



PART A: INSTRUCTIONS AND INFORMATION FOR 2027 APPLICANTS

(‘the information schedule’)

Applications for pupillage for 2027 close at 12:00 on Friday, 24 July 2026.

This application for pupillage at the Pretoria Society of Advocates (“PSA”) consists of three parts, namely:

- a. Part A: Instructions and information for applicants
- b. Part B: Application Form
- c. Part C: Applicant’s Declaration.

Please check and ensure that you have the complete application form by verifying each page number.

You must initial each page at the designated space at the bottom of each page.

1. Applicants **must have graduated and received their LLB degree** before applying for pupillage at the PSA.

Information required from every applicant, including members of other bars

2. Experience has shown that the process of assessing applications must be both thorough and consistent.
 - 2.1. For instance, previous applicants have been found to be unqualified or to have failed to disclose a criminal record or to have had a history of unprofessional conduct. Thoroughness requires detailed information as requested in this application form, which enables the PSA to verify compliance with the requirements for membership.
 - 2.2. If in doubt, disclose.
 - 2.3. Consistency involves vetting every applicant. To exempt a category of applicants from thorough vetting would be arbitrary and discriminatory. Hence, detailed information is required.
 - 2.4. This thorough and consistent process protects the integrity of the PSA and the interests of the justice.

x (initial here)

I read and understood and accept this page

Completion and submission of application

3. Before filling in and submitting this application, check the date in the footer against the PSA's website to ensure that the application form is the current version. Only the current version will be accepted.
4. The application form will only be available in a PDF format, please **print and complete by hand**. For this purpose, you may download the PDF electronic version of the application form from the website of the PSA, www.pretoriabar.co.za.
5. If the application form does not provide enough space for you to answer any particular question fully, then use a separate page. If you use a separate page, ensure that (a) this fact is clearly stated under the relevant question on the application form itself and (b) the answer on the separate page is headed with the corresponding question number.
6. ***The following annexures must be attached to this application*** (see the advice in para 12 about retaining certified copies):
 - 6.1. *A recent passport photograph securely glued (not stapled) to the designated space. Be advised that if your application is successful, this photograph will be distributed to other members of the PSA and Judges of the High Court. It may also be displayed on the PSA's website. Accordingly, please ensure that your appearance is sufficiently professional to be suitable for those purposes;*
 - 6.2. *A completed and signed official declaration Part C;*
 - 6.3. *A certified copy of your identification document or passport;*
 - 6.4. *If you are a South African citizen by naturalisation, a certified copy of the document(s) that prove(s) the date that you obtained South African citizenship;*
 - 6.5. *If you are not a South African citizen, a certified copy of the document(s) that prove(s) your immigration status (e.g. permanent residence);*
 - 6.6. *A certified copy of each of your degree certificate(s) listed in question 12 in Part B. Only applicants who have already graduated and who have received their LLB degree may apply for pupillage;*
 - 6.7. *If you are a legal practitioner (whether enrolled as an attorney or as an advocate) a certified copy of a certificate of good standing from the Legal Practice Council (which should not be older than 3 months);*
 - 6.8. *A certified copy of the court order admitting you as a legal practitioner by the High Court (if you have been admitted);*
 - 6.9. *A certified copy of the certificate issued by the Legal Practice Council confirming your enrolment as an advocate or attorney (if you are so enrolled) with your LPC registration number;*

x (initial here)

I read and understood and accept this page

- 6.10. *A certified copy of your full tertiary academic record, showing each and every subject passed and/or failed, and all marks obtained towards any and all degrees;*
 - 6.11. *A testimonial from the Dean of your Law Faculty or a certificate of conduct from the Law Faculty. If you are unable to get such a testimonial or certificate, you must apply for a waiver of this requirement;*
 - 6.12. *A testimonial from any person who knows you very well, personally and professionally;*
 - 6.13. *A certified copy of your certificates showing successful completion of any attorney's admission examinations or equivalent professional qualifications;*
 - 6.14. *A certified copy of your certificates showing successful completion of any programmes in legal practice or equivalent practical qualifications;*
 - 6.15. *Proof of payment of the non-refundable registration fee of R500.00;*
 - 6.16. *South African Police Clearance Certificate (to be provided when received) or proof of application (receipt);*
 - 6.17. *A signed declaration that:*
 - 6.17.1. *You grant the PSA and its Training Committee permission to verify the validity and/or content of any document submitted under or any statement made by you in this application;*
 - 6.17.2. *You are aware that pupillage is financially burdensome and that you have to maintain yourself during pupillage;*
 - 6.17.3. *You have or have procured sufficient funds to maintain yourself during pupillage; and*
 - 6.17.4. *You are aware that you cannot expect or demand from the Pretoria Society of Advocates to assist in or contribute to financing your pupillage.*
7. The original application for pupillage must be accompanied by **five** identical photocopies of the full application including all annexures (i.e. six documents in total). The photocopies must also have **original passport photos** in designated areas.
8. **The following documents must be included in the application and be delivered by yourself to the PSA Office (in the manner set out below) :**
- 8.1. Part A - This information schedule, each page of which must be initialled;
 - 8.2. Part B - Application Form, each page of which must be initialled;

x (initial here)

I read and understood and accept this page

- 8.3. Part C - Declaration Form, each page of which must be initialled; and
- 8.4. All annexures referred to above.
9. Application for pupillage at the PSA must be delivered **personally by yourself** to:
- The Administrative Officer
Steven House
Ground Floor, Brooklyn Bridge Office Park
570 Fehrsen Office Park
Brooklyn, Pretoria
Gauteng Province
10. An application will be considered only if it is **delivered by the applicant, personally and in hard copy** (i.e. **not by fax, email, Courier or Post Office**) at the office of the Administrative Officer of the PSA and is compliant with the directives contained herein.
11. The PSA encourages applicants to index, paginate and bind (preferably stapled once in left hand corner) their applications.
12. Keep a copy of your application and additional **certified** copies of all supporting documents. **A copy of a certified copy is not a certified copy.**
13. Your application for pupillage:
- 13.1. must comply with the requirements of the PSA's Constitution (see the 'Pretoria Bar' tab at www.pretoriabar.co.za); and
- 13.2. will not be considered if it is incomplete or does not have all the required annexures.
14. Applications without an obtained LLB degree (**which must be attached**) will not be considered. Final year students cannot apply for pupillage.
15. **No application for pupillage received after the closing date and time will be considered.** It is therefore in your interest not to leave the completion and submission of your application to the last minute. Rather ensure that the Administrative Officer of the PSA has received your application well before the closing date.

Notification of any change to contact details

16. You are required to immediately notify the Administrative Officer of the PSA of any changes to your contact details (address, cell phone number(s) and e-mail address).
17. It is your duty to immediately notify the Administrative Officer of the PSA of any changes to your contact details throughout your period of pupillage, should your application be successful.

x (initial here)

I read and understood and accept this page

Demographic information

18. Particulars about race, sex, disability status and nationality are required for statistical reporting and the promotion of transformation in the advocates' profession.

Assessment of applications for pupillage

19. The timeous submission of a complete application form does not guarantee that the PSA will necessarily accept your application for pupillage.

19.1. If the number of applications for pupil membership of the PSA exceeds the number of available places in any particular year, then some applications will, unfortunately, be turned down.

19.2. The selection criteria are:

19.2.1. LLB results and other academic achievements, and relevant previous experience,

19.2.2. aptitude and motivation to be an advocate,

19.2.3. nationality,

19.2.4. race,

19.2.5. sex,

19.2.6. disability status.

The order in which these criteria have been listed here do not necessarily indicate the weighting that they will be given.

19.3. The application and weighting of the abovementioned criteria will be in the discretion of the PSA.

19.4. Irrespective of the number of available places, the PSA may turn down your application if it decides that you are not a suitable candidate for pupillage.

19.5. You will be required to write a pupillage entrance examination to evaluate your aptitude to be an advocate. Details of the examination venue and time will be provided to you after you have submitted your application.

19.6. The assessment exams will take place the first Saturday of August every year. The assessment exam will be handwritten at Steven House, Ground Floor, Brooklyn Bridge Office Park, (where you submitted your application form). The exams will start at 08:00 and all applicants must be seated by 07:30. No extra time will be granted to those that arrive late for the assessment exams.

x (initial here)

I read and understood and accept this page

20. The entrance examination will consist of the following subjects:
- 20.1. Civil Procedure;
 - 20.2. Criminal Law & Procedure; and
 - 20.3. Law of Evidence
21. The PSA may require you to be interviewed prior to taking a decision on your application for pupillage and your failure to attend will be regarded as a withdrawal of your application. The interview will form an important part of the assessment process.
22. The PSA will inform you of the outcome of your application for pupillage as soon as possible. Please do not contact the PSA to follow up on the outcome of your application.

Training fee

23. As a contribution to the costs of training and of administering the pupillage programme, unless subsidised, each pupil must pay to the PSA a training fee of R7,500, payable as follows:
- 23.1. a non-refundable deposit of R500.00 payable before submission of your application for pupillage at the PSA;
 - 23.2. the remaining amount of R7,000 payable on or before the last business day of November of the year in which application is made, if the applicant was accepted into the PSA pupillage programme.
24. Payment must be made to the PSA by means of EFT. Use your "Initial, Last Name and Pupillage" as the reference (e.g. J Moloi/Pupillage). The PSA's banking details are as follows:
- Pretoria Society of Advocates
Nedbank, Pretoria
Account No: 160 412 3494
Branch Code: 160 445
Payment reference: Surname/Pupillage
Proof of payment must be emailed to: **bookkeeper@ptabar.com**
25. Non-compliance will cause your offer to lapse, and your place will be offered to another applicant.

Duration of pupillage

26. Pupillage commences on the first Wednesday of January of the pupillage year or on such date as the PSA may determine and notify to you. Pupillage terminates on 31 December of each year or on such date as the PSA may determine and notify to you.
27. Should you be admitted to the pupillage programme but not fulfil the requirements of the programme, the pupillage committee of the PSA may extend the period of your pupillage.

x (initial here)

I read and understood and accept this page

28. On recommendation of its pupillage committee, the PSA Council may terminate the pupillage of a pupil for any good reason, including:
 - 28.1. misconduct or inappropriate conduct;
 - 28.2. a failure to meet the compulsory requirements of the pupillage program; or
 - 28.3. other conduct (whether or not such conduct constitutes a disciplinary offence) which disrupts, disturbs or interferes with the functioning or work of a court, the PSA or the pupillage programme or any person including the pupil's mentor, another member of the PSA, another pupil or staff.

Exemption from the requirements of pupillage

29. If you wish to apply for an exemption from any requirement of pupillage, you must fully motivate all the facts relied upon to support your application. Use separate page(s) to do so. The grant or refusal of exemption is entirely within the discretion of the PSA.
30. For your information:
 - 30.1. Exemptions are granted sparingly.
 - 30.2. In principle, the period of a programme for pupillage will be the same for pupils who have not yet qualified as legal practitioners as for pupils who have already qualified as legal practitioners, viz. 12 months.
 - 30.3. Notwithstanding anything contained above, the Annual General Meeting of the GCB has the power to exempt any person from the requirements of pupillage.

Pupil mentor

31. You are encouraged to ascertain from a member of the PSA whether that member would be willing to be your mentor in the event that your application succeeds. Senior counsel are never appointed as mentors. Absent prior relevant experience, members of less than three years standing are generally not appointed as mentors.
32. The decision on the allocation of your mentor rests with the PSA. While your preference, if any, will be taken into account, the fact that a member may be willing to be your mentor does not necessarily mean that you will be allocated to that member. Likewise, the fact that a member may be willing to be your mentor does not necessarily mean that you will be offered a place in the pupillage programme.
33. It is not essential that you arrange for someone to be your mentor. If you do not or cannot arrange for an advocate to be your prospective mentor, the PSA will allocate a suitable member to be your mentor.

x (initial here)

I read and understood and accept this page

Financial assistance during pupillage

34. Pupils do not receive a salary during pupillage. Pupillage is a period of training which the PSA provides to successful applicants at no charge apart from the relatively limited training fee. If accepted for pupillage, you are entirely responsible for meeting your own financial needs, both personal and those related to the proper completion of pupillage.
35. The General Council of the Bar of South Africa ("GCB") can provide limited financial assistance to some pupils during their pupillage.
36. The grant of financial assistance is not a right. It is entirely discretionary. The GCB will decide each application on a range of considerations including the merits of each individual's application, an applicant's financial needs, the availability of funds, transformation policy objectives, other relevant policy considerations and any other factors which the GCB considers relevant at the time.
37. An application for financial assistance will not prejudice your application for admission to the pupillage programme. It is in your interests that you fully disclose what financial arrangements you have made for your pupillage.

Fulltime commitment

38. Pupillage is a demanding and intensive commitment – even for pupils who have previous legal practice experience. Pupils must devote themselves fulltime to pupillage obligations for the full year of pupillage, apart from any period of formal exemption granted to the pupil. Pupillage involves attending chambers and actively assisting in ongoing matters during business hours (weekdays, including recess, between the hours of approximately 08:00 and 17:00), the attendance of lectures and workshops (some lectures and workshops may occur over weekends) and whenever else required by the mentor. In addition, pupils must do weekly exercises, advocacy training preparation and studying outside of chamber time. Pupils may not take days off without permission from the Training Committee, which is only granted in extraordinary circumstances.
39. You are required to disclose any personal, professional or other commitments which may impact on your ability to comply with the requirement to devote your full-time attention to pupillage and/or be present in chambers during business hours in your year of pupillage.

INFORMATION ABOUT PART B: APPLICATION FOR MEMBERSHIP

40. To be eligible for membership of the PSA you must:
 - 40.1. be duly admitted as a legal practitioner by the High Court of South Africa and enrolled as an advocate by the Legal Practice Council;
 - 40.2. intend to practise as an advocate at a recognised building of the PSA;
 - 40.3. be a fit and proper person for membership;

x (initial here)

I read and understood and accept this page

- 40.4. have successfully completed the admission examinations administered by the Legal Practice Council (if applicable to you);
 - 40.5. have successfully completed the requirements of pupillage of the PSA or having been exempted by the PSA from any such requirement, which include having passed the National Bar Examination Board ("NBEB") examinations; and
 - 40.6. comply with the remaining requirements of the Constitution of the PSA or determinations of the PSA Council, such as those relating to the keeping of chambers.
41. The PSA is a voluntary association of advocates. Accordingly, you must be admitted as a legal practitioner by the High Court and enrolled as an advocate by the Legal Practice Council to become a member of the PSA. You may apply to become a member of the PSA upon completion of pupillage. If on completion of pupillage you are not yet admitted as a legal practitioner and enrolled as an advocate, your application for membership will only be considered once you have been so admitted and enrolled within 5 months after the pupillage program ends.
42. If you are not yet admitted and enrolled as a legal practitioner, and you obtained your LLB degree after 1 November 2018, the following applies to you:
- 42.1. Section 26 of the Legal Practice Act 28 of 2014 ("the Act") provides that a person qualifies to be admitted and enrolled as a legal practitioner if that person has, among other things, undergone all the practical vocational training requirements prescribed by the Minister of Justice.
 - 42.2. Please note that pupils who were neither admitted and enrolled nor entitled to be admitted and enrolled as an attorney or an advocate on 1 November 2018 (pupils who only received their LLB after this date) will have to serve under a practical vocational training contract for a full twelve months before they may be admitted and enrolled as advocates. Consequently, these pupils will be unable to appear in court, accept briefs from attorneys, and must complete a full twelve months' pupillage.
 - 42.3. If you fall into this category, you will have to write and pass the admission exams administered by the Legal Practice Council (**in addition to** writing and passing the NBEB exams administered by the General Council of the Bar of South Africa ("the GCB").
43. If you are not admitted and enrolled as a legal practitioner, and obtained your LLB degree before 1 November 2018: section 115 of the Act provides that you may apply to the High Court for admission as a legal practitioner and enrolment as an advocate if you meet the requirements for admission as an advocate under the now repealed Admission of Advocates Act 74 of 1964, regardless of whether you have completed practical vocational training. Please refer to **Ex Parte: Goosen and Others** 2019 (3) SA 489 (GJ).
44. If you are admitted and enrolled as a legal practitioner and attorney, and hope to be enrolled as a legal practitioner and advocate:

x (initial here)

I read and understood and accept this page

- 44.1. Rule 30 of the rules issued under the Act requires you, among other things, to have rights of appearance in the High Court, and to attend a specialised advocacy training course (the Legal Practice Council has accredited the PSA to provide such training).
- 44.2. You may apply to the Legal Practice Council to convert your enrolment from attorney to advocate, in terms of section 32 of the Act (“conversion”). In the past, pupils have been able to apply for conversion after completion of the GCB Advocacy Training Course – usually conducted for PSA pupils in July.
- 44.3. If you obtained your LLB degree before 1 November 2018, you may alternatively apply for your name to be removed from the roll of attorneys and for admission as an advocate – please have regard to **South African Legal Practice Council v Alves and Others** 2021 (4) SA 158 (SCA).
- 45. The options referenced above are available to the applicant at their discretion and is not to be construed as the advice of the PSA. The PSA takes no responsibility for the outcome of any option exercised by the applicant.
- 46. Once admitted and enrolled as an advocate, you must hand a copy of your admission certificate (as proof of admission as an advocate) to the Administrative Officer of the PSA.
- 47. Applicants accepted as pupils assume the risk that upon successful completion of pupillage they may nevertheless be unable to be admitted and enrolled as a legal practitioner and / or advocate, and therefore unable to become a member of the PSA.

SIGNATURE OF APPLICANT

DATE

x (initial here)

I read and understood and accept this page



**Attach
original
Passport
photo
here**

(Glued, not stapled, or
electronically pasted)

PART B: APPLICATION FORM

Part A, entitled 'Information for Applicants' ('the information schedule'), constitutes an integral part of this application form. The information schedule sets out necessary requirements and instructions for the proper completion of this form and submission of your application. It is accordingly **essential** that you read and understand its contents and comply with the instructions. Kindly do so **before** you start filling in this form and before you direct any questions to the Pretoria Society of Advocates ("PSA") about the application process.

Applications for pupillage for **2027** close at **12:00 on Friday, 24 July 2026**.

Your application may be rejected if you fail to provide all mandatory information or if you do not complete this form as required. All questions must be answered.

Name of applicant

1. Full name and Surname:
(Official first, middle and last names, e.g. 'Susanna Nosiviwe Zulu')
2. First name which you prefer colleagues to call you: (E.g. 'Susan').....

Personal particulars of applicant

3. Home address:
.....
..... Postal code:
Email address:
Cell Phone Number:

**You must
provide an
email
address:
correspon-
den-
ce will be sent
to that
address only.**

4. Date of birth:

x (initial here)

I read and understood and accept this page

5. Identity number:
6. Nationality:
- 6.1. If you are a South African citizen, how did you obtain South African citizenship?
☐ by birth or descent ☐ by naturalisation
- 6.2. If you are a South African citizen by naturalisation, on what date did you obtain South African citizenship?

- 6.3. If you are not a South African citizen, provide full particulars of your immigration status and your right to reside in South Africa:

7. Race: ☐ African ☐ Coloured ☐ Indian ☐ White
8. Sex: ☐ Female ☐ Male
9. Are you disabled? ☐ Yes ☐ No
 If so, provide details:
10. Do you need this application to be treated confidentially regarding your current employer? ☐ Yes ☐ No

Academic qualifications

11. School where you matriculated Year
12. Provide the following details of your tertiary academic qualifications:

Degree / other qualification	Name of university / other institution	Date of graduation

x (initial here)

I read and understood and accept this page

Background

Answer with scrupulous honesty.

Do not leave out any period.

Add rows if necessary.

Do not simply refer to your CV.

The duration for a current activity should include the expected duration until the end of the calendar month in which you make application.

13. Provide the following details, in chronological order, of all your activities since leaving high school (including study, employment, occupation, travelling, unemployment, etc.) including your **current** occupation/activity:

Institution / organisation / firm / company	Activity / position Also state whether full time (FT) or part time (PT)	Dates		Duration (e.g. 3y 2m)
		From (yyyy-mm)	To (yyyy-mm)	

Other academic achievements

14. Have you successfully completed your Legal Practice Council Admission Examinations (Attorneys and/or Advocates), (or equivalent)? ☐ Yes ☐ No

If you have passed the admission examinations, please specify the date and whether you passed the attorney or advocates admission examination:

.....

If you have not yet done so, provide full disclosure of all subjects still to be passed or other requirements to be met:

.....

.....

15. You are required to attach a testimonial from the Dean of the law faculty that you attended or a certificate of conduct from the said faculty. If it is not possible to obtain such testimonial or certificate, you are required to state the reason for your inability to obtain it and this requirement may be waived by the PSA.

.....

x (initial here)

I read and understood and accept this page

Admission as a legal practitioner, enrolment as an advocate and previous pupillage.

16. If you are currently admitted as a legal practitioner and enrolled as an **advocate**:

Your date of enrolment as an advocate will be different from your date of admission if your enrolment was converted from attorney to advocate by the LPC.

- 16.1. Date of and division where you were admitted as a legal practitioner:

.....

- 16.2. Date on which you were enrolled as an advocate by the Legal Practice Council:

.....

17. If you are currently admitted as a legal practitioner and enrolled as an **attorney**:

In order to convert your enrolment, you must inter alia have rights of appearance in the High Court and complete an accredited advocacy training course.

- 17.1. Date of and division where you were admitted as a legal practitioner:

.....

- 17.2. Do you have right of appearance as an attorney in the High Court?

☐ Yes

☐ No

- 17.3. Do you intend to apply to the Legal Practice Council to convert your enrolment from attorney to advocate on the completion of the Bar's advocacy training course?

☐ Yes

☐ No. If no, when will you apply to convert your enrolment:

.....

18. If you are **not** currently admitted as a legal practitioner, do you intend on applying for admission as a legal practitioner and enrolment as an advocate on completion of pupillage?

☐ Yes

☐ No.

If no, when will you apply for admission as a legal practitioner:

.....

x (initial here)

I read and understood and accept this page

19. In addition to the answer provided in paragraphs 16-17 above, give particulars of any previous—

19.1. admission as a legal practitioner or application for admission as a legal practitioner:

.....

19.2. removal or suspension from the roll of attorneys or advocates:

.....

19.3. membership of any Bar or application for membership of any Bar:

.....

Applicants who are or were previously enrolled as attorneys:

20. furnish full particulars including the name(s) of the firm(s) with which you were associated as an attorney:

.....

21. what arrangements have been made for any firm of attorneys which practises under a name which includes yours to cease using your name?

.....

22. are you entitled to any payment in respect of goodwill? If so, give full particulars:

.....

Applicants who are or were candidate legal practitioners / candidate attorneys.

23. Are you presently a candidate legal practitioner? ☐ Yes ☐ No

If so, furnish full particulars of the dates involved, name(s) of the attorney(s) and name(s) of the firm(s):

.....

24. Were you ever previously a candidate attorney / articled clerk / candidate legal practitioner? ☐ Yes ☐ No

x (initial here)

I read and understood and accept this page

If so, furnish full particulars of the dates involved, name(s) of the attorney(s) and name(s) of the firm(s):

.....

Relevant previous experience and skills

25. Provide details of any previous legal experience other than that set out in the table in paragraph 13 above:

.....

.....

26. Provide details of any community service which you have performed, and specify whether it was done as part of LLB or other university coursework:

.....

.....

27. If you are or were a legal practitioner, estimate what percentage of your practice involved litigious work:

28. Have you previously commenced pupillage at any Bar?

☐ Yes ☐ No

If so:

28.1. How many times did you commence pupillage?

28.2. Did you:

☐ fail the NBEB examinations outright (without an oral or supplementary examination)

☐ fail an oral or supplementary examination

☐ other, explain:

.....

.....

- 28.3. What were the reasons for you failing the examinations or failing to complete pupillage?

.....

x (initial here)

I read and understood and accept this page

28.4. What steps do you consider that you will need to take in order to complete the examinations successfully?

.....

29. Do you wish to apply for exemption from any of the requirements of pupillage?
☐ Yes ☐ No

If so, indicate which requirement or what period, and why:

.....

30. Do you have any preference as to who your pupil mentor should be?
☐ Yes ☐ No

If so,

30.1. give his or her name:

.....

30.2. have you asked this particular advocate to be your mentor and what was his or her response?

.....

30.3. motivate your reason for wanting to do pupillage with this particular advocate (include information about any professional or other relationship):

.....

.....

31. What financial arrangements have you made for your pupillage?

.....

.....

.....

32. Will you require financial assistance to participate in the pupillage programme?

☐ Yes ☐ No

If so, provide details of the nature and extent of such assistance:

.....

x (initial here)

I read and understood and accept this page

.....
.....

33. Do you have any personal, professional or other commitments which may impact on your ability to devote your full-time attention to pupillage and/or which may require you to be absent from chambers during any business hours in your year of pupillage?

☐ Yes ☐ No

If so, provide the following information

Nature of the commitment	Likely impact on pupillage	Time(s) and date(s) of any expected absence from chambers during business hours

After pupillage

Answer with
scrupulous
honesty.

34. Do you intend to practise as an advocate and as a member of a Bar on completion of your pupillage?

☐ Yes ☐ No

34.1. If the answer is 'no', set out details of what you propose to do:

.....
.....

34.2. If the answer is 'yes', when do you intend to start practice and where?

.....

References

35. Please furnish the name and contact details of two persons (preferably local persons) to whom the PSA can refer:

35.1. Name:

Address:

.....

Phone No:

x (initial here)

I read and understood and accept this page

E-mail:

35.2. Name:

Address:

.....

Phone No:

E-mail:

36. You are required to provide two letters of reference where the referee deals with:

- 36.1. The applicant’s academic ability and achievements;
- 36.2. The applicant’s legal experience and/or expertise;
- 36.3. The applicant’s leadership ability and participation in activities that may indicate an attainment of life experience;
- 36.4. Any other information you may consider relevant to the assessment of the application, including the applicant’s:
 - 36.4.1. clarity of thought and analytical ability; and
 - 36.4.2. confidence, demeanour and persuasiveness of argument.
- 36.5. Information on how long the referee has known the applicant and in what capacity.

37. Motivation in 150 words or less why you want to join the PSA and deem yourself to be a suitable candidate for pupillage

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....
APPLICANT’S SIGNATURE

.....
DATE



PRETORIA SOCIETY OF
ADVOCATES

**Attach
original
Passport
photo
here**

(Glued, not stapled, or
electronically pasted)

PART C: APPLICANT'S DECLARATION

This declaration is integral to your application for **pupillage, at the Pretoria Society of Advocates ("PSA")**. References below to 'your application' and 'my application' comprise of (a) the information schedule (Part A), (b) the relevant application form (Part B) and (c) this declaration (Part C). You must simultaneously submit all three documents to the PSA.

Your application may be rejected if you fail to complete and sign this declaration.

Write
your
name

1. **Full name:**
(Official first, middle and last names, e.g. 'Susanna Nosiviwe Zulu')

Declarations, undertakings and consent

2. I declare that:
- 2.1. The information which I provide in my application is true and correct.
 - 2.2. My application to join the PSA pupillage program is *bona fide* and made with the sole intention of becoming a member of and to practice as an advocate at the PSA. I will not use the PSA pupillage program to receive training or gain experience in the practice of an advocate only to become a Fidelity Fund legal practitioner or join any other Bar that is not a member of the GCB upon completion of the program.
 - 2.3. I have not been found guilty of any dishonest or improper conduct or other conduct which may render me unsuitable or disqualify me from being a pupil. No investigation relating to any such conduct is being considered or is pending.
 - 2.4. I have not withheld any fact, circumstance or information which ought to be considered when my application is decided.
 - 2.5. I have read and understood the information contained in the information schedules to both my application form and this declaration.
 - 2.6. I accept the conditions, requirements and procedures governing my application set out in this declaration, the accompanying application form, and their respective information schedules.
 - 2.7. I accept and agree to be bound by the conditions and requirements of pupillage set by the PSA and the General Council of the Bar of South Africa, including those in this declaration, the accompanying application form, and their respective information schedules.
 - 2.8. I attach to my application each of the relevant documents required in the information schedules.
3. I undertake that:
- 3.1. During my pupillage, I will abide by the constitution of the General Council of the Bar of South Africa and the constitution and rules of the PSA and any directions and

x (initial here)

I read and understood and accept this page

decisions of the PSA Council, its committees and the General Council of the Bar of South Africa and the National Bar Examination Board (NBEB).

- 3.2. Save to the extent that I may in law be compelled to do so, I will not, during or after the period of my pupillage, disclose to any person any information obtained by me during my pupillage concerning the affairs of my mentor or any other advocate with whom I might work as a pupil or concerning the affairs of any client.
4. During my pupillage:
 - 4.1. I will not take up any employment or remain in the employment of any previous employer or practice any other vocation for gain or otherwise, without the prior consent of the PSA and/or the Legal Practice Council.
 - 4.2. I will attend the pupillage training related lectures and will fully and properly prepare for and participate in all advocacy training workshops.
5. I hereby undertake to sign the necessary Practical Vocational Training Agreement with the Legal Practice Council and my training supervisor (mentor) assigned to me. To this end, I undertake to acquaint myself with the relevant sections, rules and regulations of the Legal Practice Act 28 of 2014.
6. I hereby consent in terms of the Protection of Personal Information Act 4 of 2013 ("POPIA") as amended from time to time, that the PSA may share my personal information contained in my application or any matter about which, in the view of the PSA Bar Council, disclosure ought to be made. The PSA Bar Council may approach any third party/parties to disclose my personal information in relation to those matters. If comments are made about me and my application in confidence, I undertake to respect and be bound by the confidentiality arrangement.
7. I further hereby consent that the PSA may contact me by any one of the following communication methods/platforms/systems ("communications"); namely: phone, SMS, Email, social media platforms such as WhatsApp, Telegram, Signal or similar services or any future communications. I understand that these communications will be used for professional communication only. I acknowledge that none of these communications are completely secure or encrypted communications, and I will not hold the PSA responsible for any breach of confidentiality via these communications. I acknowledge and understand that the PSA has implemented reasonable security measures to guard against the unauthorized disclosure of my personal information, as required by the POPIA.

Full disclosure

8. Read these questions very carefully and answer with **scrupulous honesty**:
 - 8.1. Have you ever been investigated for or faced charges of misconduct, dishonesty or other improper conduct, including, but not limited to, in relation to your employment, profession, university studies or otherwise? ☐ Yes ☐ No

x (initial here)

I read and understood and accept this page

- 8.2. Have you ever been investigated for or faced criminal charges of any nature? ☐ Yes ☐ No
- 8.3. Have you ever been arrested or paid an admission of guilt fine other than for a minor traffic violation? ☐ Yes ☐ No
- 8.4. Has any hearing, tribunal or court ever made a finding against you? ☐ Yes ☐ No
- 8.5. Has a disciplinary finding or other finding ever been made against you by any other professional body? ☐ Yes ☐ No

If any answer is yes to any one or more of these questions, give full details in relation to each and attach all relevant documents:

9. Has a civil judgment ever been granted against you? ☐ Yes ☐ No
- 9.1. If so, give details:
- 9.2. Has the judgment debt(s) been paid? ☐ Yes ☐ No
- 9.3. If not, what arrangements have you made to make payment of the judgment debt(s):
10. Do you have any physical, mental or other health condition which may adversely affect your fitness to undertake pupillage or to practice as an advocate or which the PSA should know about in order to fairly and properly assess your application? If yes, give full details. ☐ Yes ☐ No
11. Make **full disclosure** of any other fact or circumstance which may have a bearing on your fitness to undertake pupillage or to practice as an advocate or which the PSA should know about in order to fairly and properly assess your application.
12. Do you object to the publication of any information contained in this disclosure section? If so, indicate what information you object to being published, and state the grounds of objection. ☐ Yes ☐ No
13. You must make full disclosure of each matter mentioned in paragraphs under the heading “**Full disclosure**”, and of any further fact, circumstance or information which might reasonably be expected to adversely influence the decision on your application or which the PSA Bar should have to consider your application.
14. You must disclose an investigation, arrest or prosecution for any traffic-related offences for which a term of imprisonment without the option of a fine could have been (but was not necessarily) imposed. This includes driving under the influence of alcohol or drugs, driving with excessive alcohol in the blood and negligent or reckless driving.

x (initial here)

I read and understood and accept this page

15. You may not leave out something just because you regard it as unimportant or irrelevant to your application. **If in doubt, then rather disclose.**

16. **WARNING**

- 16.1. Your duty to make full disclosure is taken very seriously.
- 16.2. It is imperative that you answer all questions in this declaration, completely frankly and with scrupulous honesty.
- 16.3. The High Court has struck an advocate off the roll of advocates for failure to make full disclosure, for falsely making this declaration and for answering questions in their application dishonestly.
- 16.4. Should it be found that you failed to make full disclosure or have been dishonest in making your application, the PSA may, for that reason alone, and without further warning, among other steps:
- disqualify your application;
 - terminate your pupil membership of the PSA;
 - apply for you to be struck off the roll of advocates;
 - terminate any financial assistance granted and recover any money paid to you; and/or
 - take legal action.

17. The PSA may seek to verify any information contained in this form and may investigate any matters about which, in the view of the PSA, disclosure ought to be made. Such investigations may extend beyond persons mentioned in your application. By making this application you consent to any such investigation and authorise the disclosure to the PSA of your personal information.
18. If you object to the publication of a disclosure (paragraph 12 above), after considering any grounds of objection, the relevant chairperson will exercise a discretion about what must be published and to whom. If the relevant chairperson decides, despite your objection, that your application may not be considered without publication of your disclosure, then you will be afforded an opportunity to withdraw your application.

*Sign only
when you
have the
completed
your
application*

.....
APPLICANT'S SIGNATURE

.....
DATE

FIRST WITNESS

*A witness
must be a
parent,
guardian,
spouse,
partner or
other person
who can attest
to the
correctness of
the
information*

Full name

Email address:

Mobile number:

Residential address

.....

x (initial here)

I read and understood and accept this page

*you have
submitted.*

Relationship to applicant:

.....
SIGNATURE

.....
DATE

SECOND WITNESS

Full name

Email address:

Mobile number:

Residential address
.....

Relationship to applicant:

.....
SIGNATURE

.....
DATE

x (initial here)

I read and understood and accept this page