

Continuing Professional Development Scheme

Advisory

Waiver Applications for CPD Year 2020: CPD-2021-1

Effective Date: 1 February 2021

Last revised: --

1 Lawyers who did not fulfil their CPD Requirements for CPD Year 2020 by 31 December 2020 and are unable to do so even with the [Extension Waiver for CPD Year 2020](#) 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 2020 Form from 1 February 2021. Applications will be accepted by the Institute from 1 February 2021 and must be made ahead of the renewal of the lawyer's Singapore practising certificate/foreign practitioner certificate in 2021.

2 Assuming that an application is properly completed and submitted, between 1 February 2021 and 23 April 2021, the estimated processing time for an application is as follows:

Applications received by	Are estimated to be processed by
12.00pm on 12 February 2021	26 February 2021
12.00pm on 26 February 2021	12 March 2021
12.00pm on 12 March 2021	26 March 2021
12.00pm on 2 April 2021	16 April 2021
12.00pm on 23 April 2021	7 May 2021

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 You must submit your application using the prescribed Waiver Application for CPD Year 2020 Form (the 'Form'). You may use the online waiver application form generator [here](#) to create a copy of the Form, which you will then receive via email. You will need to read, check, print and sign the Form, and then email the Form to compliance@sile.sg. Further details of the application process will be made available on the Form.

4 If you have any difficulties using the online waiver application form generator, you may request a copy of the Form by writing to compliance@sile.sg.

5 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 2021.

6 Lawyers with CPD Requirements for CPD Year 2020 who apply to the Institute for a waiver using the Form may be subject to audits of their CPD requirements for CPD Year 2020 and CPD Year

2021. 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 1 February 2021 by
Office of Continuing Professional Development
Singapore Institute of Legal Education