



### Application form: Corporate Senior Legal Counsel

Please submit your completed application form together with all the required supporting documents to the Corporate Counsel Association's Secretariat ([secretariat@ccasa.co.za](mailto:secretariat@ccasa.co.za)).

Incomplete applications will be returned, which will delay the assessment process. Please ensure that all required documentation is accurate and complete.

You will be notified of the outcome of your application **within two weeks** of the Secretariat receiving your **complete application and all supporting documents**.

If your application is successful, you will be permitted to use the awarded **professional designation**, subject to the following conditions:

- You remain a fully paid-up member of the Corporate Counsel Association;
- You comply with the Corporate Counsel Association's **Code of Ethics and Professional Conduct**;
- You meet the annual **CPD requirements**, as outlined in the **CPD Policy**.

### Required supporting documentation

The following documentation must be submitted together with your completed application:

- A current **CV**, including full details of qualifications, prior learning, employment history, workplace experience, and current role;
- A **detailed job description** with associated **Key Performance Indicators (KPIs)**;
- **Confirmation of employment** from your employer, verifying your current position within the organization;
- A **testimonial from your line manager or direct supervisor**, commenting on your professional performance;
- A **testimonial from a colleague or peer**;
- A **certified copy of your Identity Document**;
- **Certified copies of your qualifications**;
- Your **CPD records** for the past **two years**.

**Applicant's Personal Details***(please complete in full)***Section 1**

Title (Mr/ Mrs/Ms/Other)	
Surname	
First Names	
Known as	
Date of Birth	
Nationality	
ID No.	
Alternative ID No.	
Alternative ID Type	
Home Address	
Code	
Postal Address	
Province	
Code	
Phone No.	
Cell No.	
E-mail address	

## Section 2

The following information are required by SAQA for reporting purposes (completion is compulsory)

<b>Gender</b>	Male		Female	
<b>Socio-Economic Status</b>	Employed		Unemployed	
<b>Citizenship Status</b>	South African		Permanent Resident	
	Dual		Other	
<b>Race</b>	African		Coloured	
	Indian / Asian		Caucasian	
	Other (Specify)			
<b>Disability Status</b>	None		Communication	
	Sight		Physical	
	Hearing		Multiple disabilities	
	Other (specify)			
<b>Home Language</b>	English		Afrikaans	
	siSwati		TshiVenda	
	seSotho		isiXhosa	
	sePedi		xiTsonga	
	isiNdebele		seTswana	
	isiZulu		Other (specify)	
<b>Highest School Qualification</b>				
<b>Tertiary Education: List Qualification/s</b>				
<b>Qualifications currently enrolled for</b>				

### Section 3

Before your application will be considered, the following criteria must have been met (please tick relevant box):

<b>CONFIRMATION THAT YOU ARE A MEMBER IN GOOD STANDING</b>	Yes	No	Office use
Are you a Corporate Counsel Association Member in good standing?			
Are you in breach of any of Corporate Counsel Association's Codes or Policies?			

<b>UNDERLYING NQF REGISTERED QUALIFICATION / PART-QUALIFICATION(S)</b>	Yes	No	Office use
<b>Have you successfully obtained at least one of the following degrees?</b>			
Baccalaureus Legum			
Baccalaureus Procuratoris			
Baccalaureus Iuris			
Other equivalent legal degree ( <i>please specify below</i> )			
Are you currently enrolled for any qualification? ( <i>please specify below</i> )			

**RECOGNITION OF PRIOR LEARNING:**

**EXPERIENTIAL LEARNING / PRACTICAL EXPERIENCE**

	Yes	No	Office use
Are you actively employed as a bona fide Corporate Senior Legal Counsel?			
Have you actively been employed as a bona fide Corporate Counsel for an organization for a period of at least five years post obtaining your primary legal degree?			
<i>Alternatively - have you been actively employed by an organisation/s in the position where legal services and advice are provided for a period of at least seven years post obtaining your primary legal degree? (these positions can include i.e.: practicing attorney, advocate, prosecutor, magistrate, legal consultant, risk manager, company secretary, compliance manager, forensic auditor, HR legal advisor.)</i>			
Can you provide proof of any additional practical learnings during legal degree and/or related training?			
Have you done Articles of Clerkship or Pupillage?			
Can you provide proof of performance of Practical Legal Training?			
Have you been admitted as an Attorney or Advocate to the High Court?			
Have you been employed as a Prosecutor or Magistrate?			
Have you been employed in a law firm?			
Have you been employed as a legal consultant?			
Have you been employed as a bona fide Legal Counsel?			
Have you been employed as a risk manager / company secretary / compliance manager / forensic auditor / HR legal advisor, providing in part legal services and/or advice?			

## GUIDELINES ON SUPPORTING DOCUMENTS

### Curriculum Vitae

Your CV should contain full details of prior learnings, qualifications, workplace experience, employment history and details of current employment.

The following format is required when listing any previous employers which are applicable to experiential learning / practical experience:

<b>Company name</b>	
<b>Capacity / Position</b>	
<b>Nature of business</b>	
<b>Date of appointment</b>	
<b>Date of leaving</b>	

### Job description

When completing your job description, please include the following information:

<b>Job title</b>	Indicate your current position / job title within your employer organisation i.e.: Corporate Counsel; Senior Legal Advisor, etc.
<b>Department</b>	Details of department in which you are currently employed. Set out structure and composition of department.
<b>Type of industry and sector type</b>	Indicate industry sector where currently employed in.
<b>Workplace</b>	Describe workplace and facilities available to department.
<b>Support staff</b>	Provide details of legal support staff and/or office support available to department.

**Job description (cont.)**

<b>Job description</b>	<p>Detail the workplace experience received whilst being actively employed as a bona fide Corporate Counsel for an organization/s. Include list of duties which involve providing general and specialist legal services and advice in respect of the employer's business.</p> <p>In the instance that you haven't been employed as a bona fide Corporate Counsel for a period of five years post obtaining your legal degree, set out details of workplace experience received whilst being actively employed by an organisation/s in the position where legal services and advice were provided, for a period of at least seven years post obtaining your primary legal degree.</p> <p><i>As an illustration, when considering the application the following experiential learning and practical experience, prior learnings and related experience received in the following positions will be considered: practicing attorney / advocate / prosecutor / magistrate / risk manager / company secretary / compliance manager / forensic auditor / HR legal advisor.</i></p> <p>Please include detailed experiential learning and practical experience, prior learnings and related experience, i.e. explain type of legal services and advice; explain role in legal team and list your duties.</p>
<b>Main purpose</b>	<p>Proof that you are employed in a semi-managerial position which forms part of the legal team and includes providing legal services and advice to your employer.</p> <p>Set out main purpose of your function, i.e. how and to whom legal advice and related services are provided to in legal department and to low and middle management employees and functions in the employer organisation as a whole.</p>
<b>Reporting structures</b>	<p>Include own organogram of reporting structures within the employer organisation's legal structure (<i>see below example</i>). Applicant to indicate his/her position in structure.</p>
<p><b>Example:</b></p> <pre> graph BT     A[Legal Support Practitioners] --&gt; B[Legal Counsel]     B --&gt; C[Senior Legal Counsel / Manager of Department]     C --&gt; D[General Counsel / Company Secretary / Risk / Auditor / Head of Compliance / Head of Legal Department]     D --&gt; E[Executive (EXCOM)]     E --&gt; F[CEO / Financial Director / Other Director]           </pre>	

## COMPETENCIES

*Applicant must possess and be able to demonstrate the below listed competencies. Applicant to provide detailed account of these competencies in job description.*

LEGAL SUPPORT	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
<b>Accountabilities &amp; responsibilities (key performance areas &amp; tasks)</b>				
Act as general legal advisor to the organisation and form part of either a general or divisional legal department (often heads a divisional or branch office)				
Provide general legal services and in some cases specialist legal advice				
Semi-managerial position forming part of the legal team and providing legal advice to his or her employer				
The person holding the position typically reports to a Company Secretary or another senior Corporate Counsel function or to a General Counsel				
Duties involve providing general and specialist legal advice to the employer				
<b>Key performance indicators</b>				
Demonstrates understanding of legal issues, applies legal principles to situations in a business context and recommends legally-sound solutions				
Consistently completes work according to plan, identifies and resolves work obstacles and problems effectively and has contingency plans to deliver required output;				
Produces balanced output i.t.o. quality, cost, business expectations, risk management and compliance				
Contributes to the drafting of policies, procedures, standards, processes, etc.				
Builds sound professional relationships - understands and consistently meets client needs				
Develops trusting / professional internal relationships to smooth the flow of work				
Develops collaborative relationships with contractors / consultants / suppliers which meet business needs				



## LEGAL SUPPORT

Key performance indicators (cont.)	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Delivers systems, products & projects which contribute to improved client service				
Advice given on systems, processes and equipment accepted and implemented, leads to improved results				
Supports team efforts to achieve transformation goals and establishes a culture conducive to the achievement of transformation goals				
Supports and participates in corporate citizenship initiatives				
Improvements to work methods, processes & systems are implemented successfully				
Analyses, researches, develop & implements innovative ideas & solutions adding value to the Company				
Systems, process, services, solutions are aligned to business strategy, objectives & values				
Shares knowledge with team and other professionals				
Successfully obtains "buy-in" for value-adding projects, systems & products/ processes				

## PRIVILEGE AND CONFIDENTIALITY

Accountabilities & responsibilities (key performance areas & tasks)	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
Apply understanding of the concept of legal privilege and related principles				
Invoke legal privilege appropriately in order to withhold disclosing or discovering documents				
Apply understanding of the difference between privilege and confidentiality				
<b>Key performance indicators</b>				
Actions demonstrate an understanding of attorney-client privilege				
Actions demonstrate an awareness of and application of the duty of confidentiality				

<b>ETHICS</b>	<b>APPLICANT</b>		<b>FOR OFFICE USE</b>	
	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Accountabilities &amp; responsibilities (key performance areas &amp; tasks)</b>				
Be a fit and proper person, law-abiding and honest, with no previous criminal convictions, showing integrity and objectivity				
Know and apply legal ethics and related behaviours in an in-house environment				
Respond professionally to conflicts of interest				
<b>Key performance indicators</b>				
Recognises circumstances that give rise to ethical problems or conflicts				
Examples of impeccable honesty or an antipathy to doing anything unprofessional or illegal				
Behaviour indicates a solid understanding of legal ethical principles				
Behaviour indicates a solid understanding of conflict of interest, how to avoid and when to disclose				

<b>COMMERCIAL LAW AND LAW OF CONTRACT</b>	<b>APPLICANT</b>		<b>FOR OFFICE USE</b>	
	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Accountabilities &amp; responsibilities (key performance areas &amp; tasks)</b>				
Knowledge of the law of contract				
Knowledge of the principles pertaining to the interpretation of contracts				
Knowledge and understanding of Commercial Law principles				
<b>Key performance indicators</b>				
At an advanced level:				
<ul style="list-style-type: none"> <li>Demonstrated ability to apply the laws and principles of contract</li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrated ability to apply the Commercial Law principles</li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrated ability to draft and vet a sound, reliable contract</li> </ul>				

### CORPORATE GOVERNANCE

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
<b>Accountabilities &amp; responsibilities (key performance areas &amp; tasks)</b>				
Awareness of corporate governance principles				
Knowledge of King III and previous codes				
Ability to apply where relevant sound corporate governance principles				
<b>Key performance indicators</b>				
Demonstrated application of sound corporate governance principles where appropriate				

### CONSUMER LAW

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
<b>Accountabilities &amp; responsibilities (key performance areas &amp; tasks)</b>				
Knowledge of Consumer Protection Act, 2008				
Knowledge of National Credit Act, 2005				
<b>Key performance indicators</b>				
Demonstrated ability to negotiate and settle consumer - or regulator-related complaints				

### LABOUR LAW

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
<b>Accountabilities &amp; responsibilities (key performance areas &amp; tasks)</b>				
Knowledge and understanding of the SA labour laws				
<b>Key performance indicators</b>				
Demonstrated ability to apply the SA labour laws to an employer's operation or unique situation				
Demonstrated ability to represent corporation or employer before CCMA proceedings				

LITIGATION	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
<b>Accountabilities &amp; responsibilities (key performance areas &amp; tasks)</b>				
Knowledge and understanding of the laws and principles pertaining to litigation				
Provide sound litigation and dispute resolution advice				
Provide legal advice on claims and defended actions, regulatory investigations or complaints or alternative dispute resolution process through application of professional and industry knowledge and expertise to ensure that the best practice advice and opinions are implemented				
<b>Key performance indicators</b>				
Demonstrated ability to attempt to resolve disputes before decisions to proceed with litigation				
Demonstrated ability to prepare thorough briefs to attorneys to litigate on a matter on behalf of the company;				
Demonstrated ability to settle and close out matters which are under dispute through either alternative dispute resolution or via the courts.				

ALTERNATIVE DISPUTE RESOLUTION PRACTICES	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
<b>Accountabilities &amp; responsibilities (key performance areas &amp; tasks)</b>				
Knowledge and understanding of the laws and principles pertaining to alternative dispute resolution				
Identify client's needs, assess resolution options, make recommendations, advocate persuasively in a manner which advances the client's position				
Manage litigation process, including sourcing and managing external counsel				
<b>Key performance indicators</b>				
Demonstrated ability to proceed to alternative dispute resolution forums (alternative to the magistrate or high court processes) and mechanisms such as arbitration or mediation				
Demonstrated ability to act as mediator or arbitrator and to settle business disputes				

### COMPLIANCE AND RISK MANAGEMENT

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
<b>Accountabilities &amp; responsibilities (key performance areas &amp; tasks)</b>				
Knowledge of the legal framework applicable to the organisation				
Knowledge of the principles of compliance				
Understanding of the organisation's risk methodology and framework				
<b>Key performance indicators</b>				
Be able to identify the laws applicable to the organisation and develop a draft compliance framework and matrix				
Ability to analyse and understand laws applicable to the organisation				
Ability to develop a compliance risk management register, including risk ratings, relevant department's implicated and required controls and processes to minimise and/or eliminate risk				
Apply the laws to the organisation and develop related summaries and checklist				
Ability to keep the organisation up to date with regulatory and compliance related developments				

### COMPETITION LAW

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
<b>Accountabilities &amp; responsibilities (key performance areas &amp; tasks)</b>				
Knowledge and understanding of the SA competition laws				
Ability to apply for merger approval				
<b>Key performance indicators</b>				
Demonstrated ability to apply the SA competition laws and provide solid legal advice and opinion on strategic company issues that may have competition impact				

**COMPANY LAW**

	APPLICANT		FOR OFFICE USE	
	Yes	No	Yes	No
<b>Accountabilities &amp; responsibilities (key performance areas &amp; tasks)</b>				
Knowledge and understanding of the SA company laws				
<b>Key performance indicators</b>				
Demonstrated ability to provide a company secretarial service, advice and related legal commercial advice				

**DECLARATION BY APPLICANT**

I, \_\_\_\_\_ (*full name of applicant*)  
declare that to the best of my knowledge and belief (having taken all reasonable care to ensure that such is the case) the answers to all the above questions are true, and I hereby give my authority to Corporate Counsel Association to disclose any of the foregoing particulars as Corporate Counsel Association may, in its absolute discretion, think fit.

I also acknowledge that I agree to be bound by and to comply with the Corporate Counsel Association's Codes and Policies and related requirements, as amended from time to time, pertaining to the use of the Corporate Counsel Association designation.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_