Introduction to the course

Before admission as an attorney, an LLB graduate must serve as a candidate attorney with a practising attorney and attend a course approved by the statutory law societies. This compulsory course for candidate attorneys has been approved for this purpose.

The course consists of two modules. Module I is designed to assist students prepare for the first paper in the Admission Examination. Module II is designed to assist students prepare for the second, third and fourth papers in the Admission Examination. The course is presented on a full-time; part-time; and evening basis.

Who can attend?

Candidate attorneys and LLB-graduates. Preference is given to candidate attorneys in their final year of articles. Should a prospective student not satisfy the requirements to participate, he/she may submit a special motivation for attendance addressed to the LEAD Course Coordinators.

Examination dates 2016

Date: 09 & 10 February 2016
Date: 16 & 17 August 2016

First paper (section 14 (1) (a)):
High court procedure; magistrate’s court procedure; personal injury claims and criminal procedure.

Second paper (section 14 (1) (c)):
Administration of deceased estates, drafting of wills, succession.

Third paper (section 14 (1) (c)):
Practice, duties, ethics and functions of an attorney.

Fourth paper (section 14 (1) (b)):
Bookkeeping for attorneys.

NB: The course for Attorneys’ Bookkeeping is presented over one full week. LEAD arranges the subject in this manner as the subject should be concluded before the Admission Examination.
Full-time course
23 days split in two sessions over the year
Module I is presented during the first semester of 2016 so as to assist candidate attorneys with their preparation for Paper 1 of the Admission Examination session in August 2016. Module II is presented in the second semester of 2016 with the focus on preparation for Papers II to IV of the Admission Examination session in February 2017.

Part-time course (Modules I and II)
The part-time course will, as far as possible, be presented on one full day per week over a period of around five months.

Attendance of the part-time course assists candidate attorneys to sit for all the papers of the Admission Examination session held during August 2016. (An exception is the Cape Town (2) part-time course commencing in March 2016 which prepares candidates for the February 2017 session of the Admission Examination.)

The advantage of the part-time course is that candidate attorneys are not absent from the office for extended, continuous periods. They also have time between sessions to apply the skills they have learnt, as well as to prepare for the next session. Below are the days of the week that part-time course is presented, unless otherwise arranged.

- University of South Africa: Wednesdays
- University of KwaZulu-Natal (Durban): Thursdays
- Cape Town – Part-time 1 Waalburg Centre: Fridays
- Cape Town – Part-time 2 Waalburg Centre: Fridays

Evening course in Johannesburg
The course is presented on two evenings per week over a period of five months. Evening 1 is presented on Monday and Wednesday evenings. Evening 2 is presented on Tuesday and Thursday evening.

Module I
Practice and Procedure
- Constitutional Practice
- High Court Practice
- Magistrate’s Court Practice
- Criminal Court Practice
- Personal Injury Claims
- Professional Legal Ethics
- Introduction to Medical Law (offered online)
- Forms of Business Enterprise (offered online)

Module II
Practice and Procedure
- Wills and Estates
- Drafting of Contracts
- Matrimonial Law
- Elective subjects: Conveyancing or Labour Dispute Resolution and Insolvency Law

Legal Practice
- Introduction to Practice Management
- Legal Costs
- Attorneys’ Bookkeeping
- Value-Added Tax
- Numeracy Skills

Notes:
Attorneys’ Bookkeeping is presented over one full week. LEAD arranges the subject in this manner as the subject should be concluded before the Admission Examination.

Recent research in South Africa has shown that a large percentage of candidate attorneys do not have the required numeracy skills. Therefore, candidates will undergo compulsory assessment regarding numeracy skills during the course. Those who fail the assessment will receive compulsory training and will then be compelled to undergo post-assessment.

Forms of Business Enterprise and Medical Negligence provides students with the study material via e-learning platform (e-LEADER) to work through on their own. No hardcopies will be provided. Students must submit assignments to LEAD via e-LEADER.

Catch-up classes
Catch-up classes can be arranged at a cost of R150 per class. Please contact the Course Coordinator for more information.

Attendance of certain subjects only
Students and other interested parties may enrol for certain subjects. Contact the Course Coordinator for more details.
Registration fees

The registration fee must be paid in full on registration.

<table>
<thead>
<tr>
<th>Course Modules/Subjects</th>
<th>Fees Candidate Attorneys</th>
<th>Fees non-registered Candidate Attorneys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time: Module I</td>
<td>R1 525</td>
<td>R1 975</td>
</tr>
<tr>
<td>Module II</td>
<td>R1 975</td>
<td>R2 525</td>
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<tr>
<td>Part-time and Evening</td>
<td>R3 500</td>
<td>R4 500</td>
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<tr>
<td>Attendance of certain subjects only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time, Part-time and Evening</td>
<td>R1 925</td>
<td>R2 725</td>
</tr>
<tr>
<td>Per subject (excluding Attorneys Bookkeeping)</td>
<td>R1 125</td>
<td>R1 425</td>
</tr>
<tr>
<td>Attorneys Bookkeeping only</td>
<td>R1 425</td>
<td>R1 625</td>
</tr>
</tbody>
</table>

Language medium of course

Medium of instructional is English at all the centres.

Please note that the language medium of the course is independent of the language medium at the relevant university. LEAD retains the right to change the language medium.

Course coordinators

Please contact the following LEAD coordinators for all your course queries:

**Maria Mokwape: Senior Training Coordinator**
Tel: +27 (0)12 441-4623  
E-mail: maria@LSSALEAD.org.za  
Course centres: Cape Town – Waalburg Centre; Pretoria – University of Pretoria; Pretoria – University of South Africa

**Beverley Chueu: Training Coordinator**
Tel: +27 (0)12 441-4624  
E-mail: beverley@LSSALEAD.org.za  
Course centres: Durban – University of KwaZulu-Natal; Pietermaritzburg – University of KwaZulu-Natal; Potchefstroom – North-West University; Johannesburg – School for Legal Practice JHB (Full time); University of Witwatersrand (Full-time)

**Jackson Ndhlou: Training Coordinator**
Tel: +27 (0)12 441-4628  
E-mail: jackson@LSSALEAD.org.za  
Course centres: Port Elizabeth – Nelson Mandela Metropolitan University; Bloemfontein – University of the Free State; Johannesburg – University of the Witwatersrand (Evening 1 & 2)

Course directors

**Bloemfontein** – University of the Free State:  
Mr EC Muller

**Cape Town** – Waalburg Centre:  
Mr MA Sulaiman

**Durban (Full-time)** – University of KwaZulu-Natal:  
Ms F Kader

**Durban (Part-time)** – University of KwaZulu-Natal:  
Mr MN Mpya

**Johannesburg (Full-time)** – University of the Witwatersrand:  
Mr D Dass

**Johannesburg (Part-time)** – School for Legal Practice JHB:  
Ms C Singh

**Johannesburg (Evening 2)** – University of the Witwatersrand:  
Mr D Dass

**Pietermaritzburg** – University of KwaZulu-Natal:  
Ms C Badul

**Port Elizabeth** – Nelson Mandela Metropolitan University:  
Mr L Lindoor

**Potchefstroom** – North-West University:  
Ms M Swart

**Pretoria** – University of Pretoria:  
Mr A Kok

**Pretoria** – University of South Africa:  
Ms A Spies
<table>
<thead>
<tr>
<th>Town/City Centres 2016</th>
<th>Full-Time Module I</th>
<th>Full-Time Module II</th>
<th>Part-Time Module I &amp; II</th>
<th>Evening Module I &amp; II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloemfontein</td>
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<tr>
<td>University of the Free State</td>
<td>07/03/2016-18/03/2016</td>
<td>10/10/2016-26/10/2016</td>
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<tr>
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<tr>
<td>Cape Town (I)</td>
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<tr>
<td>Waalburg Centre</td>
<td>09/05/2016-20/05/2016</td>
<td>22/08/2016-07/09/2016</td>
<td>19/02/2016-22/07/2016</td>
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<tr>
<td>Cape Town (II)</td>
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<td>Waalburg Centre</td>
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<tr>
<td>Durban</td>
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<td>University of KwaZulu-Natal</td>
<td>16/05/2016-27/05/2016</td>
<td>17/10/2016-02/11/2016</td>
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<tr>
<td>University of the Witswatersrand</td>
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<tr>
<td>School for Legal Practice JHB</td>
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<td>17/10/2016-02/11/2016</td>
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<td>[20/05/2016]</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td>Port Elizabeth</td>
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<td>Nelson Mandela Metropolitan University</td>
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<td>Potchefstroom</td>
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<tr>
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<td>Pretoria</td>
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<td>University of South Africa</td>
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<td>24/02/2016-13/07/2016</td>
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<tr>
<td>Pretoria</td>
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<tr>
<td>University of Pretoria (English 2)</td>
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<td>Pretoria</td>
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<tr>
<td>University of Pretoria (English 1)</td>
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<td></td>
<td>[22/04/2016]</td>
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<td>[02/09/2016]</td>
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</tbody>
</table>
Financial assistance for travelling

A limited amount is available to subsidise candidate attorneys who need financial assistance in order to attend a course. The assistance will be granted only to deserving candidates.

1. No financial assistance for travel is allocated to candidate attorneys who have not paid the full registration fee before commencement of a course.

2. Applications for financial assistance will not be processed after the closing dates.

3. An application for financial assistance must be supported by a monthly income and expenditure statement, together with the attached Financial Assistance Form (see last form included in this brochure). The principal must sign the statement to verify the candidate’s gross monthly salary.

4. A maximum amount of R750 (Module I) and R900 (Module II) for financial assistance per candidate attorney per course is available. The amount allocated to a candidate attorney is solely at the discretion of the Director of LEAD. Candidates are granted travelling assistance calculated only on the basis of attendance at their nearest course centre.

5. A candidate attorney who receives financial assistance and who is absent from the course for any period of time without permission from the local course director, will be required to refund monies for that period.

6. Candidates qualifying for financial assistance will receive payment of financial assistance into their bank accounts (see attached Request for Financial Assistance Form 2016).

Accommodation, refreshments and meals

Students should make their own accommodation arrangements and will be responsible for settling their own accounts. Refreshments and meals are not included in the registration fee.

Dress code

Informal, but neat.

Important announcement

At the time of going to press, the Legal Practice Bill had not yet been finalised. This Bill will replace the Attorneys Act 53 of 1979, and as a result, the Law Society of South Africa reserves the right to change course programmes. Students will be advised accordingly.

Code of conduct and satisfactory attendance

1. Students are expected to attend and participate actively in all training activities in a satisfactory manner. Mere physical presence does not constitute satisfactory attendance.

2. If an attendee is unable to attend a lecture for whatever reason, he/she will be noted as being absent. This includes sickness, family responsibility leave or duty at his/her firm. In exceptional cases, a ‘catch-up’ class can be arranged with the coordinator at a fee.

3. Attendees should note the citation of Judge R van Dijkhorst re satisfactory attendance [Case Number 824/99 on 16 February 1999]: “The Applicant was absent for four out of the 23 days of the course. This is absolutely not satisfactory attendance. Workload is no excuse.” [Freely translated from Afrikaans to English]. This citation was reported and noted by other judges.

4. LEAD suggests that candidate attorneys ensure that they have a hundred per cent attendance in order to avoid complications with their application for admission as an attorney.

5. Students should further note that late arrival or/and early departure is equal to non-attendance.

6. Students must
   • prepare adequately for every training session;
   • conduct themselves in a courteous manner towards fellow attendees, instructors and course administrators;
   • execute the prescribed evaluation procedure pertaining to the course; and
   • refrain from disrupting training activities in any way.

7. The LSSA regards any fraudulent actions regarding the attendance registers in a very serious light and severe action will be taken by the LSSA on proof of such misconduct by Students. The LSSA reserves the right to terminate the attendance of an attendee who does not comply with the code of conduct and further not issue an attendance certificate.
Please complete the form below and e-mail or fax it together with PROOF OF PAYMENT to annelie@LSSALEAD.org.za or fax no 086 215 6764.

**DOCUMENT REQUIRED**
Copy of ID document

**DETAILS**

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Full names:</th>
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</table>

Date of birth:  

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<th>M</th>
<th>M</th>
<th>Y</th>
<th>Y</th>
<th>ID number:</th>
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</table>

Race: (optional, but assists in assessing trends in the profession)

Employer:

Postal address:  

Docex address:  

Postal address (student not employer):

Tel no (w):  

Tel no (h):  

Fax no:  

Cell no:  

E-mail:  

Disability:  

Nature of disability:  

(a) Degree(s):  

(b) Which year(s) obtained?:

(c) At which university(ies)?:

Articles of clerkship:  

(a) Period of contract:  

(b) Date of commencement:  

D | D | M | M | Y | Y |
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</table>

Name of principal:

**NOTIFICATION OF CHANGES IN PARTICULARS**

It is the duty of the course attendee to inform LEAD immediately in writing of any change of particulars or address. LEAD will not accept any responsibility for course material and other documentation which is lost if a course attendee does not timeously inform LEAD of such changes.

Have you previously attended the LEAD course:  

Y | N |

(a) If so, at which centre?

(b) Which part?

(c) Which year?

**CENTRE AND COURSE**

There are a limited number of places available at each centre. Therefore, it is important that applicants submit their forms timeously by the closing date.

**Centre and course:** Please indicate your choice with X in the highlighted spaces. If you want to register for certain subject(s) only, please indicate this in the blocks below this table.

<table>
<thead>
<tr>
<th>Centres 2016</th>
<th>Full-time (Module I)</th>
<th>Full-time (Module II)</th>
<th>Part-time (Module I &amp; II)</th>
<th>Evening (Module I &amp; II)</th>
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</thead>
<tbody>
<tr>
<td>Bloemfontein: University of the Free State (English)</td>
<td>–</td>
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<tr>
<td>Cape Town: Waalburg Centre (1)</td>
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<tr>
<td>Cape Town: Waalburg Centre (2)</td>
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<tr>
<td>Durban: University of KwaZulu-Natal</td>
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<tr>
<td>Johannesburg (Full-time): University of the Witwatersrand</td>
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<tr>
<td>Johannesburg (Full-time): School for Legal Practice JHB</td>
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<tr>
<td>Johannesburg (Evening 1): University of the Witwatersrand</td>
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<tr>
<td>Johannesburg (Evening 2): University of the Witwatersrand</td>
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<tr>
<td>Pietermaritzburg: University of KwaZulu-Natal</td>
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<tr>
<td>Port Elizabeth: Nelson Mandela Metropolitan University</td>
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<tr>
<td>Potchefstroom: North-West University</td>
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<td>Pretoria: University of South Africa</td>
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<td>Pretoria: University of Pretoria (English 2)</td>
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<tr>
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</table>

**ELECTIVES** (Please indicate your choice with X in the appropriate box, which elective subject you wish to study:)

<table>
<thead>
<tr>
<th>Conveyancing OR Labour Dispute Resolution and Insolvency</th>
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<tbody>
<tr>
<td>Attendance of certain subjects only: Centre:</td>
</tr>
</tbody>
</table>

Please specify subjects:
# REGISTRATION FORM: COMPULSORY COURSE FOR CANDIDATE ATTORNEYS 2016 (CONTINUED)

## PAYMENT OPTIONS

<table>
<thead>
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<th>Payment by Credit Card:</th>
<th>by Employer</th>
<th>Attendee</th>
<th>Amount: R</th>
</tr>
</thead>
</table>

**Budget facility:**
- **Yes**
- **No**

**Number of months:**

<table>
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<tr>
<th>Master Card</th>
<th>Visa</th>
<th>Diners Club</th>
<th>Expiry date:</th>
<th>Name of Cardholder:</th>
</tr>
</thead>
</table>

**SIGNATURE:**

**Date:**

For security reasons, credit card payment requests must be accompanied by photocopies of both sides of the credit card.

### Payment by Electronic Funds Transfer (EFT):

**Bank:** First National Bank (FNB)
- **Branch:** Pretoria
- **Branch code:** 251445
- **Account Holder:** Law Society of South Africa
- **Account Number:** 62009641079

**Account Ref:** (surname; initials; cellphone number) **NB – please provide all the required details to ensure prompt registration.**

### Payment by cheque:

**Cheques must be made payable to Law Society of South Africa and forwarded to LEAD, PO Box 27167, Sunnyside, 0132 or Docex 227, Pretoria**

<table>
<thead>
<tr>
<th>Payment by cheque:</th>
<th>by Employer</th>
<th>Participant</th>
<th>Amount: R</th>
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</thead>
</table>

### TO BE COMPLETED BY THE PRINCIPAL

I herewith nominate ____________________________ (full name of candidate attorney) to attend the above practical course and confirm that he/she will be excused from ALL office duties for the period concerned, and that leave of absence will be granted for the days that the course is being presented.

**SIGNED BY PRINCIPAL:**

**Date:**

### DECLARATION BY THE APPLICANT

I, ____________________________ declare that I

- am fully conversant with the details contained in the course brochure and confirm that my application for registration is subject to the requirements for attendance;
- undertake at all times to carry out instructions given to me by LEAD, the course director (or his/her assignee) and the instructors, and to abide by the code of conduct;
- undertake not to be absent from the course without the prior permission of the course director;
- accept that I have to sign an attendance register for those sessions that I am present;
- state that my attendance will be in accordance with the Code of Conduct which is published in this brochure;
- accept that an attendance report will be issued to me only after satisfactory completion of the full course.

I further accept that the Law Society of South Africa regards any fraudulent actions re the attendance registers in a very serious light and that severe actions will be taken by the Law Society of South Africa on proof of such misconduct by me.

**SIGNED BY CANDIDATE ATTORNEY:**

**Date:**

### NOTIFICATION OF CANCELLATION OF REGISTRATION

Cancellation of registration must be done in writing. If registration is cancelled before the course material has been forwarded, an administration fee of R150.00 will be levied. Cancellation after this stage will result in the full registration fee being forfeited.

### ENQUIRIES

Please consult the LSSA LEAD website or contact:

- **Maria Mokwape:** Senior Training Coordinator | Tel: +27 (0)12 441-4623 | E-mail: maria@LSSALEAD.org.za | Course centres: Cape Town – Waalburg Centre; Pretoria – University of Pretoria; Pretoria – University of South Africa
- **Beverley Chueu:** Training Coordinator | Tel: +27 (0)12 441-4624 | E-mail: beverley@LSSALEAD.org.za | Course centres: Durban – University of KwaZulu-Natal; Pietermaritzburg – University of KwaZulu-Natal; Potchefstroom – North-West University; Johannesburg – University of Witwatersrand (Full-time); School for Legal Practice JHB (Full-time)
- **Jackson Ndhlovu:** Training Coordinator | Tel: +27 (0)12 441-4628 | E-mail: jackson@LSSALEAD.org.za | Course centres: Port Elizabeth – Nelson Mandela Metropolitan University; Bloemfontein – University of the Free State

**PLEASE NOTE:** LEAD reserves the right to cancel a learning activity should the number of delegates not justify the costs involved. Registered delegates will be given reasonable notice of cancellation.

**CANCELLATION AND REFUND POLICY (REGISTERED PERSONS):** Each LEAD learning activity has a different cancellation and refund policy. Please refer to the website (www.LSSALEAD.org.za) for more details on the cancellation and refund policy specific to this learning activity.
Please complete the form below and e-mail or fax it together with PROOF OF PAYMENT to annelie@LSSALEAD.org.za or fax no 086 215 6764. In order for LEAD to be able to process the financial assistance payment directly into your account, the following information is required:

**DOCUMENTS TO ATTACH**

Please attach your income and expenditure statement and send it together with your application form, to LEAD before or on the closing date.

**NB: INCOMPLETE FORMS WILL NOT BE PROCESSED**

**Travelling expenses (Please indicate with an X in which category you are applying for financial assistance)**

<table>
<thead>
<tr>
<th>Attendees who have to reside away from home to attend the course.</th>
<th>Attendees who live close enough to the centre and do not require accommodation, but who have to travel a return trip of 80 km or more per day to attend the course.</th>
<th>Distance from permanent home to course venue (one way):</th>
</tr>
</thead>
</table>

- Monthly statement of income and expenditure is attached [Y/N]

**SIGNATURE, CANDIDATE ATTORNEY:**

Date: [DD MMM YYYY]

**SIGNATURE, PRINCIPAL:**

Date: [DD MMM YYYY]

**BANKING DETAILS** (Please complete all fields)

- **Bank:**
  - Branch name:
- **Branch number:**
  - Account number:
- **Type of account:**
  - Current (cheque)
  - Savings
  - Note: No credit card account payments can be made.
- **Full name of account holder:**

**PERSONAL PARTICULARS** (Please complete all fields)

- **Surname:**
  - Full names:
- **Date of birth:** [DD MMM YYYY]
  - **ID number:**
  - **Title:**
- **Marital status:**
- **Employer:**
- **Postal address:**
  - **Code:**
- **Residential address:**
  - **Code:**
- **Docex address:**
- **Tel no (w):** (   )
  - **Tel no (h):** (   )
- **Fax no:** (   )
  - **Cell no:** (   )
- **E-mail:**
  - **Language:**
- **Emergency contact name:**
  - **Cell:**
- **Tax office:**
  - **Tax number:**
  - If you have a tax directive for the current tax year, complete the following information and attach a copy of the directive.
  - **Directive number:**
  - **Percentage:**
  - **I declare that the above information is correct.**

**NAME:**

**SIGNATURE:**

Date: [DD MMM YYYY]