

Continuing Professional Development Scheme

Advisory

Waiver Applications for CPD Year 2019: CPD-2020-1

Effective Date: 3 February 2020

Last revised: --

1 Lawyers who did not fulfil their CPD Requirements for CPD Year 2019 by 31 December 2019 and are unable to do so even with the [Extension Waiver for CPD Year 2019](#) and any applicable [Deemed Waivers](#) may apply to the Singapore Institute of Legal Education ('Institute') for a waiver using the 'Waiver Application for CPD Year 2019 Form' that will be made available through the [SILE CPD Centre](#) from 3 February 2020. Applications will be accepted by the Institute from 3 February 2020 and must be made ahead of the renewal of the lawyer's Singapore practising certificate/foreign practitioner certificate in 2020.

2 Assuming that an application is properly completed and submitted, between 3 February 2020 and 24 April 2020, the estimated processing time for an application is as follows:

Applications received by	Are estimated to be processed by
12.00pm on 14 February 2020	28 February 2020
12.00pm on 28 February 2020	13 March 2020
12.00pm on 13 March 2020	27 March 2020
12.00pm on 3 April 2020	17 April 2020
12.00pm on 24 April 2020	8 May 2020

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

3 Further details of the application process will be made available on the 'Waiver Application for CPD Year 2019 Form' available in the Resources section of lawyers' ePortfolio accounts, accessible through the [SILE CPD Centre](#). If you wish to apply for a waiver, 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 2020.

4 Lawyers with CPD Requirements for CPD Year 2019 who apply to the Institute for a waiver using the 'Waiver Application for CPD Year 2019 Form' may be subject to audits of their CPD requirements for CPD Year 2019 and CPD Year 2020. 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 3 February 2020 by
Office of Continuing Professional Development
Singapore Institute of Legal Education