APPLICATION FOR THE REGISTRATION OF A PRACTICAL VOCATIONAL TRAINING CONTRACT AND SCREENING OF PROSPECTIVE CANDIDATE ATTORNEYS

NOTE

It is of the utmost importance that the practical vocational training contract and supporting documentation be lodged with the Provincial Office of the Legal Practice Council within 2 months from the date of the contract to ensure compliance with Rule 22.1.2 of the Rules promulgated in terms of the Legal Practice Act, No. 28 of 2014. Documents may be lodged at the Provincial Offices of the Legal Practice Council on weekdays from 08:00 to 12:30;

DOCUMENTS TO BE SUBMITTED AND FEES PAYABLE

a) the original practical vocational training contract, signed and witnessed and two copies thereof;
b) three (3) certified copies of his/her birth certificate or identity document;
c) three (3) certified copies of proof that the candidate attorney has satisfied all the requirements of the LLB degree, obtained at a South African University, or a law degree obtained at a foreign University and certification by SAQA that the degree is equivalent to the LLB degree;
d) three (3) certified copies of both testimonials
e) registration application form, completed and signed by the candidate attorney and the principal;
f) payment in the amount of R345 in respect of the registration fee. Proof of payment must be submitted with your documents.
g) a written request by the principal that the candidate attorney may appear on his/her behalf in Court, for the issuing of a certificate authorising the candidate to so appear;
h) proof to the satisfaction of the Council that he/she is a fit and proper person to serve as a candidate attorney under a practical vocational training contract (two written character references, not older than six months, by persons in a position of authority);
i) a certified copy of the report / certificate confirming completion of the programme of structured course work of at least 400 national hours over a period of not more than six months (if applicable);
j) if the candidate attorney has a criminal conviction, an affidavit must be submitted setting out the details and sentence (notwithstanding an expungement/pardon/indemnity given). A copy of the Court record is also required;
k) If there are pending criminal charges/ disciplinary enquiries against the candidate attorney, an affidavit must be submitted setting out the details.

BANK DETAILS

Electronic payments can be made into the Legal Practice Council’s bank account, using the following details:
Account holder: Legal Practice Council Northern Cape
Bank: ABSA
Branch code: 632005
Account number: 40 9795 4090
Reference to be used: Surname, Initials, COA
# DETAILS OF THE APPLICANT (use block capital letters)

<table>
<thead>
<tr>
<th>Title</th>
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<tr>
<td>Full name &amp; surname of the applicant:</td>
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<tr>
<td>ID Number</td>
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<td>Gender</td>
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<td>Race</td>
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<td>Any Disability? (if yes please specify)</td>
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<td>Cell Number</td>
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<td>Email Address</td>
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<td>Physical Address</td>
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<td>Postal address</td>
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<tr>
<td>University degree/s already obtained</td>
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<td>Studies presently being undertaken</td>
<td></td>
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<tr>
<td>University(ies) attended, giving dates</td>
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Details, with dates, of any previous employment other than casual employment:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Have you ever been charged with any type of misconduct, disciplined and/or dismissed from previous employment? If so give details:
________________________________________________________________________________________
________________________________________________________________________________________
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________________________________________________________________________________________
Have you ever been charged with and/or convicted of criminal offences (notwithstanding the fact that such conviction may have been expunged or pardoned or that you may have been indemnified from prosecution therefore)? Indicate the place and date of convictions, nature of offence and sentences passed, or admissions of guilt paid (applicants are also required to submit a separate written explanation regarding the circumstances relating to the offence and a copy of the Court and other relevant documents should be provided):
__________________________________________________________________________________________
__________________________________________________________________________________________
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Have you ever been charged and/or convicted and/or disciplined by a University or any other tribunal or faced any charges and/or conviction of a disciplinary nature (notwithstanding the fact that such conviction may have been expunged or pardoned or that you may have been indemnified from prosecution therefore or that it is not included in your academic record)? Furnish detailed particulars thereof (a detailed written explanation should be furnished by the applicant as well as copies of all relevant documents relating to the transgression):
__________________________________________________________________________________________
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Are there any criminal charges or disciplinary enquiries pending against you? If so, provide details.
__________________________________________________________________________________________
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Supply any other information which may be relevant to determining your fitness to register a practical vocational training contract
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Have you ever been admitted as an advocate in South Africa?
__________________________________________________________________________________________

If so, give details of the Division in which you were admitted, the date of admission and the date of your removal / conversion from the Roll – kindly attach a copy of the removal order: (refer to Rule 22.1.8)
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Has your estate ever been sequestrated?
________________________________________________________________

If yes, date of sequestration:
________________________________________________________________

Proposed period of practical vocational training? (1 year or 2 years)
________________________________________________________________

Have your read the Legal Practice Act, No. 28 of 2014 and the Rules and Regulations and are you acquainted with the provisions thereof?
________________________________________________________________
________________________________________________________________

NOTE THAT FAILURE TO DISCLOSE ALL RELEVANT INFORMATION MAY NEGATIVELY AFFECT AN APPLICATION WHEN APPLYING FOR ADMISSION AS AN ATTORNEY

DECLARATION

I solemnly and sincerely declare that the facts set out by me are true in every respect and I apply to the Legal Practice Council to be recognised as a fit and proper person to enter in a practical vocational training contract and for the subsequent registration thereof. I declare that I have disclosed all relevant information which may relate to my fitness to register a practical vocational training contract. I accept and realise that failure to disclose all relevant information may negatively affect me when applying for admission as an attorney.

Signature of Candidate Attorney                         Date
TO BE COMPLETED BY THE PRINCIPAL

I, the undersigned (full names and surname) ____________________________________________

a practising attorney at (business address) _____________________________________________

under the style of (name of firm): _____________________________________________________

status: (Sole Practitioner Partner/Director Professional Assistant Full-time Employ) ___________

telephone: _______________________________ e-mail: _________________________________

do hereby certify:

1. At the time when the practical vocational training contract was entered into, I have practised
   continuously:
   - as an attorney for not less than three years, or a period of three years in the preceding four years; or
   - as a professional assistant in a firm of attorneys for a period of five years within the preceding six
     years; or
   - as an attorney for at least three years or for three years during the preceding four years prior to
     being engaged by Legal Aid South Africa or the Institution concerned [Regulation 6(5) and 6(6)].

2. I have, at date hereof ___________________________ candidate attorneys registered to me
   under a practical vocational training contract [Regulation 6(8)].

3. My partners (if any) and I have the facilities and experience to enable me to discharge my obligations to
   the candidate attorney under practical vocational training contract provided he/she shows reasonable
   cooperation and aptitude.

4. I will allow the candidate attorney to attend the programme of structural course work as required in
   terms of the Legal Practice Act, 2014, the Rules and Regulations.

5. Before deciding to enter into the practical vocational training contract with the candidate, I made do
   investigation into his/her personal history and educational attainments and as a result thereof I am
   satisfied that the candidate is a fit and proper person to enter the legal profession by way of a practical
   vocational training contract.

__________________________________________  _____________________________
Signature of Principal                          Date