5 must be Public CPD Points, for CPD Year 2025. The cap on teaching points means that Robin can only fulfil up to 5 CPD Points through teaching. These 5 CPD Points may be Public CPD Points or Private CPD Points.*

- 15.5.3. The cap on the number of CPD Points which may be obtained from teaching does not apply to Group 3 Lawyers or s36B Foreign Lawyers.

- 15.6. In general, a lawyer may obtain 2 CPD Points for each hour in which he is engaged as a speaker, trainer or member of a panel discussion. (This is in contrast to 1 CPD Point for each hour for which a lawyer attends a CPD Activity as a learner.) The minimum engagement period must be 30 minutes (excluding breaks) out of a minimum activity duration of 1 hour (excluding breaks), for which 1 CPD Point may be obtained. For a panel discussion, the duration of the entire discussion must last at least 30 minutes and the total activity duration shall be at least 1 hour. Each panellist will obtain CPD Points corresponding to the duration of the entire discussion.

## **16. Explanatory Note on MEC Points**

- 16.1. MEC Points may be obtained from activities on ethics and professional standards. CPD activities which deal with one or more of the following will be considered CPD activities on ethics and professional standards:
- 16.1.1. Legal Profession (Professional Conduct) Rules
  - 16.1.2. Client money, including Legal Profession (Solicitors' Accounts) Rules and best practices
  - 16.1.3. Codes and reference guides such as the Code of Practice for the Conduct of Criminal Proceedings by the Prosecution and the Defence, the Art of Family Lawyering, and A Civil Practice: Good Counsel for Learned Friends
  - 16.1.4. Values of the legal profession and ethical duties of lawyers
  - 16.1.5. Ethical issues contextualised to specific practice areas
  - 16.1.6. Decisions of the Singapore Courts, Disciplinary Tribunal Decisions, Decisions of Foreign Courts or Tribunals, relating to Ethics and Professional Standards
  - 16.1.7. The regulatory regime and licensing and registration requirements in relation to legal practitioners (Singapore or foreign-registered) and law practices in Singapore under the Legal Profession Act and the Legal Profession (Law Practice Entities) Rules
  - 16.1.8. Legal Profession (Prevention of Money Laundering and Financing of Terrorism) Rules

- / AML-CFT / suspicious transaction reporting for legal practitioners and law practices
      - 16.1.9. Reputational risk management for legal practitioners and law practices
      - 16.1.10. Technology and AI risk management for legal practitioners and law practices
      - 16.1.11. Environmental, Social & Governance risk management for legal practitioners and law practices
      - 16.1.12. Cybersecurity / data protection for legal practitioners and law practices
      - 16.1.13. Management of clients (e.g. client confidentiality and handling client complaints) and conflicts of interest for legal practitioners and law practices
      - 16.1.14. Professional indemnity insurance / reporting for legal practitioners and law practices
      - 16.1.15. Business planning, budgeting and managing cashflow for law practices
      - 16.1.16. Best practices in selecting and implementing legal practice management solutions / overview of available technology and tools for legal practitioners and law practices
      - 16.1.17. Mentoring or supervising lawyers / practice trainees / allied legal professionals for legal practitioners and law practices
      - 16.1.18. Sustainable work practices for legal practitioners and law practices
      - 16.1.19. Workplace Bullying and Harassment Prevention and Management for legal practitioners and law practices
- 16.2. Portions of an activity relating to a lawyer's knowledge and/or skills for the purposes only of advising clients on the topic (e.g., what the General Data Protection Regulation (Regulation (EU) 2016/679) is) are not eligible for MEC Points, but the portions which are contextualised for generally acting as a legal practitioner or for a law practice are eligible for MEC Points (e.g., collecting residency information when onboarding a client to determine whether the law practice must comply with the General Data Protection Regulation when offering services to them).
- 16.3. All lawyers and s36B Foreign Lawyers who hold a PC / FPC for more than 8 months in a CPD Year will need to obtain at least 3 MEC Points, of which at least 1.5 must be Public MEC Points. Lawyers who hold a PC / FPC for 8 months or less in a CPD Year do not need to obtain any minimum number of MEC points for that CPD Year.
- 16.4. MEC Points are a subset of CPD Points.

*Illustration: Sam attends an Accredited CPD Activity on contract law which is accredited for 2 Public CPD Points. Sam also attends an Accredited CPD Activity on ethics and professional standards which is accredited for 2 Public CPD Points, which are both MEC Points. In total, Sam has obtained 4 Public CPD Points, of which 2 are Public MEC Points.*
- 16.5. In addition to obtaining MEC Points from CPD Activities which exclusively cover ethics and professional standards content, MEC Points may also be obtained from CPD Activities which cover a combination of ethics and professional standards content and other content. With such activities, MEC Points are obtained in respect of the portion of the CPD Activity which covers ethics and professional standards content.

*Illustration: In the course of a 6-hour conference relating to civil litigation, 30 minutes covers ethics in court proceedings. A lawyer may obtain 0.5 MEC Points for attending. If the activity is accredited, the lawyer will obtain 0.5 Public MEC Points. If the activity is non-accredited, the lawyer will obtain 0.5 Private MEC Points. In total, the lawyer may obtain 6 CPD Points, of which 0.5 are MEC Points, from the activity.*
- 16.6. As with all Accredited CPD Activities, Accredited CPD Activities which are accredited as Public MEC Point activities or have a Public MEC Point component will be listed on CALAS at

<http://www.sileCPDcentre.sg/calas/> along with the details of the activity, including the number of Public MEC Points which may be obtained.

## C. ABOUT CPD POINTS

### 17. Calculation of CPD Points generally

- 17.1. CPD Points are counted in full or half points only. No other fraction or percentage of CPD Points will be allowed.
- 17.2. In calculating the duration of a CPD Activity, you must exclude any time allocated for breaks and refreshments. Reasonable time allocated for questions and answers ('Q&A') and panel discussions, however, may be included. If the Q&A portion is not facilitated by a chairperson, then a reasonable length for Q&A for a 1 hour activity is about 10 minutes.
- 17.3. If the duration of a CPD Activity does not result in full or half points, the number of CPD Points must be **rounded up or down** to the nearest 0.5 CPD Point. The same rule applies if the number of words in a published article does not result in full or half points.
- 17.4. To qualify as a CPD Activity, a conference, lecture, seminar, workshop or discussion group must be **at least 1 hour long**, excluding time allocated for breaks and refreshments. For reviewing multimedia programmes or materials, the programmes or materials must be at least 20 minutes long.
- 17.5. The examples in **Table 1** illustrate how CPD Points are calculated for different kinds of CPD Activities:

**Table 1: Examples on Calculation of CPD Points**

Example 1: A seminar lasts for 1 hour, inclusive of a 10-minute refreshment break. You may not obtain any CPD Points as the substantive duration of the seminar is less than 1 hour.

Example 2: A seminar lasts for 1 hour and 40 minutes. This translates to 1.66 CPD Points. You can obtain 1.5 CPD Points. (Rounded down)

Example 3: A workshop lasts for 2 hours and 45 minutes. This translates to 2.75 CPD Points. You can obtain 3 CPD Points. (Rounded up)

Example 4: The length of your published article is 2,400 words. This translates to 2.4 CPD Points. You can obtain 2.5 CPD Points. (Rounded up)

Example 5: You reviewed a multimedia programme which lasts for 20 minutes – which is the minimum length for this category of CPD Activity. This translates to 0.33 CPD Point. You can obtain 0.5 CPD Point. (Rounded up)

Example 6: A conference ran for 6 hours, excluding lunch and breaks. 1 hour of the programme covered ethics and professional standards content. You can obtain 6 CPD Points, inclusive of 1 MEC Point for the portion of the activity which covered ethics and professional standards content.

- 17.6. If you have any queries on calculating Private CPD Points, please contact us via the contact form at <https://www.silecpdcentre.sg/contact/>.

- 17.7. For Accredited CPD Activities, generally, the Public CPD Points to be allocated will be determined by the Institute and indicated on the event listing on CALAS at <http://www.sileCPDcentre.sg/calas/> and the publicity materials for the activity.

## 18. Calculation of CPD Points for teaching, etc.

- 18.1. In general, a lawyer may obtain 2 CPD Points for each hour in which he or she is engaged as a speaker, trainer or member of a panel discussion. The minimum engagement period must be 30 minutes (excluding breaks) out of a minimum activity duration of 1 hour (excluding breaks), for which 1 CPD Point may be obtained.
- 18.2. For Accredited CPD Activities, generally, the Public CPD Points to be obtained by the speaker, facilitator etc. will be determined by the Institute during the accreditation process and communicated to the provider organising the activity. If you are a **Group 3 Lawyer or a s36B Foreign Lawyer**, the Public CPD Points will be automatically updated in your SILE ePortfolio account when the attendance records for the activity have been processed. If you are a **Group 1 Lawyer or a Group 2 Lawyer**, the Public CPD Points will be updated in the Teaching Cap tab of your SILE ePortfolio account when the attendance records for the activity have been processed.
- 18.3. If you are a Group 1 Lawyer or a Group 2 Lawyer, a **cap on the number of CPD Points you may obtain from teaching** applies. With effect from CPD Year 2025, if you are a Group 1 Lawyer or a Group 2 Lawyer and you have obtained Public CPD Points from teaching an Accredited CPD Activity, note that the Public CPD Points will no longer be automatically reflected in your SILE ePortfolio Learning History. Instead, the Public CPD Points will be updated in the Teaching Cap tab in your SILE ePortfolio account. You will need to select the CPD Points you wish to rely on and save your submission in order for the CPD Points to appear in your SILE ePortfolio Learning History. Similarly, if you obtained Private CPD Points and created an entry for the same in your SILE ePortfolio account, the Private CPD Points will be reflected in the Teaching Cap tab, and will need to be selected and submitted before they appear in your SILE ePortfolio Learning History. This is to enable you to change which CPD Points you wish to rely on throughout the CPD Year.

*Illustration: You are a Group 2 Lawyer who may fulfil up to 5 CPD Points from teaching. In January 2025, you teach an in-house seminar and obtain 6 Private CPD Points for the same. Later, in February 2025, you are invited to teach an Accredited CPD Activity and obtain 5 Public CPD Points for the same. You wish to rely on the 5 Public CPD Points instead of the 6 Private CPD Points. You may use the Teaching Cap function in your SILE ePortfolio account to indicate the same.*

- 18.4. To calculate the number of Private CPD Points obtained by teaching, etc., multiply the number of minutes of the engagement period by 2. Divide the resulting number by 60 to obtain the number of CPD Points. Where the resulting quotient is not a whole number or in a multiple of 0.5, the number of CPD Points must be **rounded up or down** to the nearest whole or 0.5 CPD Point.
- 18.5. The examples in **Table 2** illustrate how CPD Points are calculated for various periods of engagement a lawyer undertakes teaching, etc. The engagement periods used for the calculation are based on the timings published in the respective activity programmes, rather than actual times.

**Table 2: Examples on Calculation of CPD Points for Teaching, etc.**

Example 1: You speak for 2 hours on a non-legal topic. You may not claim any CPD Points.

Example 2: You give an introductory welcome address which lasts for 15 minutes. You may not claim any CPD Points.

Example 3: Your speaking segment at a non-accredited legal seminar (according to the programme) lasts for 40 minutes.  $40 \text{ minutes} \times 2 \div 60 \approx 1.33$ . You will obtain 1.5 Private CPD Points (rounded up).

Example 4: After a number of speakers have spoken at a legal conference, you chair a panel discussion scheduled for 30 minutes based on the programme which overran to 40 minutes. Since CPD Points are not increased post-event even if the activity overran, the calculation of CPD Points will be based on the scheduled duration of the segment, i.e.,  $30 \text{ minutes} \times 2 \div 60 = 1$ . You will obtain 1 Private CPD Point. Each of the lawyers who was in the same panel discussion will also obtain 1 Private CPD Point.

Example 5: You speak for 30 minutes at an event which lasts for 40 minutes. You may not obtain any CPD Points.

18.6. The following are frequently-encountered engagement periods and the corresponding CPD Points which a lawyer may obtain for teaching, etc.:

- 18.6.1. 30 minutes, 35 minutes: 1 CPD Point;
- 18.6.2. 40 minutes, 45 minutes, 50 minutes: 1.5 CPD Points;
- 18.6.3. 55 minutes, 60 minutes: 2 CPD Points;
- 18.6.4. 90 minutes: 3 CPD Points;
- 18.6.5. 120 minutes: 4 CPD Points.

18.7. If you have any queries on calculating Private CPD Points for teaching, etc., please contact us via the contact form at <https://www.silecpdcentre.sg/contact/>.

**19. Attendance Policy**

19.1. The following Attendance Policy is applicable if you wish to obtain CPD Points for attending a conference, lecture, seminar, workshop or discussion group not spanning more than 1 day, regardless of whether it is for Public CPD Points or Private CPD Points:

- 19.1.1. If the CPD Activity is 1 hour long, you must attend the whole activity. You must arrive punctually and you cannot leave the activity before it has ended.
- 19.1.2. If the CPD Activity is more than 1 hour long, you may be absent from it for up to 15 minutes only.

19.2. The examples in **Table 3** illustrate how the Attendance Policy is applied for a CPD Activity that is longer than 1 hour (but not longer than 1 day):

**Table 3: Examples on Attendance Policy Application (longer than 1 hour, but not longer than 1 day)**

Example 1: You arrive 10 minutes late but leave when the CPD Activity ends. You may



obtain CPD Points for the activity.

**Example 2:** You arrive punctually but leave 15 minutes before the CPD Activity ends. You may obtain CPD Points for the activity.

**Example 3:** You arrive 10 minutes late and leave 10 minutes before the CPD Activity ends. You may not obtain any CPD Points for the activity.

**Example 4:** You arrive punctually and leave the CPD Activity when it ends. However, you step out for 25 minutes during the CPD Activity. You may not obtain any CPD Points for that activity.

- 19.3. The following Attendance Policy is applicable if you wish to obtain CPD Points for attending a conference, lecture, seminar, workshop or discussion group spanning more than 1 day, regardless of whether it is for Public CPD Points or Private CPD Points:

You may be absent from the CPD activity for up to 15 minutes only, on each day of the CPD Activity.

- 19.4. The examples in **Table 4** illustrate how the Attendance Policy is applied for a CPD Activity that is longer than 1 day:

**Table 4: Examples on Attendance Policy Application (longer than 1 day)**

**Example 1:** On the first day of the CPD Activity, you arrive 15 minutes late but leave when the CPD Activity ends. You are not absent from the CPD Activity on any of the other days of the Activity. You may obtain CPD Points for the entire activity.

**Example 2:** On the first day of the CPD Activity, you arrive 15 minutes late but leave when the CPD Activity ends. On the second day of the CPD Activity, you arrive 20 minutes late. You may obtain CPD Points for the first day of the activity but not the second day of the activity.

**Example 3:** You arrive punctually and leave the CPD Activity when it ends, on each day of the Activity. However, on the third day of the Activity, you step out for 25 minutes during the CPD Activity. You may not obtain any CPD Points for the third day of the Activity.

- 19.5. For Accredited CPD Activities, your attendance is monitored by the organiser. For an in-house seminar, your attendance is monitored by your law practice. For a small group discussion, your attendance is monitored by the coordinator of the discussion. Generally, attendance is monitored using a “sign-in, sign-out” system. Please cooperate with those who have to monitor your attendance. If attendance is being monitored using a “sign-in, sign-out” system, please ensure that you sign in the correct rows/columns and that you use the same signature when you sign in and sign out. For all other conferences, lectures, seminars, workshops or discussion groups, claiming of CPD Points is based on an honour system. You must ensure that you have complied with the Attendance Policy before you claim any CPD Points for attending the activity.

## 20. Claiming CPD Points

- 20.1. The CPD Scheme is based in part on an honour system. You may only obtain CPD Points if you have attended or completed the whole CPD Activity. In addition, for attendance at

conferences, lectures, seminars, workshops and discussion groups, you need to have complied with the Attendance Policy.

**21. No carrying over of excess CPD Points**

21.1. The CPD Points Requirements represent the minimum expected of lawyers. As such, lawyers may not carry over excess CPD Points obtained in one CPD Year to another.

**22. CPD Points Requirements for Group 3 Lawyers**

22.1. **If you are a Group 3 Lawyer, then between 1 January 2025 and 31 December 2025:**

a.	If you hold a Practising Certificate for <b>more than 8 months</b>	You need to obtain <b>7 CPD Points</b> : <ul style="list-style-type: none"> <li>• At least 3.5 must be Public CPD Points.</li> <li>• At least 3 must be MEC Points; at least 1.5 must be Public MEC Points.</li> </ul>
b.	If you hold a Practising Certificate for <b>more than 5 months up to 8 months</b>	You need to obtain <b>3.5 CPD Points</b> . At least 2 must be Public CPD Points.
c.	If you hold a Practising Certificate for <b>5 months or less</b>	You do not need to obtain any minimum CPD Points.

22.2. **Table 5** sets out examples of CPD Points Requirements based on the date of taking out a Practising Certificate for Group 3 Lawyers.

<b>Table 5: Examples of CPD Points Requirements for Group 3 Lawyers</b>	
<p><b>Example 1:</b> A Group 3 Lawyer holds a Practising Certificate from 1 January 2025 until 31 December 2025. Since he holds a Practising Certificate for more than 8 months, the Group 3 Lawyer will need to obtain 7 CPD points, of which at least 3.5 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.</p>	
<p><b>Example 2:</b> A Group 3 Lawyer does not hold a Practising Certificate from 1 January 2025 to 31 March 2025. However, she takes out a Practising Certificate on 1 April 2025 and continues to hold her Practising Certificate until 31 December 2025. Since she holds a Practising Certificate for more than 8 months, the Group 3 Lawyer will need to obtain 7 CPD points, of which at least 3.5 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.</p>	
<p><b>Example 3:</b> A Group 3 Lawyer holds a Practising Certificate from 1 January 2025 until it expires on 31 March 2025. On 1 September 2025, he takes out a Practising Certificate and continues to hold it until 31 December 2025. Since he holds a Practising Certificate for more than 5 months but not more than 8 months, the Group 3 Lawyer will need to obtain 3.5 CPD points and at least 2 must be Public CPD points.</p>	
<p><b>Example 4:</b> A Group 3 Lawyer holds a Practising Certificate from 1 January 2025 to 31 March 2025. She does not take out a Practising Certificate at any time in the remainder of calendar year 2025. Since she holds a Practising Certificate for 5 months or less, she does not need to meet any minimum CPD Points Requirements.</p>	

22.3. Group 3 Lawyers may obtain CPD Points for CPD Activities which they undertake in that part

of CPD Year 2025 during which they are not holding a PC, in order to fulfil their CPD Points Requirements for CPD Year 2025.

- 22.4. The examples in **Table 6** illustrate how to determine whether a Group 3 Lawyer has met the CPD Points Requirements. In these examples, the lawyer in question has held a practising certificate for 8 months or more and is therefore required to obtain 7 CPD Points, of which at least 3.5 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.

**Table 6: Examples on CPD Points Fulfilment for Group 3 Lawyers**

Example 1:

No.	CPD Activity	CPD Points
1.	Attended a 6-hour seminar on professional ethics organised by Singapore Management University accredited by the Institute.	6 Public MEC Points
2.	Spoke for 30 minutes at an hour-long seminar organised by the Law Society of Singapore accredited by the Institute.	1 Public CPD Point

**Conclusion:** The Group 3 Lawyer has met the CPD Points Requirements, including the MEC Points Requirements, for CPD Year 2025. *Lawyers may meet all the CPD Points Requirements through Public CPD Points.*

Example 2:

No.	CPD Activity	CPD Points
1.	Attended a 3.5-hour workshop organised by the Singapore Mediation Centre accredited by the Institute.	3.5 Public CPD Points
2.	Wrote a 1,800-word ethics-related article for the Law Gazette (an Approved Publication).	2 Private MEC Points
3.	Reviewed a 50-minute video entitled “How to Mentor Your New Employee”.	1 Private CPD Point
4.	Served in an approved committee of the Singapore Academy of Law for 11 months.	2 Private CPD Points

**Conclusion:** The Group 3 Lawyer has not met the CPD Points Requirements for CPD Year 2025. *The Group 3 Lawyer has not obtained the minimum 3 MEC Points (of which at least 1.5 must be Public MEC Points), although he has obtained the minimum total 7 CPD Points.*

Example 3:

No.	CPD Activity	CPD Points
1.	Attended a 1-hour seminar hosted by the Law Society of Singapore accredited by the Institute	1 Public CPD Point
2.	Attended an 18-hour legal conference in Sydney, Australia.	18 Private CPD Points

**Conclusion:** The Group 3 Lawyer has not met the CPD Points Requirements for CPD Year 2025. *The Group 3 Lawyer has not attained the minimum of 3.5 Public CPD Points for Group 3 Lawyers, nor the minimum 3 MEC Points, even though he has obtained 18 Private CPD Points.*

Example 4:

No.	CPD Activity	CPD Points
1.	Attended a 13-hour conference on family law	13 Public CPD Points

	accredited by the Institute	
2.	Attended a 4-hour seminar on best practices in legal practice management	4 Private MEC Points
<p><b>Conclusion:</b> The Group 3 Lawyer has not met the CPD Points Requirements for CPD Year 2025. <i>The Group 3 Lawyer has not attained the minimum of 1.5 Public MEC Points, even though he has obtained 4 Private MEC Points.</i></p>		

**23. CPD Points Requirements for Group 2 Lawyers**

**23.1. If you are a Group 2 Lawyer, then between 1 January 2025 and 31 December 2025:**

a.	If you hold a Practising Certificate for <b>more than 8 months</b>	<p>You need to obtain <b>10 CPD Points</b>:</p> <ul style="list-style-type: none"> <li>• At least 5 must be Public CPD Points.</li> <li>• At least 3 must be MEC Points; at least 1.5 must be Public MEC Points.</li> <li>• No more than 5 can be from teaching.</li> </ul>
b.	If you hold a Practising Certificate for <b>more than 5 months up to 8 months</b>	You need to obtain <b>5 CPD Points</b> . At least 2.5 must be Public CPD Points.
c.	If you hold a Practising Certificate for <b>5 months or less</b>	You do not need to obtain any minimum CPD Points.

23.2. **Table 7** sets out examples of CPD Points Requirements based on the date of taking out a Practising Certificate for Group 2 Lawyers.

<p><b>Table 7: Examples of CPD Points Requirements for Group 2 Lawyers</b></p> <p><b>Example 1:</b> A Group 2 Lawyer holds a Practising Certificate from 1 January 2025 until 31 December 2025. Since she holds a Practising Certificate for more than 8 months, she will need to obtain 10 CPD Points, of which at least 5 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.</p> <p><b>Example 2:</b> A Group 2 Lawyer does not hold a Practising Certificate from 1 January 2025 to 31 March 2025. However, he takes out a Practising Certificate on 1 April 2025 and continues to hold his Practising Certificate until 31 December 2025. Since he holds a Practising Certificate for more than 8 months, the Group 2 Lawyer will need to obtain 10 CPD Points, of which at least 5 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.</p> <p><b>Example 3:</b> A Group 2 Lawyer holds a Practising Certificate from 1 January 2025 until it expires on 31 March 2025. On 1 September 2025, he takes out a Practising Certificate and continues to hold it until 31 December 2025. Since he holds a Practising Certificate for more than 5 months but not more than 8 months, the Group 2 Lawyer will need to obtain 5 CPD Points and at least 2.5 must be Public CPD Points.</p> <p><b>Example 4:</b> A Group 2 Lawyer holds a Practising Certificate from 1 January 2025 to 31 March 2025. She does not take out a Practising Certificate at any time in the remainder of calendar year 2025. Since she holds a Practising Certificate for 5 months or less, she</p>
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does not need to meet any minimum CPD Points Requirements.

- 23.3. Group 2 Lawyers may obtain CPD Points for CPD Activities which they undertake in that part of CPD Year 2025 during which they are not holding a Practising Certificate, in order to fulfil their CPD Points Requirements for CPD Year 2025.
- 23.4. The examples in **Table 8** illustrate how to determine whether a Group 2 Lawyer has met the CPD Points Requirements. In these examples, the lawyer in question has held a practising certificate for 8 months or more and is therefore required to obtain 10 CPD Points, of which at least 5 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.

**Table 8: Examples on CPD Points Fulfilment for Group 2 Lawyers**

Example 1:

No.	CPD Activity	CPD Points
1.	Attended a 7-hour conference organised by an ad hoc provider ( <b>not</b> an Accredited Institution) and accredited by the Institute, which included a 2-hour segment covering ethics and professional standards content.	7 Public CPD Points, of which 2 are Public MEC Points
2.	Spoke for 90 minutes at a seminar organised by the Law Society of Singapore accredited by the Institute, which included a 30 minute segment on ethics and professional standards content.	3 Public CPD Points, of which 1 is a Public MEC Point* <i>*from teaching</i>

**Conclusion:** The Group 2 Lawyer has met the CPD Points Requirements, including the MEC Points Requirements, for CPD Year 2025. *Lawyers may meet all the CPD Points Requirements through Public CPD Points. The Group 2 Lawyer did not rely on more than the cap of 5 CPD Points from teaching.*

Example 2:

No.	CPD Activity	CPD Points
1.	Attended a 5-hour workshop organised by Singapore Management University accredited by the Institute, which included a 2-hour segment on ethics and professional standards content.	5 Public CPD Points, of which 2 are Public MEC Points
2.	Co-authored with one other author a 5,000-word article for the Law Gazette (an Approved Publication).	2.5 Private CPD Points
3.	Watched a 55-minute video recording of a lecture covering ethics and professional standards content organised by the Law Society of Singapore.	1 Private MEC Point
4.	Participated in the Pro Bono Programme for Law Students as a supervisor to law students.	2 Private CPD Points

**Conclusion:** The Group 2 Lawyer has met the CPD Points Requirements, including the MEC Points Requirements, for CPD Year 2025. *Group 2 Lawyers may meet all the CPD Points Requirements through a combination of Public and Private CPD Points, provided they have obtained at least 5 Public CPD Points, 3 MEC Points and 1.5 Public MEC Points.*

Example 3:

No.	CPD Activity	CPD Points
1.	Attended a 1-hour seminar on ethics and	1 Public MEC Point

	professional standards hosted by the Law Society of Singapore and accredited by the Institute	
2.	Attended a 13-hour non-accredited legal conference	13 Private CPD Points
<p><b>Conclusion:</b> The Group 2 Lawyer has not met the CPD Points Requirements for CPD Year 2025. <i>The Group 2 Lawyer has not attained the minimum 5 Public CPD Points, or the minimum 3 MEC Points (of which at least 1.5 must be Public MEC Points), even though he has obtained 13 Private CPD Points.</i></p>		

Example 4:

No.	CPD Activity	CPD Points
1.	Attended a 12-hour conference on family law accredited by the Institute	12 Public CPD Points
2.	Attended a 4-hour talk on prevention of workplace bullying and harassment	4 Private MEC Points
<p><b>Conclusion:</b> The Group 2 Lawyer has not met the CPD Points Requirements for CPD Year 2025. <i>The Group 2 Lawyer has not attained the minimum 1.5 Public MEC Points, even though he has obtained 4 Private MEC Points.</i></p>		

Example 5:

No.	CPD Activity	CPD Points
1.	Taught a 6-hour course on international arbitration accredited by the Institute	12 Public CPD Points* *from teaching
2.	Attended a 3-hour course on AML/CFT accredited by the Institute	3 Public MEC Points
<p><b>Conclusion:</b> The Group 2 Lawyer has not met the CPD Points Requirements for CPD Year 2025. <i>The Group 2 Lawyer can only fulfil 5 out of the 10 CPD Points required for CPD Year 2025 by teaching. The other 5 CPD Points must be from other activities. The Group 2 Lawyer has only fulfilled 3 CPD Points from other activities and has effectively only obtained 8 CPD Points.</i></p>		

## 24. CPD Points Requirements for Group 1 Lawyers

### 24.1. If you are a Group 1 Lawyer, then between 1 January 2025 and 31 December 2025:

a.	If you hold a Practising Certificate for <b>more than 8 months</b>	You need to obtain <b>16 CPD Points</b> : <ul style="list-style-type: none"> <li>At least 8 must be Public CPD Points.</li> <li>At least 3 must be MEC Points; at least 1.5 of these must be Public MEC Points.</li> <li>No more than 8 can be from teaching.</li> </ul>
b.	If you hold a Practising Certificate for <b>more than 5 months up to 8 months</b>	You need to obtain <b>8 CPD Points</b> . At least 4 must be Public CPD Points.
c.	If you hold a Practising Certificate for <b>5 months or less</b>	You do not need to obtain any minimum CPD Points.

24.2. **Table 9** sets out examples of CPD Points Requirements based on the date of taking out a Practising Certificate for Group 1 Lawyers.

**Table 9: Examples of CPD Points Requirements for Group 1 Lawyers**

**Example 1:** A Group 1 Lawyer holds a Practising Certificate from 1 January 2025 until 31 December 2025. Since she holds a Practising Certificate for more than 8 months, she will need to obtain 16 CPD Points, of which at least 8 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.

**Example 2:** A Group 1 Lawyer does not hold a Practising Certificate from 1 January 2025 to 31 March 2025. However, he takes out a Practising Certificate on 1 April 2025 and continues to hold his Practising Certificate until 31 December 2025. Since he holds a Practising Certificate for more than 8 months, the Group 1 Lawyer will need to obtain 16 CPD Points, of which at least 8 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.

**Example 3:** A Group 1 Lawyer holds a Practising Certificate from 1 January 2025 until it expires on 31 March 2025. On 1 September 2025, he takes out a Practising Certificate and continues to hold it until 31 December 2025. Since he holds a Practising Certificate for more than 5 months but not more than 8 months, the Group 1 Lawyer will need to obtain 8 CPD Points and at least 4 must be Public CPD Points.

**Example 4:** A Group 1 Lawyer holds a Practising Certificate from 1 January 2025 to 31 March 2025. She does not take out a Practising Certificate at any time in the remainder of calendar year 2025. Since she holds a Practising Certificate for 5 months or less, she does not need to meet any minimum CPD Points Requirements.

- 24.3. Group 1 Lawyers may obtain CPD Points for CPD Activities undertaken in that part of CPD Year 2025 during which they are not holding a Practising Certificate, in order to fulfil their CPD Points Requirements for CPD Year 2025, provided they have already been admitted to the Bar as an advocate and solicitor.
- 24.4. The examples in **Table 10** illustrate how to determine whether a Group 1 Lawyer has met the CPD Points Requirements. In these examples, the lawyer in question has held a practising certificate for 8 months or more and is therefore required to obtain 16 CPD Points, of which at least 8 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.

**Table 10: Examples on CPD Points Fulfilment for Group 1 Lawyers**

Example 1:

No.	CPD Activity	CPD Points
1.	Attended a 17-hour conference (held over 3 days) organised by the Singapore Academy of Law accredited by the Institute, which included a 3-hour segment on ethics and professional standards content.	17 Public CPD Points, of which 3 are Public MEC Points

**Conclusion:** The Group 1 Lawyer has met the CPD Points Requirements, including the MEC Points Requirements, for CPD Year 2025. *A lawyer may meet all the CPD Points Requirements through Public CPD Points.*

Example 2:

No.	CPD Activity	CPD Points
1.	Attended a 2-hour workshop organised by the Singapore Institute of Arbitrators accredited by the Institute.	2 Public CPD Points

2.	Attended a 2-hour seminar on professional ethics organised by an ad hoc organiser ( <b>not</b> an Accredited Institution) and accredited by the Institute.	2 Public MEC Points
3.	Served as facilitator for 2 practice sessions in the 2025 session of the Part B Course.	4 Public CPD Points
4.	Attended a 4-hour in-house seminar for lawyers organised by a law practice.	4 Private CPD Points
5.	Attended a 2-hour small group discussion organised by a group of lawyers relating to developments in case law	2 Private CPD Points
6.	Reviewed a 60-minute video on developments in international arbitration.	1 Private CPD Point
7.	Spoke for 30 minutes at an hour-long non-accredited seminar on litigation.	1 Private CPD Point* *from teaching
<b>Conclusion:</b> The Group 1 Lawyer has not met the CPD Points Requirements for CPD Year 2025. <i>The Group 1 Lawyer has not obtained the minimum 3 MEC Points, although he has obtained 16 CPD Points and even though he has obtained 8 Public CPD Points.</i>		

## Example 3:

No.	CPD Activity	CPD Points
1.	Attended a 6-hour long conference organised by the Law Society of Singapore accredited by the Institute, which included a 2-hour segment on ethics and professional standards content.	6 Public CPD Points, of which 2 are Public MEC Points
2.	Attended an 18-hour legal conference (held over 3 days) in Kuala Lumpur, Malaysia, which included a 1-hour segment on ethics and professional standards content.	18 Private CPD Points, inclusive of 1 Private MEC Point
3.	Reviewed a 50-minute video entitled "Negotiation strategies for lawyers".	1 Private CPD Point
<b>Conclusion:</b> The Group 1 Lawyer has not met the CPD Points Requirements for CPD Year 2025. <i>The Group 1 Lawyer has not attained the minimum of 8 Public CPD Points, even though he has obtained 19 Private CPD Points, even though he has obtained 3 MEC Points and even though he has obtained 2 Public MEC Points.</i>		

## Example 4:

No.	CPD Activity	CPD Points
1.	Attended a 12-hour conference on family law by the Singapore Management University accredited by the Institute	12 Public CPD Points
2.	Attended a 6-hour non-accredited seminar on recent decisions by the Singapore courts pertaining to professional ethics	6 Private MEC Points
<b>Conclusion:</b> The Group 1 Lawyer has not met the CPD Points Requirements for CPD Year 2025. <i>The Group 1 Lawyer has not attained the minimum 1.5 Public MEC Points, even though he has obtained 6 Private MEC Points.</i>		

## Example 5:

No.	CPD Activity	CPD Points
1.	Taught 9 hours of an arbitration workshop accredited by the Institute	18 Public CPD Points* *from teaching
2.	Attended a 3-hour course on AML/CFT accredited by the Institute	3 Public MEC Points



**Conclusion:** The Group 1 Lawyer has not met the CPD Points Requirements for CPD Year 2025. *The Group 1 Lawyer can only fulfil 8 out of the 16 CPD Points required for CPD Year 2025 by teaching. The other 8 CPD Points must be from other activities. The Group 1 Lawyer has only fulfilled 3 CPD Points from other activities and has effectively only obtained 11 CPD Points.*

**25. CPD Points Requirements for s36B Foreign Lawyers**

25.1. If you are a s36B Foreign Lawyer, then between 1 January 2025 and 31 December 2025:

a.	If you hold a foreign practitioner certificate for more than 8 months	You need to obtain <b>10 CPD Points</b> : <ul style="list-style-type: none"> <li>• At least 5 must be Public CPD Points.</li> <li>• At least 3 must be MEC Points; at least 1.5 of these must be Public MEC Points.</li> </ul>
b.	If you hold a foreign practitioner certificate for more than 5 months up to 8 months	You need to obtain <b>5 CPD Points</b> . At least 2.5 must be Public CPD Points.
c.	If you hold a foreign practitioner certificate for 5 months or less	You do not need to obtain any minimum CPD Points.

25.2. **Table 11** sets out examples of CPD Points Requirements based on the date of taking out a foreign practitioner certificate for s36B Foreign Lawyers.

<b>Table 11: Examples of CPD Points Requirements for s36B Foreign Lawyers</b>
<p><b>Example 1:</b> A s36B Foreign Lawyer holds a foreign practitioner certificate from 1 January 2025 until 31 December 2025. Since he holds a foreign practitioner certificate for more than 8 months, he will need to obtain 10 CPD Points, of which at least 5 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.</p>
<p><b>Example 2:</b> A s36B Foreign Lawyer does not hold a foreign practitioner certificate from 1 January 2025 to 31 March 2025. However, she takes out a foreign practitioner certificate on 1 April 2025 and continues to hold her foreign practitioner certificate until 31 December 2025. Since she holds a foreign practitioner certificate for more than 8 months, she will need to obtain 10 CPD Points, of which at least 5 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.</p>
<p><b>Example 3:</b> A s36B Foreign Lawyer holds a foreign practitioner certificate from 1 January 2025 until it expires on 31 March 2025. On 1 September 2025, he takes out a foreign practitioner certificate and continues to hold it until 31 December 2025. Since he holds a foreign practitioner certificate for more than 5 months but not more than 8 months, he will need to obtain 5 CPD Points and at least 2.5 must be Public CPD Points.</p>
<p><b>Example 4:</b> A s36B Foreign Lawyer holds a foreign practitioner certificate from 1 January 2025 to 31 March 2025. She does not take out a foreign practitioner certificate at any time in the remainder of calendar year 2025. Since she holds a foreign practitioner certificate for 5 months or less, she does not need to meet any minimum CPD Points Requirements.</p>

- 25.3. The examples in **Table 12** illustrate how to determine whether a s36B Foreign Lawyer has met the CPD Points Requirements. In these examples, the lawyer in question has held a foreign practitioner certificate for 8 months or more and is therefore required to obtain 10 CPD Points, of which at least 5 must be Public CPD Points, at least 3 must be MEC Points and at least 1.5 must be Public MEC Points.

**Table 12: Examples on CPD Points Fulfilment for s36B Foreign Lawyers**

Example 1:

No.	CPD Activity	CPD Points
1.	Attended a 6-hour conference organised by the Chartered Institute of Arbitrators (Singapore) Limited accredited by the Institute.	6 Public CPD Points
2.	Spoke for 2 hours on professional ethics at a seminar organised by the Law Society of Singapore accredited by the Institute	4 Public MEC Points
<p><b>Conclusion:</b> The s36B Foreign Lawyer has met the CPD Points Requirements, including the MEC Points Requirements, for CPD Year 2025. <i>Lawyers may meet all the CPD Points Requirements through Public CPD Points.</i></p>		

Example 2:

No.	CPD Activity	CPD Points
1.	Attended a 6-hour workshop organised by the Singapore Mediation Centre accredited by the Institute.	6 Public CPD Points
2.	Wrote a 1,800-word article for the Law Gazette (an Approved Publication).	2 Private CPD Points
3.	Reviewed a 50-minute video entitled "Developments in International Arbitration".	1 Private CPD Point
4.	Spoke for 35 minutes at an in-house seminar for lawyers organised by a law practice.	1 Private CPD Point
<p><b>Conclusion:</b> The s36B Foreign Lawyer has not met the CPD Points Requirements for CPD Year 2025. <i>The S36B Foreign Lawyer has not obtained any MEC Points, although he has obtained the minimum total 10 CPD Points and minimum total 5 Public CPD Points.</i></p>		

Example 3:

No.	CPD Activity	CPD Points
1.	Attended a 1-hour seminar hosted by the Law Society of Singapore accredited by the Institute	1 Public CPD Point
2.	Taught for 9 hours at a mediation workshop in Sydney, Australia.	18 Private CPD Points
<p><b>Conclusion:</b> The s36B Foreign Lawyer has not met the CPD Points Requirements for CPD Year 2025. <i>The s36B Foreign Lawyer has not obtained the minimum 5 Public CPD Points, or the minimum 3 MEC Points (of which at least 1.5 must be Public MEC Points), even though he has obtained 18 Private CPD Points.</i></p>		

Example 4:

No.	CPD Activity	CPD Points
1.	Attended a 14-hour conference on insolvency law accredited by the Institute	14 Public CPD Points
2.	Attended a 4-hour talk on prevention of workplace	4 Private MEC Points

	bullying and harassment	
<b>Conclusion:</b> The s36B Foreign Lawyer has not met the CPD Points Requirements for CPD Year 2025. <i>The s36B Foreign Lawyer has not attained the minimum 1.5 Public MEC Points, even though he has obtained 4 Private MEC Points.</i>		

## D. OTHER CPD REQUIREMENTS UNDER THE CPD RULES

### 26. Keeping a record of your CPD Activities

26.1. You will need to maintain a record of the CPD Activities that you have undertaken in each CPD Year. This record must be kept for 3 years after the CPD Year it relates to.

26.2. At the minimum, the record should include the following information:

26.2.1. Date(s) CPD Activity was undertaken;

26.2.2. Detailed description of CPD Activity undertaken:

- (a) For attending a conference, lecture, seminar, workshop or discussion group: the name of the CPD Activity and name of the organiser;
- (b) For reviewing a multimedia programme or material, etc.: name of programme or material reviewed, name of author/presenter/organiser; and source of programme or material (e.g. Internet website address);
- (c) For writing and publishing an article in an approved publication: title of article, name of publication, date of publication and number of words;
- (d) For teaching or being a subject coordinator, etc. in the Part A Course or Part B Course and for being an examiner in the Foreign Practitioner Examinations or external examiner in the Part A Course or Part B Course Examinations: Name of course/examination, year of course/examination and date/term of appointment;
- (e) For serving as a member of an Approved Committee of the Singapore Academy of Law, Law Society of Singapore and the Institute: name of committee, nature of appointment (e.g. Chairperson or member, etc.) and date/term of appointment; and
- (f) For performing services for a pro bono programme for law students: name of Approved Pro Bono Work, name of host organisation, date(s) of participation, name and institution of student(s) supervised;
- (g) For speaking, teaching or participating in a panel discussion in any conference, lecture, seminar or workshop (of a legal nature): the name of the CPD Activity, name of the organiser, your role (e.g. speaker, facilitator, panel member), published duration of engagement in the activity.

26.2.3. Number of Public or Private CPD Points obtained.

26.3. In addition to the information above, you should maintain evidence of the CPD Activity consisting of the following:

26.3.1. For conferences, lectures, seminars, workshops and discussion groups generally, as well as for the review of multimedia programmes or materials:

- (a) Proof of your registration for the event;
- (b) Receipt of payment for the event;

- (c) Confirmation of your attendance or completion by the organiser of the CPD Activity e.g. through a copy of a certificate of completion or attendance setting out your full name; and
- (d) Copy of the presentation notes or other materials issued for the CPD Activity.

26.3.2. For small group discussions:

- (a) Proof that activity was organised e.g. an e-mail invitation to the discussion;
- (b) List of the participants as recorded by the coordinator of the discussion; and
- (c) Copy of the notes recorded during the discussion and circulated by the coordinator of the discussion.

26.3.3. For participation in Part A Course, Part B Course, Foreign Practitioner Examinations and Approved Committees:

- (a) Copy of correspondence evidencing nature of appointment, term of appointment;
- (b) List of practice sessions taught, where applicable.

26.3.4. For participation in Pro Bono Programme:

- (a) Copy of correspondence evidencing nature of involvement in Approved Pro Bono Work;
- (b) List of sessions of Approved Pro Bono Work attended, name of students supervised.

## 27. SILE ePortfolio System

- 27.1. Instead of keeping a paper record, you may use the SILE ePortfolio system available at [www.sileCPDcentre.sg](http://www.sileCPDcentre.sg) to keep a record of your CPD Activities. **The use of the SILE ePortfolio for record keeping is optional but the Institute strongly encourages use of the same.**
- 27.2. The SILE ePortfolio is an easy way of keeping track of your CPD Activities. The records of your attendance at an Accredited CPD Activity (i.e. Public CPD Points) are automatically updated to your personal account so you only need to log in to update the records of your other CPD Activities to track your Private CPD Points obtained. If you are a Group 1 Lawyer or a Group 2 Lawyer and teach an Accredited CPD Activity, your Public CPD Points will be listed under the Teaching Cap tab of your SILE ePortfolio account (please see paragraph 15.5 and 18.3 above for more information).
- 27.3. Your attendance at an Accredited CPD Activity may take up to a month after the event to be updated to your personal account. You will receive an e-mail notification whenever your account is updated by the system. Please notify us via the contact form at <https://www.silecpdcentre.sg/contact/> immediately if your account is updated with an activity you did not attend, or which you attended but without having complied with the Attendance Policy.
- 27.4. You will need to log into the ePortfolio system to update your e-mail account. Otherwise, you may not be able to receive any e-mail updates. You may also subscribe to or unsubscribe from a range of optional features available via the SILE ePortfolio system. You may change your ePortfolio settings via the "Personal Settings" tab in your account or submit an email change request via <https://www.silecpdcentre.sg/EportfolioEmailChange.aspx> if you experience difficulties logging into your ePortfolio account.

- 27.5. **Disclaimer.** Please note that the SILE ePortfolio system is a service provided for your convenience. The records of your participation in Accredited CPD Activities are based on information provided to the Institute by organisers of accredited CPD activities. You may not rely on the data in the SILE ePortfolio system as conclusive proof of your having obtained the Public CPD Points stated in your records. **You will still need to separately retain evidence of your attendance at Accredited CPD Activities** (see paragraph 26) in case you are subject to an audit.

## 28. Complying with audit requirements

- 28.1. The Institute may require you to produce the record or evidence that you need to maintain under the CPD Rules. You will need to comply with such a requirement within such time as the Institute may specify.
- 28.2. If you fail to comply with the Institute's requirement to produce the record or evidence, you may be liable to the consequences set out in rule 12 of the CPD Rules.

## E. RENEWING YOUR PRACTISING CERTIFICATE/REGISTRATION UNDER S36B OF THE ACT

### 29. Declarations under section 25(1)(ca) of the Legal Profession Act (Cap 161) and rule 5(4)(e) of the Legal Profession (Regulated Individuals) Rules 2015

- 29.1. The CPD Scheme operates largely on an honour system. You are responsible for your compliance with the CPD Scheme.
- 29.2. For Advocates and Solicitors, when applying for a practising certificate, you will need to make **one** of the following declarations:
- 29.2.1. *"I have complied with every CPD requirement that was applicable to me at any time in the calendar year immediately preceding this practice year."*
- 29.2.2. *"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."*
- 29.2.3. *"No CPD requirement was applicable to me at any time in the calendar year immediately preceding this practice year."*
- 29.3. For s36B Foreign Lawyers, when registering under section 36B of the Act or renewing your foreign practitioner certificate, you will need to make **one** of the following declarations:
- 29.3.1. *"I have complied with every CPD requirement that was applicable to me at any time in the calendar year immediately preceding this practice year."*
- 29.3.2. *"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."*
- 29.3.3. *"No CPD requirement was applicable to me at any time in the calendar year immediately preceding this practice year."*

29.4. The Institute will conduct random audits to verify compliance with CPD Requirements.

**30. Applications for waivers**

30.1. If you fail to meet the CPD Requirements applicable to you, and you are unable to avail yourself of any of the Deemed Waivers referred to in **SILE Advisory CPD-2012-1**, you will need to apply to the Institute's Compliance Committee for a waiver of the requirements.

30.2. The waiver application process will open in early 2026 relating to non-compliance with requirements for CPD Year 2025. More information will be available towards the commencement of the process.

30.3. If you have any queries on applications for waivers, you may contact us via the contact form at <https://www.silecpdcentre.sg/contact/>. Please identify yourself by giving us your full name, AAS number and date of admission to the Singapore Bar, or your SILE-issued s36B FL number if you are a s36B Foreign Lawyer.