

Continuing Professional Development Scheme

Advisory

Waiver Applications for CPD Year 2017: CPD-2018-2

Effective Date: 5 February 2018

Last revised: --

1 All advocates and solicitors of the Supreme Court of Singapore and foreign lawyers registered under section 36B of the Legal Profession Act must have met any CPD Points Requirements they had for CPD Year 2017 under the [Legal Profession \(Continuing Professional Development\) Rules 2012](#) by 31 December 2017.

2 If you are a lawyer with CPD Requirements for CPD Year 2017 ('you'), it is your responsibility to fulfil your CPD Requirements for CPD Year 2017, having regard to any [Deemed Waivers](#) that may be applicable to your circumstances. If you have not done so by 31 December 2017, you may rely on the [Extension Waiver](#) which the Singapore Institute of Legal Education ('Institute') has implemented for CPD Year 2017 only.

3 If you are unable to fulfil your CPD Requirements for CPD Year 2017 even after relying on the Extension Waiver and any applicable Deemed Waivers, or if they do not apply to your situation, then you may consider applying to the Institute for a waiver using the 'Waiver Application for CPD Year 2017 Form' that will be made available through the [SILE CPD Centre](#) from 5 February 2018. Applications will be accepted by the Institute from 5 February 2018 and must be made ahead of the renewal of your Singapore practising certificate/foreign practitioner certificate in 2018.

4 Assuming that an application is properly completed and submitted, between 5 February 2018 and 27 April 2018, the estimated processing time for an application is as follows:

Submission Date	Processing Time
Application received by 12.00pm on 15 February 2018	Processed by 2 March 2018
Application received by 12.00pm on 2 March 2018	Processed by 16 March 2018
Application received by 12.00pm on 16 March 2018	Processed by 29 March 2018
Application received by 12.00pm on 6 April 2018	Processed by 20 April 2018
Application received by 12.00pm on 27 April 2018	Processed by 11 May 2018

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. [Note: Where the 1st day of the month is a Saturday, Sunday or public holiday, the submission date will be the immediately following working day.]

5 Further details of the application process will be made available on the 'Waiver Application for CPD Year 2017 Form' available in the Resources section of your ePortfolio account, accessible through the [SILE CPD Centre](#). 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 2018.

6 Lawyers with CPD Requirements for CPD Year 2017 who apply to the Institute for a waiver using the 'Waiver Application for CPD Year 2017 Form' may be subject to audits of their CPD requirements for CPD Year 2017 **and** CPD Year 2018. The audit of CPD Requirements is expected to take place from May of each calendar year and is an audit of a lawyer's fulfilment of CPD requirements in the immediately preceding CPD Year. The details of the audit process will be made known through the publication of a separate advisory at a later date.

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

Issued on 5 February 2018 by
Office of Continuing Professional Development
Singapore Institute of Legal Education