



PRO BONO HOURS CLAIM-FORM NUMBER 1 (SERVING THE SOCIETY)

(Under section 42(2) as read with Rule 3 and 8(2) MLS (Pro Bono Services) Rules
and Chapter 1 and 3 MLS Code of Ethics)

1. In order to encourage members' service to the Society and assistance in upholding the standards of the profession, Rules 3(d), (e) and (h) of the MLS (Pro Bono Services) Rules recognises as a qualifying pro bono service if a member serves in a committee or sub-committee of the Society, or represents the Society in any legal proceedings or does anything, approved by the Society, which significantly and evidently contributes to the attainment of the objects of the Society under section 64 of the Act.
2. To ensure that this recognition of pro bono service translates into real work, our collective contribution to and progress in the pursuit of the Society's objects and to avoid defeating the purpose of section 42(2) of the Act if members simply get listed in a Committee or Sub-Committee or get placed on an MLS assignment but take no active steps to implement the mandate of the task; and, in order to standardise claims format, the Executive Committee has developed the attached Pro Bono Hours Claim Form I to be completed and submitted to the Secretariat in support of any claim for pro bono hours for serving the Society. Unless expressly excluded by the Executive Committee or by the Rules, all claims for pro bono hours for serving the Society shall follow this format.
3. For the Practice Year 2021-2022, members are encouraged to complete the Form by the time of presenting application for renewal of licences. From the Practice year 2022 onwards members serving the Society and seeking to claim pro bono hours shall be required to complete and submit to the Secretariat the Pro Bono Claim Form I bi-annually



MLS PRO-BONO HOURS CLAIM FORM NUMBER 1

Please read the application guidelines above before returning your completed claim form to the MLS Secretariat

Rolling Deadline:

www.malawilawsociety.net

info@malawilawsociety.net

20th January of each year

Section 1: Member's Contact Details

Member's contact details

Name:

Law Firm/ Organization:

Position:

Contact details

Postal/Physical Address:

Tel:

Mob:

Fax:

email:

Section 2: AFFILIATION TO MLS

Name of Sub-Committee/ Practice Division

Number of meetings:

Work done for /on behalf of the Society:

Total estimated hours claimed:

Means of verification (*attach relevant reports or court documents or confirmation by Sub-Committee Chairperson or Head of the Practice Division involved*)

Section 3: MLS PUBLIC INTEREST RELATED SERVICES

Nature of involvement

Please indicate your area of involvement:

- Representing MLS in court
- Public Interest Litigation
- Drafting MLS policy and legal instruments
- Preparing and presenting papers at MLS functions
- Doing any other assignment approved by the Society

Means of verification:

Overview of the issue

Please provide a summary of the nature of the case:

Please outline the kind of work undertaken so far:

Please outline the outcome of the case:

Please indicate if you have attached any key documentation that you feel is relevant to this application:

Please indicate what documents you have attached:

Please highlight any key dates and/or deadlines/or timeframes of the case:

Please outline time spent on the case:

Total hour claimed:

FOR OFFICIAL USE ONLY

MLS SECRETARIAT/MLS EXECUTIVE COMMITTEE (As Appropriate)

APPLICATION STATUS	REMARKS
<input type="checkbox"/> Claim verified by:	
APPROVAL	
<input type="checkbox"/> Claim rejected	
<input type="checkbox"/> Claim allowed	
<input type="checkbox"/> Total time approved:	
SIGNED:	