

WESTERN CAPE PROVINCIAL OFFICE

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NATIONAL OFFICE

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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 Western Cape Offices of the Legal Practice Council on **weekdays** from **08:00 to 16:30**.

DOCUMENTS TO BE SUBMITTED AND FEES PAYABLE:

- the original practical vocational training contract, signed and witnessed and two copies thereof;
- a **certified copy** of his/her birth certificate or identity document;
- 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;
- registration application form, completed and signed by the candidate attorney and the principal;
- payment in the amount of **R345** in respect of the registration fee. Proof of payment must be submitted with your documents;
- 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;
- 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);
- a **certified copy** of the report / certificate confirming completion of the programme of structured course work of at least 400 notional hours over a period of not more than six months (if applicable);
- 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; and
- 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 following bank account:

Account holder:	LPC – WESTERN CAPE
Bank:	ABSA
Branch name:	ABS BB CENTURION
Branch code:	632005
Account number:	40-9795-4529
Reference to be used:	PVT/Initials and Surname

EXECUTIVE COMMITTEE: Ms Kathleen Matolo-Dlepu (*Chairperson*) | Adv Anthea Platt SC (*Deputy Chairperson*) |
Adv. Greg Harpur SC | Ms Trudie Nichols | Mr Lutendo Sigogo | Mr Jan Stemmett | Adv. Ghandi Badela
Executive Officer: Ms Charity Nzuzo

WESTERN CAPE OFFICE DIRECTOR: Frank Dorey

DETAILS OF THE APPLICANT (use block capital letters)

1. Full name and surname of the applicant: [Click here to enter text.](#)
2. Date of birth: [Click here to enter text.](#) Cell phone number [Click here to enter text.](#)
3. E-mail: [Click here to enter text.](#)
4. Physical address: [Click here to enter text.](#)
5. Postal address: [Click here to enter text.](#)
6. University degree/s already obtained: [Click here to enter text.](#)
7. Studies at present being undertaken: [Click here to enter text.](#)
8. University(ies) attended, giving dates: [Click here to enter text.](#)
9. Details, with dates, of any previous employment other than casual employment:
[Click here to enter text.](#)
10. Have you ever been charged with any type of misconduct, disciplined and/or dismissed from previous employment: Choose an item.
11. If yes to (10) above, give details: [Click here to enter text.](#)
12. 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***): Choose an item.
13. If yes to (12) above, 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***):
[Click here to enter text.](#)
14. 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***): Choose an item.
15. If yes to (14) above, 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***):
[Click here to enter text.](#)
16. Are there any criminal charges or disciplinary enquiries pending against you: Choose an item.
17. If yes to (16) above, provide details.
[Click here to enter text.](#)
18. Supply any other information which may be relevant to determining your fitness to register a practical vocational training contract.
[Click here to enter text.](#)
19. Have you ever been admitted as an advocate in South Africa? Choose an item.

20. If **YES** to (19) above:

20.1 which Division were you admitted in: *Choose an item.*

20.2 date on which you were admitted: *Click here to enter text.*

20.3 date of your removal/conversion from the Roll: *Click here to enter text.*

please attach a copy of the relevant Court Order (see Rule 22.1.8)

21. Has your estate ever been sequestrated: *Choose an item.*

22. If YES to (21) above, please provide date of sequestration: *Click here to enter text.*

23. Proposed period of practical vocational training: *Choose an item.*

24. Have you read the Legal Practice Act, No. 28 of 2014, the Rules and Regulations and are you acquainted with the provisions of aforementioned: *Choose an item.*

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

TO BE COMPLETED BY THE CANDIDATE 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 into 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.

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SIGNATURE OF CANDIDATE ATTORNEY

DATE: *Click here to enter a date.*

TO BE COMPLETED BY THE PRINCIPAL:


I, the undersigned (full names and surname) [Click here to enter text.](#) a practising attorney at (business address) [Click here to enter text.](#) under the style of (name of firm) [Click here to enter text.](#).

Status: Choose an item.

Telephone: [Click here to enter text.](#) Email: [Click here to enter text.](#)

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 [Click here to enter text.](#) 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: [Click here to enter a date.](#)

**PRACTICAL VOCATION TRAINING CONTRACT
(Candidate Attorney)**

Practical vocational training contract entered into at _____ on this _____ day of _____ 20____, between, _____ an attorney of the High Court of South Africa (hereinafter referred to as the principal) and, _____ born on _____ (hereinafter referred to as the candidate attorney).

1. The candidate attorney undertakes –

- 1.1 to serve the principal diligently, honestly and properly in his or her profession as an attorney from the date hereof for such period as may be determined by regulation, being _____ year/s, and during that period to maintain confidentiality in all matters relating to the business of the principal;
- 1.2 to execute, at all times, all lawful instructions given to him or her by the principal or any partner of the principal or any person placed in authority over the candidate attorney by the principal or any partner of the principal;
- 1.3 not to absent himself or herself from his or her employment by the principal without the principal's prior consent;
- 1.4 subject to any applicable rule or regulation, not to engage in any business whatsoever other than that of a candidate attorney unless the written consent of the principal and the Legal Practice Council has been granted.

2. The principal undertakes –

- 2.1 to use his or her best efforts to teach and instruct the candidate attorney in the practice and profession of an attorney;
- 2.2 provided the candidate attorney has served his or her period under this contract properly and is in the principal's opinion a fit and proper person for admission, to use his or her best efforts to procure the admission and enrolment of the candidate attorney as an attorney of the High Court of South Africa.

3. Should the principal discontinue his or her practice, he or she shall not thereafter be bound by this contract but shall cede this contract to another qualified principal.



4. Should the candidate attorney:



- 4.1 not serve the period of service properly in terms of this contract;
- 4.2 commit a breach of any of the terms of this contract; or
- 4.3 be guilty of any misconduct

the principal will be entitled to cancel this contract and dismiss the candidate attorney from his or her employment, subject always to the employment laws applicable in South Africa.

Signed at _____ on this _____ day of _____ 20__.

As witnesses:

1. _____  _____ 
Principal

2. _____  _____ 
Candidate Attorney