

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 49 OF 2021

The Zambia Institute of Advanced Legal Education Act
(Laws, Volume 4, Cap. 49)**The Zambia Institute of Advanced Legal Education**
(Student) Rules, 2021

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IN EXERCISE of the powers contained in section 23 of the Zambia Institute of Advanced Legal Education Act, the following Rules are made:

PART I
PRELIMINARY

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| 1. These Rules may be cited as the Zambia Institute of Advanced Legal Education (Students) Rules, 2021. | Title |
| 2. In these Rules, unless the context otherwise requires— | Interpretation |
| “accreditation” has the meaning assigned to the word in the Higher Education Act; | Act No. 4 of 2013 |
| “approved higher education institution” means an institution referred to under Rule 28; | Act No. 4 of 2013 |
| “Council” has the meaning assigned to the word in the Act; | |
| “Higher Education Authority” means the Higher Education Authority established under the Higher Education Act, 2013; | Act No. 4 of 2013 |
| “higher education institution” has the meaning assigned to the words in the Higher Education Act; | Cap. 30 |
| “Institute” has the meaning assigned to the word in the Act; | |
| “prescribed examination” means an examination set and held by the Council under Part IV of these Rules; | |
| “principal” means a practitioner of the prescribed standing under the Legal Practitioners Act; | Act No. 13 of 2011 |
| “Secretary” means the person appointed as Secretary of the Council under the Act; | |
| “student” means a person enrolled as a student with the Council under these Rules; and | |
| “Zambia Qualifications Authority” means the Zambia Qualifications Authority established under the Zambia Qualifications Authority Act, 2011. | |
| 3. Subject to the provisions of the Act, a person who intends to qualify for admission as a practitioner shall comply with the provisions of these Rules. | Condition precedent to qualification for admission as practitioner |

PART II
ENROLMENT

- | | |
|-----------------------------------|---|
| Qualification for enrolment | <p>4. (1) A person shall, before being issued with a certificate of enrolment as a student, satisfy the Council that the person -</p> <p style="margin-left: 40px;">(a) is a holder of a degree in law obtained from a higher education institution registered by the Higher Education Authority and whose qualification has been recognised and accredited by the Zambia Qualifications Authority;</p> <p style="margin-left: 40px;">(b) is a holder of a degree in law obtained from a higher education institution outside Zambia in a country operating the Common Law system or is a member of the Commonwealth and whose degree in law is—</p> <p style="margin-left: 80px;">(i) recognised by the Zambia Qualifications Authority;</p> <p style="margin-left: 80px;">or</p> <p style="margin-left: 80px;">(ii) academically equivalent to a degree of a higher education institution recognised under (a); or</p> <p style="margin-left: 40px;">(c) has fulfilled the requirements of Articles of Clerkship under Part III of these Rules.</p> |
| Application for enrolment | <p>5. (1) A person who intends to enrol as a student shall apply to the Council in Form I set out in the First Schedule on payment of a fee set out in the Fourth Schedule.</p> <p style="margin-left: 40px;">(2) A person shall, before being enrolled as a student, satisfy the Council as to the person's character, fitness and suitability to be a student in the manner determined by the Council.</p> <p style="margin-left: 40px;">(3) The Council shall, within thirty days of receipt of an application, consider the application for enrolment as a student.</p> <p style="margin-left: 40px;">(4) The Council may, if it considers it necessary, before issuing a certificate of enrolment to an applicant, require that applicant to attend an interview personally before the Council, and to furnish additional evidence relating to that applicant's character, fitness and suitability to be a student.</p> |
| Issuance of enrolment certificate | <p>6. The Council shall, where the applicant has met the qualifications under these Rules, issue the applicant with a certificate of enrolment in Form II set out in the First Schedule.</p> |
| Duplicate enrolment certificate | <p>7. A student who intends to replace a lost or damaged certificate of enrolment shall apply to the Council for the issuance of a duplicate certificate of enrolment in Form IV set out in the First Schedule on payment of a fee set out in the Fourth Schedule.</p> |

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|---|---|
| <p>8. For the purposes of these Rules, an enrolment shall not be considered to be effective unless</p> <p>(a) in the case of a student who intends to attend a course at the Institute under section 11(1) (d) (i) of the Legal Practitioners Act, the date of that enrolment is prior to, or within six months from, the commencement of that student's attendance at the Institute;</p> <p>(b) in the case of a student who is required to serve in the Republic as an articulated clerk under articles of clerkship to a practitioner under section 11(1) (d) (ii) or section 12 of the Legal Practitioners Act, the date of that enrolment is prior to, or within six months from, the commencement of the articles; or</p> <p>(c) in the case of a student to whom section 11(2)(b)(ii) or section 11(2)(a)(ii) of the Legal Practitioners Act applies, the date of that enrolment is prior to, or within six months from, the commencement of the student's period of active employment thereunder.</p> | <p>Effective enrolment</p> <p>Cap. 30</p> <p>Cap. 30</p> <p>Cap. 30</p> |
| <p>9. (1) A person who obtains a certificate of enrolment under these Rules shall commence that person's—</p> <p>(a) period of service under articles within two years of the date of that certificate of enrolment;</p> <p>(b) attendance of a course at the Institute within two years of the date of that certificate of enrolment; or</p> <p>(c) period of active employment with a practitioner within two years of the date of that certificate of enrolment.</p> <p>(2) A person shall, where that person does not, commence an activity under subrule (1) within the period specified and intends to commence any of those activities, re-enrol as a student with the Council in Form I set out in the First Schedule on payment of a fee set out in the Fourth Schedule.</p> | <p>Commencement of service, course or active employment after enrolment and reenrolment</p> |
| <p>10. (1) The Council shall establish and maintain a Roll of Students.</p> <p>(2) The Council shall, record in the Roll of students the—</p> <p>(a) name, date of birth and nationality of the student;</p> <p>(b) residential address;</p> <p>(c) name of the principal with whom the student is to serve under articles or active period of employment;</p> <p>(d) contact details of the student; and</p> <p>(e) any other matter the Council may determine.</p> | <p>Roll of Students</p> |

PART III
ARTICLES OF CLERKSHIP

Application
Cap. 30

11. This Part applies to a student entering into articles under section 11(1) (d) (ii) or section 12 of the Legal Practitioner's Act.

Qualification
and
accreditation
of principal

12. (1) A practitioner of a prescribed standing with a valid practising certificate, may take into articles not more than two persons at any one time.

(2) The Council shall, for purposes of articles under this Part, accredit the principal to whom a student is articulated.

(3) A practitioner shall not take into articles a person who does not qualify to enrol in an approved legal higher education institution.

Registration
and terms of
articles

13. (1) A student shall lodge with the Council that student's articles for registration which shall contain—

(a) the name and address of the student;

(b) the principal with whom that student has entered into articles and any other party thereto;

(c) the term of the articles and the date on which the articles commenced; and

(d) any other information which the Council may determine.

(2) The articles shall be accompanied by—

(a) a copy of the articles which shall be retained by the Council;

(b) the student's qualification for entry into a school of law;

(c) that student's certificate of enrolment; and

(d) where the period of service under the articles is less than five years, evidence acceptable to the Council showing why the term should be less than five years.

(3) The Council shall, on being satisfied that the articles comply with the Act and these Rules, register and file a copy of the articles submitted under subrule (2) or rule 18 (7) in a register and enter the date of that filing.

(4) Where articles are not lodged with the Council for registration within three months of the date of execution of service thereunder, those articles shall, unless the Council otherwise directs, be considered to have commenced on the date the articles are lodged.

(5) Where the Council refuses to register the articles under subrule (1), any service under those articles shall not be considered as good service.

(6) For the purposes of section 12(1)(a) of the Legal Practitioners' Act, the period of service of a person under articles is set out in the Second Schedule.

Cap. 30

(7) The period of service under articles shall begin on the date of the execution of the articles or on a later date that may be specified by the articles.

14. (1) Subject to these Rules, a student shall, during the period of service under the articles, be employed by a principal to whom that student is articulated.

Employment
of articulated
clerk and
period of
good service

(2) The principal referred to under subrule (1) shall be in the proper business, practice and employment of a legal practitioner.

(3) For the purposes of this rule, the following periods are considered as periods of employment with the principal to whom the student is articulated and as good service under articles:

(a) where the term of articles is three years or more, with the permission of the student's principal, a period not exceeding one year of employment in the proper business, practice and employment with another principal;

(b) where the term of articles is three years or more, a period not exceeding six months during the last nine months of the term of articles during which period the student may be absent from that principal's office to prepare for Part I and Part II of the prescribed examination repeaters examination or the Legal Practitioners Qualifying Examination;

(c) where the term of articles is five years—

(i) a period of attendance at any course of instruction in law from a higher education institution registered by the Higher Education Authority whose qualifications have been recognised by the Zambia Qualifications Authority; or

(ii) during the first three years of that term, with the permission of the principal, periods of absence from that principal's office to enable the student to study for an external degree, and a period not exceeding four months during which periods

the student may be absent from that principal's office to prepare for an examination required under the Act; or

(d) a period that the Council may, where the Council considers necessary as good service.

Irregular
service under
articles

15. Where a student has entered into articles for a term of five years and more than onehalf of the term of articles has expired before the student has passed Part I of the prescribed examination, or is granted total exemption therefrom, then, unless the Council otherwise directs, no further service under articles may be reckoned as good service under articles until the student passes Part I of the prescribed examination or is granted total exemption from the prescribed examination.

Student not
to take other
employment
except with
consent

16. (1) Subject to these Rules, a student shall not, during the term of that students articles, hold any office or engage in any employment other than the employment of—

(a) the principal with whom that student has entered into articles;

(b) a partner of that principal; or

(c) another principal under rule 14(3) (a), in the proper practice and employment of a legal practitioner.

(2) A student's period of articles shall not, where a student holds an office or engages in employment other than employment under subrule (1) (a), (b) or (c), unless the Council otherwise directs, be considered as good service under articles.

(3) This rule does not apply to a student who, before that student enters or engages in any office or employment, has obtained the written consent of the principal with whom that student has entered into articles and the Council.

(4) A direction made by the Council under subrule (2) or any consent given by the Council under subrule (3) may be made or given subject to terms and conditions that the Council may consider necessary, and that consent may be withdrawn or the terms and conditions varied at any time.

(5) A student seeking the direction or consent of the Council under this rule shall apply to the Council in Form III set out in the Schedule.

(6) An application under subrule (5) shall be accompanied by a written consent of the principal under subrule (2).

17. (1) Where a student has not served under that student's articles in accordance with these Rules but has, after the execution of that student's articles, in good faith served, whether continuously or not, one or more principals for periods equal, in total, to the full term for which the student was originally articulated, the Council may, on application by the student, consider the service as if it is good service.

Council may disregard irregularities of service under articles

(2) The Council shall not consider service under subrule (1) as good service unless—

- (a) Council is satisfied that the irregularity of the service was occasioned by accident, mistake or other sufficient cause; and
- (b) service, though irregular, was substantially equivalent to service in accordance with these Rules.

(2) An application under subrule (1) shall be made to the Council in Form IV set out in the First Schedule.

18. (1) Subject to subrule (3), a student may enter into new articles with another principal for the residue of the term and service under those articles in accordance with these Rules, which shall be good service, where before the expiry of the term for which the student is articulated the—

New or further articles necessary in certain cases

- (a) principal to whom that student is articulated ceases to practice as a legal practitioner;
- (b) articles are cancelled by mutual consent or are otherwise terminated before the expiry of the period for which they were limited to endure; or
- (c) principal dies.

(2) A student service under any new or further articles may, where articles are discharged, be considered as good service where that student has registered those new articles with the Council under rule 13.

(3) Where a principal to a student who is articulated dies, ceases to practice or cancels the articles by mutual consent before the expiry of the term for which a student is articulated, and the student enters into new articles, the Council may, on application by the student consider that period of service as good service under articles if the Council considers that—

- (a) there is no undue delay from the date of cancellation or cessation of the articles or death of the principal and the entering into of new articles by the student; and

(b) the student has served the principal in good faith.

(4) An application under subrule (3) shall be in Form IV set out in the First Schedule.

(5) A student may, where on the expiry of the term for which a student is articulated that student fails to satisfy the Council that the student has duly served under articles for the whole of the term of that student's articles, enter into further articles with the same or another principal for a period that will enable that student to complete the requisite term of service under articles.

(6) A student's certificate of enrolment shall, where a student does not enter into new articles within two years of the cancellation or discharge of that student's articles, or that student does not enter into further articles within two years of the expiry of that student's original or any new articles, be of no effect and that student shall be required to reenrol as a student with the Council before entering into new or further articles, and new or further articles shall be for that term, not exceeding the term of that student's original articles, that the Council may determine.

(7) A student who enters into new or further articles under subrule (6) shall lodge with the Secretary—

(a) new or further articles, in duplicate; and

(b) valid certificate of enrolment as a student with the Council.

(8) A student who intends to amend that student's details of registration shall notify the Council in Form IV set out in the First Schedule.

(9) The Council shall, on receipt of the notice to amend the student's details of registration, amend the register.

PART IV EXAMINATION

A. General

Notice 19. A student who intends to sit for the Legal Practitioners Qualifying Examination, the repeaters examination or the prescribed examination by the Council, shall notify the Council in Form V set out in the First Schedule on payment of the fees set out in the Fourth Schedule.

Conduct of examination 20. The prescribed examination, the repeaters examination and the Legal Practitioners Qualifying Examination shall be conducted in accordance with these Rules and any instruction that the Council may issue.

21. (1) Subject to subrule (2), the decision of the Council on the results of an examination held under these Rules shall be final. Results of examinations

(2) An examination script written by a student shall be the property of the Council, and a student shall not be entitled to see that script after the examination or to have it returned to that student.

22. A student wishing to be exempted from any Head of the Legal Practitioners Qualifying Examination or the prescribed examination shall apply to the Council not later than the latest date for entry for that examination in Form VI set out in the First Schedule on payment of a fee set out in the Fourth Schedule. Exemption

23. The Council shall issue a detailed syllabi of the Legal Practitioners Qualifying Examination and the prescribed examination. Syllabi

B. The Legal Practitioners Qualifying Examination

24. (1) The Legal Practitioners Qualifying Examination shall comprise the following Heads: Heads of examination

- (a) Professional Conduct and Ethics;
- (b) Bookkeeping and Accounts;
- (c) Conveyancing and Legal Drafting;
- (d) Probate and Succession;
- (e) Commercial Transactions;
- (f) Company Law Procedure;
- (g) Superior Courts Civil Procedure;
- (h) Subordinate Courts Civil Procedure;
- (i) Domestic Relations;
- (j) Criminal Procedure; and
- (k) Evidence.

(2) The examination shall consist of written papers and other forms of evaluation specified by the Council in each Heads of the examination and a student shall be permitted access to books and legislation that the Council may specify.

(3) A student shall be required to pass in each Head of the examination, except where that candidate is granted an exemption from a Head of the examination under the Act.

(4) A student will be required to retake and pass all the remaining Heads within four years of the date of the Legal Practitioner's Qualifying Examinations if that student has—

(a) passed less than four Heads of examination at one sitting;
or

(b) not passed all the Heads the examination.

(5) A student who fails to pass the remaining Heads under subrule (4) shall be excluded from the course.

(6) A student who intends to re-sit an examination shall only sit for a repeaters examination.

(7) Despite subrule (4), student who is excluded under subrule (5) may petition once, in exceptional circumstances, to the Council within six weeks of the date of publication of results.

(8) A student who intends to re-sit an examination, shall attend a revision class on payment of a fee set out in the Fourth Schedule.

(9) A person shall not enter for an examination unless that person is enroled as a student under these Rules.

Cap. 30 (10) Where a person enroled as a student under these Rules is required under section 12 of the Legal Practitioner's Act to pass the prescribed examination, that person is not eligible to write any part of the Legal Practitioners Qualifying Examination until after that person has successfully completed the prescribed examination.

(11) Nothing in this rule shall disqualify a person who has, before being admitted as a practitioner, given to the Chief Justice, an undertaking in writing that the person shall not, before that person has passed Bookkeeping and Accounts, perform within the Republic any of the functions which in England are performed by a solicitor and are not performed by a barrister, from entering for the Legal Practitioners Qualifying Examination in Bookkeeping and Accounts.

C. The Prescribed Examination

Parts and
Heads of
examination

25. (1) A prescribed examination shall consist of two parts divided into the Heads set out in subrules (3) and (4).

(2) Subject to the Act, the Council may, direct that the prescribed examination shall consist of a less number of Parts or Heads.

(3) Part I of the prescribed examination shall comprise the following Heads:

- (a) Contract;
- (b) Tort;
- (c) Criminal Law and Evidence; and
- (d) Constitutional Law.

(4) Part II of the prescribed examination shall comprise the following Heads:

- (a) Commercial Law;
- (b) Land Law;
- (c) Administrative Law; and
- (d) Jurisprudence.

(5) A person may not sit for the prescribed examination unless that person is enrolled as a student or has entered into articles under these Rules.

(6) A student may not attempt Part II of the prescribed examination until that student has sat for the Heads of Part I of the examination, and shall have passed in at least three Heads.

(7) The prescribed examination shall be conducted in accordance with the rules and procedures of an accredited legal education institution.

26. (1) The Council shall issue a student who successfully completes an examination, a Legal Practitioners Qualifying Examination Certificate in Form VII set out in the First Schedule.

Certificate of completion

(2) A student who loses a Legal Practitioners Qualifying Certificate Examination issued in subrule (1) or whose certificate is damaged may apply in Form IV set out in the First Schedule to the Council for issuance of a duplicate Legal Practitioner Qualifying Examination Certificate on payment of a fee set out in the Fourth Schedule.

PART V GENERAL PROVISIONS

27. An examination under these Rules shall be held twice for each intake in each year on a date, time and place approved by the Council.

Dates and times of examinations

28. A higher education institution set out in the Third Schedule is approved by the Council for the purposes of section 11(1) (a), (b) and (c) of the Legal Practitioner's Act.

Approved higher education institution
Cap. 30

Complaints
against
former
students and
student

29. (1) The Council may, on its own motion or on receipt of a complaint, investigate a complaint relating to the conduct of a student, former student or of a person who, having been enrolled as a student but whose certificate of enrolment is considered under these Rules to be of no effect and who applies to be re-enrolled.

(2) A complaint to the Council shall be lodged with the Secretary who shall refer that complaint to the Council unless the Secretary considers that the complaint is frivolous.

Decision of
council

30. (1) The Council may, where a complaint discloses the conduct complained against—

(a) admonish the student or former student and cause an entry of that admonishment to be made against that student or former student's name on the student's register;

(b) refuse to register the articles or further articles of the student or former student;

(c) postpone the date on which the student or former student may sit for any examination or any Head or Part of the examination provided for in these Rules;

(d) refuse to reenroll the former student; or

(e) revoke the certificate of enrolment of the student.

(2) The Council shall, before carrying out the decision under subrule (1), notify the student or former student of the complaint and accord that student or former student an opportunity to be heard.

Cases not
specifically
provided for

31. (1) A person may apply to the Council for a matter that is not specifically provided for under these Rules, in Form IV set out in the First Schedule, stating the nature of that person's application and specifying the facts on which that person relies in support of that application.

(2) A person who makes an application under subrule (1) may be required to verify these facts by affidavit or statutory declaration and adduce further evidence, where necessary.

Appeal

32. An applicant who is aggrieved with a decision of the Council under these Rules may appeal to the High Court.

Papers to be
lodged with
Secretary

33. A document required to be lodged with the Council shall be lodged with the Secretary.

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|---|---------------------------------|
| 34. Subject to the Act, the Chairperson of the Council may, in any particular case, extend or abridge any time laid down by these Rules, except for the period specified under rule 24 (4). | Abridgement of time |
| 35. The fees set out in the Fourth Schedule are payable for the matters specified therein. | Fees |
| 36. The Student Rules, 1985 are revoked. | Revocation of SI No. 90 of 1985 |
| 37. Despite the revocation of Student Rules under rule 36—
<i>(a)</i> an activity commenced under the revoked Rules shall be considered to be an activity commenced in accordance with these Rules;
<i>(b)</i> on commencement of these Rules, a student who has only sat once for a final examination and has not passed all the Heads, may retake the remaining Heads in accordance with these Rules;
<i>(c)</i> where a student has already sat for an examination more than once but not more than thrice under the revoked Rules, that student shall retake the remaining Heads in accordance with these Rules; and
<i>(d)</i> where a student is excluded, having sat thrice, for an examination under the revoked Rules, on commencement of these Rules, that student shall be entitled to sit for one more examination. | Transitional provision |

FIRST SCHEDULE
(Rules 5, 6, 16, 17, 18, 19 and 26)

PRESCRIBED FORMS

Form I
(Rules 5 (1) and 9(2))



ZAMBIA INSTITUTE OF ADVANCED LEGAL EDUCATION

The Legal Practitioners
(Laws, Volume 4, Cap. 30)

The Zambia Institute of Advanced Legal Education
(Student) Rules, 2021

APPLICATION FOR ENROLMENT AS A STUDENT						
Please complete in BLOCK LETTERS		Shaded fields for official use only		Enrolment No.		
				Date and Time		
Information Required		Information Provided				√
APPLICANT'S DETAILS						
1.	(a) Surname					
	(b) Forename(s)					
	(c) Former name (s)					
	(d) Physical/Postal Address					
	(e) Nationality:					
	(f) NRC No.:					
	(g) Sex:					
	(h) Date of Birth:					
	(i) Telephone:					
	(j) Email Address					
EDUCATIONAL BACKGROUND						
2.	Primary		From		To	
	Secondary		From		To	
	Tertiary		From		To	
	University		From		To	
	Others, give details:					
					
PRESENT EMPLOYMENT						
3.	(a) Name of employer:					
	(b) Address:					
	(c) Post held:					
	(d) Nature of work:					
	(e) Date of employment started:					
4.	(a) Have you ever been convicted of a criminal offence?		Yes	No		
	(b) Is any criminal charge pending against you?		Yes	No		
	(c) Have you ever had a civil judgement entered against you?		Yes	No		
	(d) Is any civil pending against you now?		Yes	No		
	(e) If the answer to any question is "Yes" give details:					
					

5.	APPENDICES	
1.	Duly certified copy of birth certificate or an affidavit of birth	
2.	Duly certified evidence of education, tertiary and profession qualifications	
3.	Provide name(s), address(es) and occupation of referee(s) should preferably be: (i) if the applicant has within three years immediately preceding his application attended an educational establishment, a responsible official of the establishment; or (ii) a clergyman, former employer, legal practitioner, medical practitioner or other person of known standing.	
4.	Police clearance certificate	
5.	Medical Report	
6.	Disability disclosure	
<p>DECLARATION</p> <p>I declare that I have answered the above questions truthfully and exactly and that I am not aware of any circumstances not disclosed in these answers which, if known, might raise doubts as to my fitness for enrolment as a student. I understand that if I am enrolled as a student and this declaration or any of the particulars furnished by me are subsequently found to be false within my own knowledge, my enrolment may be cancelled.</p> <p>I accordingly apply for the issue to me of a certificate of enrolment as a student.</p> <p style="text-align: center;">Dated this day of, 20.....</p> <p style="text-align: center;">Signed: <i>Applicant</i></p>		
<p>FOR OFFICIAL USE ONLY</p> <p>Received by: RECEIPT No. <i>Officer (Name and Signature)</i></p> <p>Date Received:</p> <p>Amount Received:</p> <p>Serial No. of application:</p> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>OFFICIAL STAMP</p> </div>		

Form II
(Rule 6)



ZAMBIA INSTITUTE OF ADVANCED LEGAL EDUCATION

The Legal Practitioners
(Laws, Volume 4, Cap. 30)

**The Zambia Institute of Advanced Legal Education
(Student) Rules, 2021**

CERTIFICATE OF ENROLMENT

No.:
Name:
Nationality:
Country of Residence:
Date of Birth:
Postal Address:
has this day of, 20..... been enrolled as a Student
pursuant to the provisions of section 9 of the Legal Practitioners Act.

....., 20.....
..... (signed)

.....
Secretary



ZAMBIA INSTITUTE OF ADVANCED LEGAL EDUCATION

The Legal Practitioners
(Laws, Volume 4, Cap. 30)

The Zambia Institute of Advanced Legal Education
(Student) Rules, 2021

APPLICATION TO HOLD OFFICE WHILST UNDER ARTICLES			
Please complete in BLOCK LETTERS	Shaded fields for official use only	Certificate of Enrolment No.:	
		Date and Time	
Information Required	Information Provided		√
1. (a) Surname			
(b) Forename(s)			
2. Applicants Address:			
(a) Physical/Postal Address			
(b) Nationality:			
(c) NRC No.:			
(d) Sex:			
(e) Date of Birth:			
(f) Telephone:			
(g) Email Address			
3. Articled on:			
To Mr/Mrs:			
Address:			
For a term of:			
From:			
To engage in the office or employment of and by:			
Salary per annum:			
4. The work will be of the following nature, that is to say and the average time to be spent by me thereon in each week will be approximately: hours		
<p>DECLARATION</p> <p>I declare that I have answered the above questions truthfully and exactly and that I am not aware of any circumstances not disclosed in these answers which, if known, might raise doubts as to my fitness for enrolment as a student. I understand that if I am enrolled as a student and this declaration or any of the particulars furnished by me are subsequently found to be false within my own knowledge, my enrolment may be cancelled.</p> <p>I accordingly apply for the issue to me of a certificate of enrolment as a student.</p> <p>Dated this day of, 20.....</p> <p>Signed:</p> <p style="text-align: center;"><i>Applicant</i></p>			
FOR OFFICIAL USE ONLY			
Received by:			
<i>Secretary (Council of Legal Education)</i>			
Signature:		OFFICIAL STAMP	
Date:			

Form IV
(Rules 7 16 (5), 17 (2), 18 (8), 26 (2) and 31(1))



ZAMBIA INSTITUTE OF ADVANCED LEGAL EDUCATION

The Legal Practitioners
(Laws, Volume 4, Cap. 30)

The Zambia Institute of Advanced Legal Education
(Student) Rules, 2021

GENERAL FORM OF APPLICATION			
Please complete in BLOCK LETTERS	Shaded fields for official use only	Certificate of Enrolment No.:	
		Dated	
<i>Information Required</i>	<i>Information Provided</i>		√
1. (a) Surname			
(b) Forename(s)			
2. Applicants Address:			
(a) Physical/Postal Address			
(b) Nationality:			
(c) NRC No.:			
(d) Sex:			
(e) Date of Birth:			
(f) Telephone:			
(g) Email Address			
3. Application for:			
4. Declared, etc.,			
(a) Full name of applicant::			
(b) Address:			
(c) Refer to the rules or rule under which the application is made			
(d) State briefly the nature of the application:			
(e) State concisely in numbered paragraphs the facts on which reliance is placed in support of the application:			
DECLARATION			
I solemnly and sincerely declare that the facts set out herein are true. And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declaration Act, 1835, of the United Kingdom.			
Dated this day of, 20.....			
Signed: <i>Applicant</i>			
FOR OFFICIAL USE ONLY			
Received by: <i>Secretary (Council of Legal Education)</i>			
Signature:			OFFICIAL STAMP
Date:			



ZAMBIA INSTITUTE OF ADVANCED LEGAL EDUCATION

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NOTICE OF INTENTION TO SIT FOR AN EXAMINATION

To: The Secretary
The Council of Legal Education
P.O. Box 50067
LUSAKA

PART I

I, (BLOCK CAPITALS)
of
do give notice of my desire to sit for the following Parts and Heads of the
..... Examination to be held in, 20.....
Part Heads I enclose herewith fee units in payment of the prescribed fees.
My certificate of enrolment number is dated,

I am enrolled under the provisions of section of the Legal Practitioners Act.

I desire that notices in relation to the examination be sent to me at

Signed: Date:, 20.....

PART 2

[To be completed by students enrolled under sections 11 A(b)(iii)
and 12 of the Legal Practitioners Act]

I commenced service under articles on
I have been absent from my principal's office during the period of my articles for the following
periods with/without consent of my principal for the reasons given:

.....
.....

(An absence due to ill-health for more than one month must be supported by a medical certificate.)

I have/have not engaged in other employment (if you have, give details and any consents obtained)

Signed:.....

Student

The above-named student has worked satisfactorily as an Articled Clerk and has shown himself to be a fit and proper person to be admitted as a practitioner.

Signed: Date:
Principal

PART 3

[To be completed by students enrolled under section 11 B of the Legal Practitioners Act in active employment in the office of practitioner]

I commenced my period of active employment with Mr./Mrs./Ms.
on

I have not been absent from my principal's office during my period of active employment except for the periods stated
.....

(An absence due to ill-health for more than one month must be supported by a medical certificate.)

I have not been engaged in other employment.

Signed:
Student

The above-named student has worked satisfactorily during his period of active employment with me and is a fit and proper person to be admitted as a practitioner.

Signed: Date:
Principal

PART 4

[To be completed by students who have attended at the Law Practice Institute under section 11 A (b) (i) or 11 B (b) of the Legal Practitioners Act]

I commenced my attendance at the Law Practice Institute on
and completed the course on, 20.....

Signed.....
Student

I certify that the above-mentioned student has duly fulfilled the requirements of the course which he has attended during the year 20.....

Signed:
Director

Date:, 20.....



ZAMBIA INSTITUTE OF ADVANCED LEGAL EDUCATION

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APPLICATION FOR EXEMPTION FROM AN EXAMINATION OR PART OF AN EXAMINATION			
Please complete in BLOCK LETTERS	Shaded fields for official use only	Certificate of Enrolment No.:	
		Dated:	
<i>Information Required</i>	<i>Information Provided</i>		√
1. (a) Surname			
(b) Forename(s)			
2. Applicants Address:			
(a) Physical/Postal Address			
(b) Nationality:			
(c) NRC No.:			
(d) Sex:			
(e) Date of Birth:			
(f) Telephone:			
(g) Email Address			
3. Application for exemption from the following Heads or Part:			
Name Examination(s):			
By virtue of:			
Dated, 20.....	Signature:		
4. Full name of student:			
5. Address:			
6. Description of examination:			
7. Grounds for claim for exemption stating section of Act under which application is made:			
<p>DECLARATION</p> <p>I solemnly and sincerely declare that the facts set out herein are true. And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declaration Act, 1835, of the United Kingdom. I accordingly apply to be exempted.</p> <p>Dated this day of, 20..... Signed:</p> <p style="text-align: right;"><i>Student</i></p>			
<p>FOR OFFICIAL USE ONLY</p> <p>Received by:</p> <p style="text-align: center;"><i>Secretary (Council of Legal Education)</i></p> <p>Signature:</p> <p>Date:</p>			
			OFFICIAL STAMP



ZAMBIA INSTITUTE OF ADVANCED LEGAL EDUCATION

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CERTIFICATE OF COMPLETION

LEGAL PRACTITIONERS QUALIFYING EXAMINATION

This is to certify that

.....
has successfully completed the Legal Practitioners Qualifying Examination
.....
.....

Dated thisday of..... 20.....

Signed:

.....
Director

SECOND SCHEDULE

(Rule 13 (6))

TERM OF ARTICLES

1. In the case of a person who, before entering into articles, has taken a degree, not being an honorary degree, at the University of Zambia or at any University specified in the Fourth Schedule, or such other University as the Council may from time to time recognise, or is in a position to supplicate for such degree, the term shall be three years.
2. In the case of a person who before entering into articles has acquired practical experience over such period and of such nature as may be approved by the Council the term shall be fixed by the Council but shall not in any case be less than three years.
3. In any other case the term shall be five years.

THIRD SCHEDULE
(Rule (28))

APPROVED HIGHER EDUCATION INSTITUTIONS

1. Any University of a self-governing State which is, or was at any time, a member State or was part of a member State of the Commonwealth of Nations and which applies as its predominant basic system of law the Common Law.
2. Any University of the United Kingdom or the Republic of Ireland.

FOURTH SCHEDULE
(Rule 35)

PRESCRIBED FEES

<i>Description</i>	<i>Fee Units</i>
1. Legal Practitioners Qualifying Examination (the fees which shall be payable by a student upon entry for each Head of the Examination for which notice of entry has been given):	
(a) First sitting per Head	2500
(b) Re-sitting per Head	2833
2. Prescribed Examination (the fees which shall be payable by a student upon entry for each Head of the Examination for which notice of entry has been given):	
(a) First sitting per Head	2500
(b) Re-sitting per Head	2833
3. Enrolment as student	5000
4. Duplicate certificate of enrolment	5000
5. Re-enrolment	5000
6. Exemption per Head	5000
7. Examination petition	5000

G. LUBINDA,
Minister of Justice

LUSAKA
13th May, 2021
[LD/si/96/10]

