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22/5/23

**THE KERALA ADVOCATES' WELFARE FUND TRUSTEE
COMMITTEE**

Bar Council Bhavan,
High Court Complex, Kochi- 682 031,
Ph: 0484 2394195, 2393810.
kawelfarefund@gmail.com

Ref: No:KAWF/ ASSO/Cir/1019/2023.

12th May, 2023

To

The Secretaries of all Bar Associations in the State.

Sub: Remittance of Annual Subscription, 2022-23-Guidelines.

Sir,

The members of your Bar Association who have not so far remitted the annual subscription for the year 2022-23 may be requested to remit the annual subscription at the earliest. The last date for payment of subscription without fine is 30th June, 2023.

As part of implementation of the e-governance system in the Bar Council of Kerala, steps are taken to provide all services of the Bar Council of Kerala to Advocates, Bar Associations and public through the web portal of the Bar Council of Kerala. As decided in the joint conference held on 10.12.2022, Bar Council had already created and conveyed separate e-mail ids for each recognized bar associations in the State. Admission of lawyers to the membership of the Fund are being done through online process. As part of shifting to paperless mode of functioning, in addition to admission to the membership and application for stipend to junior lawyers, remittance of annual subscription, is also to be made through online mode alone. As already informed by communication No. KBC/ASSO/Cir/ 808 /2023 dated 4.4.2023, from 10th April, 2023 onwards, office of KAWFTC receives applications for admission, Stipend as well as remittance of annual subscription only through the online portal. **In such circumstances, kindly advise the members of your Bar Association to register/update their KYM (know your member) details in the official website viz. www.barcouncilkerala.org and secure their distinct user-id and password and thereby activate their respective dashboard.**

In terms of Section 15(5) of the K.A.W.F. Act, 1980, members are bound to remit annual subscription to the fund on or before the 30th June 2023. Hence, all members of KAWF are requested to access their individual dashboard to know their current status, check respective accounts, verify name of their present nominees, clear their dues, and avail services through online by visiting www.barcouncilkerala.org.



Please note that every payment to KAWF by members will be accounted only after the Bar Association certify that the member in his actual practice. The payment of subscription will be intimated by message through respective E- Mail ID of Bar Association. Therefore it is requested that the Bar Association shall check this messages and give reply in order to accept the payment made by members.

The process of KAWF subscription fee payment is as follows:-

1. Every year before June 30th Advocate must pay subscription fee to the welfare fund through the advocate portal.
2. Respective Bar association to authorize the subscription payment of the member from the Bar association portal.
3. Bar Association can authorize/approve individual record/multiple/ bulk record.
4. Only upon approving by the bar association, subscription fee payment process can be completed for the member.
5. Upon Bar association approval, subscription fee payment receipt can be downloaded from the advocate portal.
6. If Bar association did not approve before June 30th, then the payment collected from the advocate will not be recorded against the subscription fee payment. The money will be booked under "subscription suspense account"
7. Financial year end the amount will be moved under "miscellaneous income"

As per the KAWF Act, only those who are in actual practice can continue in the membership of the Fund. Actual practice means "carrying on the profession of an advocate and filing of at least 5 vakalath per year". Hence, Associations are requested to observe this parameter while approving remittance of subscription via online. This circular may be placed in the notice board for the attention of all members.

We would also like to remind the following Duties of Bar Associations in terms of Section 14 of the KAWF Act, for compliance:-

1. Every Bar Association shall on or before the 15th April of every year, intimate the Bar Council a list of its members as on the 31st Day of March of that year.
2. Every Bar Association shall intimate to the Bar Council –
 - a) any change of office bearers, within 15 days from such changes.
 - b) Any changes in the membership including admissions and re admissions within thirty days of such change.



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- c) *The death, retirement or voluntary suspension of practice of any of its members within thirty days from the date of occurrence thereof, and*
- d) *Such other matters as may be required by the Bar Council from time to time.*
3. Every Bar Association shall with proper acknowledgement receive subscriptions mentioned in sub-section (5) of Section (15) from its members who are in actual practice and remit the same to the fund forthwith.
- Provided that the Association shall not issue any certificate of recommendation unless the Association is satisfied that member is having actual practice as Advocate.

Bar Associations are requested to intimate the Bar Council the required information immediately, if not supplied so far.

Annexure -1

The process of KYM registration is as follows:-

1. Access www.barcouncilkerala.org opt KYM registration for advocates
2. Fill your enrolment number
3. Enter the captcha security code
4. Click proceed
5. Fill the mobile number and primary email id
6. click verify mobile
7. An OTP will be sent to your mobile number.
8. Enter the OTP and click verify button
9. Fill the fields in the page – date of birth, gender, permanent address, communication address, LLB registration number, LLB completion date, LLB university name, LLB college name, and practice place.
10. Upload recent passport size photograph
11. Then click the submit button.
12. A popup will be displayed showing success message –“*You have successfully registered with us. Please check your mail for further instruction to access our services!*”.
13. An e-mail confirmation will be sent to your mail id
14. click ‘activate your account’ in the mail you received.
15. You will be directed to a page where you can set your password.
16. After setting up your password, enter captcha and click activate account.
17. You will be directed to a page showing success message
18. Click login to access the advocate portal
19. Enter your email address and password and click submit
20. You will login to advocate portal, where you can see BCK services, BCI welfare fund, KAWF.
21. Click heading named KAWF and then choose “pay subscription”



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If anybody requires any clarification on our newly developed software or have any issues while availing online services, we have arranged an IT help desk. This IT team is ready with their tools to track and solve issues from various channels in their workspace. Their contact numbers are listed hereunder:

Lawqube Technical team/ BCK technical team

Mrs. Lakshmi – Cell Phone No.6238533532

Mrs. Nasrin -Cell Phone No.8848108088

Yours faithfully,


ADV. JOSEPH JOHN,
HONY. SECRETARY

