

Continuing Professional Development Scheme

Advisory

Waiver Applications for CPD Year 2018: CPD-2019-2

Effective Date: 4 February 2019

Last revised: --

1 All lawyers must have met any CPD Points Requirements they had for CPD Year 2018 under the [Legal Profession \(Continuing Professional Development\) Rules 2012](#) by 31 December 2018.

2 If you have not met your CPD Requirements for CPD Year 2018 and cannot do so even with the [Extension Waiver for CPD Year 2018](#) implemented by the Singapore Institute of Legal Education ('Institute') and any applicable [Deemed Waivers](#), then you may consider applying to the Institute for a waiver using the 'Application Form for Waiver of CPD Requirements for CPD Year 2018' ('Form') that will be made available through your ePortfolio account at www.sileCPDcentre.sg from 4 February 2019.

3 Applications will be accepted by the Institute from 4 February 2019 onwards and must be made ahead of the renewal of your Singapore practising certificate/foreign practitioner certificate in 2019.

4 Assuming that an application is properly completed and submitted, and that no further information is required, between 4 February 2019 and 26 April 2019, the estimated processing time for an application is as follows:

Submission Date	Processing Time
Application received by 12.00pm on 15 February 2019	Processed by 1 March 2019
Application received by 12.00pm on 1 March 2019	Processed by 15 March 2019
Application received by 12.00pm on 15 March 2019	Processed by 29 March 2019
Application received by 12.00pm on 5 April 2019	Processed by 18 April 2019
Application received by 12.00pm on 26 April 2019	Processed by 10 May 2019

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 instructions are listed on the Form available in the Resources section of your ePortfolio account, accessible at www.sileCPDcentre.sg. **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 2019.**

6 Lawyers with CPD Requirements for CPD Year 2018 who apply to the Institute for a waiver using the Form may be subject to audits of their CPD requirements for CPD Year 2018 and CPD Year 2019. The audit of CPD Requirements is expected to take place from May of each calendar year.

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

Issued on 4 February 2019 by
Office of Continuing Professional Development
Singapore Institute of Legal Education