

LEGAL PROFESSION ACT 1966  
LEGAL PROFESSION (CONTINUING PROFESSIONAL  
DEVELOPMENT) RULES 2012

GUIDELINES ON MANDATORY CATEGORY OF CPD ACTIVITY  
(ETHICS AND PROFESSIONAL STANDARDS ACTIVITIES) 2024  
(WITH EFFECT FROM 1 JANUARY 2025)

Pursuant to rule 14 of the Legal Profession (Continuing Professional Development) Rules 2012 (“the Rules”), the Singapore Institute of Legal Education (“the Institute”) issues the following Guidelines on the continuing professional development scheme:

**Mandatory category of CPD activity**

1.—(1) The Institute designates the category of CPD activities specified at the Schedule to these Guidelines as a mandatory category of CPD activity for the purposes of rule 9(1) and (2) of the Rules.

(2) Every solicitor who holds a practising certificate in force for more than 8 months in a calendar year, and every foreign practitioner who holds a foreign practitioner certificate in force for more than 8 months in a calendar year, is required to obtain at least 3 CPD Points, of which at least 1.5 must be Public CPD Points, from CPD activities in the mandatory category of CPD activity specified under paragraph (1) above for that calendar year, in accordance with all other rules and guidelines as they apply to the undertaking of a CPD activity.

(3) A solicitor or a foreign practitioner who fails to comply with paragraph (2) above shall have failed to fulfil his or her CPD requirements for a calendar year regardless of the number of CPD points he or she obtained and his or her compliance with other CPD requirements.

**Obtaining CPD points**

2.—(1) A solicitor or a foreign practitioner may use the CPD points obtained from undertaking CPD activities in the mandatory category of CPD activity specified under paragraph 1(1) above to meet the minimum number of CPD points he or she must obtain under rule 9(1)(b)(i) or rule 9(2)(b)(i).

(2) Where a CPD activity covers a combination of content which does not fall under the mandatory category of CPD activity specified under paragraph 1(1) and content which does, a solicitor or foreign practitioner may obtain CPD points for the purposes of rule 9(1)(b)(iii) or rule 9(2)(b)(iii) in respect of the portion of the CPD activity which covers content which falls under the mandatory category of CPD activity specified under paragraph 1(1) in accordance with all other rules and guidelines as they apply to the undertaking of a CPD activity.

*Illustration:*

*A solicitor attends a 6-hour conference relating to civil litigation, of which 30 minutes covers ethics in court proceedings. The solicitor may obtain 0.5 CPD points for the purposes of meeting the minimum number of CPD points he or she must obtain from undertaking activities in the mandatory category, and 6 CPD points for the purposes of meeting the minimum number of CPD points he or she must obtain under rule 9(1)(b)(i) or rule 9(2)(b)(i).*

**Determination by Accreditation Committee**

**3.** The Accreditation Committee may determine whether a CPD activity or a portion of a CPD activity falls under the mandatory category of CPD activity specified under paragraph 1(1).

## SCHEDULE

Paragraph 1

### **Mandatory Category of CPD Activity:**

CPD activities on Ethics and Professional Standards

### **Explanatory Note**

CPD activities which deal with one or more of the following will be considered CPD activities on Ethics and Professional Standards:

1. Legal Profession (Professional Conduct) Rules
2. Client money, including Legal Profession (Solicitors' Accounts) Rules and best practices
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
4. Values of the legal profession and ethical duties of lawyers
5. Ethical issues contextualised to specific practice areas
6. Decisions of the Singapore Courts, Disciplinary Tribunal Decisions, Decisions of Foreign Courts or Tribunals, relating to Ethics and Professional Standards
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
8. Legal Profession (Prevention of Money Laundering and Financing of Terrorism) Rules / AML-CFT / suspicious transaction reporting for legal practitioners and law practices
9. Reputational risk management for legal practitioners and law practices
10. Technology and AI risk management for legal practitioners and law practices
11. Environmental, Social & Governance risk management for legal practitioners and law practices

12. Cybersecurity / data protection for legal practitioners and law practices
13. Management of clients (e.g. client confidentiality and handling client complaints) and conflicts of interest for legal practitioners and law practices
14. Professional indemnity insurance / reporting for legal practitioners and law practices
15. Business planning, budgeting and managing cashflow for law practices
16. Best practices in selecting and implementing legal practice management solutions / overview of available technology and tools for legal practitioners and law practices
17. Mentoring or supervising lawyers / practice trainees / allied legal professionals for legal practitioners and law practices
18. Sustainable work practices for legal practitioners and law practices
19. Workplace Bullying and Harassment Prevention and Management for legal practitioners and law practices

*Note: 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) will **not** count towards the Mandatory Component, but the portions which are contextualised for generally acting as a legal practitioner or for a law practice **will** count (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).*