

## FREE STATE PROVINCIAL OFFICE

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### NATIONAL OFFICE

Temporary Address: Proforum Building | 123 Paul Kruger Street | PRETORIA  
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## INFORMATION

### COMPETENCY-BASED EXAMINATION: ATTORNEYS' BOOKKEEPING – 7 MARCH 2019 [Legal Practice Act, 2014: Rules 21.2.4, 21.5.3, 21.11 and 32.2.1]

Enclosed herewith is the information relating to the competency-based examination in attorneys' bookkeeping, required for purposes of a conversion in terms of Rule 30.1 and Rule 30.2, which include a registration form for completion and the syllabus.

#### **WHO QUALIFIES TO WRITE THE EXAMINATION?**

The onus is on the candidate to ensure that he / she qualifies to write the examination.

Only candidates who comply with the peremptory provisions of Rule 21.5.3 or Rule 21.11 promulgated in terms of the Legal Practice Act, 2014, may write the examination.

If a candidate writes the examination without complying with the Legal Practice Act and the Rules, the examination paper will not be marked, no results will be released and the examination so written will be invalid.

#### **DATE OF EXAMINATION**

7 March 2019 (14:00 - 16:15)      Paper 4      Attorneys' Bookkeeping

#### **CLOSING DATE FOR REGISTRATION**

The closing date for registration is **12 February 2019**.

#### **VENUES**

The examination will be presented at the following venue:

Bloemfontein      NG Church Heuwelsig, 17 Gilles van der Wall Street, Heuwelsig, Bloemfontein

#### **REGISTRATION FEE / PAYMENT**

The full registration fee of R345 is payable with your application for registration. No requests or undertakings by candidates for late payment will be considered

Payment can be made by EFT or direct deposit or by cash/credit card at the office of the Provincial Office. The following bank details should be used when making an EFT / direct payment into the bank account of the Legal Practice Council:

Account Name:              Law Society of the Free State  
Absa Bank:                  Loch Logan  
Branch Code:                632005  
Account Number:          40729066664  
Reference:                    Initials & Surname

No fees will be refunded or transferred should a candidate cancel or not write the examination.

Once you have registered for the examinations, you will not be allowed to cancel and / or carry the payment over to the next examination and the registration fee shall be forfeited. Successful registration may not be transferred from one candidate to another.

### **LANGUAGE**

The examination will be conducted only in English.

### **REGISTRATION**

The completed application form, declaration and proof of payment must reach the relevant Provincial Office of the Legal Practice Council on or before the closing date for registration. If your application is incomplete, it will not be processed.

**NO** late applications will be accepted.

If you make use of the services of an agency to deliver the application, you do so entirely at your own risk. It is your obligation to ensure that your application reaches the Provincial Office of the Legal Practice Council by the closing date.

Registered candidates will be issued with an examination number, which must be recorded on the cover page of the examination book when sitting for the examination.

Once a candidate has been registered, no changes in respect of the venue or the paper/s to be written, will be made.

A candidate may only register for and write the examination in the jurisdiction where his / her practical vocational training contract is / was registered or where he / she is practicing as an advocate.

### **REPORTING AND SITTING FOR THE EXAMINATION**

Candidates should report for the examination at least 30 minutes prior to the commencement thereof.

Candidates are required to, on the day of the examination, properly identify themselves by providing his / her identity document or passport. NO candidate will be permitted to write any examination if satisfactory proof of identity is not provided.

No candidate will be allowed to enter the examination 30 minutes after the commencement of the examination and no candidate will be permitted to leave the examination venue within 30 minutes of commencement of the examination.

After conclusion of the examination and when handing in the examination book, candidates must sign the register for the paper written.

### **RESULTS**

The date on which the results will be available will be announced before each paper.

All candidates will be automatically advised of their results by SMS and the results will also be available on the website of the Legal Practice Council for a period of two weeks after the results were released. Written confirmation of the results will be available from the Provincial Office of the Legal Practice Council.

NO telephonic enquiries in connection with results will be accepted and no results will be released telephonically.

Under no circumstances will a candidate be allowed to review his / her examination script.

### **REMARK APPLICATIONS**

The remark fee amounts to double the registration fee (R690).

Applications for a remark will only be accepted if it is received within seven days after the results have been published and if it is accompanied by the full payment.

The remark result will be the candidate's final result and candidates must note that the initial marks obtained can be higher or lower if the paper is remarked.

## **ORAL EXAMINATIONS**

Whilst the Legal Practice Council makes every reasonable attempt to ensure that candidates are advised regarding the date(s) and venue(s) of their oral examinations, it is the responsibility of the candidate to ascertain same immediately after obtaining the results.

Candidates should note that the date and time allocated for oral examinations cannot be changed.

**The dress code for the oral examinations is formal office wear / day suit.**

All candidates who report for the written and oral examinations should present an acceptable form of identification prior to the commencement of the examination, failing which the examination will not be conducted.

## **ENQUIRIES**

Enquiries about the examinations and the registration process can be sent by e-mail to [ilzem@lpc.org.za](mailto:ilzem@lpc.org.za).

**ILZÉ MAREE  
EXAM ADMINISTRATOR**



**LEGAL PRACTICE  
COUNCIL**

**REGISTRATION FORM**

**COMPETENCY-BASED EXAMINATION: ATTORNEYS' BOOKKEEPING - 7 MARCH 2019**  
[Legal Practice Act, 2014: Rules 21.2.4, 21.5.3, 21.11 and 32.2.1]

**CLOSING DATE FOR REGISTRATION – 12 FEBRUARY 2019**

**NOTE:**

1. The original registration form and payment should reach the relevant Provincial Office of the Legal Practice Council on or before the closing date for registration.
2. NO late registration, late payment or faxed application forms will be accepted.
3. A candidate may only register for and write the examination in the jurisdiction where his / her practical vocational training contract is / was registered or where an advocate is practising.
4. Attach proof if currently serving under a practical vocational training contract or if the contract has been completed.

**FOR OFFICE USE:**

Amount received: ..... Receipt number: .....  
Examination number: .....

**EXAMINATION CENTRE** (Please indicate where you will write the examination)

BLOEMFONTEIN

**EXAMINATION PAPER**

I hereby apply to register for the Attorneys' Bookkeeping examination to be written on 7 March 2019, from 14:00 to 16:15.

**PERSONAL DETAILS**

Surname: .....

Full names: .....

Maiden name (if applicable): .....

Identity number: .....

Telephone (Work): ..... (Home): .....

(Mobile): ..... (E-mail): .....

Law degrees obtained: ..... University: .....

Current practical vocational training contract number: .....

Date of commencement of current practical vocational training contract: .....

Current training supervisor: .....

If you are disabled, furnish particulars: .....

Specify special arrangements / requirements by a disabled candidate / candidate in exceptional circumstances, to be considered by the convenor of the examination (**attach medical certificate and/or motivation**): .....

### REGISTRATION FEE / PAYMENT

The full registration fee of R345 is payable with your application for registration. Proof of payment must be submitted with your registration form.

EFT /direct payments can be made into the bank account of the Legal Practice Council using the following details:

Account Name: Law Society of the Free State

Absa Bank Loch Logan

Branch Code: 632005

Account Number: 4072906664

Reference: Initials & Surname

### ELIGIBILITY TO WRITE THE EXAMINATION

I HEREBY CERTIFY THAT I AM ENTITLED TO WRITE THE EXAMINATION AS I COMPLY WITH THE FOLLOWING REQUIREMENTS IN TERMS OF THE LEGAL PRACTICE ACT, 2014:

**(mark the applicable block)**

- i. I have complied with the provisions of the Act in regard to practical vocational training [I have completed practical vocational training (without cancellation)] - Rule 21.11.1;
- ii. I am presently undergoing practical vocational training and has done so for a continuous period of not less than six months - Rule 21.11.2;
- iii. I am, under the provisions of the Act, exempt from undergoing practical vocational training;
- iv. I am an admitted advocate of the High Court of South Africa (attach proof – Court Order)

I acknowledge that:

- if I do not comply with the requirements in terms of the Act, I do not qualify to write the examination;
- should I write the examination without complying with the Act, the examination results will be invalid and that no results will be released.

Signature: .....

Date: .....

**DECLARATION BY PERSONS REGISTERING FOR THE EXAMINATIONS IN TERMS OF SECTION 26(1)(d) OF THE LEGAL PRACTICE ACT, 28 OF 2014**

1. I have read and understand the syllabus and conditions relating to the examinations in terms of the Legal Practice Act, 2014.
2. I acknowledge that, in the event of a breach of the security of any such examination either through the leakage of the examination paper or any other matter, the Legal Practice Council and the Law Society of South Africa reserve the right to declare the examination null and void and re-schedule a further examination.
3. I note the provisions of the Disclosure of Information Act and I undertake to report to the chief examiner in the province in which I register for the examination, any breach of the security and confidentiality of examination papers that may come to my knowledge or that I may suspect.

All information furnished on a *bona fide* basis and in accordance with this Act, shall be subject to protection in terms of the Act.

4. I declare and undertake that I:
  - 4.1 shall not procure or attempt to procure or have sight of the examination paper prior to the examination;
  - 4.2 shall not involve myself in any action prior or during the examination that compromise the integrity thereof;
  - 4.3 realise that I will be subject to strict disciplinary measures should I act contrary to my undertaking set out in 4.1 and 4.2;
  - 4.4 agree to the jurisdiction of the Legal Practice Council with regard to the outcome of any assessment and in the event of any disciplinary action against me.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Surname

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date