



Bar Malaysia
Malaysian Bar

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Circular No 191/2017
Dated 29 Aug 2017

To Members of the Malaysian Bar and pupils in chambers

Nationwide Workshops | How to Apply for Sijil Annual 2018

*A step-by-step guide to preparing the Sijil Annual 2018
and Practising Certificate 2018 online application.*

We refer to [Circular No 190/2017](#) dated 27 Aug 2017, entitled “Sijil Annual 2018”.

The annual renewal season for Sijil Annual and Practising Certificate (“SAPC”) has begun, marked by a significant change this year — **all** applications for SAPC **can only be made online** through the Bar Council’s online portal. All supporting documents must be scanned and uploaded online. You **no longer** have the option to submit hard copy documents in order to apply for your SAPC.

A law firm’s authorised representative can assist Members to prepare their SAPC applications through the Law Firm Online Portal, **but ultimately each Member must submit his or her own SAPC application through the Member Online Portal.**

The Bar Council Membership Department will conduct workshops in each state in Peninsular Malaysia, to provide guidance on the new SAPC online application process. Please refer to the attached schedule of workshops.

An overview of the new process will be provided in the first half of the workshop. The second half will comprise a hands-on session during which Members and authorised representatives of law firms can prepare the SAPC applications online, and Members can then immediately submit their SAPC applications.

If you wish to prepare and submit your SAPC application (or your law firm’s authorised representative wishes to assist to prepare your SAPC application) during the workshop, please take note that:

- (1) You must already have obtained a Malaysian Bar website username and password, by registering using the form available [here](#). It may take up to two working days for your request to be processed;
- (2) In addition, if the law firm’s authorised representative wishes to assist to prepare the application, the representative must already have obtained a law firm username and password, as per the information provided in section I(B) (entitled “Law Firm Online Portal”) on pages 2 and 3 of [Circular No 190/2017](#). It may take up to five working days for a request to be processed;
- (3) You must have settled all outstanding payments, and allowed up to five working days for your payments to be processed;

- (4) You must bring all applicable supporting documents, as outlined in [Circular No 190/2017](#), to be scanned and uploaded. You are advised to scan the documents in advance and bring the soft copies to be uploaded, to expedite the process;
- (5) You are advised to bring your own laptop in order to avoid the queue to utilise the limited equipment available during the workshop; and
- (6) You must bring your National Registration Identification Card (“NRIC”) or passport (if you are a Permanent Resident) to present to the Commissioner for Oaths when affirming your Statutory Declaration. You must bear the cost of the affirmation.

Admission to the workshops is free of charge, but advance registration is required. Registration is limited to 80 participants, on a first come, first served basis.

To register, please complete and submit the attached registration form by fax / email to the contact person(s) listed for the relevant State Bar Committee, on or before the applicable deadline specified, in the attached schedule of workshops. For the workshop in **Kuala Lumpur**, please register online [here](#), as no registration forms will be accepted.

Please scroll down for a summary of the workshop programme, and a checklist of steps to take in preparation for participation in the workshop.

All lawyers and pupils in chambers will be awarded one Continuing Professional Development (“CPD”) point. As per the CPD Guidelines, Category T7 of the CPD Scheme Computation Table provides that one CPD point is awarded only once per lifetime.

Should you have any enquiries relating to registration, please contact the contact person(s) listed for the relevant State Bar Committee.

For all other enquiries, please contact Parames Balakrishnan at the Bar Council Secretariat, by telephone at 03-2050 2162 or by email to **both** parames@malaysianbar.org.my **and** membership@malaysianbar.org.my.

We look forward to seeing you at the workshop.

Thank you.

Roger Chan Weng Keng
Secretary
Malaysian Bar

Workshop Programme

- 9:00 am Registration
- 9:30 am Overview of New SAPC Online Application Process
- 10:00 am (a) How to Create an SAPC Application Using the Member Online Portal
- Members who are renewing their SAPC
 - Newly called applicants applying for SAPC for the first time
 - Applicants who are submitting an application to resume practice
- (b) How a Law Firm's Authorised Representative Can Create an SAPC Application Using the Law Firm Online Portal
- 10:30 am Tea Break
- 11:00 am How to Complete and Submit an SAPC Application
- 12:00 noon Lunch
- 1:00 pm Hands-On Session for Actual Completion and Submission of SAPC Applications (Part 1)
- 3:30 pm Tea Break
- 4:00 pm Hands-On Session for Actual Completion and Submission of SAPC Applications (Part 2)
- 5:30 pm End
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Checklist of Preparatory Steps

- (1) Have you (the applicant) obtained your website username and password?
- (2) If your law firm's authorised representative will assist to prepare the SAPC application, has the representative obtained a law firm username and password?
- (3) Have you settled all outstanding payments at least five working days before the date of the workshop?
- (4) Bring a copy of your Professional Indemnity Insurance 2018.
- (5) Bring copies of the receipts for payments to all relevant State Bar Committees (please refer to pages 44 and 45 in Appendix D of [Circular No 190/2017](#)).
- (6) If you were a sole proprietor / partner during the accounting period from 1 Jan to 31 Jan 2016, bring a copy of the Accountant's Report (please refer to pages 42 and 43 in Appendix D of [Circular No 190/2017](#)).

- (7) If you are applying for your SAPC for the first time, bring your Order of Admission as an advocate and solicitor, and the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.
- (8) If you are resuming practice, please contact Parames Balakrishnan at the Bar Council Secretariat, by telephone at 03-2050 2162 or by email to **both** parames@malaysianbar.org.my and membership@malaysianbar.org.my for confirmation regarding supporting documents, and any pending payments, on or before the relevant deadline for registration for the workshop.
- (9) Bring your National Registration Identification Card (“NRIC”) or passport (if you are a Permanent Resident), and payment to the Commissioner for Oaths, for affirmation of your Statutory Declaration.
- (10) Bring a laptop if possible, with soft copies of your pre-scanned documents for uploading.



NATIONWIDE WORKSHOPS
How to Apply for Sijil Annual 2018

REGISTRATION FORM

I would like to register for the event (all fields must be completed):

Name: _____

(Tick where applicable)

Member

Pupil in Chambers

Non-Member

Membership No (for Member of the Bar only): _____

NRIC (for Pupil / Non-Member): _____

Date of Workshop: _____

Email: _____

Name of Firm: _____

Address of Firm: _____

Telephone (Office): _____ (Mobile): _____

Fax: _____

Date: _____

Signature: _____

Notes

- (1) Only **80 seats** are available, and registration is on a first come, first served basis. Admission is free of charge but advance registration is required.
- (2) To register for a workshop, please complete and submit page 1 of this registration form by fax / email to the contact person(s) listed for the relevant State Bar Committee, on or before the applicable deadline specified, in the attached schedule of workshops. All registrations are considered confirmed unless you are informed otherwise (no fewer than two working days before the date of the workshop).
- (3) Kindly note that registration for the workshop in **Kuala Lumpur** can only be made online [here](#), as no registration forms will be accepted.
- (4) All lawyers and pupils in chambers who are first-time participants will be awarded one Continuing Professional Development (“CPD”) point. As per the CPD Guidelines, Category T7 of the CPD Scheme Computation Table provides that one CPD point is awarded only once per lifetime. Lawyers and pupils in chambers are welcome to attend a repeat session of the workshop, but no CPD points will be awarded.

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 facilitation and organisation of this event, research and audit, and maintenance of a participant database for the promotion of this event, and such ancillary services as may be relevant.

NATIONWIDE WORKSHOPS | *How to Apply for Sijil Annual 2018*
SCHEDULE OF WORKSHOPS

No	Date / Day	State Bar Committee	Venue	Contact Details	CPD Code	Deadline to Register
(1)	10 Sept 2017 (Sunday)	Kelantan	Kelantan Bar Committee Auditorium, No PT 2271, Tanjung Mas, Jalan Pengkalan Chepa, Kota Bharu Kelantan	Ms Nani Tel: 09-774 5777 Fax: 09-774 8777 Email: kelantanbar@yahoo.com	T3/10092017/ BC/KTN1726 05/1	4 Sept 2017 (Monday)
(2)	12 Sept 2017 (Tuesday)	Penang	Penang Bar Committee Auditorium, No 4, Ground Floor, Greenhall, Penang	Ms Charmaine / Ms Rafidah Tel: 04-261 5669 / 04-263 5977 Fax: 04-262 8664 Email: secretariat@penangbar.org	T3/12092017/ BC/PG172606 /1	7 Sept 2017 (Thursday)
(3)	14 Sept 2017 (Thursday)	Terengganu	Grand Puteri Hotel, PT 3981, Jalan Masjid Abidin, Bandar Kuala Terengganu, Terengganu	Ms Munirah Tel: 09-622 0249 Fax: 09-623 1729 Email: trgbar@yahoo.com En Mohd Hazwan Tel: 013-676 9002 Fax: 09-623 1729 Email: mhazwan.hamidun@gmail.com	T3/14092017/ BC/TRG1726 08/1	11 Sept 2017 (Monday)
(4)	14 Sept 2017 (Thursday)	Johore	Abdullah A Rahman Auditorium, Level 1, Johore Bar Building No 5, Jalan Tun Abdul Razak, Susur 1/1, Johore Bahru, Johore	Ms Nurhuda Tel: 07-276 3888 Fax: 07-276 1188 Email: secretariat@johorebar.org.my	T3/1409 2017/BC/ JH172609/1	11 Sept 2017 (Monday)
(5)	18 Sept 2017 (Monday)	Perak	Perak Bar Committee Auditorium, No 41, Jalan Dato Maharaja Lela, Ipoh, Perak	Ms Azie / Ms Charen Tel: 05-253 7590 / 05-241 5457 Fax: 05-253 7590 Email: perakbar@gmail.com	T3/18092017/ BC/PRK 172604/1	13 Sept 2017 (Wednesday)

(6)	18 Sept 2017 (Monday)	Negeri Sembilan	Negeri Sembilan Bar Committee Auditorium, No 3, Jalan S2 D38, Magistrate's Square Seremban 2, Negeri Sembilan	Ms Noraini Tel: 06-601 3843 Fax: 06-601 3845 Email: nsbarnoraini@yahoo.com.my	T3/18092017/ BC/NS172610 /1	13 Sept 2017 (Wednesday)
(7)	20 Sept 2017 (Wednesday)	Selangor	Selangor Bar Committee Auditorium, No 41, Jalan Bola Jaring 13/15, Seksyen 13, Shah Alam, Selangor	Ms Shariza Tel: 03-5519 6219 Fax: 03-5519 9037 Email: secretariat@sgorbar.org	T3/20092017/ BC/SL172611 /1	15 Sept 2017 (Friday)
(8)	26 Sept 2017 (Tuesday)	Pahang	Pahang Bar Committee Auditorium, B-64, Tingkat 1-A, Lorong Tun Ismail 6 Kuantan, Pahang	Ms Shikin Tel: 09-515 9244 Fax: 09-515 9243 Email: pahang.bar.com@gmail.com	T3/26092017/ BC/PHG1726 12/1	20 Sept 2017 (Wednesday)
(9)	28 Sept 2017 (Thursday)	Kuala Lumpur	Kuala Lumpur Bar Committee Auditorium, 4 th Floor, Wisma Hangsam, Jalan Hang Lekir, Kuala Lumpur	Ms Melissa Tel: 03-2032 1440 Fax: 03-2032 1090 Click here to register online.	T3/28092017/ BC/KL172613 /1	25 Sept 2017 (Monday)
(10)	29 Sept 2017 (Friday)	Melaka	Melaka Bar Committee Auditorium, No 10, Jalan PPPS, Pusat Perniagaan Putra Sentosa, Hang Tuah Jaya, Bukit Baru, Melaka	Mr Kennies Tel: 011-1094 5518 Email: mccabar@gmail.com	T3/29092017/ BC/MLK1726 14/1	26 Sept 2017 (Tuesday)
(11)	3 Oct 2017 (Tuesday)	Kedah	Kedah Bar Committee Auditorium, No 54, Jalan Utama 3/1, Kompleks Perniagaan Utama, Jalan Sultanah Sambungan, Alor Setar, Kedah	Ms Ida Tel: 04-730 8305 / 733 3467 Fax: 04-730 8305 Email: kedahbarcomm@gmail.com	T3/03102017/ BC/KDH1726 15/1	28 Sept 2017 (Thursday)
(12)	5 Oct 2017 (Thursday)	Perlis	Perlis Bar Committee Auditorium, Pejabat Badan Peguam Perlis, No 15, Tingkat Atas, Taman Guru Jaya Kangar, Perlis	Ms Shilla Tel: 04-977 0272 Fax: 04-977 0198 Email: perlisbar@gmail.com Ms Salha Tel: 012-460 4167 Email: anissyaqiera82@gmail.com	T3/05102017/ BC/PLS17261 6/1	2 Oct 2017 (Monday)