



# **GUIDELINES FOR PROVISION PRO BONO LEGAL SERVICES BY REGISTERED LEGAL ADVISERS**

**AIFC LEGAL SERVICES BOARD**

**Rules No.2 of 2024**

**Approval date: 25 July 2024**  
**Commencement date: 1 February 2025**

## **GUIDELINES FOR PROVISION PRO BONO LEGAL SERVICES BY REGISTERED LEGAL ADVISERS**

These guidelines provide an information on fulfilling the mandatory Pro Bono Legal Services requirement for the Registered Legal Advisers, prescribed by Rule No. 4 of 2022 AIFC Legal Services Code.

### **What is Pro Bono Legal Service?**

Pro Bono Legal Services refer to legal work undertaken without charge for those who cannot afford legal services. This includes providing legal advice and information as a matter of general guidance and offering broad pointers.

### **Mandatory Requirements:**

1. Registered Legal Advisers are required to render a minimum of 12 hours of Pro Bono Legal Services per full practicing year.
2. Registered Legal Advisers must uphold the same high standards of service for Pro Bono applicants as for all other clients.

### **How to get Pro Bono Legal Services?**

- (a) Pro Bono applicants can request to the Office of the AIFC Legal Services Board (“the Office”) for Pro Bono Legal Services by mail at [officelsb@aifc.kz](mailto:officelsb@aifc.kz);
- (b) Pro Bono applicants can request for Pro Bono Legal Services through a Registered Legal Adviser for the meeting to be organised and fixed by the Office;
- (c) Registered Legal Advisers may independently find clients for Pro Bono Legal Services and contact the Office via email to arrange the session, which can be conducted either online or offline.

### **Procedure of the Office of the AIFC Legal Services Board**

1. Upon receiving a request for Pro Bono Legal Services, either directly from the applicant or via a Registered Legal Adviser, the Office will acknowledge the request and verify the applicant’s eligibility.
2. The Office will review the submitted Application Form – Annex 1 and ensure all necessary information is provided. If the request is made through a Registered Legal Adviser, the Office will confirm the details with the Registered Legal Adviser.
3. Once the request is verified, the Office will organise the Pro Bono session, coordinating with both the applicant and the Registered Legal Adviser. The session can be arranged either online or offline based on the preferences and availability of the parties involved.
4. The Office will send a confirmation email to the applicant and the Registered Legal Adviser detailing the date, time, and format (online or offline) of the session.
5. After the session, the Office will issue a protocol specifying the quantity of hours provided, description of the service (e.g., legal advice, document review), and nature of the case or issue. This protocol will be sent to both the applicant and the Registered Legal Adviser.
6. After the session, the Office may follow up with both the applicant and the adviser to ensure that the services provided met the required standards and to collect any feedback for future improvements.

### **Scope:**

Pro Bono Legal Services encompass a providing legal advice and information on Acting law of the AIFC.

### **Ethical Considerations:**

Registered Legal Adviser shall ensure that while providing Pro Bono Legal Services adheres to the highest ethical standards, including:

- confidentiality: safeguarding client information;

- competence: ensuring you have the necessary skills and expertise for the case;
- conflicts of Interest: avoiding any potential conflicts that may arise;
- diligence: exercising due care and attention to detail.

**Prerequisite for obtaining Pro Bono Legal Services:**

A Pro Bono applicants should complete, sign Application form – Annex 1 of the given “Guidelines for Provision Pro Bono Legal Services by Registered Legal Advisers” and send it to the Office of the AIFC Legal Services Board directly at [officelsb@aifc.kz](mailto:officelsb@aifc.kz) or through the Registered Legal Adviser(s) via email.

**Benefits of Pro Bono Legal Services:**

- Fulfilling the ethical obligation to provide legal assistance to those in need;
- Contributing to a more just and equitable society;
- Enhancing legal skills and knowledge;
- Providing opportunities for professional growth;
- Building connections with the community and expanding your professional network.

**Note:**

By fulfilling the Pro Bono requirement, Registered Legal Advisers contribute to ensuring access to justice for all and uphold the ethical principles of the legal profession.

**Disclaimer:**

This template and guidance are provided for informational purposes only and do not constitute legal advice. Registered Legal Advisers should consult with their respective regulatory bodies and legal counsel to ensure compliance with all applicable laws and regulations.

**APPLICATION FORM FOR PRO BONO LEGAL SERVICES****I. GENERAL INFORMATION****1. Full name:****2. Company:****3. Email:****II. QUERY****Please provide details about the matter for which you are seeking advice along with questions you may have for the Registered Legal Adviser:**

**DISCLAIMER**

Pro Bono Legal Services at the AIFC Legal Services Board is provided free of charge as a community service by the Registered Legal Advisers in the Roll of the AIFC Legal Services Board. The advice of the Registered Legal Advisers is based on information believed by the Registered Legal Advisers to be complete, accurate, and up to date. Such Pro Bono Legal Services provided are only of a general nature based on the information furnished to the Registered Legal Advisers, and is not specifically provided for the purpose of, or use in, any court case. In addition, the Pro Bono Legal Services given during these sessions has been done as a matter of general guidance and by way of broad pointers only. It is not intended to replace, supplement or do away with the need for professional legal advice and/or legal action.

- 1) I shall explain the full circumstances of my case and will answer the Registered Legal Adviser(s) truthfully and provide them with all the information they request to the best of my abilities.
- 2) I understand that failure to answer truthfully or abide by the above will result in a bar from future use of the Pro Bono legal services.
- 3) I shall not hold the Registered Legal Adviser(s) and/or their law practices and/or the AIFC Legal Services Board liable in anyway whatsoever for any legal consultation given, information provided and/or any referral made, (whether given or provided intentionally, negligently, or mistakenly to me).
- 4) I shall not hold the Registered Legal Adviser(s) and/or their law practices and/or the AIFC Legal Services Board liable in anyway whatsoever for any action that I shall take or not take (as the case may be) pursuant to any legal consultation given, information provided and/or any referral made.

Name in full: \_\_\_\_\_

Signature: \_\_\_\_\_

## PRIVACY NOTICE

### Processing of your personal data

The personal data collected in this form will be used by the AIFC Legal Services Board (the LSB) and the Office of the LSB, in accordance with the AIFC Data Protection Regulations and AIFC Data Protection Rules, for the following purposes:

- (a) the processing of your application for Pro Bono Legal Services;
- (b) the provision Pro Bono Legal Services by Registered Legal Advisers of the AIFC LSB.

The LSB and the Office of the LSB, in accordance with the AIFC Data Protection Regulations and AIFC Data Protection Rules, will:

- collect, use, store and share your data in the exercise of its regulatory powers set out in the AIFC Legal Services Regulations 2022 and the Rules of the LSB; and
- protect your personal data ensuring a level of security appropriate to the risks represented by the processing or transfer and the nature of the personal data; and
- share your personal data with third party providers who collect, store and process your personal data on our behalf who are contractually obligated to keep your personal data confidential and subject to appropriate safeguards; and
- transfer your personal data also to jurisdictions outside of AIFC. This may include jurisdictions that are not considered as having adequate level of data protection according to AIFC Data Protection Regulations and Rules.

### Your rights

Under the AIFC Data Protection Regulations and AIFC Data Protection Rules, you have the following rights, in relation to our processing of your personal data:

- right to information about processing of your data and rectification of your data; and
- right to object the processing of your personal data; and
- right to file a complaint with the Commissioner of Data Protection.

### Contact us

If you have any questions about this Privacy Notice, please contact the Office of the LSB at the following address: Mangilik El ave. 55/18, Astana, the Republic of Kazakhstan, by phone + 7 (7172) 64 73 94, and email at [OfficeLSB@aifc.kz](mailto:OfficeLSB@aifc.kz).

☐

I hereby agree to I hereby consent to the processing of personal data collected by this form by the LSB and by the Office of the LSB.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Name in full: \_\_\_\_\_

Signature: \_\_\_\_\_