

Council for Legal Education

No. 7 Walter Hill Avenue

Eastlea, Harare

Telephone: +263 242 788446

INFORMATION FOR CANDIDATES INTENDING TO WRITE CONVEYANCING AND NOTARIAL PRACTICE WHO HOLDS CONVERSION/EXEMPTION CERTIFICATES

Prospective candidates wishing to write Conveyancing and Notarial Practice Examinations set by Council for Legal Education (CLE) should take note of the following:

1. Applicants should send in their application letters addressed to the Secretary of the Council for Legal Education. The address of service is as provided above. The application letter should be accompanied by the following:
 - a) Application Form
 - b) 1 Passport size photo
 - c) Application Letter stating that you are applying for the above and also state when your initial application for Conversion was approved.
 - d) Curriculum Vitae x 1 copy
 - e) 1 notarized copy of Birth Certificate
 - f) 1 certified copy of the National ID of the applicant
 - g) 9 notarized copy of the Degree certificate
 - h) 9 notarized copy of the degree transcript
 - i) 9 notarized copy of CLE Completion & Exemption Certificates
 - j) 9 notarized copy certified copy of High Court Admission .
 - k) **All Copies must be fully Notarised with a Stamp stating that the copy is a True Copy of the Original signed with the date.**
 - l) **Deposit slip in the sum of \$60 USD application fee (Please call +263 788447 For further enquiries)**
 - m) The banking details are as follows,

NAME OF BANK: **CBZ BANK**

ACCOUNT NAME: **COUNCIL FOR LEGAL EDUCATION**

ACCOUNT NUMBER: **044 246 7599 0010**

ACCOUNT TYPE: **PRIVATE BANKING**

SWIFT CODE: **COBZZWHAXXX**

BRANCH SORT CODE: **6115**

ACCOUNT TYPE: **FCAWMB**

2. CLE examinations are written at least three times a year. The information is available at our website and updated from time to time.
3. Once an application is submitted to the Council it will be examine and a decision will made and communicate to the Applicant.
4. Applicants will have to pay in advance of each examination cycle for the subjects they intend to write and for those in which an exemption has been granted. The examination fees for each subject are determined from time to time by the Council.
5. **Once an applicant pays for the examinations, the Council will provide NO refund if the candidate wishes to withdraw/defer or writing the examination(s) for whatever reason. This is primarily so because the monies so paid will have been used towards the administration costs of the examinations.**

Council should be notified in writing is a candidate wishes to withdraw or defer and this should be done by the Tuesday preceding the Monday on which examinations begin