

THE KERALA ADVOCATES' WELFARE FUND  
TRUSTEE COMMITTEE

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

Ref: No:KAWF/ ASSO/Cir/ 175/2024.

06<sup>th</sup> April, 2024

To

The Secretaries of all Bar Associations in the State.

Sub: Remittance of Annual Subscription , 2023-2024-Guidelines.

Sir,

The members of your Bar Association who have not remitted the annual subscription to the Kerala Advocate Welfare Fund, for the year 2023-24 may be requested to remit the same at the earliest. The last date for payment of subscription without fine is 30<sup>th</sup> June, 2024.

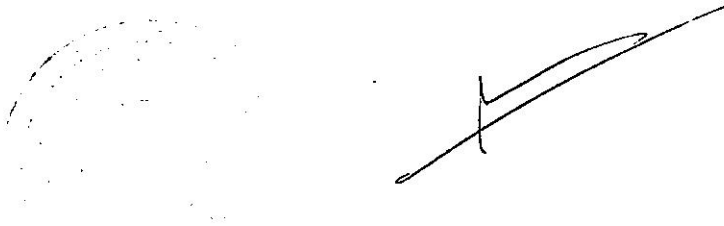
As you are aware, as part of shifting to paperless mode of functioning, application for admission to the membership of K.A.W.F., application of stipend to junior lawyers, remittance of annual subscription and sale of stamps *etc* are to be made through online mode. From 2023 onwards, office of KAWFTC will receive annual subscription only online mode. In the said circumstances, kindly advise the members of your Bar Association who defaulted Subscription last year (*i.e.* 2023) to update their KYM (know your member) details in the official website of Bar Council *viz*, [www.barcouncilkerala.org](http://www.barcouncilkerala.org) and secure their distinct user-id and password for us to activate their respective dashboard. Those who have already registered KYM, may remit the subscription amount using their user-id and password. If anybody requires any clarification on the newly developed webpage 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

Lakshmi – Mob.No.6238533532

Nasrin – Mob.No.8848108088

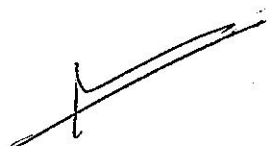
In terms of Section 15(5) of the K.A.W.F. Act, 1980, members are bound to remit annual subscription to the fund on or before the 30<sup>th</sup> June 2024 at the following rates, *viz*:-



(i)	Where the standing of the Advocates at the bar is less than five years (Those who enrolled on or after 1.7.2019).	500 Rupees
(ii)	Where the standing of the Advocate at the Bar is five years and more, but less than ten years(Those who enrolled on or before 30/06/2019 but after 1.7.2014).	1000Rupees
(iii)	Where the standing of the Advocate at the Bar is ten years and more, but less than fifteen years (Those who enrolled on or before 30/06/2014 but after 1.7.2009).	2000 Rupees
(iv)	Where the standing of the Advocate at the Bar is fifteen years and more but less than twenty years (Those who enrolled on or before 30/06/2009 but after 1.7.2004).	2,500 Rupees
(v)	Where the standing of the Advocate at the Bar is twenty years and more but less than twenty five years. Those who enrolled on or before 30/06/2004 but after 1.7.1999)	3,000 Rupees
(vi)	Where the standing of the Advocate at the Bar is twenty five years and more but less than thirty years (Those who enrolled on or before 30/06/1999 but after 1.7.1994)	3,500 Rupees.
(vii)	Where the standing of the Advocate at the Bar is thirty years or more (Those who enrolled on or before 30/06/1994).	4,000 Rupees
(viii)	Members designated as Senior Advocate under the Advocates' Act 1961.	6,000 Rupees

THE PROCESS OF KYM REGISTRATION AND SUBSCRIPTION PAYMENT IS AS FOLLOWS:-

1. Access [www.barcouncilkerala.org](http://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"
22. System will automatically calculate the subscription amount due and display the amount to be paid by the advocate.
23. Advocate can choose to either complete the whole subscription amount payment or can choose to do partial payment.
24. Once Advocate confirms the amount he is going to pay, invoice will be auto generated and displayed on the screen. At this stage, advocate will be informed that payment can be completed **only after bar association approval**. The same message will be shared to the advocates via email also.
25. Meanwhile, bar associations can login to their portal and approve the subscription payment initiation of the respective advocates.
26. Upon bar association approval, advocates will receive a mail with the payment link of the subscription **in their registered e-mail id**. (*for that member shall verify their e-mail*)
27. Advocate completes the payment.
28. Invoice and receipt are shared to the advocates through email and also can be downloaded from the advocate portal.
29. Subscription payment completion status is updated in the KAWF module.
30. Subscription payment process complete.

Please note that only after bar associations login to their portal and confirm the member concerned is in actual practice based on the subscription payment initiation of the respective advocates (see step Nos.25 & 26 above), the member can complete payment. Otherwise, invoice will expire soon and steps for payment required to be repeated. We would also like to inform you that 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 the parameter that the member is in actual practice, while granting online approval of the subscription of each members. This circular may be placed in the notice board for the attention of all members.

Yours faithfully,

  
JOSEPH JOHN,  
HON'Y. SECRETARY.