



FULL NAME: _____ REPORTING YEAR: _____
[Membership year ending March 31]

1. To date, I have completed a total of _____ hours of CPD activity, of which a total of _____ hours are attributed to *Legal Ethics & Professional Responsibility*.

2. I am or will be unable to complete the CPD requirements set out in Rule 70 by the 31st of March for the following reason(s):
[Include applicable dates and durations of any professional inactivity.]

3. I am therefore requesting:
[select one of the following options]

- an extension of up to ninety (90) days to fulfill the CPD requirements for this reporting year, for which I have enclosed payment of the late fee set out in Schedule A of the Rules of the Law Society; or
- a full or partial waiving of CPD requirements for this reporting year.

I understand this request is subject to review and approval by the Executive.

Signature Date

UNDERTAKING & ACKNOWLEDGEMENT

[To be completed only if requesting an extension.]

1. I undertake to comply with Rule 70 within the extension period granted by the Executive.
2. I acknowledge that CPD activity reported under this extension cannot also be counted towards the annual requirements of the following year.

Signature Date

NOTE: Waiving of CPD requirements is at the full discretion of the Executive. However, such allowances are typically applied to periods of professional absence not associated with administrative/disciplinary reprimands.