

## **Practice Management Training Course: Applications for extensions and exemptions**

Members are hereby advised that the Council of the KwaZulu-Natal Law Society had resolved at its July 2016 meeting to amend/revise the current process to be followed when considering Applications for Exemption or Extension.

All Applications are subject to the following conditions:

- (a) Payment of an administration fee of R500 for each extension and or exemption application submitted by 31 October;
- (b) Payment of a late admin fee of R2 000 for all subsequent applications until 30 November;
- (c) No applications submitted after 30 November will be accepted and the member's Fidelity Fund Certificate will be withheld until proof of successful completion is provided to the Society by the member;
- (d) Payment of the administration fee will not be refunded in any circumstances and applications received without proof of payment will not be considered by the sub-committee until the confirmation has been furnished and paragraph (f) below will apply;
- (e) All payments must be made as per the following banking details:

KWAZULU-NATAL LAW SOCIETY  
FNB  
50933927491  
221325  
Ref: Your name/PMTCAapplication

- (f) Disciplinary action may be taken against a member found to be practising without a Fidelity Fund Certificate in the interim of the Society considering their applications;
- (g) All affidavits should cover inter alia the following:
  - (i) Date of admission as an attorney;
  - (ii) Date of the first FFC issued;
  - (iii) Whether the applicant was employed as a PA;
  - (iv) Duration of employment as a PA ;
  - (v) Firm history;
  - (vi) Outline of his/her duties;
  - (vii) Confirmatory affidavits by former principals, employers or other persons who are able to attest to the applicant's experience;

- (viii) Did the applicant previously register for the course, if so which modules have been completed and which are outstanding;
  - (ix) Explanation as to why the course was not completed timeously;
  - (x) Full motivation on experience and further qualification motivating an exemption;
  - (xi) Whether the applicant registered for the next course intake.
- (h) Should an affidavit lack any of the above listed information, the applicant will be requested to file a supplementary affidavit and until such time that the supplementary is filed, the applicant's application will not be considered by the sub-committee. Further that paragraph (f) will apply;
- (i) Applications will be considered at a meeting of the sub-committee which will take place quarterly;
- (j) Applicants must make themselves available at the scheduled meetings when requested to do so by the sub-committee to be interviewed.

For further information on the application process, members are requested to contact Revisha Singh from the Society on 033 3451304 or [revisha@fidfund.co.za](mailto:revisha@fidfund.co.za)