Commencement: 7 November 1985

LEGAL PRACTITIONERS (DISCIPLINARY PROCEDURE) RULES

Order 52 of 1985

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To provide rules of procedure to be followed for the making of complaints and for hearings of the Disciplinary Committee.

1. Interpretation

In these rules unless the context otherwise requires –

"Act" means the Legal Practitioners Act, Cap. 119;

"Council" means the Law Council established in accordance with section 2 of the Act;

"Committee" means the Disciplinary Committee established in accordance with section 7 of the Act;

“employee" means a person employed by a legal practitioner in his professional practice in any capacity or a person serving a qualifying period of apprenticeship or training with a legal practitioner in accordance with any rules or regulations made under section 15 of the Act;

"legal practitioner" means a person who is registered as a legal practitioner in accordance with the provisions of the Act;

"Secretary" means the Secretary to the Council appointed in accordance with section 4 of the Act.

PART 1 – DISCIPLINARY COMMITTEE PROCEDURE RULES

2. Complaints against legal practitioners or employees

(1) An application or complaint to the Secretary making any allegation of professional misconduct or unprofessional conduct on the part of a legal practitioner or an employee shall be in writing under the hand of the applicant in Form 1 in the Schedule or to the like effect, and shall be sent to the Secretary together with an affidavit in support thereof by the applicant in Form 2 in the Schedule or as near thereto as the circumstances will permit stating the matters of fact on which he relies in support of his application or complaint:

Provided that where the complaint is made by or on behalf of the Council the complaint may be signed and the affidavit sworn on behalf of the Council by the chairman of the Council or by such other person as may from time to time be authorised by the Council.

(2) Every such application or complaint shall contain an address for service.

(3) Upon receipt of an application or complaint the Secretary shall in the first instance refer such application or complaint to the Council.

3. Consideration by the Law Council

On receiving an application or complaint which, in the opinion of the Council, is not made in accordance with the provisions of rule 2, the Council, if it seems to it desirable, may direct the Secretary to make further inquiry into the matter and the Secretary may require the applicant to resubmit the application or complaint in accordance with the provisions of rule 2.

4. Referral of application or complaint to the Committee

On receiving an application which, in the opinion of the Council, is made in accordance with the provisions of rule 2, the Council shall refer such application or complaint to the Committee.

5. Committee to require further representations from legal practitioners, etc.

(1) The Committee may in the first instance cause the substance of any application or complaint to be conveyed to the legal practitioner or employee to whom the same refers and may take into account any representations he may wish to make in deciding whether or not to proceed with a formal hearing.

(2) All such representations shall be accompanied by an address for service.

(3) The Committee may require the Secretary to investigate and report on an application or complaint before it considers such application or complaint further.

6. Summary dismissal of applications or complaints

(1) Where, upon the examination of an application or complaint, and of any representations and report made with respect thereto, the Committee considers that such application or complaint does not reveal a *prima facie* case of misconduct, the Committee may summarily dismiss such application or complaint and inform all parties thereto.

(2) Where the Committee summarily dismisses an application or complaint, the Committee shall, on the request of the person making the application or complaint, furnish him with its reasons for such summary dismissal in writing:

Provided that nothing in this connection shall affect the jurisdiction which apart from the provisions of this rule, is exercisable by any court, or any judge or magistrate thereof, over a legal practitioner or an employee thereof.

7. Committee to fix date(s) for hearing

(1) Where, upon the examination of an application or complaint, and of any representations and report made with respect thereto, the Committee considers that there is a *prima facie* case of misconduct, the Committee shall proceed and conduct a hearing.

(2) The Secretary shall fix a day for the hearing of the application or complaint and shall serve notice thereof upon the parties to the proceedings, and shall serve on each party other than the applicant a copy of the application or complaint and the affidavit in support thereof, and shall likewise serve a copy of any representations made by the legal practitioner or employee concerned on each party except him.

(3) There shall be at least 14 days between the service of such notice and the day fixed therein for the hearing.

8. Period and term of notice, list of all documents, etc.

(1) A notice under rule 7 shall be in such one of the forms set out in the Schedule and numbered 3 and 4 as shall be appropriate, or as near thereto as the circumstances will permit and shall require the party to whom it is addressed to furnish the Secretary and to every other party at least 7 days before the date fixed for the hearing, unless the Committee shall direct otherwise, a list (including full description, sufficient for identification) of all documents, affidavits, books, papers and other written materials on which he intends to rely.

(2) Subject to any directions by the Committee, any party may inspect the written material included in the list furnished by any other party and require such other party to furnish him with a copy of such written material on payment therefor at the rate of VT40 per page or part thereof.

9. Hearings to be conducted in private

The Committee shall hear all applications or complaints in private.

10. Failure to attend hearing

If any party fails to appear at the hearing, the Committee, may, upon proof of service on such party of the notice of hearing, or without such proof if the Committee considers his attendance unnecessary, proceed to hear and determine the application or complaint in his absence.

11. Witnesses may be required to attend and give evidence

The Committee, by subpoena, signed by its chairman or secretary, may require any person to attend and give evidence before it at the hearing of any application or complaint, and to produce all books and documents in that person's custody or under his control relating to the subject matter of any such application or complaint.

12. Witnesses required by person making application or complaints and by person against whom such application or complaint made

Where in respect of an application or complaint any party thereto requires the attendance of a witness at the hearing of such application or complaint, such party shall notify the Committee of the name and address of such witness at least 7 days before the date set for the hearing.

13. Parties may appear by counsel

At the hearing of any application or complaint, any party thereto may be represented by counsel or an agent nominated by him.

14. Immunity of witnesses and counsel

Witnesses and counsel shall have the same privileges and immunities in relation to applications and complaints made in accordance with the Act as if they were proceedings in a court of law.

15. Witnesses expenses

Every witness giving evidence or attending to give evidence at the hearing of any application or complaint shall be entitled in the discretion of the Committee to such sum for his expenses and loss of time as the Committee may determine.

16. The Committee may proceed and act upon evidence given by affidavit

The Committee may, in its discretion, either as to the whole case or as to any particular fact or facts, proceed and act upon evidence given by affidavit:

Provided that any party to the proceedings may require the attendance upon subpoena of any deponent to any such affidavit for the purposes of giving oral evidence, unless the Committee is satisfied that the affidavit is purely formal or that the content thereof may be disregarded, or that the requirement of the attendance of the deponent is made with the sole object of causing delay.

17. Chairman of the Committee to preside at meetings

(1) Subject to paragraph (2) the chairman of the Committee shall preside at all meetings of the Committee.

(2) Notwithstanding the provisions of paragraph (1), where the chairman is absent the members of the Committee present shall elect one of them to act as chairman for that meeting or hearing.

18. Orders and decisions of the Committee

(1) Every order or decision made by the Committee in exercise of its powers under subsections (3), (4) and (5) of section 9 of the Act shall be signed by the person acting as chairman of the Committee at the meeting when the order or decision was made or, if he is not available, by some other member of the Committee present at the meeting when the order or decision was made.

(2) Every such order or decision shall contain a record of the proceedings including the evidence given thereat and the statement of the findings of the Committee in relation to the case.

(3) Every document purporting to be an order or decision of the Committee and to be signed by the chairman or any other member of the Committee shall, in the absence of proof to the contrary be deemed to be an order or decision of the Committee duly made, without proof of the making thereof, or proof of signature, or proof that the person signing the order was in fact the chairman or a member of the Committee entitled to sign the order or decision.

(4) An order made by the Committee in respect of its powers under section 9 of the Act shall be in Form 5 in the Schedule as shall be appropriate, or as near thereto as the circumstances will permit.

19. Notification of orders and decisions of the Committee to parties concerned

The Committee shall cause a copy of any order or decision of the Committee to be sent to each party affected thereby or interested therein and to the Attorney General and the Registrar of the Supreme Court within 4 days after it shall have been drawn up and signed in accordance with rule 18.

20. Withdrawal of applications or complaints

(1) No application or complaint shall be withdrawn after a Disciplinary Committee has been appointed to investigate and hear such application or complaint except with the leave of the Committee.

(2) The Committee may exercise its powers under this rule upon such terms as to costs or otherwise as it shall think fit.

21. Adjournment of hearing

The Committee may of its own motion, or upon the application of any party, adjourn any hearing upon such terms as to costs or otherwise as the Committee shall think fit.

22. Amendments made to applications or complaints

If, at any stage of the proceedings, the Committee considers that any allegation ought to be amended, or added to, or replaced by some other allegation, the Committee may permit such amendment, addition or replacement, and if in its opinion such amendment, addition or replacement is not within the scope of the affidavit referred to in rule 2 may require the same to be embodied in a further affidavit:

Provided that if such amendment, addition or replacement shall be such as, in the opinion of the Committee, to be likely to take any party by surprise or to prejudice the conduct of his case, the Committee shall grant an adjournment of the hearing upon such terms as to costs or otherwise as it shall think fit.

23. Record of proceedings

(1) A shorthand or other note of proceedings may be taken by the Secretary or by a person appointed by the Committee; and any party who appeared at the proceedings shall be entitled to inspect the transcript thereof.

(2) The Secretary shall, if required, supply to any person entitled to be heard upon an appeal against an order of the Committee and to the Council, but (except on the direction of the Council) to no other person, a copy of the transcript of such notes on payment therefor of such charges, not exceeding VT40 per page, as the chairman of the Committee may direct.

24. Service of notices etc.

(1) Service of any notice or document may be effected under these rules by registered letter and such service shall be deemed to be effected at the time when the letter would be delivered in the ordinary course of post.

(2) Service shall be effected at the address for service (if any) furnished by the person to be served. If no address for service has been furnished, service shall be effected –

(a) in the case of a legal practitioner at his principal office as notified to the Council, or at his last known postal address or place of abode;

(b) in the case of an employee at the principal office of his employer, or at his last known postal address or place of abode;

(c) in any other case at the last known postal address or place of abode of the person to be served:

Provided that every subpoena shall be personally served.

25. Substituting service of documents, etc.

The Committee may make orders for substituting service of any document, and shall have full power to re-open and re-hear any matter in which it is proved or alleged that service was not effected.

26. Non-compliance with rules

Non-compliance with any of these rules shall not render any proceedings void unless the Committee shall so direct, but the proceedings may be set aside either wholly or in part as irregular, or amended, or otherwise dealt with, in such manner and on such terms as the Committee thinks fit.

27. Discretion of the Committee to adopt further procedures

The Committee may extend the time for doing anything under these rules and, subject to the provisions of these rules, where no procedure is laid down with respect to any matter, the Committee may adopt such procedure as it thinks fit.

28. Affidavits, etc. to be filed by the Secretary

(1) All affidavits shall be filed and kept by the Secretary.

(2) The Committee may order that any books, papers, or other exhibits, produced or used at any hearing, shall be retained by the Secretary for such time as the Council or the Committee may require.

29. Form of subpoena

A subpoena issued in accordance with rule 11 shall be in Forms 6 of 7 set out in the Schedule as appropriate.

30. Costs and recovery of penalties and costs

(1) The Committee may make such orders as to costs on any matter relating to applications or complaints made thereto as it thinks fit.

(2) Any sum ordered by the Committee to be paid by way of penalty or costs or expenses under these rules shall be deemed to be a debt due by the person ordered to pay it to the person to whom it is ordered to be paid, and shall be recoverable accordingly in any court of competent jurisdiction.

PART 2 – RESTORATION OF LEGAL PRACTITIONERS TO THE REGISTER OF LEGAL PRACTITIONERS, CANCELLATION OF ORDERS AND DECISIONS OF THE COMMITTEE

31. Application for restoration

(1) An application in accordance with section 11(1) of the Act for restoration to the Register of Legal Practitioners shall be made to the Council in the first instance and shall be in writing in Form 8 set out in the Schedule as shall be appropriate, or as near thereto as the circumstances will permit.

(2) An application in accordance with section 11(2) of the Act shall be made to the Council in the first instance and shall be in writing in Form 9 in the Schedule as shall be appropriate, or as near thereto as the circumstances will permit.

(3) The contents of any application made under this rule shall be verified by affidavit.

(4) The application and the affidavit in support together with 2 copies of each, shall be lodged with the Secretary.

32. Referral of application to the committee

On receiving an application pursuant to rule 31 which, in the opinion of the Council, is made in accordance with the provisions of that rule, the Council shall refer such application together with its comments thereon to the Committee or, if there is no Committee for the time being in existence, the Council shall appoint a Committee and refer such application thereto.

33. Application to be heard by the Committee

Any application made in accordance with rule 31 shall be heard by the Committee in private not less than 1 month after the lodging of such application with the Secretary.

34. Service of notice, etc.

The Secretary shall, not less than 14 days before the date fixed for the hearing of an application made under rule 31, serve upon the Attorney General and the Registrar of the Supreme Court one copy of each of the application and the affidavit in support thereof.

35. Notice of hearing

An applicant who applies in accordance with rule 31 shall, not less than 21 days before the date of hearing cause notice of hearing in Form 10 in the Schedule as shall be appropriate, or as near thereto as the circumstances will permit, to be advertised in 2 consecutive issues of the Gazette and of such other newspaper published and circulating in Vanuatu as may be directed by the Council.

36. Opposition to application

Any person who wishes to oppose an application made under this Part shall set out in writing the grounds upon which he relies and shall within 7 days of the date of the last publication of the notice referred to in rule 35, lodge such written grounds with the Secretary and send a copy thereof by registered post to the applicant at the address for service, given by him in his application.

37. Procedure at hearing

(1) At the hearing of an application made under this Part, after the applicant and the Attorney General or his representative has been heard, any other person who has lodged grounds of objection under rule 36 will be entitled to be heard either personally or by counsel.

(2) Unless otherwise directed by the Committee evidence may be given on affidavit as provided by rules of court.

38. Publication of terms of restoration

If the Committee shall order that the name of the applicant who applies under this Part be restored to the Register of Legal Practitioners, the applicant shall cause to be published in 1 copy of the Gazette and in 1 copy of such newspaper published and circulating in Vanuatu as may be directed by the Committee, details of the terms upon which order of restoration has been made.

39. Costs, expenses, etc.

The Committee may make an order for the payment of costs by any party to the proceedings.

40. Restrictions on subsequent applications

No further application for restoration to the Register of Legal Practitioners may be made by the applicant within 6 months after the date of any refusal of a previous application to restore his name to the Register of Legal Practitioners.

SCHEDULE

Form 1

(Rule 2)

FORM OF APPLICATION OR COMPLAINT AGAINST A LEGAL PRACTITIONER OR AN EMPLOYEE

To the Law Council

In the matter of C.D., a Legal Practitioner

and

In the matter of the Legal Practitioners Act, Cap. 119 and the Legal Practitioners Disciplinary Procedure) Rules.

I, the undersigned A. B., hereby make application –

1. (a) that C.D., of ..... Legal Practitioner may be required to answer the allegations contained in the affidavit which accompanies this application,

   (b) that such order may be made as the circumstances may require.

2. My address for service is as follows –

   .....
   .....

In witness whereof I have hereunto set my hand this ..... day of ..... of …….....

Signature: .....

Address. .....…
.....…..

Business or profession: .....

Form 2

(Rule 2)

FORM OF AFFIDAVIT BY APPLICANT

In the matter of C.D., a Legal Practitioner

and

In the matter of the Legal Practitioners Act, Cap. 119 and the Legal Practitioners (Disciplinary Procedure) Rules.

I, A.B. *(Insert full name, address and description)* make oath and say as follows –

1. *(Here state the facts concisely in numbered paragraphs and show deponent's means of knowledge).*

Sworn, etc. .....

Form 3

(Rule 8)

NOTICE TO PRODUCE LIST OF DOCUMENTS

Disciplinary Committee Cause No. ..... of 20.....

In the matter of C.D., a Legal Practitioner

and

In the matter of the Legal Practitioners Act, Cap. 119 and the Legal Practitioners (Disciplinary Procedure) Rules.

To A. B. ..... of .....……..

1. The ..... day of ..... 20 ..... is the day fixed by the Disciplinary Committee for the formal investigation or hearing of your application or complaint in respect of C.D., a legal practitioner.

2. The Disciplinary Committee will sit at ..... at ..... o'clock in the ..... noon.

3. You are required to furnish to every other party to the application or complaint and to me at least 7 days before the said ..... day of ..... 20 ..... a list (including a full description, sufficient for identification) of all documents on which you propose to rely.

4. Subject to any directions of the Disciplinary Committee any party may inspect the documents included in the list furnished by any other party and require to be supplied with copies thereof on payment of the proper charges.

5. If any party fails to appear, any party appearing and being desirous of the Disciplinary Committee proceeding in the absence of the party not appearing must be prepared to prove service, in accordance with the rules, of the list of documents and any other notice or correspondence since the lodging of the application or complaint.

6. You are requested to acknowledge receipt of this notice without delay.

Dated at ..... this ..... day of ..... 20.....

.....….
Secretary of the Disciplinary Committee

Address: .....
.....….
.....….

(Note: "Documents" includes affidavits, books, papers and other written material)

Form 4

(Rule 8)

FORM OF NOTICE TO LEGAL PRACTITIONER BY THE SECRETARY OF THE DISCIPLINARY COMMITTEE

Disciplinary Committee Cause No. ..... of 20.....

In the matter of C.D., a Legal Practitioner

and

In the matter of the Legal Practitioners Act, Cap. 119 and the Legal Practitioners (Disciplinary Procedure) Rules.

To C. D., of ..... Legal Practitioner.

1. Application or complaint has been made by A.B., of ..... to the Secretary that you may be required to answer the allegations contained in the affidavit whereof a copy accompanies this notice (and that your name may be struck off the Register of Legal Practitioners or that such order may be made as circumstances may require).

2. A Disciplinary Committee has been duly appointed to conduct formal hearing thereof.

3. The ..... day of .....20..... is the day fixed by the Disciplinary Committee for the formal hearing. The Disciplinary Committee will sit at ..... at ..... o'clock. in the ..... noon. If you fail to appear the Disciplinary Committee may, in accordance with the Rules, proceed in your absence.

4. You are required to furnish to every other party to the application or complaint and to me at least 7 days before the said ..... day of ..... 20 ..... a list (including a full description sufficient for identification) of all documents on which you propose to rely.

5. Subject to any directions of the Disciplinary Committee, any party may inspect the documents included in the list furnished by any other party and require to be supplied with copies thereof on payment of the proper charges.

6. Unless and until you inform me in writing to the contrary, stating an alternative address for service, your address will be taken to be:
.....
.....

   being the address of your principal office as registered with the Law Council.

7. You are requested to acknowledge the receipt of this notice without delay.

Dated at ..... this ..... day of ..... 20.....

.....
Secretary of the Disciplinary Committee

Address: .....
.....

Form 5

(Rule 18)

FORM OF DISCIPLINARY ORDER

Disciplinary Committee Cause No. ..... of 20 .....

In the matter of C.D., a Legal Practitioner

and

In the matter of the Legal Practitioners Act, Cap. 119 and the Legal Practitioners (Disciplinary Procedure) Rules.

WHEREAS:

1. Complaint was made by ..... of ..... to the Secretary of the Law Council of the conduct of C.D., a legal practitioner in his professional capacity;

2. A Disciplinary Committee, consisting of the following persons –
   ..... (chairman)
   .....
   .....
   .....
   .....

   was appointed by the Law Council on the ..... day of ..... 20..... to hear and investigate the complaint;

3. The Disciplinary Committee having heard and investigated the complaint (there being annexed hereto, as part of this order, a record of the proceedings including the evidence given thereat);

4. Upon such hearing and investigation the Disciplinary Committee finds the complaint proved (or not proved) *(delete where not appropriate)*;

NOW THEREFORE THE DISCIPLINARY COMMITTEE MAKES THE FOLLOWING ORDERS –

1. .....

2. .....

3. .....

4. .....

(Here insert the orders made including any orders as to costs and payment of expenses for loss of time of witnesses).

MADE at ..... this ..... day of ..... 20.....

.....
Chairman of the Disciplinary Committee
(or Member of the Committee)

Address: .....
.....

Form 6

(Rule 29)

FORM OF SUBPOENA AD TESTIFICANDUM

Disciplinary Committee Cause No. ..... of 20.....

In the matter of C.D., a Legal Practitioner

and

In the matter of the Legal Practitioners Act, Cap. 119 and the Legal Practitioners (Disciplinary) Rules.

To: ..... of .....…….

You are hereby required to attend before a Disciplinary Committee constituted under the Legal Practitioners Act, Cap. 119 at ..... on the ..... day of ..... 20 ..... at the hour of ..... in the ..... noon, and so from day to day until the application in the above matter is heard, to give evidence on behalf of .....

And herein fail not.

Given under my hand at ..... this ..... day of ..... 20.....

.....
Chairman of the Disciplinary Committee

Address: .....
.....…
.....….

Form 7

(Rule 31(1))

FORM OF SUBPOENA DUCES TECUM

Disciplinary Committee Cause No. …… of 20…….

In the matter of C.D., a Legal Practitioner

and

In the matter of the Legal Practitioners Act, Cap. 119 and the Legal Practitioners (Disciplinary) Rules.

To: …… of ……...

You are hereby required to attend before a Disciplinary Committee constituted under the Legal Practitioners Act, Cap. 119 at ……. on the ……. day of ……. 20….., at the hour of …….. in the ……. Noon, and so from day to day until the application in the above matter is heard, to give evidence on behalf of ……, and also to bring with you and to produce at the time and place aforesaid –

(specify documents to be produced)

And herein fail not.

Given under my hand at …… this …… day of ……., 20……..

…….
Chairman of the Disciplinary Committee

Address: ……
……
……

Form 8

(Rule 31(1))

APPLICATION FOR RESTORATION TO THE REGISTER OF LEGAL PRACTITIONERS AND TO THE ROLL IN THE SUPREME COURT OF VANUATU

In the matter of C. D., of .....

and

In the matter of the Legal Practitioners Act, Cap. 119,

and

In the matter of the Legal Practitioners (Disciplinary Procedure) Rules,

and

In the matter of an application for restoration to the Register of Legal Practitioners and to the Roll of the Supreme Court by ..... (Applicant).

TO THE SECRETARY OF THE LAW COUNCIL OF VANUATU

The application by the applicant says as follows -

1. The applicant was on the ..... day of ..... 19..... duly registered and admitted as ..... in accordance with the provisions of the Legal Practitioners Act, Cap. 119.

2. The name of the applicant was on the ..... day of ..... 20..... struck off the Register of Legal Practitioners and the Roll of the Supreme Court.

3. The applicant seeks to have his name restored to such Register and Roll.

4. Since the date the applicant's name was struck off the Register and Roll he has been engaged in the following activities –

   (Here set out dates and particulars of employment and activities in the period).

5. References as to character may be made to the following persons -

   (Here set out names of at least three character referees).

6. The applicant's address for service is:

Dated at ..... this ..... day of ..... 20.....

.....
Applicant's Name and Signature

Form 9

(Rule 31(2))

APPLICATION FOR CANCELLATION OF VARIATION OF ORDERS MADE BY THE DISCIPLINARY COMMITTEE IN EXERCISE OF ITS POWERS UNDER SECTION 9(3)(b) OR SECTION 9(4) OF THE LEGAL PRACTITIONERS ACT, CAP. 119

In the matter of .....……..

and

In the matter of the Legal Practitioners Act, Cap. 119,

and

In the matter of an application for cancellation or variation of orders by ..... (Applicant).

TO THE SECRETARY OF THE LAW COUNCIL OF VANUATU

The application by the applicant says as follows –

1. (a) The applicant was on the ..... day of ..... 20..... duly registered and admitted as ..... in accordance with the provisions of the Legal Practitioners Act, Cap. 119.

   *(b) The applicant was during the period commencing on the ..... day of ..... 20..... up to the ..... day of ..... 20..... engaged as an employee of the firm of ..... *(*delete if not appropriate).*

2. On the ..... day of ..... 20..... the Disciplinary Committee made the following order(s) against the applicant.

3. Since the date on which such order(s) was made, the applicant has been engaged in the following activities –

   (Here set out dates and particulars of employment and activities in the period).

4. References as to character may be made to the following persons –

   (Here set out the names of at least three character referees).

5. The applicant seeks to have such order(s) cancelled or revoked or varied as the Disciplinary Committee shall consider just.

6. The applicant's address for service is:

Dated at ..... this ..... day of ..... 20.....

.....
Applicant's Name and Signature

Form 10

(Rule 35)

NOTICE OF HEARING OF APPLICATION FOR RESTORATION TO THE REGISTER OF LEGAL PRACTITIONERS

1. Notice is hereby given that ..... of ..... has lodged an application seeking the restoration of his name to the Register of Legal Practitioners and that the application will be heard by the Disciplinary Committee at ..... on ..... day of ..... 20 ..... at ..... o'clock in the ..... noon.

2. Any person wishing to show cause why the application should not be granted may lodge with the Secretary of the Law Council at Port Vila within 7 days of the date of last publication of this notice a written statement of the grounds of his objection in which case he shall forward to the applicant by registered post a copy of such written statement. If such a statement is lodged within the time specified herein, the objector will be entitled to appear either personally or by legal practitioner and be heard on the hearing of the application.

Dated at ..... this ..... day of ..... 20.....

.....
Secretary of the Disciplinary Committee

Address: .....
.....
.....