

## Continuing Professional Development Scheme

### Advisory

#### Waiver Applications for CPD Year 2022: CPD-2023-1

Effective Date: 30 January 2023

Last revised: --

1 Lawyers who did not fulfil their CPD Requirements for CPD Year 2022 by 31 December 2022 and are unable to do so even with the [Extension Waiver for CPD Year 2022](#) 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 2022 Form from 31 January 2023. Applications will be accepted by the Institute from 31 January 2023 and must be made ahead of the renewal of the lawyer's Singapore practising certificate/foreign practitioner certificate in 2023.

2 Assuming that an application is properly completed and submitted, between 30 January 2023 and 14 April 2023, the estimated processing time for an application is as follows:

Applications received by	Are proposed to be processed by
12.00pm on 24 February 2023	10 March 2023
12.00pm on 10 March 2023	24 March 2023
12.00pm on 24 March 2023	6 April 2023
12.00pm on 31 March 2023	14 April 2023
12.00pm on 14 April 2023	28 April 2023

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 2022 Form (the 'Form'). You may use the Checkbox online waiver application form generator at <https://sg.checkbox.ai/pubt/d1840135-6374-4dc5-ae5c-ca05b3daa08f> 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](mailto: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](mailto:compliance@sile.sg), or download a copy of the Form through the Resources tab of your ePortfolio account on <https://silecpdcentre.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 2023.

6        Lawyers with CPD Requirements for CPD Year 2022 who apply to the Institute for a waiver using the Form may be subject to audits of their CPD requirements for CPD Year 2022 and CPD Year 2023. 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 take effect from the ‘Effective Date’.*

Issued on 30 January 2023 by  
Office of Continuing Professional Development  
Singapore Institute of Legal Education