

01 December 2021

Dear Stakeholders,

### **LPC announcement - Adjusted operational procedures for December 2021**

As a result of the anticipated Covid19 fourth wave and the recent confirmed cases within the LPC National office as well as the Gauteng office, a few adjustments to our operations will be put in place immediately during this month of December 2021.

#### *Office hours*

The official office hours will be adjusted and all offices (national and provincial) will now close at 16:00. This means that the office hours for LPC will be: 08:00 – 16:00.

#### *Office employee rotation*

In addition to the adjusted office hours, the LPC offices will remain largely open with the use of a rotational system in place to ensure that fewer employees are physically present in the office and others work remotely. As there remains a need to have some employees in the office, in particular those dealing with Fidelity Fund Certificates (FFC), those employees will remain in the office for the entire month of December 2021, except on weekends and public holidays.

Enquiries to the LPC should preferably be sent via email or website, urgent enquiries can be attended via telephone, however walk-ins at our offices should largely be avoided at this time.

#### *Office closure for year-end period*

The LPC offices will close for the year-end period starting from **21 December 2021 (except for FFC application services)** and reopen on **3 January 2022**.

Should you have any queries, kindly email [info@lpc.org.za](mailto:info@lpc.org.za). Alternatively, contact the relevant Provincial Office.

Kind regards

**Legal Practice Council**