

Rule 4 of the Singapore Academy of Law (SAL) Rules¹ sets out the procedures for waiver of annual subscriptions.

Grounds for waiver

1. Members may apply for waiver of annual subscriptions under Rule 4(1) of the Singapore Academy of Law Rules if (for any period of not less than 12 months), they will:
 - (a) be continuously absent from Singapore;
 - (b) not be ordinarily resident or domiciled in Singapore;
 - (c) not be in the profession of law; **or**
 - (d) not be gainfully employed.
2. A member shall be deemed “**not to be in the profession of law**” if he does not have in force a practising certificate and is not any of the following:
 - (a) a member of the Senate;
 - (b) a Judicial Service Officer;
 - (c) a Legal Service Officer;
 - (d) a PD Officer;
 - (e) a teacher in law at any university or institution of higher learning;
 - (f) a person employed to perform legal work or the duties of a lawyer by the Government, a statutory body, a corporation or an unincorporated association; **or**
 - (g) such other person who, in the opinion of the Executive Committee, is carrying on activities so closely connected to the law or the profession of law as to be regarded as being in the profession of law.

Period of waiver

3. The minimum period of waiver is 12 months. Applications for waivers, must be made using SAL online application form. Applications for any period less than 12 months will be rejected. If you are applying for indefinite waiver, which is subject to approval on a case-by-case basis, please provide an explanation and the necessary supporting documents.

Time frame allowed for application for waiver

4. A member can login to their account on the SAL Member Portal to submit an application for waiver. An application for waiver shall be made one month prior to or during the period to which the application relates, and in any case not later than 3 months after the expiry of each period of 12 months referred to.
5. The circumstances under which the applicant is seeking waiver of annual subscriptions must be clearly stated. Failure to do so may result in the application being rejected or delayed. Applicants are required to submit documentary proofs such as overseas appointment letters, entry or exit permit etc to substantiate their waiver applications.

Waiver of Annual Subscriptions

6. Under the SAL Rules, the Executive Board has the power to approve waiver applications submitted outside the time frame allowed. However, this power is exercised sparingly, and only special cases will be considered.
7. The Executive Board may, on the member’s application, waive the annual subscription or subscriptions payable in respect of such period as the Executive Board thinks fit. There is no refund for subscriptions paid.

¹ Singapore of Academy of Law Rules (Amended as at 01 April 2023)

Conditions for Approval of Waiver

8. All waiver of annual subscriptions is subject to the settlement of arrears within 30 days from the date the Academy notifies the member of the approval of the waiver application. The waiver approval will lapse if the member does not settle the outstanding amount within 30 days. In such event, the member will continue to be billed for future annual subscriptions when they fall due.
9. Annual subscriptions shall be payable within 30 days, in advance on or before 1st January of that year. Where a member's annual subscription is in arrears for more than 30 days, the Executive Board may withdraw the privileges of the Academy from the member. The withdrawal of privileges from any member shall not prejudice the right of the Academy to recover the arrears of membership subscription due from the member.
10. All waivers are subject to the corresponding agreement by members that they will notify the Academy as soon as possible when the circumstances under which they had applied for waiver are no longer valid. In particular, members who had applied for waiver on the grounds of "not being in the profession of law" must notify the Academy immediately should they subsequently return to legal practice or to an area of work related to law. Otherwise, the Academy retains the right to impose annual subscription fees from the commencement date of the waiver period granted.
11. Once a member has been granted waiver of annual subscriptions, they will not be entitled to any privileges of SAL membership until they remove the waiver status through an application for reinstatement and resume paying their annual subscriptions.

Waiver Expiry

12. There is no automatic renewal or extension of the approved waiver. Renewals or extensions must be made at least one month before the waiver expiry date. Otherwise, the Academy retains the right to impose annual subscription fee the day after the waiver expiry date.

Applications of Waiver

13. Application for the waiver of annual subscriptions is available on the SAL Member Portal at <https://customer.sal.sg>. If you need any assistance, you can contact us at (65) 6332-4388 or email membership@sal.org.sg.

NB: The SAL waiver rules were introduced on 3 January 1992. The articles on waiver were published in past issues of the SAL newsletters/magazines since 1992. In addition, we have been sending yearly notices to inform SAL members to apply for waiver if they fulfil the circumstances as spelt out under SAL waiver rules, together with the "Statement of Account" which show the yearly membership subscriptions billed.

Updated 27 June 2023