

## Continuing Professional Development Scheme

### Advisory

#### Extension Waiver for CPD Year 2016: CPD-2017-1

Effective Date: 1 January 2017

Last revised: --

- 1 For CPD Year 2016 only, advocates and solicitors of the Supreme Court of Singapore with CPD Points requirements for CPD Year 2016 remaining unfulfilled as at 31 December 2016 will be permitted a 'grace period' to fulfil such CPD Points requirements ('Extension Waiver').
- 2 The period of the Extension Waiver for CPD Year 2016 will be deemed to have commenced on 1 January 2017 and will end on 31 March 2017 ('extension period').
- 3 During the extension period, solicitors may attend CPD Activities and obtain CPD Points that can be applied towards fulfilling either their CPD Points requirements for CPD Year 2016 or their CPD Points requirements for CPD Year 2017.
- 4 CPD Points obtained from undertaking a given CPD Activity cannot be split up and applied towards fulfilling CPD Points requirements for more than one CPD Year (e.g. for CPD Year 2016 and CPD Year 2017). Also, the same CPD Points cannot be double-counted, i.e. used to satisfy requirements for more than one CPD Year (e.g. for CPD Year 2016 and CPD Year 2017).
- 5 Records and evidence of each CPD Activity undertaken must be maintained for three (3) full calendar years from the conclusion of the CPD Activity.
- 6 Solicitors seeking to rely on the Extension Waiver must lodge a formal Extension Waiver Notice. The Extension Waiver Notice should only be lodged after a solicitor has fulfilled his CPD Points requirements for CPD Year 2016 by using the extension period. Additionally, the Extension Waiver Notice must be lodged by a solicitor with the Institute prior to that solicitor's application for his/her Singapore practising certificate in 2017 and, in any event, no later than by 30 April 2017 (inclusive).
- 7 In order to lodge the Extension Waiver Notice, solicitors must access, complete and submit the electronic form which will be made available as a link in each solicitor's ePortfolio homepage until 30 April 2017. A solicitor may access his/her ePortfolio account by logging in through the SILE CPD Centre at [www.sileCPDcentre.sg](http://www.sileCPDcentre.sg).
- 8 Solicitors who rely on the Extension Waiver for CPD Year 2016 may be subject to an audit of their compliance with their CPD Requirements for CPD Year 2016 and, possibly, CPD Year 2017. The audit of CPD Requirements is expected to take place from May of each calendar year and is an audit

of a solicitor's fulfilment of CPD Requirements in the immediately preceding CPD Year. The details of the audit of compliance with CPD Year 2016 requirements 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 16 January 2017 by  
Office of Continuing Professional Development  
Singapore Institute of Legal Education