

**NOTIFICATION TO COUNCIL OF PROPOSED PUPILAGE
(PROFESSIONAL CONDUCT AND ETIQUETTE) RULES,
1969 L.I. 613, R4(6)**

Iof having been a lawyer
(name) (Chambers/Legal Department/Publishing Entity)

since.....hereby notify the Council under R4 (6) of L.I. 613 of the proposed pupillage
(year of call)

of.....under me as a member of the above named
(name of Pupil)

Chambers/Legal Department/Publishing Entity.

DATED ATTHIS ...DAY OF.....20.....

.....
SIGNATURE OF SENIOR UNDER WHOM PUPILLAGE AND STAMP OF THE
CHAMBERS/LEGAL DEPARTMENT/PUBLISHING ENTITY

The General Legal Council
GLC Committee on Chambers Registration
Ghana Bar Center
Accra

DECLARATION OF COMPLETION OF PUPILAGE

[LEGAL PROFESSION ACT 1960 (ACT 32) S.8 (3) AND (4)]

PURSUANT to S.8 (3) and (4) of the Legal Profession Act, 1960 (Act 32) as amended, I.....Of.....

hereby notify the Council that consequent upon my earlier notification to you of proposed pupilage, _____ has duly completed his/her pupilage since qualifying as a lawyer, having read for a period of not less than six (6) months from.....to.....under me and is entitled to be issued with Pupilage Completion Certificate.

Dated this day of 20

.....
Signature of Declarant and Chambers Stamp

The General Legal Council
GLC Committee on Pupillage
Ghana Bar Center
Accra

GUIDELINES FOR ISSUING PUPILAGE CERTIFICATE OF COMPLETION

R4 (6)

Upon successful completion of the Ghana School of Law, the prospective pupil would pick up the two forms to be filled by the Senior under whom he is going to do his/her pupillage.

This lawyer must have practised for a period of not less than seven (7) years

The first form, NOTIFICATION TO COUNCIL OF PROPOSED PUPILAGE, would be returned for filing to the GLC through its Committee upon the payment of GHC50.00 by cheque or money order for administration of the two forms.

Upon completion, the second form, DECLARATION OF COMPLETION, would be filled by the said Senior under whom he read for a period of not less than six (6) months and the form sent to the GLC through its Committee for a Certificate of Completion of Pupilage to be issued by the GLC upon the payment of GHC75.00 by the Pupil.

All payments are to be made in the name of GENERAL LEGAL COUNCIL/GBA and can be made at the Bar Secretariat to be receipted by them or through the Regional Bar offices.

1. FOR REGIONAL BAR OFFICE

Notifier's declarations in the second form (ie NOTIFICATION OF COMPLETION) shall be verified by the Regional Bar Executives who shall endorse the form under the signature of the Regional President or Secretary that the information therein are true with the remark:

a. RECOMMENDED FOR ISSUE.

b. COULD NOT VERIFY DECLARATIONS

The forms would then be forwarded to the National Secretariat which houses **CHAMBERS REGISTRATION COMMITTEE OF THE GLC** for the completion of the processing.

2. FOR THE CHAMBERS REGISTRATION COMMITTEE OF THE GLC

Notifier's declarations may be verified by the **COMMITTEE OF THE GLC** who shall endorse the form as

a. ISSUE

b. REFERRED FOR PROOF

c. TO MEET THE GLC

3. FOR THE GLC

Notifier's declaration may be referred to the GLC for verification who shall endorse the form under the signature of the Secretary to the GLC that the information therein is true.

The forms would then be forwarded to the National Secretariat which houses the **COMMITTEE OF THE GLC** for the completion of the processing.

4. The COMMITTEE OF THE GLC would issue the Certificate to those Pupils whose forms have been endorsed with ISSUE and the Certificate shall bear a number with the year and alphabet showing region (as in 1216/2012 AR).

5. Processed Forms would be scanned and stored on the PC and the hard copies filed according to the region/office which received the application.