

FREE STATE PROVINCIAL OFFICE

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NATIONAL OFFICE

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PRO BONO SCHEME APPLICATION FORM

Dear Sir/ Madam,

Kindly complete the attached application form and send it back to us with the necessary **SUPPORTING DOCUMENTS** as listed on **page 9** of the form, together with any additional documents that you have to support your matter/case.

Kindly take note that there are certain criteria in order to qualify for Pro Bono. Should your application for Pro Bono be declined, we will provide reasons for the decision.

Kindly further take note that the submission of this application does not interrupt prescription and that it remains your own responsibility to ensure that your claim does not prescribe.

Further note that it is **COMPULSORY** to sign the **PRO BONO SCHEME APPLICATION FORM DECLARATION** and the **CESSION OF COST**, on pages 7 and 8 of the application form.

NO INCOMPLETE APPLICATIONS WILL BE PROCESSED.

The application will take 4-6 weeks to be processed, unless it's an **URGENT** matter that has to be heard in **COURT** and has a court date provided.

For personal submissions:

The Free State Provincial Office of the Legal Practice Council, 139 Zastron Street, Westdene, Bloemfontein

PRO BONO SCHEME APPLICATION FORM

Date:											
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CLIENT PARTICULARS:

Surname:																						
Maiden name:																						
First names:																						
Identity number:												Gender	M	F	Age							
Place of birth							Nationality															
Population group	African			Coloured			Indian			White			Asian		Other							
Residential address:																						
												Code										
Tel no. (H):												Tel no.(W):										
Cell no:																						
E-mail																						
Marital status	Married <small>(if you are married, please complete section 2)</small>			Single				Divorced				Widowed										
Date of marriage (if applicable)	Y	Y	Y	Y	M	M	D	D														
Type of marriage (if applicable)	Civil		Customary			Religious			Other (specify)													
	In community of property						Out of community of property															
							(with accrual system)			(without accrual system)												
Employment status	Employed			Unemployed			Pensioner			Other (specify):												

IF YOU ARE EMPLOYED PROVIDE THE FOLLOWING INFORMATION:

Name of employer												Tel no.										
Employer address																						
												Code										

IF YOU ARE A PENSIONER PROVIDE THE FOLLOWING INFORMATION:

Type of pension	Private pension fund	State pension	Name of private pension fund	
Pension amount (per month)	R			

SPOUSE'S PARTICULARS (complete if you are married)

Surname																								
Maiden name																								
First names																								
Identity number														Gender	M	F	Age							
Place of birth							Nationality																	
Population group	African			Coloured			Indian			White			Asian		Other									
Residential address														Code										
Postal address														Code										
Cell no.														Fax no.										
E-mail																								
Employment status	Employed			Unemployed			Pensioner			Other (specify):														

IF YOUR SPOUSE IS EMPLOYED PROVIDE THE FOLLOWING INFORMATION:

Name of employer											Tel no.										
Employer address														Code							

IF YOUR SPOUSE IS A PENSIONER PROVIDE THE FOLLOWING INFORMATION:

Type of pension	Private pension fund	State pension	Name of private pension fund	
Pension amount (per month)	R			

HAS THIS MATTER BEEN HEARD IN COURT?

IF YES WHAT WAS THE OUTCOME?

MEANS TEST/PROOF OF INCOME

I hereby confirm that my total (gross) monthly household income is the following:

	APPLICANT	SPOUSE (if applicable)
Salary	R	R
Pension	R	R
Other income	R	R
Value of fixed property		

TOTAL MONTHLY HOUSEHOLD INCOME	R
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STATEMENT BY APPLICANT:

Complete details of my income are correctly set out above. I realise that if any of the information set out above is false or incomplete, *pro bono* will be cancelled immediately, and I will be prosecuted for fraud.

Signature (Applicant)

Signature (Pro bono Scheme representative)

Date

Date

PRO BONO SCHEME APPLICATION FORM DECLARATION

I, the undersigned _____

with identity number _____ hereby confirms as follows:

1. I am the pro bono applicant in this matter.
2. I confirm that the contents of this declaration are true and correct.
3. I confirm that I understand the contents of this declaration.
4. I have no objection to make this declaration.
5. I consider this declaration as binding on my conscious.
6. I acknowledge and understand that the pro bono service which is rendered by an attorney is done for free. It means that the attorney will not charge any legal fees for professional services rendered.
7. I acknowledge and understand that I will be held liable for the legal expenses relating to the pro bono matter, if any.
8. I acknowledge and understand that the disbursements mentioned below is just a few of the possible legal expenses which I may be held liable for:
 - Sheriff's fees.
 - Tracing agent's fees.
 - Legal costs of the opponent (if a cost order is made in favour of the opponent).
 - Reserved Costs
 - Wasted Costs (if a cost order is made in favour of the opponent).
 - Advocates fees.
 - Postages.
 - Telephone costs.
 - Security on request of the sheriff or the court.
 - Advertisement costs.
 - Transcript costs.
 - Disbursements relating to the issuing of a certified copy of the title deed if the original are not available.
 - The costs for obtaining a rates clearance certificate.
 - The fees of office payable to the Registrar of Deeds in respect of the transfer.
9. I acknowledge that pro bono services may be withdrawn at any stage if any of the information set out in the pro bono application form is false or incomplete and that I can be prosecuted for fraud.

SIGNATURE

DATE

**CESSION OF COSTS
PRO BONO MATTERS
MEMORANDUM OF AGREEMENT**

entered into between:

(hereinafter called "the cedent")

And

The Legal Practice Council
(hereinafter called "the cessionary")

The cedent hereby cedes, transfers and makes over to the cessionary the cedent's right, title and interest in any cost order which might be awarded in favour of the cedent in respect of any action, application or any other legal proceedings which might be instituted or defended on behalf of the cedent arising from a *Pro Bono* instruction given to an attorney in a matter.

The cedent hereby authorizes the cessionary and the attorney appointed by the cessionary to notify any interested party of this cession.

It is agreed that the cessionary does not warrant the success of the instituting or defending of any action, application or any other legal proceedings and the cessionary shall not be liable for any costs orders that may be awarded against the cedent.

The cedent hereby accepts the said cession upon and subject to the terms and conditions of this agreement.

Signed at _____ on this _____ day of _____ .

Witnesses:

1. _____

2. _____

Cedent

Signed at _____ on this _____ day of _____ .

On behalf of Cessionary

(Duly authorized thereto)

SUPPORTING DOCUMENTATION

1. Copy of Identity Document;
 2. Proof of residence;
 3. Copy of Marriage Certificate (if applicable);
 4. Salary advice;
 - a. If unemployed – an affidavit stating that you are unemployed;
 5. Bank statements for all accounts for the past 3 months.
- **Please note that if you are married, the following documents are needed in respect of your spouse:**
1. Salary advice;
 - a. If unemployed – an affidavit stating that your spouse is unemployed;
 2. Bank statements for all accounts for the past 3 months.

INCWADI EZI DINGE KAYO UMA U CELA USIZO LO MMELI WO MTHETHO

1. Incwadi yo mazise;
 2. Incwadi e bonisa lapho u hlala khona;
 3. Incwadi yo mshado (uma u shadile);
 4. Incwadi e bonisa umuholo wakho ;
 - a. Uma u nga sebenzi – cela incwadi yo bufakazi emaphoyiseni;
 5. Cela istateme se bangi lakho se nyanga ezi ntathu (3);
- **Caphela ukuthi: uma u shadile i ncwadi ezi landelayo zi ya dingeka:**
1. Incwadi yo mholo wo mlingani wakho;
 - a. Uma e nga sebenzi – cela incwadi yo bufakazi emaphoyiseni;
 2. Cela istateme se bangi lo mlingani wakho se nyanga ezi ntathu (3).

MAKWALO A TLHOKE GANG GE O KOPO MMULEDI WA MOLAWO

1. Khopi ya lekwalo itshupo la gago;
 2. Lekwalo le le supang fa o nnang teng;
 3. Setifikeiti sa lenyalo;
 4. Lekwalo le le bontshang madi a o a amogelang ka kgwedi;
 - a. Ge o sa dire – re kopa 'affidavit' e e thalosang fa o sa dire;
 5. Setatame sa ko polokelong ya madi sa dikgwedi tse tharo.
- **Ka kopo itse gore re tlhoka dilo tse di latelang ge o nyetse:**
1. 'Pay slip' ya molekane wa gago;
 - a. 'Affidavit' ge molekane a sa dire;
 2. Statement' sa banka sa dikgwedi tse tharo.

ONDERSTEUNENDE DOKUMENTASIE VERLANG

1. Afskrif van Identiteitsdokument;
 2. Bewys van adres;
 3. Afskrif van Huwelikssertifikaat (indien van toepassing);
 4. Salarisstrokie
 - a. Indien u werkloos is – 'n beëdigde verklaring;
 5. 3 maande se bankstate van alle rekeninge.
- **Neem kennis dat indien u getroud is, word die volgende dokumente van u eggenoot vereis:**
1. Salarisstrokie
 - a. Indien u gade werkloos is – 'n beëdigde verklaring;
 - 3 maande se bankstate van alle rekeninge van u gade.