User Manual for the License Renewal Process & CPD Training Registration for the Malawi Law Society Member Management System

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TABLE OF CONTENTS

This guide provides step-by-step instructions for members of the Malawi Law Society (MLS) to renew their licenses at the end of the year and to register for CPD Training by requesting invoices and paying for the same.

LICENSE RENEWAL PROCESS

The license renewal process involves completing an application form, ensuring compliance with requirements, and obtaining approvals from various MLS departments. Once approved, members can download their new licenses.

Step 1: Accessing the License Renewal Portal

1. Log in to the MLS Member Portal:
   - Navigate to the MLS website and log in using your credentials.
2. Locate the License Renewal Section:
   - In the sidebar, click **"License Management"** in the left-hand menu.
   - Select "**Applications**" to view available actions.
3. Initiate the Renewal Process:
   - Click the **"Renew Application"** button to open the application form (full form in Appendix A).

Step 2: Completing the Renewal Form

The renewal form (Appendix A) has two main tabs: **Financial Contributions** and **Professional Requirements**. Ensure all necessary details are filled out accurately.

Tab 1: Financial Contributions
- Checklist:
  - Tick the applicable checkboxes for:
    - Leave obtained to renew the license out of time.
    - Completion of mandatory pro bono work.
    - Payment of annual subscription to MLS.
    - Contributions to the Fidelity Fund.
    - Remittance of the society's levy.
    - Contributions to the MLS Building Project Fund.
- Explanations for Non-Compliance:
  - If any financial requirement is unmet, explain in the designated text boxes.

Tab 2: Professional Requirements

- Checklist:

  - Tick the applicable checkboxes for:

    - Valid annual professional indemnity insurance cover.

    - Submission of a valid tax clearance certificate.

    - Submission of an accountant's certificate.

    - Compliance with penalties imposed under the MLS Act.

- Explanations for Non-Compliance:

  - Provide explanations for missing documents or unmet requirements in the relevant text boxes.

- Select a Law Firm:

  - Use the dropdown menu to select your firm. If your firm is not listed, select "Other" and specify.

Step 3: Submitting the Application

1. Save or Submit the Form:

  - Use the "Save Draft" button if you want to save your progress and complete it later.

  - Click "Submit Application" to send the completed form for processing.

2. Confirmation Message:

  - A confirmation message will appear indicating successful submission.

Step 4: Application Review Process

Once submitted, your application undergoes the following review stages:

1. Secretariat:

  - Initial validation of submitted information.

2. Complaints Office:

  - Verification of any pending complaints or disciplinary issues.

3. Finance Office:

  - Confirmation of financial contributions and payments.

4. Executive Committee:

  - Final approval by the Honorary Secretary and the President.

Step 5: Downloading the License

1. Approval Notification:

   - You will receive a notification once your application has been fully approved.

2. Access the License:

   - Log back into the member portal and navigate to **"Approved Licenses"** under the **License Management** section.

   - Download your generated license.

Important Notes

- Ensure all supporting documents are prepared and uploaded (where required).

- Check your email regularly for updates or requests for additional information.

- Contact MLS support if you encounter issues during the process.

CPD TRAINING REGISTRATION

1. Viewing CPD Details

- **Condition:** Only members can request an invoice for CPD training. Non-members can view CPD details but cannot request an invoice.
- **Process for Non-Members:**
  - The system prompts non-members to register as members if they attempt to request an invoice.

2. Requesting an Invoice (Member Only)

- **Step 1:** Logged-in members navigate to the CPD training of interest.
- **Step 2:** Member clicks "Request Invoice."
  - **System Action:** Generates an invoice request entry for the Finance Officer to process.

3. Invoice Generation (Finance Office)

- **Step 1:** The Finance Officer logs in to their dashboard and accesses "Invoice Requests" under CPD management.
- **Step 2:** They upload the generated invoice and input the invoice number.
  - **System Action:** Links the invoice to the respective CPD and updates the member's "Invoice Requests" and "Invoices under CPDs" sections.

4. Member Access to Invoice

- **Step 1:** The member receives a notification (e.g., email, dashboard alert) that the invoice is ready.
- **Step 2:** Member downloads the invoice from:
  - "Invoice Requests" section in their profile.
  - The "Invoices under CPDs" section is for reference.

5. Proof of Payment Submission

- **Step 1:** The member uploads proof of payment for the invoice via the system.
    - **System Action:** Automatically associates the proof of payment with the corresponding invoice (no need for manual entry of invoice number).

6. Finance Officer Verifies Payment

- **Step 1:** The Finance Officer accesses the "Proof of Payment" section in the CPD module.
- **Step 2:** They review the uploaded proof and:
    - **Accepts:** Marks the invoice as paid, and the member is registered for the CPD.
    - **Denies:** Sends a notification to the member with reasons for rejection (e.g., invalid proof, mismatch).

7. Secretariat Marks Attendance

- **Step 1:** The Secretariat views the list of registered members for the CPD session.

Step 2: During or after the session, the Secretariat marks attendance for each registered member.

Appendices

Appendix A: License Renewal Form

Renew License Application   ×

Financial Contributions   Professional Requirements

☐ Obtained Leave To Renew License Out Of Time

☐ Performed Full Mandatory Pro Bono Work

☐ Paid Annual Subscription To Society

Explanation For Not Paying Annual Subscription

> Enter Explanation For Not Paying Annual Subscription

☐ Made Contribution To Fidelity Fund

Explanation For No Contribution To Fidelity Fund

> Enter Explanation For No Contribution To Fidelity Fund

☐ Remitted Society's Levy

Explanation For No Society's Levy

> Enter Explanation For No Society's Levy

☐ Made Contribution To MLS Building Project Fund

Explanation For No Contribution To MLS Building Project Fund

> Enter Explanation For No Contribution To MLS Building Project Fund

[Close] [Save Draft] [Submit Application]

Renew License Application   ∧

Financial Contributions   **Professional Requirements**

☐ Has Valid Annual Professional Indemnity Insurance Cover

Explanation For No Professional Indemnity Insurance Cover

Enter Explanation For No Professional Indemnity Insurance Cover

☐ Submitted Valid Tax Clearance Certificate

Explanation For No Valid Tax Clearance Certificate

Enter Explanation For No Valid Tax Clearance Certificate

☐ Submitted Accountant's Certificate

Explanation For No Accountant's Certificate

Enter Explanation For No Accountant's Certificate

☐ Complied With Penalties Imposed Under The Act

---Select Firm---
Mandala & Mandala Law Firm
Mwale & Associates Legal Consultancy
Kachere & Partners Attorneys
Kamwendo & Banda Law Chambers
Other

---Select Firm---

[Close] [Save Draft] [Submit Application]