



## NOTICE

### Notice to Students Qualified for the Apprenticeship Program (August 2024 - February 2025)

If you wish to register as an apprentice:

1. Please follow the Apprenticeship Guidelines available on the Sri Lanka Law College website.
2. Submit the following documents to the Apprenticeship Unit according to your assigned time slot:
  - o Application
  - o Letter of Commencement
  - o Payment of LKR 25,000 (HNB - Hulftsdorp Branch - 063020073300)

<b>Registration Numbers.</b>	<b>Date</b>	<b>Time</b>
16346 to 33397	August 22, 2024	9:00 am to 11:30 am
33435 to 35151	August 22, 2024	1:00 pm to 3:30 pm
35157 to 37243	August 23, 2024	9:00 am to 11:30 am
37269 to 38553	August 23, 2024	1:00 pm to 3:30 pm
38617 to 39270	August 24, 2024	9:00 am to 11:30 am
39271 to 39511	August 24, 2024	1:00 pm to 3:30 pm
39518 to 39993	August 25, 2024	9:00 am to 11:30 am
39995 to 40118	August 25, 2024	1:00 pm to 3:30 pm
40119 to 40303	August 26, 2024	9:00 am to 11:30 am
40324 to 40518	August 26, 2024	1:00 pm to 3:30 pm
40519 to 40698	August 27, 2024	9:00 am to 11:30 am

3. You must be physically present to submit the documents. Bring your Law College student ID.
4. After August 27, 2024, the Commencement Letter will not be accepted for any reason.
5. Students awaiting re-scrutiny results from the April 2024 Attorneys-at-Law Examinations may submit their documents on August 29 and 30, 2024, between 9:00 am and 12:00 noon.

**Apprenticeship Unit**

**August 15, 2024**



Incorporated Council of Legal Education

Sri Lanka Law College

GUIDELINES FOR APPRENTICES

The students who are **eligible** for the apprenticeship <sup>1</sup> are required to follow the instructions given below:

01. After the results are released, the eligible student must complete, under Rule 36 of the Rules of the Incorporated Council of Legal Education, a six-month apprenticeship under an Attorney-at-Law of **eight years** standing.
02. The apprentice must hand over his/her Letter of Commencement (see Annexure 1) from the said Attorney to the Apprenticeship Unit of Sri Lanka Law College. (refer the notice)
03. The Letter of Commencement will not be accepted for any reason after the date specified in the notice.
04. The apprentice must complete his/her apprenticeship in Sri Lanka.
05. The apprentice must complete the Practical Training Course conducted by the Sri Lanka Law College.
06. After completing four (4) months of apprenticeship the apprentice must:
  - (a) check the correctness of his/her full name with the given name in the pass list<sup>2</sup> before submitting the Notice of Enrolment<sup>3</sup> (see Annexure 2).
  - (b) hand over two copies of the Notice of Enrolment to the Registrar of the Supreme Court.
  - (c) hand over the Notice of Enrolment to the Government Press and to a Newspaper for publication within two (2) working days from the submission date of the Notice of Enrolment to the Registrar of the Supreme Court.
  - (d) hand over two copies of the Notice of Enrolment to the Apprenticeship Unit of Sri Lanka Law College with the covering letter (see Annexure 4) within two (2) working days from the submission date of the Notice of Enrolment to the Government Press.

*(Note that the four sets of the same copies of Enrolment Notice should be printed.)*

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<sup>1</sup> Rule  
Apprenticeship  
and reading in  
chambers

<sup>36</sup> After passing the Final Examination for the admission of Attorneys-at-Law a student shall in accordance with the Regulations in Schedule III, attend for a period of six months the chambers of an Attorney-at-Law of 8 years standing practicing in Sri Lanka and familiarise himself with the ordinary business of an Attorney-at-Law and shall also attend such Practical Training Course as may be prescribed by the Council. Provided that where, in the case of an Attorney-at-Law student, the Council is satisfied that the student has in a judicial capacity acquired sufficient practical acquaintance with the Principles of Legal procedure, it may dispense with the requirements of the rule.

Barristers must refer to Rule 51

<sup>2</sup> The Final examination pass list will be published within four months after the release of the final examination results.

<sup>3</sup> The students who have registered in Sri Lanka Law College under Rule 51 of the Rules of the Incorporated Council of Legal Education, must complete their examinations before submitting the Notice of Enrolment.

7. After completing the apprenticeship and six weeks after publishing the Notice of Enrolment in the Gazette, the following documents must be handed over to the Apprenticeship Unit of Sri Lanka Law College by the apprentice himself/herself on a date to be announced on the Sri Lanka Law College Website.
- (a) Original and a photocopy of the letter of Termination (see annexure 3) issued by the Attorney who issued the Letter of Commencement.
  - (b) Copy of the Gazette Notification.
  - (c) Deed Book Submission Certificate (If applicable).
  - (d) Student Identity Card.
  - (e) Relevant set of forms (refer to No. 9 below)
8. The Apprenticeship Unit of the Sri Lanka Law College will release the following documents to the apprentice on the same day specified in No.7 above.
- (a) Preliminary Year Examination Certificate
  - (b) Intermediate Year Examination Certificate
  - (c) Final Year Examination Certificate
  - (d) Practical Training Course Certificate
  - (e) A copy of the Notice of Enrolment signed by the Registrar, Council of Legal Education
9. The apprentice should download the relevant set of forms required to be submitted to the Supreme Court. Each set of forms must include the Application, Affidavit, and the Schedule. The apprentices must duly fill out the same set of forms before submitting it to the Registrar of the Supreme Court.

[Set of forms 1](#) - Sri Lanka Law College and Foreign Universities  
University of KDU (all Examinations)

[Set of forms 2](#) - University of Colombo and University of Jaffna

[Set of forms 3](#) - Open University of Sri Lanka and  
University of Peradeniya

[Set of forms 4](#) - University of KDU (Preliminary exempted)

[Set of forms 5](#) - Barrister

10. The indications listed below should be made on the RIGHT-HAND CORNER of the following documents, before submitting them to the Supreme Court;

- |    |   |     |
|----|---|-----|
| 1. | Preliminary Year Examination Certificate                                | "A" |
| 2. | Intermediate Year Examination Certificate                               | "B" |
| 3. | Final Year Examination Certificate                                      | "C" |
| 4. | Notice of Enrolment stamped by the Supreme Court                        | "D" |
| 5. | Notice of Enrolment signed by the Registrar, Council of Legal Education | "E" |
| 6. | A copy of the Gazette Notification                                      | "F" |
| 7. | The page on which newspaper notice is published                         | "G" |
| 8. | Termination Letter  | "H" |
| 9. | Practical Training Course Certificate                                   | "I" |

All the above documents listed above in No. 10 together with the relevant set of forms, two character certificates from Attorneys-at-Law of at least 08 years standing, and stamps to the value of LKR 250 must be handed over to the Registrar of Supreme Court on a date notified by the Sri Lanka Law College.

**ANNEXURE - 01**

(Should be on the letterhead of the senior Attorney-at-law)

Registration No:.....

**LETTER OF COMMENCEMENT**

The Principal,  
Sri Lanka Law College,  
Colombo 12.

Dear Sir,

I wish to inform you that Mr. /Mrs. /Miss..... (Full Name)  
of..... (Address)..... commenced reading in my chamber  
from \_\_\_\_\_ (Date) in order to familiarize himself/herself with the ordinary course of  
business of an Attorney-at-Law, as required by Rule 36 of the Rules of the Incorporated  
Council of Legal Education.

Yours faithfully,

(Signature of the Attorney-at-Law)  
(Seal)

Date: DD/MM/YYYY

**ANNEXURE - 02**

**NOTICE OF ENROLMENT**

I,.....(Full Name)..... of.....(Address).....do hereby give notice that I shall SIX WEEKS HENCE apply to HIS LORDSHIP THE CHIEF JUSTICE AND THE OTHER HONOURABLE JUDGES OF THE SUPREME COURT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA to be admitted and enrolled as an ATTORNEY-AT-LAW OF THE SUPREME COURT.

(Signature of the Apprentice)  
(Name)

Date: *DD/MM/YYYY*

**ANNEXURE - 03**

(Should be on the letterhead of the Senior Attorney-at-Law)

**LETTER OF TERMINATION**

This is to certify that Mr./Mrs./Ms. .... (Full Name) .....  
of ..... (Address) ..... attended my Chamber regularly  
since ..... (Date) ..... for a period of Six months and that he/she practically understands the  
details of the Chamber practice of an Attorney-at-Law.

Yours faithfully,

(Signature of the Attorney-at-Law)  
(Seal)

Date: *DD/MM/YYYY*

**ANNEXURE - 04**

Registration No:.....

The Registrar,  
Council of Legal Education,  
244, Hulftsdorp Street,  
Colombo 12.

Dear Sir,

Herewith I attach two copies of my Notice of Enrolment.

Further, I wish to inform you that I have given my Notice of Enrolment to (Name of the Newspaper) and the Government Press in order to publish my name and address in the aforesaid Newspaper and the Government Gazette. I have also given two copies of the Notice of Enrolment to the Registrar of the Supreme Court.

Please accept my Notice of Enrolment.

Yours faithfully,

(Signature of the Apprentice)  
(Name)

Date: *DD/MM/YYYY*



Registration No.

## Sri Lanka Law College

### Practical Training Course (August 2024 to February 2025)

Instructions: Complete this form and hand it over with the commencement letter and payment slip to the Apprenticeship Unit, Sri Lanka Law College.

1.	Name in full				
2.	Name with Initials				
3.	Address				
4.	Contact Nos.	Mobile		WhatsApp No	
5.	E-mail Address				
6.	Month and the year of Passing the Attorneys-at-Law Final Examination	Year		Month	
7.	<b><u>For Students of Law College and Foreign Universities</u></b> Month and the year of passing the Attorneys-at-Law Intermediate Year Examination	Year		Month	
8.	<b><u>For All University students</u></b> Name of the University				
9.	<b><u>For Students of Open University, University of Peradeniya, and KDU</u></b> Month and the year of Passing the subject of Interpretation or Property I	Year		Month	
10.	<b><u>Payment</u></b>	Amount		Date	
Date				Signature of apprentice	