

Continuing Professional Development Scheme

Advisory

Waiver Applications for CPD Year 2016: CPD-2017-2

Effective Date: 6 February 2017

Last revised: --

1 An advocate and solicitor of the Supreme Court of Singapore admitted on or after 2 January 2001, and holding a Singapore practising certificate between 1 January 2016 and 31 December 2016, must have met his or her CPD Points Requirements for CPD Year 2016 under the [Legal Profession \(Continuing Professional Development\) Rules 2012](#) by 31 December 2016.

2 If you are a solicitor with CPD Requirements for CPD Year 2016 ('you'), it is your responsibility to exercise all reasonable efforts to fulfil your CPD Requirements for CPD Year 2016, having regard to any [Deemed Waivers](#) that may be applicable to your circumstances. If you have not done so by 31 December 2016, you may rely on the [Extension Waiver](#) which the Singapore Institute of Legal Education ('Institute') has implemented for CPD Year 2016 only.

3 If you are unable to fulfil your CPD Requirements for CPD Year 2016 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 2016 Form' that will be made available through the [SILE CPD Centre](#) from 7 February 2017. Applications will be accepted by the Institute from 7 February 2017 and must be made ahead of the renewal of your Singapore practising certificate in 2017.

4 Assuming that an application is properly completed and submitted, between 7 February 2017 and 28 April 2017, the estimated processing time for an application is as follows:

Submission Date	Processing Time
Application received by 12.00pm on 17 February 2017	Processed by 3 March 2017
Application received by 12.00pm on 3 March 2017	Processed by 17 March 2017
Application received by 12.00pm on 17 March 2017	Processed by 31 March 2017
Application received by 12.00pm on 7 April 2017	Processed by 21 April 2017
Application received by 12.00pm on 28 April 2017	Processed by 12 May 2017

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 2016 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 in 2017.

6 Solicitors with CPD Requirements for CPD Year 2016 who apply to the Institute for a waiver using the 'Waiver Application for CPD Year 2016 Form' may be subject to audits of their CPD requirements for CPD Year 2016 **and** 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 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'.

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Office of Continuing Professional Development
Singapore Institute of Legal Education