

## FREE STATE PROVINCIAL OFFICE

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## NATIONAL OFFICE

Temporary Address: Procforum Building | 123 Paul Kruger Street | PRETORIA  
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# APPLICATION FOR THE REGISTRATION OF A PRACTICAL VOCATIONAL TRAINING CONTRACT AND SCREENING OF PROSPECTIVE CANDIDATE ATTORNEYS

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## 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 16:30**;

## DOCUMENTS TO BE SUBMITTED AND FEES PAYABLE

- (a) the original practical vocational training contract, signed and witnessed and two copies thereof;
- (b) a **certified copy** of his/her birth certificate or identity document;
- (c) 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) registration application form, completed and signed by the candidate attorney and the principal;
- (e) payment in the amount of **R345** in respect of the registration fee. Proof of payment must be submitted with your documents.
- (f) 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;
- (g) 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);
- (h) 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)
- (i) 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;
- (j) If there are pending criminal charges or disciplinary enquiries against the pupil, 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: Law Society of the Free State

Bank: ABSA  
Branch name: College Square  
Branch code: 632005  
Account number: 407 290 6664

Reference to be used: practical vocational training contract (R345) – AT000001 + initials + surname of candidate.

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Full name and surname of the applicant:

Date of birth:

Cell phone number:

E-mail:

**DETAILS OF THE APPLICANT** (use block capital letters)

Physical address:

Postal address:

University degree/s already obtained:

Studies at present being undertaken:

University(ies) attended, giving dates:

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:

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):

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):

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. ....  
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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 sequestered?..... If yes, date of sequestration: .....

Proposed period of practical vocational training?  1 year  2 years

Have you 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 due 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.

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**SIGNATURE OF PRINCIPAL**

**DATE**

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