



**Bar Malaysia
Malaysian Bar**

www.malaysianbar.org.my

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To enable the Bar Council Secretariat to deal with your application expeditiously, kindly submit your SAPC application online, on or before 31 Oct 2017 (Tuesday).

Circular No 190/2017

Dated 27 Aug 2017

To Members of the Malaysian Bar

Sijil Annual 2018

Pursuant to part III of the Legal Profession Act 1976 ("LPA"), Sijil Annual and Practising Certificate ("SAPC") shall be renewed annually by every advocate and solicitor.

As part of the Court's e-Kehakiman (Phase 2) system, with effect from 3 July 2017, **all** applications for SAPC **can only be made online**. You must log into the Bar Council's Member Online Portal in order to complete and submit your SAPC applications. All supporting documents must be scanned and uploaded online during the application process.

You **no longer** have the option to submit hard copy documents in order to apply for your SAPC.

The authorised representative of your law firm can assist you to prepare your SAPC application through the Bar Council's Law Firm Online Portal, **but ultimately you must submit your own SAPC application through the Member Online Portal**.

When ready, your SAPC can **only** be retrieved from the online portal. **No hard copies of the SAPC will be provided.**

Applicants for SAPC 2017 must also utilise the online system to complete and submit their SAPC applications.

Please scroll down to read an overview of the SAPC online application process.

Kindly note that you will not be able to prepare/submit your SAPC application until:

- (1) you have registered as a user of the Malaysian Bar website, by completing the registration form available at www.malaysianbar.org.my/create-an-account.html. It may take up to two working days for your request to be processed;
- (2) you have settled all outstanding payments. It may take up to five working days for your payments to be processed. Please refer to section E on pages 39 to 41 in **Appendix D**; and
- (3) you have completed and printed your Statutory Declaration, affirmed it in the presence of a Commissioner for Oaths, and uploaded it during the online application process. Please refer to section D on pages 33 to 38 in **Appendix D**.

A more detailed reference guide, entitled “FAQ: Guide to Renewing Your SAPC Online”, can be downloaded from the [About Us>Membership>Sijil Annual tab](#) on the Malaysian Bar website. This guide, which includes a set of Frequently-Asked-Questions, is relevant to Members who are renewing their SAPC.

In September and October, the Bar Council Membership Department will conduct state-level workshops on how to prepare and submit SAPC applications. Details regarding the workshops will be provided soon.

Should you have any enquiries, please contact the Membership Department by telephone at 03-2050 2191 or by email at membership@malaysianbar.org.my.

Thank you.

Roger Chan Weng Keng
Secretary
Malaysian Bar

OVERVIEW OF THE SAPC ONLINE APPLICATION PROCESS

I. How to Access the Bar Council’s Online Portal

The online portal is accessible through the Malaysian Bar website at www.malaysianbar.org.my.

(A) Member Online Portal

To access this section of the online portal, you must be a registered user of the Malaysian Bar website and have a username and password to log into the website. To register, complete and submit the registration form available at www.malaysianbar.org.my/create-an-account.html.

Once your request for registration has been successfully processed, you will receive an email containing your website username and temporary password, which you will require in order to log into the Member Online Portal. It may take up to two working days for your request to be processed. You are strongly advised to change your temporary password to a secure password.

(B) Law Firm Online Portal

The authorised representative of your law firm can assist you to complete your SAPC application through the Law Firm Online Portal. However, please note that:

- (1) ultimately **you** must submit **your own** SAPC application through the Member Online Portal; and
- (2) in certain instances, sole proprietors and partners must upload their own Accountant’s Reports, through the Member Online Portal.

Law firms that have not yet nominated an authorised representative may do so by providing the following particulars of the authorised representative, to whom the law firm's username and password will be released by email:

- (1) Name;
- (2) Designation;
- (3) Office address; and
- (4) Email address.

Please submit these details by completing and returning the Law Firm Online Portal Registration Form (please refer to **Appendix A** on page 9) to the Bar Council, together with the **original copy** of a covering letter **on the law firm's letterhead**.

If your law firm had previously been issued with a username and password, those same particulars can be used to access the Law Firm Online Portal.

II. How to Create Your SAPC Application Using the Member Online Portal

(A) Renewing Your SAPC

If you have a valid SAPC 2017 and you are submitting an application for SAPC 2018, please refer to the step-by-step pictorial guide contained in **Appendix B** (please refer to pages 10 to 14).

(B) Applying for Your First SAPC

If you are a newly-called applicant and you are applying for your SAPC for the first time, please refer to the step-by-step pictorial guide contained in **Appendix B** (please refer to pages 15 to 17).

(C) Applying for Your SAPC Upon Resumption of Practice

If you ceased practice in 2017 or prior to the issuance of SAPC 2017, and you are applying for your SAPC in order to resume practice, please refer to the step-by-step pictorial guide contained in **Appendix B** (please refer to pages 18 to 21).

III. How Your Law Firm's Authorised Representative Can Assist to Create Your SAPC Application Using the Law Firm Online Portal

The authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal. However, please note that:

- (1) ultimately **you** must submit **your own** SAPC application through the Member Online Portal; and
- (2) in certain instances, sole proprietors and partners must upload their own Accountant's Reports, through the Member Online Portal.

Please refer to section I(B) (entitled "Law Firm Online Portal") on pages 2 to 3 above for information on how a law firm can request a username and password.

(A) Renewing Your SAPC

If you have a valid SAPC 2017 and you are submitting an application for SAPC 2018, your law firm's authorised representative can assist you by logging into the Bar Council Law Firm Online Portal, using the law firm's username and password.

For a step-by-step pictorial guide, please refer to pages 22 to 27 in **Appendix C**.

(B) Applying for Your First SAPC

If you are a newly-called applicant and you are applying for your SAPC for the first time, the authorised representative of your law firm can assist you once you have received the email notification from the Bar Council containing your membership number.

For a step-by-step pictorial guide, please refer to pages 26 to 27 in **Appendix C**.

(C) Applying for Your SAPC Upon Resumption of Practice

If you ceased practice in 2017 or prior to the issuance of SAPC 2017, and you are applying for your SAPC in order to resume practice, the authorised representative of your law firm can assist you once you have received the email notification from the Bar Council confirming your membership number.

For a step-by-step pictorial guide, please refer to page 27 in **Appendix C**.

IV. How to Prepare and Submit your SAPC Application

The SAPC application form is the same in both the Member Online Portal and the Law Firm Online Portal.

You can prepare your own SAPC application using the Member Online Portal. Alternatively, the authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal. However, please note that:

- (1) ultimately you must submit your own SAPC application through the Member Online Portal; and
- (2) in certain instances, sole proprietors and partners must upload their own Accountant's Reports, through the Member Online Portal.

There are eight tabs in the SAPC application form that have to be completed. In each tab, all applicable sections must be completed, and scanned copies of the required supporting documents must be uploaded.

Please click the "Save" button at the bottom of every section, in order to save all the information provided or changes made.

(A) Tab 1: Personal Particulars

For a step-by-step pictorial guide on completing this section, please refer to pages 29 to 30 in **Appendix D**.

If you are a newly-called applicant and you are applying for your SAPC for the first time, you must upload the Order of Admission as an advocate and solicitor, and a copy of the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board, in order to complete your application.

(B) Tab 2: Academic Qualifications

For a step-by-step pictorial guide on completing this section, please refer to page 31 in **Appendix D**.

(C) Tab 3: Jurisdictions / Gainful Employment Details

For a step-by-step pictorial guide on completing this section, please refer to page 32 in **Appendix D**.

(D) Tab 4: Practice / Employment Details & History

For a step-by-step pictorial guide on completing this section, please refer to pages 33 to 38 in **Appendix D**.

Please note that your Statutory Declaration will be generated by the SAPC online application system, based on the information you provide. Once you have printed your Statutory Declaration and affirmed it in the presence of a Commissioner for Oaths, you must upload it online in order to be able to submit your SAPC application.

If you are a sole proprietor or partner, please refer to pages 35 to 36 in **Appendix D** for details regarding the maintenance of client accounts.

(E) Tab 5: Payment & Insurance Status

For a step-by-step pictorial guide on completing this section, please refer to pages 39 to 41 in **Appendix D**.

(1) Please ensure that the following payments have been made:*

- (a) 2017 Annual Subscription: RM450;
- (b) 2017 Building Fund (Levy): RM250;
- (c) 2017 Legal Aid Fund (Levy): RM100;
- (d) 2017 Sports Fund (Levy): RM20;
- (e) 2017 LawCare Fund (Levy): RM100;
- (f) 2018 Compensation Fund (Contribution): RM100;
- (g) 2018 Discipline Fund (Prescribed Fee): RM60; and
- (h) Penalty pursuant to section 46(6) of the LPA (if applicable): RM450.

**The years specified above are applicable to Members who are applying for SAPC 2018.*

You will not be able to submit your SAPC application until you have settled all outstanding payments. It may take up to five working days for your payments to be processed.

For details about making payment, kindly refer to Circular No 084/2017 dated 18 April 2017, entitled “2017 Malaysian Bar Payments Required Under the Legal Profession Act 1976”. For enquiries, please contact the Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.

- (2) Please obtain the Professional Indemnity Insurance Cover 2018 from Jardine Lloyd Thompson Sdn Bhd (“JLT”). You are encouraged to complete their renewal online with JLT as it is convenient and hassle-free, and enables faster processing.
- (3) If you have fines that are due and payable to the Advocates and Solicitors Disciplinary Board, your SAPC will only be issued once you upload a copy of the official receipt in respect of your payment.

(F) Tab 6: Accountant’s Report

For a step-by-step pictorial guide on completing this section, please refer to pages 42 to 43 in **Appendix D**.

Each sole proprietor / partner must submit a copy of the Accountant’s Report for the period from 1 Jan to 31 Dec 2016, unless exempted by the Bar Council under rule 6 of the Accountant’s Report Rules 1990, for the:

- (1) main office; **and**
- (2) branch office(s) (only applicable to sole proprietor / partner with branch office(s)).

The Accountant’s Report must be issued under the name of individual applicants. If you have more than one office, please ensure that the Accountant’s Report covers **all** offices and/or branches, **or** separate Accountant’s Reports are submitted for each and every office.

If you are resuming practice and you were a sole proprietor / partner before ceasing practice, the Accountant’s Report for the relevant accounting period during which you were practising as a sole proprietor / partner until the date of cessation of practice or until 31 Dec 2016, whichever is later, must be submitted.

(G) Tab 7: State Bar Certificate(s)

For a step-by-step pictorial guide on completing this section, please refer to pages 44 to 45 in **Appendix D**.

Where a firm has offices in more than one state, the sole proprietor / every partner of that firm must be a member of all the State Bars where the offices are located, and must upload scanned copies of the State Bar certificates confirming that there are no arrears in subscription(s) for 2017, for the:

- (1) main office; **and**
- (2) branch office(s) (only applicable to sole proprietor / partner with branch office(s)).

If you are resuming practice, you are required to submit the State Bar certificates for the last practice year in which you were issued with an SAPC, and for the current year or the year of the SAPC that you intend to apply for (as the case may be).

(H) Tab 8: Declaration

You will submit your SAPC application in this section. **Please note that you must submit your own SAPC application through the Member Online Portal.** The authorised representative of your law firm is unable to submit any SAPC application through the Law Firm Online Portal.

For a step-by-step pictorial guide, please refer to page 46 in **Appendix D**.

V. How to Retrieve Your SAPC

You can check the status of your SAPC application at the “Sijil Annual (“SA”) Application and Submission History” page.

Once you receive an email notification that your SAPC have been issued, you can download the documents from the Member Online Portal and print them. Alternatively, your law firm’s authorised representative can retrieve them from the Law Firm Online Portal.

The Bar Council will not provide any hard copies of your SAPC.

For a step-by-step pictorial guide, please refer to pages 47 to 48 in **Appendix D**.

VI. Other Matters

(A) Practising after 31 Dec 2017

Section 29(3) of the LPA provides that if a Member has duly complied with section 29(1) of the LPA (relating to the application for Practising Certificates) “in the month of January of any year, the practising certificate issued to him in respect of that year shall be deemed to have been in operation from the 1st day of January of that year”.

Members may appear in court and carry on with their law practice in January 2018 even if they have not received their Practising Certificates 2018, provided they comply with section 29(3) of the LPA.

The status of a Member who was in possession of a valid Sijil Annual and Practising Certificate 2017 but who is not issued with a valid Sijil Annual and Practising Certificate 2018 by 31 Jan 2018, will be changed from “active” to “inactive” in the Bar Council’s database on 1 Feb 2018.

(B) Cessation of Practice

Members are reminded that those who wish to cease practice, either on a permanent or temporary basis, are required to notify the Bar Council in accordance with section 31(2) of the LPA, and to comply with the Bar Council's Rules on Cessation of, or Change in, Practice ("Rules"). A copy of the Rules and the relevant forms can be obtained from the Bar Council Secretariat or downloaded from the Malaysian Bar website (please refer to the "Membership" section under the [Resources>Frequently Used Forms](#) tab).

A Member will not be deemed to have ceased practice merely as a result of the expiration of the validity of the Member's Practising Certificate 2017 on 31 Dec 2017 pursuant to section 29(2) of the LPA.

(C) Disciplinary Proceedings

The Bar Council will institute disciplinary proceedings after 31 Jan 2018 against Members who have not been issued with Sijil Annual and Practising Certificates 2018 by 31 Jan 2018, **except** in respect of Members from whom the Bar Council has received a Notice of Cessation of Practice as an Advocate and Solicitor, supported with a Statutory Declaration as prescribed under the Rules.

For sole proprietors who do not have a valid Sijil Annual and Practising Certificate 2018 and have not ceased practice, site inspections will be conducted and injunction proceedings will be instituted against sole proprietors whose firms are found to be in operation. In the event that the Bar Council institutes injunction proceedings against a Member, any costs incurred by the Bar Council shall be borne by the Member concerned.

(D) Personal Information Provided to Bar Council

The personal information that you provide to the Bar Council, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Bar Council for the purposes of facilitating the issuance of your Sijil Annual and Practising Certificate, research and audit, and maintenance of a database relating to the membership of the Malaysian Bar, and such ancillary functions and services as may be relevant.

VII. Enquiries

A more detailed reference guide, entitled "FAQ: Guide to Renewing Your SAPC Online", can be downloaded from the [About Us>Membership>Sijil Annual](#) tab on the Malaysian Bar website. This guide, which includes a set of Frequently-Asked-Questions, is relevant to Members who are renewing their SAPC.

For enquiries regarding your Sijil Annual and Practising Certificate 2018 application, kindly contact the Membership Department by telephone at 03-2050 2191, or send an email to membership@malaysianbar.org.my.



LAW FIRM ONLINE PORTAL

REGISTRATION FORM

Please take note that only one user ID and password will be emailed to the authorised representative from each firm.

1. Name of Law Firm
2. Name of Authorised Representative
3. Designation of Authorised Representative
4. Office Address and Telephone Number of Authorised Representative
5. Email Address of the Authorised Representative (*please provide only one email address*)
6. Signature of Managing / Senior Partner, and Date

Kindly complete all sections of this Registration Form and return it together with the **original copy** of a covering letter **on your firm's letterhead**, to:

Bar Council
15 Leboh Pasar Besar
50050 Kuala Lumpur

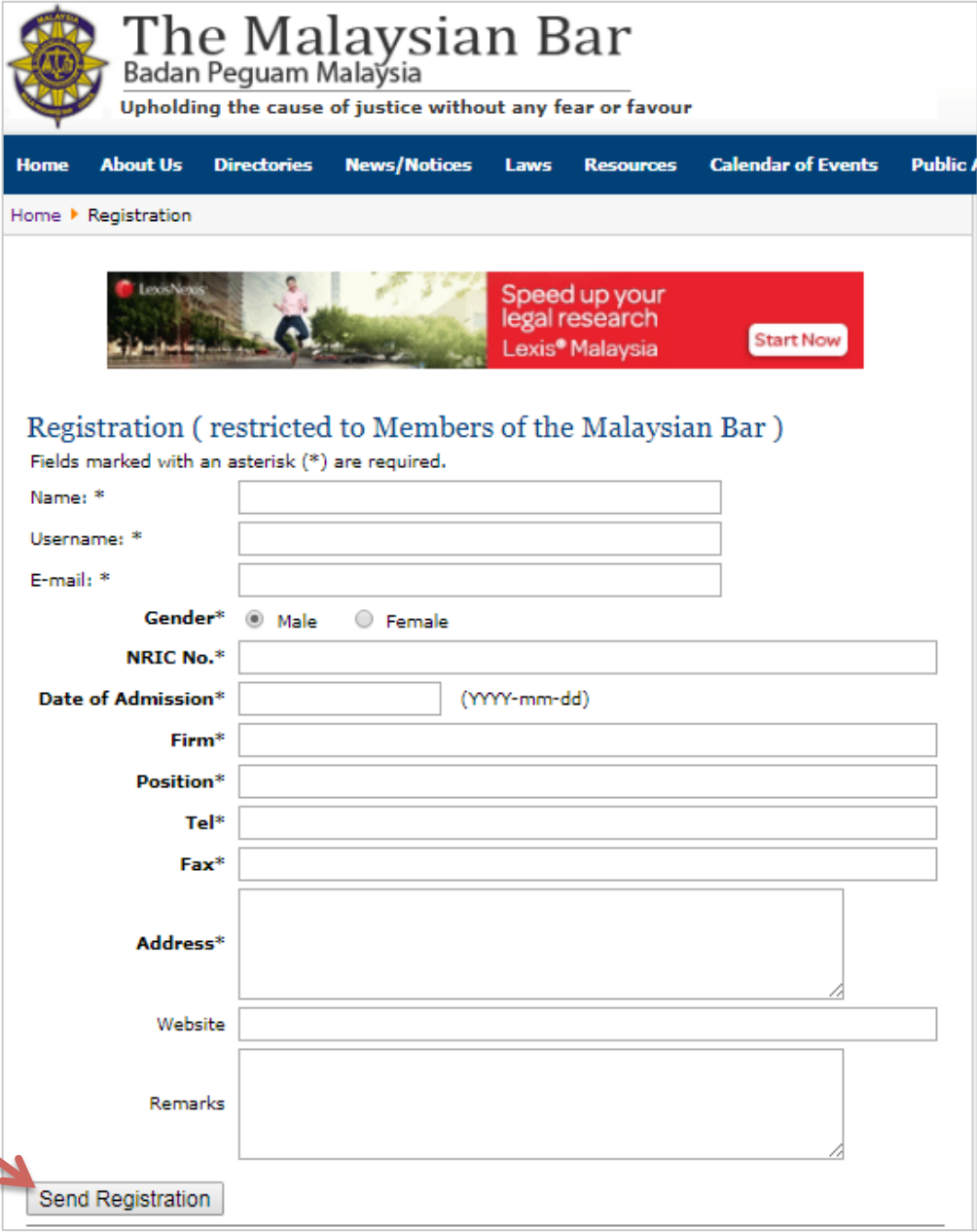
Should you need any clarification, please contact Mohd Esman Basri by telephone at 03-2050 2168 or send an email to membership@malaysianbar.org.my.

The personal information that you provide to the Bar Council, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Bar Council for the purposes of maintenance of a database for the online portal feature, research and audit, and such ancillary services as may be relevant.

How to Create Your SAPC Application Using the Member Online Portal

The online portal is accessible through the Malaysian Bar website at www.malaysianbar.org.my.

To access the Member Online Portal, you must be a registered user of the Malaysian Bar website and have a username and password to log into the website. To register, complete and submit the registration form available at www.malaysianbar.org.my/create-an-account.html.



The Malaysian Bar
Badan Peguam Malaysia
Upholding the cause of justice without any fear or favour

Home About Us Directories News/Notices Laws Resources Calendar of Events Public A

Home ▶ Registration

Registration (restricted to Members of the Malaysian Bar)
Fields marked with an asterisk (*) are required.

Name: *

Username: *

E-mail: *

Gender* ☒ Male ☐ Female

NRIC No.*

Date of Admission* (YYYY-mm-dd)

Firm*

Position*

Tel*

Fax*

Address*

Website

Remarks

Send Registration

Once your request for registration has been successfully processed, you will receive an email containing your website username and temporary password, which you will require in order to log into the Member Online Portal. It may take up to two working days for your request to be processed. You are strongly advised to change your temporary password to a secure password.

(A) Renewing Your SAPC

If you have a valid SAPC 2017 and you are submitting an application for SAPC 2018, please do the following:

- (1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
- (2) Click the “Advocates & Solicitors” button on the right-hand side of the website.

The screenshot shows the homepage of The Malaysian Bar website. The header includes the logo, name, and tagline. A navigation bar contains links like Home, About Us, Directories, etc. A sidebar on the right has icons for Forum, Photos, Jobs, Polls, Shop, Law Firms, and Public Awareness. The main content area features a banner for online applications, a memorial for Muhamed Ariff Mahindar, and a notice about the E-Court Phase 2 system. A red arrow points to the 'Advocates & Solicitors' button in the sidebar. Another red arrow points to the 'Login' button in the login form. A third red arrow points to the 'Access to Member Portal' link in the sidebar.

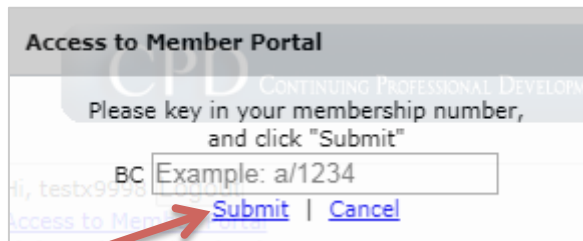
- (3) Key in your website username and password, and click “Login”.
- (4) Click “Access to Member Portal”.

The screenshot shows a different section of the website, featuring a resolution adopted at the Extraordinary General Meeting of the Malaysian Bar. The resolution is titled 'Resolution on Upholding the Supremacy of the Federal Constitution and Defending the Independence and Integrity of the Judiciary'. The sidebar on the right contains a 'CPD' section with a login form and a list of links including 'Access to Member Portal', 'Resume Practice Request', and 'Newly-Called Request'. A red arrow points to the 'Access to Member Portal' link.

- (5) Key in your Bar Council membership number, and click “Submit”.

You can refer to the number displayed at the top right-hand corner of your previous Sijil Annual or Practising Certificate to obtain your membership number. Omit the “BC/” that appears in the number.

Example: If “BC/A/1234” is the number that appears on your Sijil Annual or Practising Certificate, your membership number is A/1234.



- (6) Click “SA / PC” in the navigation menu below the words “Member Online Portal”.



(7) Click “Next” once you have read the “SA / PC Online Application Guide”.



The Malaysian Bar
Badan Peguam Malaysia

Member Online Portal

Home | Member Profile | SA / PC | Subscription | CPD Record | T & C | Exit

Hi! Test Member

SA / PC Online Application Guide 

(1) Pursuant to part III of the Legal Profession Act 1976 (“LPA”), to practise in West Malaysia, an Advocate and Solicitor must have a valid Sijil Annual (“SA”) issued by Bar Council Malaysia (“Bar Council”) and Practising Certificate (“PC”) issued by the Registrar of the High Court of Malaya (“High Court”) for the current year.

(2) Application forms together with the supporting documents for both SA and PC are required to be submitted by following the procedures in this SA / PC page.

(3) Please select the relevant year for the SA and PC application.

(4) An authorised firm representative can assist applicants to complete the application via the Firm Online Portal, but final submission of the application can only be done by applicants through the Member Online Portal.

(5) All sections must be filled in, and scanned copies of the supporting documents must be uploaded, for a submission to be complete.

(6) If your application is not in order, notification of any irregularities will be sent to your email address based on the Bar Council’s records. Please ensure that the email address you have provided to the Bar Council is accurate.

(7) The Bar Council and High Court no longer issue hard copies of the SA and PC, respectively. The SA and PC can only be retrieved from both the Member and Firm Online Portals. Upon issuance of the SA and PC, a notification will be sent to your email address based on the Bar Council’s records.

(8) Please take note that updates of information, such as personal particulars or law firm’s information, can only be made at the respective pages in the Member or Firm Online Portal. Please refer to [Circular No 190/2016](#) dated 24 Aug 2016, entitled “Online Self-Service Portal for Members and Law Firms”, for more details.

(9) To facilitate a complete submission of your SA and PC application, please ensure the following:

(a) **Make all the necessary payments.** Your online application is inoperative if there are pending payments.

For more details on payment, please refer to [Circular No 084/2017](#) dated 18 Apr 2017, entitled “2017 Malaysian Bar Payments Required under the Legal Profession Act 1976”.

For enquiries, please contact the Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.

(b) **Obtain the Professional Indemnity Insurance Cover for the relevant year from Jardine Lloyd Thompson Sdn Bhd (“JLT”).** Members are encouraged to complete their renewal online as it is convenient and hassle-free, and enables faster processing. With the new online submission feature, Members will be able to obtain their invoice at the end of the online process.

Please **contact JLT directly** for all enquiries pertaining to Professional Indemnity Insurance at:

Jardine Lloyd Thompson Sdn Bhd
Suite 10.2 10th Floor Faber Imperial Court
21A Jalan Sultan Ismail
50250 Kuala Lumpur
Tel: 03-2723 3241 (dedicated for Malaysian Bar) /
03-2723 3388 (general line)
Fax: 03-2723 3301
Email: mbar@jltasia.com

(c) **Upload scanned copies of State Bar Committee Certificates for all offices, confirming that there are no arrears in subscription(s).**

(d) **Upload of scanned copy(ies) of the Accountant’s Report for the relevant accounting period, which applies to applicants who were sole proprietors / partners during the accounting period, or any part thereof, and maintained client account(s) for:**

(i) main office; **and**

(ii) branch office(s) (only applicable to sole proprietor / partner with branch office(s)).

(10) Applicants who are applying for the issuance of SA and PC for the first time must also submit the following documents:

(a) A copy of the final Order of Admission as an Advocate and Solicitor:

(i) If extracted by way of e-filing, under the seal of the High Court of Malaya; or

(ii) If not extracted by way of e-filing, certified true copy by the Registrar of the High Court of Malaya; and

(b) A copy of the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.

(11) The system **does not** automatically save the fields of information. Please save the final version of your SA and PC application before submitting it or exiting the system.



Next

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Tel: (6)03-2050 2050 | Fax: (6)03-2026 1313 | Email: council@malaysianbar.org.my

- (8) At the “Sijil Annual (“SA”) Application and Submission History” page, **please ensure that you correctly select the applicable year of the SAPC you are applying for** (ie “2018” if you are applying for SAPC 2018). Click “Create Application” to begin preparing your SAPC application.

Sijil Annual ("SA") Application and Submission History ⓘ

Application Information

Year: 2018

Please select the application year 2018 if you have already been issued with a valid Sijil Annual and Practising Certificate for 2017.

Status: New ⓘ

Creation Date

Submission Date

Note: Please download and print your SA / PC using the link(s) below. No hard copy will be provided.

Copyright ©2016 Bar Council Malaysia. All rights reserved.
15 Leboh Pasar Besar, 50050 Kuala Lumpur, Malaysia
Tel: (6)03-2050 2050 | Fax: (6)03-2026 1313 | Email: council@malaysianbar.org.my

For a step-by-step pictorial guide on how to complete and submit the SAPC application, please refer to **Appendix D** on pages 28 to 48 below.

For additional guidance:

A more detailed reference guide, entitled “FAQ: Guide to Renewing Your SAPC Online”, can be downloaded from the [About Us>Membership>Sijil Annual](#) tab on the Malaysian Bar website. This guide is relevant to Members who are renewing their SAPC, and includes a set of Frequently-Asked-Questions.

(B) Applying for Your First SAPC

If you are a newly-called applicant and you are applying for your SAPC for the first time, you must send a request through the Member Online Portal in order to obtain your Bar Council membership number. Please do the following:

- (1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
- (2) Click the “Advocates & Solicitors” button on the right-hand side of the website.
- (3) Key in your website username and password, and click “Login”.

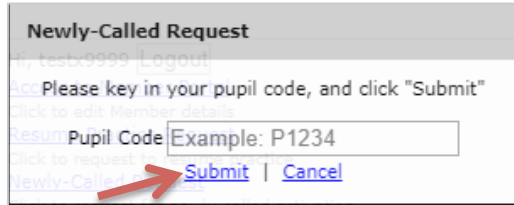
The screenshot shows the homepage of The Malaysian Bar website. The header includes the logo, name, and tagline. A navigation bar contains links like Home, About Us, Directories, News/Notices, Laws, Resources, Calendar of Events, Public Awareness, Links, FAQs, Contact Us, and Advertise. A search bar is also present. The main content area features a banner for Sijil Annual and Practising Certificate applications, an In Memoriam notice for Muhamed Ariff Mahindar, and a notice about the implementation of the E-Court Phase 2 System. On the right sidebar, there are links for Forum, Photos, Jobs, Polls, Shop, Law Firms, and Public Awareness. Below these, there are buttons for "Advocates & Solicitors" and "Law Firm Login". A login section is also visible, with fields for Username and Password, and a "Login" button. Red arrows point to the "Advocates & Solicitors" button and the "Login" button. The footer shows the number of guests and members online.

- (4) Click “Newly-Called Request”.

This screenshot shows a different section of the website, likely a news or announcement page. The header and navigation bar are consistent with the previous screenshot. The main content area features a banner for the Master of Laws (Applied Law) program, followed by a notice about the Resolution Adopted at the Extraordinary General Meeting of the Malaysian Bar. Below this, there is a section titled "WHEREAS:" containing text about the Prime Minister's announcement and the appointment of judges. On the right sidebar, there are links for Forum, Photos, Jobs, Polls, Shop, Law Firms, and Public Awareness. Below these, there is a section for "Starting a New Practice" and a link for "Newly-Called Request". A red arrow points to the "Newly-Called Request" link. The footer shows the number of guests and members online.

- (5) Key in your Bar Council pupil code, and click “Submit”.

Your pupil code is contained in the letter from the Bar Council entitled “Congratulations on Your Admission as an Advocate and Solicitor of the High Court of Malaya”.



Newly-Called Request

Hi, testx9999 Logout

Please key in your pupil code, and click "Submit"

Click to edit Member details

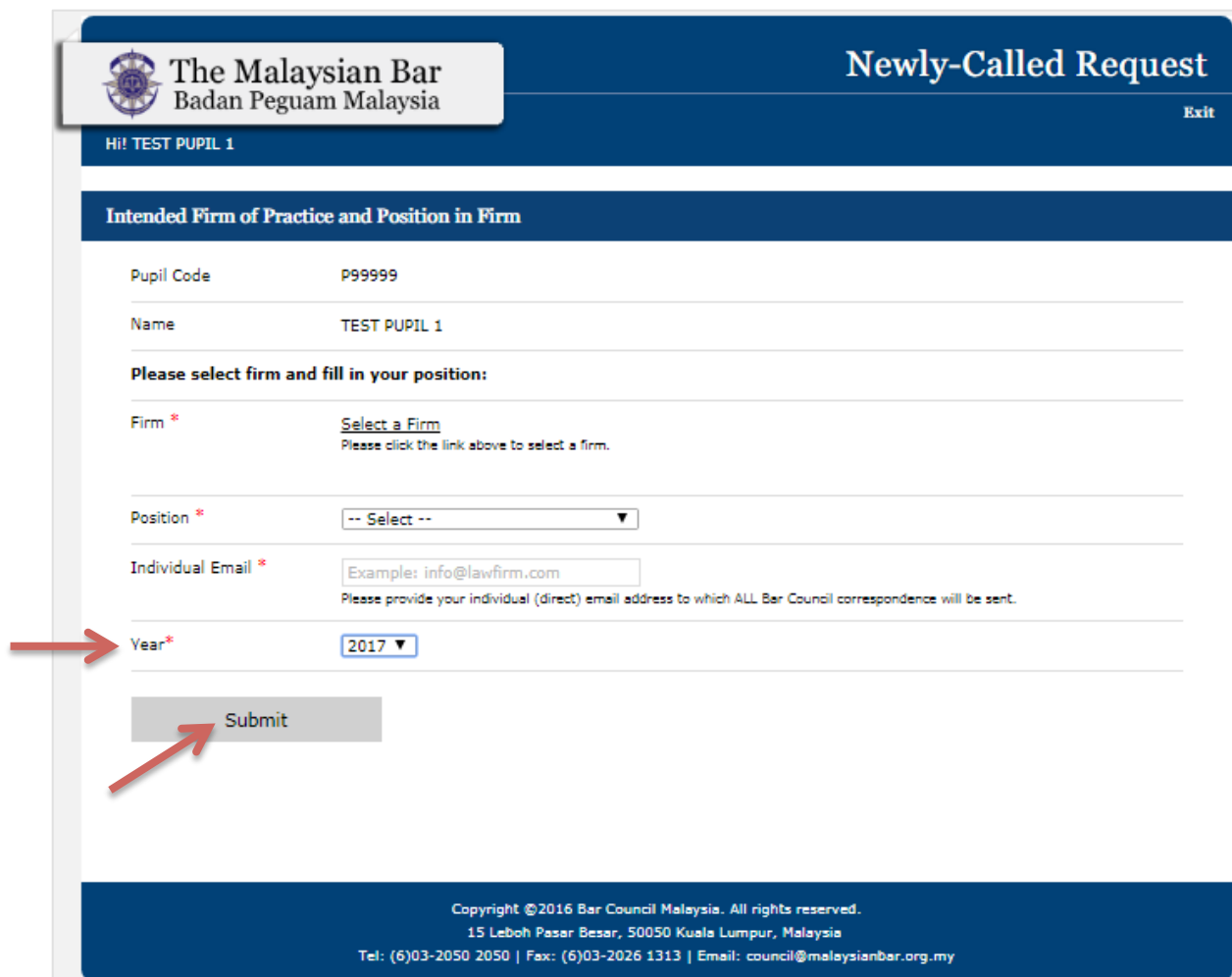
Resum Pupil Code Example: P1234

Click to request for

Newly-Called Request

[Submit](#) | [Cancel](#)

- (6) At the “Newly-Called Request” page, key in the required details and click “Submit”. **Please ensure that you correctly select the applicable year of the SAPC you are applying for.** The Bar Council cannot undo the records once the SAPC has been issued.



The Malaysian Bar
Badan Peguam Malaysia

Newly-Called Request

Exit

Hi! TEST PUPIL 1

Intended Firm of Practice and Position in Firm

Pupil Code P999999

Name TEST PUPIL 1

Please select firm and fill in your position:

Firm * [Select a Firm](#)
Please click the link above to select a firm.

Position * -- Select --

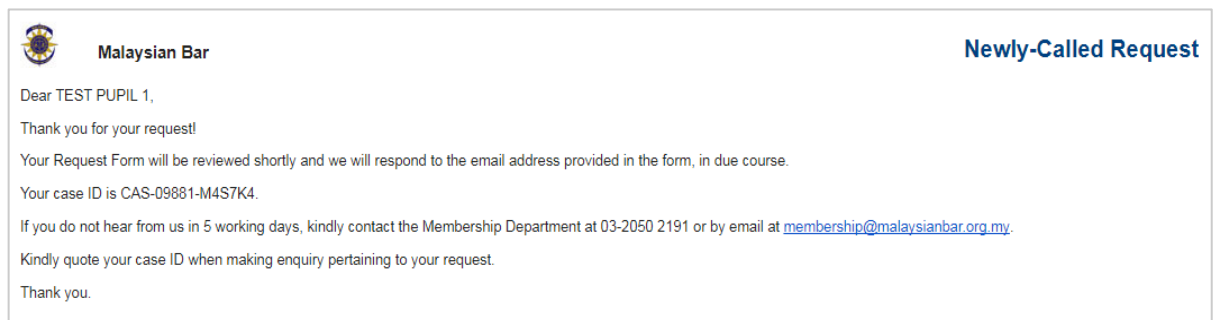
Individual Email * Example: info@lawfirm.com
Please provide your individual (direct) email address to which ALL Bar Council correspondence will be sent.

Year * 2017

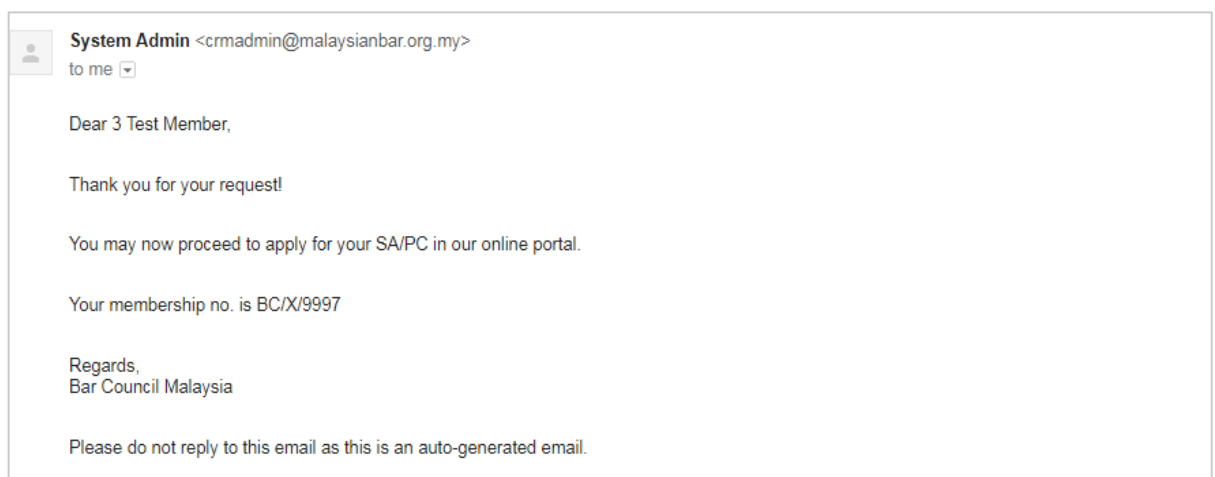
Submit

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- (7) You will receive a notification by email, confirming that your request has been received.



- (8) Once your request has been successfully processed, you will receive an email containing your Bar Council membership number.



- (9) You may proceed to create your SAPC application, by following the steps outlined in section (A) (entitled “Renewing Your SAPC”) of this **Appendix B**, on pages 11 to 14 above.

Begin by clicking the “Advocates & Solicitors” button on the right-hand side of the Malaysian Bar website at www.malaysianbar.org.my.

For additional guidance:

A more detailed reference guide, entitled “FAQ: Guide to Renewing Your SAPC Online”, can be downloaded from the [About Us>Membership>Sijil Annual tab](#) on the Malaysian Bar website. This guide is relevant to Members who are renewing their SAPC, and includes a set of Frequently-Asked-Questions.

(C) Applying for Your SAPC Upon Resumption of Practice

If you ceased practice in 2017 or prior to the issuance of SAPC 2017, and you are applying for your SAPC in order to resume practice, you must send a request through the Member Online Portal in order to reactivate your Bar Council membership number. Please do the following:

- (1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
- (2) Click the “Advocates & Solicitors” button on the right-hand side of the website.
- (3) Key in your website username and password, and click “Login”.

The screenshot displays the homepage of The Malaysian Bar (Badan Peguam Malaysia). The header includes the organization's name, logo, and tagline: "Protecting and assisting the public in all matters touching ancillary or incidental to the law". A navigation menu lists various sections like Home, About Us, Directories, News/Notices, Laws, Resources, Calendar of Events, Public Awareness, Links, FAQs, Contact Us, and Advertise. A search bar is located in the top right corner.

The main content area features a "Sijil Annual 2018 | Circular No 190/2017" announcement, dated 27 Aug 2017. It states that the Sijil Annual and Practising Certificate ("SAPC") shall be renewed annually by every advocate and solicitor. The announcement emphasizes that applications for SAPC can only be made online and that users must log into the Bar Council's Member Online Portal to complete and submit their SAPC applications. It also mentions that supporting documents must be scanned and uploaded online during the application process.

On the right-hand side, there is a "Starting a New Practice" section and a "30th LAWASIA Annual Conference, Tokyo, Japan (18 to 21 Sept 2017)" announcement. Below these, there is a "CPD CONTINUING PROFESSIONAL DEVELOPMENT" section with buttons for "Advocates & Solicitors" and "Law Firm Login".

The login section is titled "Log in here to access restricted sections and online portal". It includes fields for "Username" and "Password", a "Login" button, and links for "Register" and "Lost your Password?". There is also a "Remember Me" checkbox. A status bar at the bottom right indicates "We have 160 guests and 17 members online".

Red arrows in the image point to the "Advocates & Solicitors" button, the "Log in here to access restricted sections and online portal" text, the "Login" button, and the "Remember Me" checkbox.

(4) Click “Resume Practice Request”.

The screenshot shows the homepage of The Malaysian Bar (Badan Peguam Malaysia). The header includes the logo, name, and tagline. A navigation bar contains links like Home, About Us, Directories, News/Notices, Laws, Resources, Calendar of Events, Public Awareness, Links, FAQs, Contact Us, and Advertise. A search bar is in the top right. The main content area features a news article titled "Resolution Adopted at the Extraordinary General Meeting of the Malaysian Bar Held at KL and Selangor Chinese Assembly Hall (Thursday, 3 Aug 2017)". To the right, there are links for "2017 Hotel Corporate Rates" and "6th Asia Pro Bono Conference". At the bottom right, a sidebar contains a "CPD CONTINUING PROFESSIONAL DEVELOPMENT" section with links for "Access to Member Portal", "Resume Practice Request" (highlighted with a red arrow), and "Newly-Called Request".

(5) Key in your Bar Council membership number, and click “Submit”.

You can refer to the number displayed at the top right-hand corner of of your previous Sijil Annual or Practising Certificate to obtain your membership number. Omit the “BC/” that appears in the number.

Example: If “BC/A/1234” is the number that appears on your Sijil Annual or Practising Certificate, your membership number is A/1234.

The screenshot shows a form titled "Resume Practice Request" under the "CPD CONTINUING PROFESSIONAL DEVELOPMENT" header. The form contains the text "Please key in your membership number, and click 'Submit'". Below this is an input field with the placeholder text "BC Example: a/1234". A red arrow points to the "Submit" button, which is next to a "Cancel" button.

- (6) At the “Resume Practice Request” page, key in the required details and click “Submit”. **Please ensure that you correctly select the applicable year of the SAPC you are applying for.** The Bar Council cannot undo the records once the SAPC has been issued.

The screenshot shows the 'Resume Practice Request' form for The Malaysian Bar (Badan Peguam Malaysia). The header includes the Bar's logo and name, and a user greeting 'Hi! Test Member 3'. The form is titled 'Intended Firm of Practice and Position in Firm'. It contains the following fields:

- Membership No: X/9997
- Name: Test Member 3
- Please select firm and fill in your position:
- Firm *: [Select a Firm](#) (Please click the link above to select a firm.)
- Position *: -- Select --
- Individual Email *: Example: info@lawfirm.com (Please provide your individual (direct) email address to which ALL Bar Council correspondence will be sent.)
- Year *: 2017

Red arrows point to the 'Year' dropdown and the 'Submit' button. A red note states: ** These fields must be completed.*

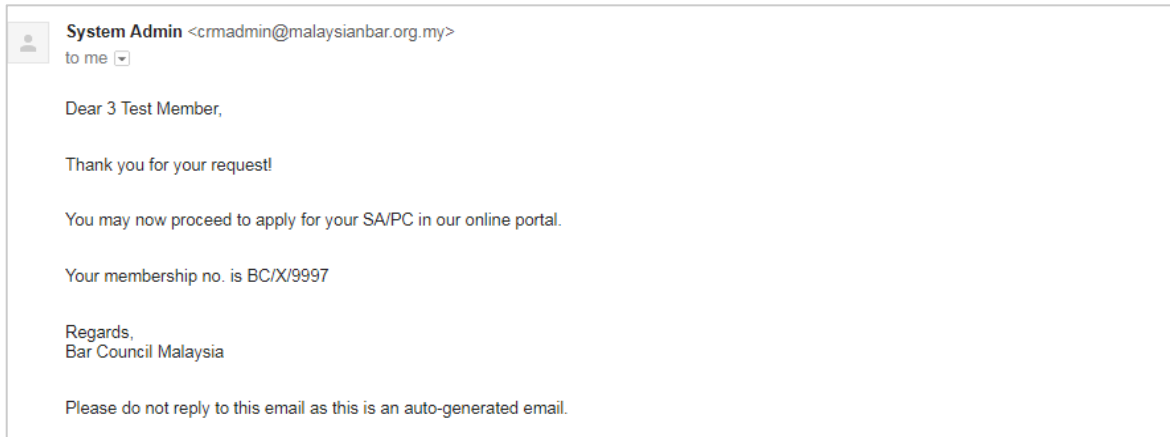
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- (7) You will receive a notification by email, confirming that your request has been received.

The screenshot shows an email notification from The Malaysian Bar. The header includes the Bar's logo and name, and the subject is 'Resume Practice Request'. The email content is as follows:

Dear Test Member 9,
Thank you for your request!
Your Request Form will be reviewed shortly and we will respond to the email address provided in the form, in due course.
Your case ID is CAS-09917-G7J8R8.
If you do not hear from us in 5 working days, kindly contact the Membership Department at 03-2050 2191 or by email at membership@malaysianbar.org.my.
Kindly quote your case ID when making enquiry pertaining to your request.
Thank you.

- (8) Once your request has been successfully processed, you will receive an email confirming your Bar Council membership number.



- (9) You may proceed to create your SAPC application, by following the steps outlined in section (A) (entitled “Renewing Your SAPC”) of this **Appendix B**, on pages 11 to 14 above.

Begin by clicking the “Advocates & Solicitors” button on the right-hand side of the Malaysian Bar website at www.malaysianbar.org.my.

For additional guidance:

A more detailed reference guide, entitled “FAQ: Guide to Renewing Your SAPC Online”, can be downloaded from the [About Us>Membership>Sijil Annual](#) tab on the Malaysian Bar website. This guide is relevant to Members who are renewing their SAPC, and includes a set of Frequently-Asked-Questions.

How Your Law Firm's Authorised Representative Can Assist to Create Your SAPC Application Using the Law Firm Online Portal

The authorised representative of your law firm can assist you to complete your SAPC application through the Law Firm Online Portal. However, please note that:

- (1) Ultimately **you** must submit **your own** SAPC application through the Member Online Portal; and
- (2) in certain instances, sole proprietors and partners must upload their own Accountant's Reports through the Member Online Portal.

Law firms that have not yet nominated an authorised representative may do so by providing the following particulars of the authorised representative, to whom the law firm's username and password will be released by email:

- (1) Name;
- (2) Designation;
- (3) Office address; and
- (4) Email address.

Please submit these details by completing and returning the Law Firm Online Portal Registration Form (**Appendix A** on page 9) to the Bar Council, together with the **original copy** of a covering letter **on the law firm's letterhead**.

If your law firm had previously been issued with a username and password, those same particulars can be used to access the Law Firm Online Portal.

(A) Renewing Your SAPC

If you have a valid SAPC 2017, and you are submitting an application for SAPC 2018, your law firm's authorised representative can assist you by taking the following steps:

- (1) Go to the Malaysian Bar website at www.malaysianbar.org.my.

- (2) Click the “Law Firm Login” button on the right-hand side of the website.
- (3) Key in the law firm’s username and password, and click “Login”.

The screenshot shows the homepage of The Malaysian Bar (Badan Peguam Malaysia). The header includes the logo, name, and tagline. A navigation bar contains links like Home, About Us, Directories, News/Notices, Laws, Resources, Calendar of Events, Public Awareness, Links, FAQs, Contact Us, and Advertise. A search bar is in the top right.

The main content area features a LexisNexis banner, a memorial notice for Muhiyuddin Ariff Mahindar, and a notice about the implementation of the E-Court Phase 2 System. On the right sidebar, there are links to Forum, Photos, Jobs, Polls, Shop, Law Firms, and Public Awareness. Below these is a section for 'Starting a New Practice' and a notice about the 30th LAWASIA Annual Conference.

At the bottom right, there is a 'CPD CONTINUING PROFESSIONAL DEVELOPMENT' section. Below it, the 'Advocates & Solicitors' section contains a 'Law Firm Login' button. Red arrows point to this button and the 'User ID' and 'Password' input fields. A 'Login' button is also visible. Below the login fields, there is a link for 'Forgot Firm Username or Password?' and a note for users without a firm ID/password. At the bottom, it says 'We have 45 guests online'.

- (4) At the “Law Firm Online Portal” page, click “SA / PC”, and then select “SA / PC Form” from the options displayed.

The screenshot shows the 'Law Firm Online Portal' of The Malaysian Bar. The header includes the logo, name, and tagline. A navigation bar contains links like Home, Firm Profile, SA / PC, T & C, and Exit. The main content area displays a welcome message and a list of tasks for law firms, including updating contact details, changing passwords, and completing SA / PC Application Forms. A dropdown menu is open, showing options for 'Track SA/PC' and 'SA / PC Form'. A red arrow points to the 'SA / PC Form' option. Below the dropdown, there is a section for 'Firm Name: Test Firm' and a list of tasks for law firms. At the bottom, there is a contact information section and a note about additional functionality.

- (5) Click “Next”, after reading the “SA / PC Online Application Guide”.

**The Malaysian Bar**
Badan Peguam Malaysia

Law Firm Online Portal

Home | Firm Profile | **SA / PC** | T & C | Exit

Hi! Test Firm

SA / PC Online Application Guide ⓘ

(1) Pursuant to part III of the Legal Profession Act 1976 (“LPA”), to practise in West Malaysia, an Advocate and Solicitor must have a valid Sijil Annual (“SA”) issued by Bar Council Malaysia (“Bar Council”) and Practising Certificate (“PC”) issued by the Registrar of the High Court of Malaya (“High Court”) for the current year.

(2) Application forms together with the supporting documents for both SA and PC are required to be submitted by following the procedures in this SA / PC page.

(3) Please select the relevant year for the SA and PC application.

(4) An authorised firm representative can assist applicants to complete the application via the Firm Online Portal, but final submission of the application can only be done by applicants through the Member Online Portal.

(5) **All sections must be filled in, and scanned copies of the supporting documents must be uploaded, for a submission to be complete.**

(6) If your application is not in order, notification of any irregularities will be sent to your email address based on the Bar Council’s records. Please ensure that the email address you have provided to the Bar Council is accurate.

(7) **The Bar Council and High Court no longer issue hard copies of the SA and PC, respectively. The SA and PC can only be retrieved from both the Member and Firm Online Portals. Upon issuance of the SA and PC, a notification will be sent to your email address based on the Bar Council’s records.**

(8) Please take note that updates of information, such as personal particulars or law firm’s information, can only be made at the respective pages in the Member or Firm Online Portal. Please refer to [Circular No 190/2016](#) dated 24 Aug 2016, entitled “Online Self-Service Portal for Members and Law Firms”, for more details.

(9) To facilitate a complete submission of your SA and PC application, please ensure the following:

(a) **Make all the necessary payments.** Your online application is inoperative if there are pending payments.

For more details on payment, please refer to [Circular No 084/2017](#) dated 18 Apr 2017, entitled “2017 Malaysian Bar Payments Required under the Legal Profession Act 1976”.

For enquiries, please contact the Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.

(b) **Obtain the Professional Indemnity Insurance Cover for the relevant year from Jardine Lloyd Thompson Sdn Bhd (“JLT”).** Members are encouraged to complete their renewal online as it is convenient and hassle-free, and enables faster processing. With the new online submission feature, Members will be able to obtain their invoice at the end of the online process.

Please **contact JLT directly** for all enquiries pertaining to Professional Indemnity Insurance at:

Jardine Lloyd Thompson Sdn Bhd
Suite 10.2 10th Floor Faber Imperial Court
21A Jalan Sultan Ismail
50250 Kuala Lumpur
Tel: 03-2723 3241 (dedicated for Malaysian Bar) /
03-2723 3388 (general line)
Fax: 03-2723 3301
Email: mbar@jltasia.com

(c) **Be in possession of scanned copies of State Bar Committee Certificates for:**

(i) main office; **and**

(ii) branch office(s) (only applicable to sole proprietor / partner with branch office(s));

confirming that there are no arrears in subscription(s).

(d) **Be in possession of scanned copy(ies) of the Accountant’s Report for the relevant accounting period, which applies to applicants who were sole proprietors / partners during the accounting period, or any part thereof, and maintained client account(s) for:**

(i) main office; **and**

(ii) branch office(s) (only applicable to sole proprietor / partner with branch office(s)).

(10) Applicants who are applying for the issuance of SA and PC for the first time must also submit the following documents:

(a) Two copies of the Order of Admission as an Advocate and Solicitor:

(i) If extracted by way of e-filing, under the seal of the High Court of Malaya; or

(ii) If not extracted by way of e-filing, certified true copy by the Registrar of the High Court of Malaya; and

(b) A copy of the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.

(11) The system **does not** automatically save the fields of information. **Please save the final version of your SA and PC application before submitting it or exiting the system.**

Next

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- (6) At the “Sijil Annual (“SA”) Application and Submission History” page, select the applicable “Year” in order to view a summary of the status in respect of all the SAPC applications of the law firm’s lawyers.

The Malaysian Bar
Badan Peguam Malaysia

Law Firm Online Portal

Home | Firm Profile | **SA / PC** | T & C | Exit

Hi! Test Firm

Sijil Annual (“SA”) Application and Submission History

Please select a branch and member

Year: -- Select --

Branch: -- Select --

Member: -- Select --

Please [click here](#) for full details on completing the Sijil Annual and Practising Certificate (“SA / PC”) application, and all relevant documents.

For enquiries regarding your SA / PC application, kindly contact the Membership Department by telephone at 03-2050 2191, or by email at membership@malaysianbar.org.my.

[View Application](#)

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- (7) Select the relevant “Branch” and “Member”, and click “View Application”, in order to access your SAPC application form.

The Malaysian Bar
Badan Peguam Malaysia

Law Firm Online Portal

Home | Firm Profile | **SA / PC** | T & C | Exit

Hi! Test Firm

Sijil Annual (“SA”) Application and Submission History

Please select a branch and member

Year: 2018

Branch: Test Firm - 111, KLANG, SELANGOR

Member: TEST MEMBER 6

Please [click here](#) for full details on completing the Sijil Annual and Practising Certificate (“SA / PC”) application, and all relevant documents.

For enquiries regarding your SA / PC application, kindly contact the Membership Department by telephone at 03-2050 2191, or by email at membership@malaysianbar.org.my.

[View Application](#)

Summary of SA/PC Application Submission

Branch	Member	Application Status
TEST FIRM - 111, KLANG, SELANGOR	TEST MEMBER 5	New
	TEST MEMBER 6	New
	TEST MEMBER 7	New
	TEST MEMBER 8	New
	TEST MEMBER 9	Pending Resubmission
TEST FIRM - 123, KUALA LUMPUR, WILAYAH PERSEKUTUAN	Test Member	New
	TEST MEMBER 10	New
	Test Member 2	New
	TEST MEMBER 3	New
	TEST MEMBER 4	Draft in Progress

- (8) Select the applicable year, ie “2018” if the application is for SAPC 2018. **Please ensure that the applicable year of the SAPC being applied for is correctly selected.** The Bar Council cannot undo the records once the SAPC has been issued. Click “Create Application” to begin preparing the SAPC application.

Sijil Annual ("SA") Application and Submission History ⓘ

Application Information

Year: 2018

Please select the application year 2018 if you have already been issued with a valid Sijil Annual and Practising Certificate for 2017.

Status: New ⓘ

Creation Date

Submission Date

Note: Please download and print your SA / PC using the link(s) below. No hard copy will be provided.

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For a step-by-step pictorial guide on how to complete and submit the SAPC application, please refer to **Appendix D** on pages 28 to 48 below.

For additional guidance:

A more detailed reference guide, entitled “FAQ: Guide to Renewing Your SAPC Online”, can be downloaded from the [About Us>Membership>Sijil Annual tab](#) on the Malaysian Bar website. This guide is relevant to Members who are renewing their SAPC, and includes a set of Frequently-Asked-Questions.

(B) Applying for Your First SAPC

If you are a newly-called applicant and you are applying for your SAPC for the first time, the authorised representative of your law firm can assist you once you have received the email notification from the Bar Council containing your membership number (please refer to section (B)(8) of **Appendix B**, on page 17 above).

The authorised representative can then proceed to create your SAPC application by following the steps outlined in section (A) (entitled “Renewing Your SAPC”) of this **Appendix C**, on pages 22 to 26 above.

For additional guidance:

A more detailed reference guide, entitled “FAQ: Guide to Renewing Your SAPC Online”, can be downloaded from the [About Us>Membership>Sijil Annual tab](#) on the Malaysian Bar website. This guide is relevant to Members who are renewing their SAPC, and includes a set of Frequently-Asked-Questions.

(C) Applying for Your SAPC Upon Resumption of Practice

If you ceased practice in 2017 or prior to the issuance of SAPC 2017, and you are applying for your SAPC in order to resume practice, the authorised representative of your law firm can assist you once you have received the email notification from the Bar Council confirming your membership number (please refer to section (C)(8) of **Appendix B**, on page 21 above).

The authorised representative can then proceed to create your SAPC application by following the steps outlined in section (A) (entitled “Renewing Your SAPC”) of this **Appendix C**, on pages 22 to 26 above.

For additional guidance:

A more detailed reference guide, entitled “FAQ: Guide to Renewing Your SAPC Online”, can be downloaded from the [About Us>Membership>Sijil Annual](#) tab on the Malaysian Bar website. This guide is relevant to Members who are renewing their SAPC, and includes a set of Frequently-Asked-Questions.

How to Prepare and Submit your SAPC Application

The SAPC application form is the same in both the Member Online Portal and the Law Firm Online Portal.

You can prepare your own SAPC application using the Member Online Portal. Alternatively, the authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal. However, please note that:

- (1) ultimately **you** must submit **your own** SAPC application through the Member Online Portal; and
- (2) in certain instances, sole proprietors and partners must upload their own Accountant's Reports, through the Member Online Portal.

Please note the following key points:

- (1) There are eight tabs in the SAPC application form that have to be completed.
- (2) In each tab, all applicable sections must be completed, and scanned copies of the required supporting documents must be uploaded.
- (3) When each tab turns green in colour, this indicates that all the required sections in that tab have been completed. If any section is not complete, the tab will be red in colour.
- (4) Please click the "Save" button at the bottom of every section, in order to save all the information provided or changes made.
- (5) Once the sections in Tab 1 to Tab 7 have been completed and those tabs are green in colour, the SAPC application is ready to be submitted. **Only the applicant himself / herself** can submit the SAPC application, through the Member Online Portal.
- (6) Once the SAPC application has been submitted, Tab 8 ("Declaration") will also turn green in colour.

For a step-by-step pictorial guide on how to create your SAPC application, please refer to:

- (1) **Appendix B** (pages 10 to 21 above), if you are preparing your SAPC application through the Member Online Portal; or
- (2) **Appendix C** (pages 22 to 27 above), if your law firm's authorised representative is assisting you to prepare your SAPC application through the Law Firm Online Portal.

For additional guidance, a more detailed reference guide entitled "FAQ: Guide to Renewing Your SAPC Online" can be downloaded from the About Us>Membership>Sijil Annual tab on the Malaysian Bar website. This guide is relevant to Members who are renewing their SAPC, and includes a set of Frequently-Asked-Questions.

A step-by-step pictorial guide on preparing and submitting your SAPC application is set out in the following pages.

Select the applicable year carefully, and click “Create Application” to begin preparing your SAPC application.

Sijil Annual ("SA") Application and Submission History

Application Information

Year: 2018 Create Application

Please select the application year 2018 if you have already been issued with a valid Sijil Annual and Practising Certificate for 2017.

Status: New i

Creation Date

Submission Date

Note: Please download and print your SA / PC using the link(s) below. No hard copy will be provided.

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(A) Tab 1: Personal Particulars

SA / PC Application Form 2018 TEST MEMBER 8

1 Personal Particulars 2 Academic Qualification / Admission 3 Jurisdictions / Gainful Employment Details

4 Practice / Employment Details & History 5 Payment & Insurance Status 6 Accountant's Report(s)

7 State Bar Certificate(s) 8 Declaration

Personal Particulars

1. Membership No: X/9992

2. Salutation: Mr.

3. Name: TEST MEMBER 8

4. Old NRIC No:

5. New NRIC No: 880101-10-1111

6. Nationality *: Malaysian

7. Gender: Male

8. Race: Indian

16. I am declared a bankrupt *: ☐ Yes ☒ No

17. I have not been convicted in Malaysia or elsewhere of a criminal offence (in particular, but not limited to, an offence involving fraud or dishonesty) that would render me unfit to be a member of my profession *: ☐ Yes ☒ No

17(a). If no and you have been convicted, please provide details of your conviction *

* These fields must be completed.
Note: Click [here](#) to update your contact details.

Save Previous Next Close

The details in the grey-coloured fields under “Personal Particulars” are pre-filled from the Bar Council’s records and are **not** editable in this section.

To amend these details, please click the link at the bottom of the page, which will bring you to the “Update Member Profile” page of the Member Online Portal, where edits can be made.

Please save the edits you make, so that the new details will be reflected in the SAPC online application form when you continue. If any edits require verification by the Bar Council, those changes will not be reflected until they have been verified.

16. I am declared a bankrupt * ☐ Yes ☒ No

17. I have not been convicted in Malaysia or elsewhere of a criminal offence (in particular, but not limited to, an offence involving fraud or dishonesty) that would render me unfit to be a member of my profession * ☒ Yes ☐ No

File Name	Uploaded Date	Deleted Date	Deleted By	Action
No Records Found				

* These fields must be completed.

Note: Click [here](#) to update your contact details.

Save Previous Next Close

Applying for Your First SAPC (Newly-Called Applicant)

If you are a newly-called applicant and you are applying for your SAPC for the first time, you are required to upload the Order of Admission as an advocate and solicitor, and a copy of the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board at the “Newly-Called Member” section at the bottom of the page. Click the “Browse” button, locate and select the relevant document, and click “Upload”.

Newly-Called Member

☒ I attach here with a copy of the Order of Admission as an Advocate and Solicitor:

a) If extracted by way of e-filing, under the seal of the High Court of Malaya;

b) If not extracted by way of e-filing, certified true copy by the Registrar of the High Court of Malaya.

Upload Order of Admission as an Advocate and Solicitor * Browse Upload

☒ I attach here with a copy of the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.

Upload Advocates and Solicitors Disciplinary Board Admission Fee Receipt * Browse Upload

* These fields must be completed.

Note: Click [here](#) to update your contact details.

Save Previous Next Close

(B) Tab 2: Academic Qualification / Admission

SA / PC Application Form 2018 ⓘ

1 Personal Particulars 2 **Academic Qualification / Admission** 3 Jurisdictions / Gainful Employment Details

4 Practice / Employment Details & History 5 Payment & Insurance Status 6 Accountant's Report(s)

7 State Bar Certificate(s) 8 Declaration

Academic Qualification

1. Qualification for Admission to the Bar MULTIMEDIA UNIVERSITY

2. University / Institution * Please select a university / institution ▼
Note: Bar Council reserves its right to request for documents for verification where it deems fit and appropriate.

3. Other Qualification(s) Enter your other qualification here (if any)
+ Add More

Admission as an Advocate & Solicitor

1. Petition No

2. Date of Admission

3. Name of High Court * Please select a High Court ▼

* These fields must be completed.

Save Previous Next Close

The details in the grey-coloured fields are pre-filled from the Bar Council's records and are **not** editable.

If you would like to update the details on this page, please write to the Membership Department (by post, or by email at membership@malaysianbar.org.my) for assistance.

(C) Tab 3: Jurisdictions / Gainful Employment Details

SA / PC Application Form 2018 ⓘ

1 Personal Particulars

2 Academic Qualification / Admission

3 Jurisdictions / Gainful Employment Details

4 Practice / Employment Details & History

5 Payment & Insurance Status

6 Accountant's Report(s)

7 State Bar Certificate(s)

8 Declaration

Details of Overseas Admission / Practising in a Foreign Jurisdiction

Practising at Other Jurisdictions *

☒ I am practising as an advocate and solicitor only in West Malaysia.

☐ I am practising as an advocate and solicitor in West Malaysia as well as in other jurisdictions.

Gainful Employment Details

Gainful Employment *

☒ I am not gainfully employed elsewhere.

☐ I am gainfully employed.

** These fields must be completed.*

Save

Previous

Next

Close

If you are in practice as an advocate and/or as a solicitor in any jurisdiction other than West Malaysia, please provide details and contact particulars of the place(s) of practice and position(s).

If you are gainfully employed elsewhere (other than as an advocate and solicitor in your law firm), please provide details of the employment and position held. If you are not gainfully employed elsewhere, please declare so.

(D) Tab 4: Practice / Employment Details & History

Please note that your Statutory Declaration will be generated by the SAPC online application system, based on the information that you provide. Once you have printed your Statutory Declaration and affirmed it in the presence of a Commissioner for Oaths, you must upload it online in order to be able to submit your SAPC application.

SA / PC Application Form 2018 ⓘ

1 Personal Particulars 2 Academic Qualification / Admission 3 Jurisdictions / Gainful Employment Details

4 Practice / Employment Details & History 5 Payment & Insurance Status 6 Accountant's Report(s)

7 State Bar Certificate(s) 8 Declaration

Practice Details

1.	Firm name	Test Firm
2.	Position	Partner
3.	Actual Address of Practice	123 456 53000 KUALA LUMPUR WILAYAH PERSEKUTUAN KUALA LUMPUR MALAYSIA
4.	Telephone No 1	2050-2050
5.	Telephone No 2	6
6.	Telephone No 3	
7.	Fax No	
8.	Email	
9.	Website	

Please provide details of your employment / unemployment history, with reference to the following scenarios, as the case may be:

(1) Scenario 1 — Renewing Your SAPC

You are in possession of a valid SAPC 2017, and are submitting an application for renewal.

Please provide details of your employment / unemployment history from 1 Jan 2016 until the date of the Statutory Declaration.

or

(2) Scenario 2 — Applying for Your First SAPC

You are a newly-called applicant and you are applying for your SAPC for the first time.

You are required to provide:

- (a) date of admission; and
- (b) confirmation that you were not in practice.

or

(3) Scenario 3 — Resumption of Practice

You ceased practice in 2017 or prior to the issuance of SAPC 2017, and are applying for your SAPC in order to resume practice.

Please provide details of your employment / unemployment history from 1 January of the year preceding the year that you were last issued with a valid SAPC until the date of cessation of practice, and from the date of cessation of practice to the date of the Statutory Declaration.

or

(4) Scenario 4 — Applying After the Expiry of the Validity of Practising Certificate 2017

Your Practising Certificate 2017 expired on 31 Dec 2017 pursuant to section 29(2) of the Legal Profession Act 1976, and you are applying after 1 Jan 2017 for SAPC 2017.

You are required to provide:

- (a) details of your employment / unemployment from 1 Jan 2016 until 31 Dec 2017; and
- (b) confirmation that you were not in practice since 1 Jan 2017.

Maintain Client Account(s)

(Applicable to sole proprietors and partners only)

The screenshot displays the 'Employment History' section of a form, divided into two parts for the years 2016 and 2017. Each part contains a table-like structure for recording client accounts. Red arrows point to the 'Maintain Client Account' buttons in both sections.

2016

Period From *	Period To *	Position *	Firm Name *	Action
01/01/2016	31/03/2016	Partner	Test Firm - MELAKA	Maintain Client Account
01/04/2016	31/08/2016	Consultant	Test Firm - MELAKA	Remove
01/09/2016	31/12/2016	Sole Proprietor	Test Firm - MELAKA	Maintain Client Account, Remove

+ Add More

2017

Period From *	Period To *	Position *	Firm Name *	Action
01/01/2017	Present	Partner	Test Firm - WILAYAH PERSEKUTUAN	Maintain Client Account

+ Add More

- (1) If you practised as a sole proprietor / partner under the same name and style for the accounting period from 1 Jan to 31 Dec 2016, or any part thereof (hereinafter referred to as “Accounting Period”), pursuant to rule 13 of the Solicitors’ Account Rules 1990, you must affirm a Statutory Declaration declaring that during the Accounting Period you maintained the client account(s) listed in the Accountant’s Report. **Thereafter you must proceed to list any additional client account(s) maintained from 1 Jan 2017 to the date of the Statutory Declaration. Please upload a copy of the Accountant’s Report(s) (for ALL offices).**

If you did not maintain any client account(s) during the Accounting Period or any part thereof, and/or thereafter from 1 Jan 2017 to the date of the Statutory Declaration, kindly declare so.

- (2) The requirements in item (1) above also applies if you practised as a sole proprietor / partner under the same name and style for the accounting period from 1 January of the year preceding the year that you were last issued with a valid SAPC until the date of cessation of practice, or any part thereof.
- (3) In the event that a client account was only opened / closed in the current year, or if the account number changed, please detail these in the Statutory Declaration.

- (4) If you practised under more than one name and style (eg as a sole proprietor and then in partnership, or in more than one partnership) during the Accounting Period, please list the details of **ALL** client account(s) maintained by **EACH** of the firms in the Statutory Declaration.
- (5) If you were a legal assistant during the entire Accounting Period but have since set up practice either as a sole proprietor or in partnership, please select the applicable dates, position held, and law firm, and provide a list of **ALL** client account(s) currently maintained by your practice.
- (6) If your firm has / had more than one branch during the Accounting Period, you are required to **upload all the relevant Accountant's Report(s)** that list(s) the client account(s) maintained by **ALL** branches of the firm.

How to Preview and Print Your Statutory Declaration

Once you have completed the required sections, click “Preview & Print SD” to preview your Statutory Declaration (“SD”).

Employment History

2016

Period From * 01/01/2016 Period To * 31/12/2016 Position * Partner

Firm Name * Test Firm - MELAKA Maintain Client Account

+ Add More

2017

Period From * 01/01/2017 Period To * Present Position * Partner

Firm Name * Test Firm - WILAYAH PERSEKUTUAN Maintain Client Account

+ Add More

☐ I would change my place of practice in 2018 & would like to apply my Sijil Annual and Practising Certificate 2018 under the new firm.

Upload Statutory Declaration ("SD")

Preview & Print SD Save SD

Upload duly affirmed SD * Browse Upload

The following is an example of a preview of the Statutory Declaration.

STATUTORY DECLARATION I, <u>Test Member</u> (Passport No <u>900101101234</u>), am a citizen of <u>Malaysian</u> and an Advocate and Solicitor of the High Court of Malaya. I do hereby solemnly affirm and declare as follows:- 1. I am practising as a <u>Partner</u> under the name of:- Messrs <u>Test Firm</u> at <u>123, 456 53000 KUALA LUMPUR WILAYAH PERSEKUTUAN MALAYSIA</u> and hereby undertake that I shall not practise in 2018 until I have been issued with a valid Sijil Annual and Practising Certificate for 2018 in accordance with the provisions in Part III of the Legal Profession Act 1976. 2. I am not gainfully employed elsewhere. 3. I am practising as an advocate and solicitor only in West Malaysia. 4. I was practising as a partner under the name of Messrs <u>Test Firm</u> during the period between <u>01.01.2016</u> to <u>31.12.2016</u> ("Accounting Period"). I maintained the client account(s) as listed in my Accountant's Report(s) exhibited hereto. 5. I am practising as a partner under the name of Messrs <u>Test Firm</u> from <u>01.01.2017</u> until the date of this Statutory Declaration. I maintained the same client account(s) mentioned in paragraph above. 6. I undertake to notify the Bar Council in writing of any changes in my client account(s) above as provided under rule 13 of the Solicitors' Account Rules 1990. And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act 1960. Affirmed by the said _____)

If the information in the Statutory Declaration is in order, please do the following:

- (1) Print the Statutory Declaration;
- (2) Sign the Statutory Declaration;
- (3) Ensure the Statutory Declaration is affirmed in the presence of a Commissioner for Oaths; and
- (4) Ensure the Statutory Declaration is dated.

Scan and save the duly affirmed Statutory Declaration in your computer. Click the “Browse” button, locate and select the relevant Statutory Declaration, and click “Upload”.

Employment History

2016

Period From *

01/01/2016

Period To *

31/12/2016

Position *

Partner

Firm Name *

Test Firm - MELAKA

Maintain Client Account

✓

+ Add More

2017

Period From *

01/01/2017

Period To *

Present

Position *

Partner

Firm Name *

Test Firm - WILAYAH PERSEKUTUAN

Maintain Client Account

✓

+ Add More

☐ I would change my place of practice in 2018 & would like to apply my Sijil Annual and Practising Certificate 2018 under the new firm.

Upload Statutory Declaration ("SD")

Preview & Print SD

Save SD

Upload duly affirmed SD *

Browse

Upload

(E) Tab 5: Payment & Insurance Status

Applicants are reminded to do the following, to ensure smooth processing of their SAPC application:

(1) Ensure that the following payments have been made:*

- (a) 2017 Annual Subscription: RM450;
- (b) 2017 Building Fund (Levy): RM250;
- (c) 2017 Legal Aid Fund (Levy): RM100;
- (d) 2017 Sports Fund (Levy): RM20;
- (e) 2017 LawCare Fund (Levy): RM100;
- (f) 2018 Compensation Fund (Contribution): RM100;
- (g) 2018 Discipline Fund (Prescribed Fee): RM60; and
- (h) Penalty pursuant to section 46(6) of the Legal Profession Act 1976 (if applicable): RM450.

**The years specified above are applicable to Members who are applying for SAPC 2018.*

The annual subscription of RM450 for 2017 was to have been paid on or before 30 June 2017. If this payment was not made on or before 30 June 2017, and you were in practice from 1 Jan to 30 June 2017, or any part thereof, an additional penalty payment of RM450 must be made, pursuant to section 46(6) of the Legal Profession Act 1976.

You will not be able to submit your SAPC application until you have settled all outstanding payments. It may take up to five working days for your payments to be processed.

For details about making payment, kindly refer to [Circular No 084/2017](#) dated 18 April 2017, entitled “2017 Malaysian Bar Payments Required under the Legal Profession Act 1976”. For enquiries, please contact the Bar Council Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.

The “Payment & Insurance Status” page indicates whether there is any outstanding payment. **Please note that you cannot submit your SAPC application if there is any outstanding payment.**

For further details about payment status and methods of payment, click “Click here for details”.

SA / PC Application Form 2018

1 Personal Particulars 2 Academic Qualification / Admission 3 Jurisdictions / Gainful Employment Details

4 Practice / Employment Details & History **5 Payment & Insurance Status** 6 Accountant's Report(s)

7 State Bar Certificate(s) 8 Declaration

Payment(s) to Bar Council

Payment Status: No Outstanding

Payment Record: [Click here for details](#)

Professional Indemnity Insurance ("PII") Policy

PII Cover: ☐ Yes ☒ No

Upload PII *: Browse Upload

Please ensure that you have a PII Insurance policy, **failing which you cannot submit your application**. For enquiries, please contact JLT directly by telephone at 03-2723 3241 or by email at mbar@jlta.com.

Professional Indemnity Insurance ("PII") Policy History

File Name	Uploaded Date	Deleted Date	Deleted By	Action
No Records Found				

Receipt: (1) Payment of fine (to Disciplinary Board), or (2) Payment of cost for injunction proceedings (to Bar Council)

This section is only applicable to Members with outstanding fine to the Disciplinary Board or with payment of cost for injunction proceedings.

Upload Receipt: Browse Upload

Receipt History

File Name	Uploaded Date	Deleted Date	Deleted By	Action
No Records Found				

* These fields must be completed.

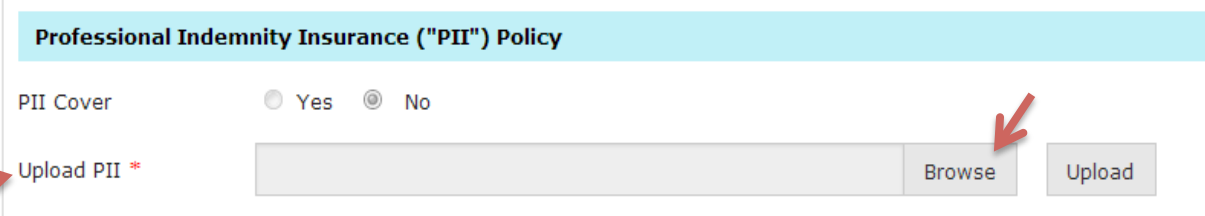
Save Previous Next Close

- (2) Obtain the Professional Indemnity Insurance Cover (2018) from Jardine Lloyd Thompson Sdn Bhd (“JLT”). Members are encouraged to complete their renewal online with JLT as it is convenient and hassle-free, and enables faster processing and Members will be able to obtain their invoice at the end of the online process.

Please **contact JLT directly** for all enquiries pertaining to Professional Indemnity Insurance, at:

Jardine Lloyd Thompson Sdn Bhd
Suite 10.2, 10th Floor, Faber Imperial Court
21A Jalan Sultan Ismail
50250 Kuala Lumpur
Tel: 03-2723 3241 (dedicated for Malaysian Bar)
03-2723 3388 (general line)
Fax: 03-2723 3301
Email: mbar@jltasia.com

If you have made payment to JLT for your Professional Indemnity Insurance but the online application system indicates that you do not have Professional Indemnity Insurance cover, please scan and upload the Professional Indemnity Insurance Schedule (2018) from JLT. Kindly ignore the “Yes” and “No” buttons if you have uploaded a copy of your Professional Indemnity Insurance cover.



Professional Indemnity Insurance ("PII") Policy

PII Cover ☐ Yes ☒ No

Upload PII *

- (3) If you have fines that are due and payable to the Advocates and Solicitors Disciplinary Board, your SAPC will only be issued once you upload a copy of the official receipt in respect of your payment.

(F) Tab 6: Accountant's Report(s)

SA / PC Application Form 2018 ⓘ

1 Personal Particulars
2 Academic Qualification / Admission
3 Jurisdictions / Gainful Employment Details
4 Practice / Employment Details & History
5 Payment & Insurance Status
6 Accountant's Report(s)
7 State Bar Certificate(s)
8 Declaration

Accountant's Report(s) ("AR")

1. Are there two review dates in the Accountant's Report? * ☐ Yes ☒ No

2. Is the Accountant's Report duly signed and dated by the accountant(s)? * ☐ Yes ☒ No

3. Are the particulars of the accountant(s) provided in the Accountant's Report? * ☐ Yes ☒ No

Please ensure that your uploaded Accountant Report adheres to the requirements in Questions 1 to 3, and the same must be answered 'Yes' to ensure smooth processing of the SA/PC Application Form and to avoid complications.

Details of Accountant's Report(s) ⓘ

Firm Name	Branch	Status	Action
No Records Found			

Please note that once you have uploaded your AR, you will not be able to re-upload the document, as your AR is a shared document among your firm's partners. If you wish to re-upload a correction document, you may do so by checking the box below and clicking on the "Upload AR" button. Re-upload of documents could only be done via Members' Online Portal.

☐ I would like to upload an **individual** copy of the Accountant's Report as the version uploaded earlier is an inaccurate version.

Details of Uploaded Accountant's Report(s)

File Name	Type	Report Date	Firm	Branch	AR Figures in Agreement	Action
No Records Found						

Accountant's Report(s) History

File Name	Type	Report Date	Firm	Branch	AR Figures in Agreement	Deleted Date	Action
No Records Found							

* These fields must be completed.

Save
Previous
Next
Close

To apply for SAPC 2018, each sole proprietor / partner must submit a copy of the Accountant's Report for the period from 1 Jan to 31 Dec 2016, unless exempted by the Bar Council under rule 6 of the Accountant's Report Rules 1990, for the:

- (1) main office; **and**
- (2) branch office(s) (only applicable to sole proprietor / partner with branch office(s)).

The Accountant's Report must be issued in the name of individual applicants.

If you have more than one office, please ensure that the Accountant's Report covers **all** offices and/or branches, **or** that separate Accountant's Reports are submitted for each and every office.

Please ensure that the Accountant's Report contains the following:

- (1) Details of **all** partners during the accounting period of 2016 and the dates in which any partner joined or left the firm;
- (2) Client accounts maintained by the office, including the dates on which any client account was newly opened or closed;
- (3) The two review dates selected by the accountant;
- (4) Particulars and signature of the accountant, and date of the Accountant's Report; and
- (5) If the client account(s) of any office has been opened or closed during the year of 2016, kindly ensure that the details of the same are provided in the Accountant's Report.

If you are resuming practice and you were a sole proprietor / partner before ceasing practice, the Accountant's Report for the relevant accounting period during which you were practising as a sole proprietor / partner until the date of cessation of practice or until 31 Dec 2016, whichever is later, must be submitted.

Please note that in certain instances, the authorised representative of your law firm cannot upload the Accountant's Report through the Law Firm Online Portal. In such instances, you must upload your own Accountant's Report through the Member Online Portal.

(G) Tab 7: State Bar Certificate(s)

SA / PC Application Form 2018

1 Personal Particulars

2 Academic Qualification / Admission

3 Jurisdictions / Gainful Employment Details

4 Practice / Employment Details & History

5 Payment & Insurance Status

6 Accountant's Report(s)

7 State Bar Certificate(s)

8 Declaration

State Bar Certificate(s)

1. Have you paid the State Bar subscription for 2017? *

☐ Yes ☒ No

Please obtain the State Bar Certificates from for 2017 and upload as attachment(s), failing which you cannot proceed to submit your application. For enquiries, please contact the Membership Department by telephone at 03-2050 2191 or by email at membership@malaysianbar.org.my.

2. If any branch office was relocated to a different state or closed in 2017, please confirm if the State Bar subscription was paid *

☐ Yes ☒ No

+ Add More

Firm Name	Branch	Type	Date of Closure/Relocation	Relocated To	Relocated From	Remarks	Action
No Records Found							

View Sample State Bar Certificate

State Bar Certificate(s) History

File Name	State	Year	Uploaded Date	Deleted Date	Deleted By	Action
No Records Found						

* These fields must be completed.

Save

Previous

Next

Close

Where a firm has offices in more than one state, the sole proprietor / every partner of that firm must be a member of all the State Bars where the offices are located, and must upload scanned copies of the State Bar certificates confirming that there are no arrears in subscriptions.

If you are resuming practice, you are required to submit the State Bar certificates for the last practice year in which you were issued with an SAPC, as well as the current year or the year of the SAPC that you intend to apply for (as the case may be).

The online application system will indicate which State Bar certificate(s) must be uploaded, based on the Bar Council's records.

You must upload scanned copies of State Bar certificates, confirming that there are no arrears in subscription(s) for the applicable year(s), for the:

- (1) main office; **and**
- (2) branch office(s) (only applicable to sole proprietor / partner with branch office(s)).

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File Name	State	Year	Uploaded Date	Deleted Date	Deleted By	Action									
No Records Found															
* These fields must be completed. Save Previous Next Close															

(H) Tab 8: Declaration

You will submit your SAPC application in this section.

Please note that you must submit your own SAPC application through the Member Online Portal. The authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal, **but ultimately you must submit your own SAPC application through the Member Online Portal.**

Check the box next to the words “I hereby make the declaration set as above”, and click “Submit”.

SA / PC Application Form 2018

1 Personal Particulars

2 Academic Qualification / Admission

3 Jurisdictions / Gainful Employment Details

4 Practice / Employment Details & History

5 Payment & Insurance Status

6 Accountant's Report(s)

7 State Bar Certificate(s)

8 Declaration

Declaration

Personal Information Provided to the Bar Council
The personal information that you provide to the Bar Council, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Bar Council for the purposes of facilitating the issuance of your Sijil Annual and Practising Certificate, research and audit, and maintenance of a database relating to the membership of the Malaysian Bar, and such ancillary functions and services as may be relevant.

Declaration
I shall ensure that I am in possession of a Sijil Annual / Practising Certificate at all times especially when I have pupils undergoing pupillage with me. Should I at any time for whatever reason, not have a Sijil Annual / Practising Certificate, I shall inform my pupil accordingly to enable him/her to make the necessary arrangements to continue his/her pupillage with another master. I shall comply with all the requirements set out in the Solicitors' Account Rules 1990, Solicitors' Account (Deposit Interest) Rules 1990 and Accountant's Report Rules 1990. I shall ensure that if I have more than one office, I will keep separate books of accounts and ensure that the Accountant's Report covers all offices and/or branch offices, or have separate reports for each office / branch. Consequently, I shall be responsible for producing clean Accountant's Reports for all my offices and that it is not acceptable for me to say that I am the Partner in charge of the office of one town and have nothing to do with the branch office in another town. I hereby declare that I shall be personally responsible for the contents of this application and of any information submitted herein in support of the application. I further declare that all information and documents contained in this application are accurate. In the event of any change of details or circumstances affecting the information provided here, I will inform the Bar Council within fourteen (14) days of such change(s). I fully understand that if I do not provide full and accurate information herein and in support of this application, or if the undertaking provided in connection with this application is found to be false, in any respect or if there is a breach of the undertaking, the Bar Council shall be at liberty to initiate disciplinary proceeding due to such falsity or breach.

☐ **I hereby make the declaration set as above ***

Date:

An authorised firm representative can assist applicants to complete the application via the Firm Online Portal, but final submission of the application can only be done by applicants through the Member Online Portal.

** These fields must be completed.*

Previous

Submit

Close

(I) How to Retrieve Your SAPC

(a) How do I check my application status?

You can check the status of your SAPC application at the “Sijil Annual (“SA”) Application and Submission History” page.

Sijil Annual (“SA”) Application and Submission History

Application Information

Year: 2018 Create Application

Please select the application year 2018 if you have already been issued with a valid Sijil Annual and Practising Certificate for 2017.

Status: New Information

Creation Date

Submission Date

Note: Please download and print your SA / PC using the link(s) below. No hard copy will be provided.

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15 Leboh Pasar Besar, 50050 Kuala Lumpur, Malaysia
Tel: (6)03-2050 2050 | Fax: (6)03-2026 1313 | Email: council@malaysianbar.org.my

When you click on the little “information” symbol beside the description of the status, a new window will appear, with information regarding the status that is displayed.

Status Information	
Status	Description
New	New application that is yet to be saved as a draft.
Draft in Progress	Application that has been saved as draft but still incomplete.
Submission Failed	Incomplete form(s). Please recheck pages marked in red.
Submission Required	Application is ready for submission and all the mandatory fields have been completed.
Application in Process	Application is pending review by Membership Department.
Pending Resubmission	Incomplete form(s). Please recheck pages marked in red.
Pending at High Court	Pending at High Court to generate PC.
SA / PC Issued	Application is complete and SA and PC are issued.

Close

(b) Where can I download my SAPC?

You can download your SAPC from the “Sijil Annual (“SA”) Application and Submission History” page, and print the documents.

No hard copies of the SAPC will be provided.

Sijil Annual ("SA") Application and Submission History

Application Information

Year: 2018 [View Application](#)

Status: SA / PC Issued [i](#)

Creation Date: 01/07/2017, 10:44:14 AM

Submission Date: 01/07/2017, 10:51:33 AM

Note: Please download and print your SA / PC using the link(s) below. No hard copy will be provided.

Sijil Annual / Practising Certificate ("SA / PC") / Statutory Declaration

Document	Creation Date	Download
Sijil Annual ("SA")	01/07/2017	Click Here
Practising Certificate ("PC")	01/07/2017	Click Here
Statutory Declaration	01/07/2017	Click Here
SA Form	01/07/2017	Click Here
PC Form	01/07/2017	Click Here

For additional guidance:

A more detailed reference guide, entitled “FAQ: Guide to Renewing Your SAPC Online”, can be downloaded from the About Us>Membership>Sijil Annual tab on the Malaysian Bar website. This guide is relevant to Members who are renewing their SAPC, and includes a set of Frequently-Asked-Questions.

(Updated on 5 Sept 2017)