



# PUPILLAGE HANDBOOK & DIRECTORY

A publication of the Kuala Lumpur Bar Committee

## Introduction

Recognising that the future of the Bar is highly dependent on the quality of our pupils, the Kuala Lumpur Bar Committee was prompted to start work on the first edition of this handbook. Pupillage can be an intimidating thought. For many, it could very well be their first taste of the working world and an opportunity to decide whether they are suited for legal practice. Choosing the right firm to carry out pupillage is an important first step.

This handbook is meant for law students who are contemplating pupillage and those already undergoing pupillage. The contents focus on the formal requirements and processes involved leading up to being enrolled as an Advocate and Solicitor of the High Court of Malaya. We have also attempted to provide some practical insight relating to these processes. This handbook is however not intended to provide practical guidance on work during pupillage which remains the duty of the pupil master.

Although there was no single source of reference, every effort has been made to ensure that the information contained in this handbook is accurate as at August 2010. Please, when in doubt, contact the relevant bodies for confirmation. We invite feedback and comments from everyone to enable us to improve the contents of future editions.

Kuala Lumpur Bar Committee  
2010/11

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The Kuala Lumpur Bar Committee  
Pupillage Handbook and Directory  
First Edition  
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## The Bar Council and the Kuala Lumpur Bar Committee

### **The Bar Council\***

The Malaysian Bar is a creature of statute originally established under the Advocates and Solicitors' Ordinance 1947 which Ordinance was subsequently repealed and replaced by the Legal Profession Act, 1976 (Legal Profession Act). It is an independent Bar whose aim is to uphold the rule of law and the cause of justice and protect the interest of the legal profession as well as that of the public.

The legal profession in Malaysia is a fused one with a membership of approximately 13,000 members and its membership is increasing by 10-15% annually. Each Advocate and Solicitor is automatically a member of the Malaysian Bar as long as he/she holds a valid Practising Certificate.

The Bar Council comprises 36 members who are elected annually to manage the affairs and execute the functions of the Malaysian Bar. The Council consists of the President, the Vice-President, the immediate past President, the Chairman of each of the 11 State Bar Committees, 1 member elected by each of the 11 State Bars to be its representative to the Bar Council and 12 members elected from throughout Peninsular Malaysia by way of postal ballot.

The President, Vice-President and the Secretary are elected annually by the Bar Council at its first meeting which is traditionally held immediately after the Annual General Meeting of the Malaysian Bar. The Treasurer is also appointed at that meeting. They are full time practitioners and their honorary appointments are subject to re-election every year. The office bearers cannot hold office for more than 2 consecutive years.

The Bar Council takes office at the conclusion of the Annual General Meeting and concludes at the Annual General Meeting of the following year. The members serve on a voluntary basis as the Legal Profession Act prohibits payment of fees or remuneration.

To ensure the effective and efficient management of the affairs of the Malaysian Bar, the Bar Council from time to time delegates its power and functions to Committees in the various States throughout Malaysia or to Committees appointed within the Council itself.

### **The Kuala Lumpur Bar Committee\***

The Kuala Lumpur Bar (KL Bar) was established on 1 July 1992 at a general meeting of Advocates and Solicitors practising in the Federal Territory of Kuala Lumpur held under Section 68(4) of the Legal Profession Act.

Prior to that, practitioners in Kuala Lumpur were members of the Selangor Bar, which was later called the Selangor and Federal Territory Bar on Kuala Lumpur becoming a Federal Territory in 1974.

**\* The information relating to these bodies is based substantially on information that can be found on the Malaysian Bar and Kuala Lumpur Bar's websites.**

## The Bar Council and the Kuala Lumpur Bar Committee

The KL Bar is led by a Committee comprising the Chairman of the KL Bar and ten other members who are elected annually at the Annual General Meeting. The Committee is also empowered to co-opt two additional members into the Committee. The co-opted members can participate in the deliberations of the Committee but have no vote. The Chairman is an ex-officio member of the Bar Council and a representative to the Bar Council is elected by members of the KL Bar at their Annual General Meeting. The Honorary Secretary is appointed by the Committee from amongst the members of the KL Bar but by convention will be from the elected Committee.

The Kuala Lumpur Bar Committee (KLBC) currently has twelve sub-committees to undertake a host of projects and activities. Pupils are encouraged to participate in these sub-committees. The brief details of each sub-committee are set out below.

### **Professional Development Committee**

This committee is dedicated to the development and implementation of professional development programmes for members of the KL Bar. It offers members and pupils, through its various programmes, an opportunity to fortify their legal knowledge and receive updates in legal developments in their respective areas of expertise. This would include programmes designed to ensure that pupils and members are equipped with all relevant skills to meet the challenges of the practice of law. This committee is also designed to inculcate the importance of professional development to assist in career development and advancement.

### **Conveyancing Practice Committee**

This committee identifies and resolves issues and complaints of members of the KL Bar in the area of conveyancing and assists members in dealing with the Land Offices, Stamp Duty Offices, the Treasury Housing Loan Division of Malaysia, Banks, etc. It also aims to enhance the relationship and communication with all parties involved in the conveyancing practice and works hand-in-hand with the Conveyancing Practice Committee of the Bar Council, Selangor Bar and other State Bars (as and when necessary) to achieve these objectives.

### **Court Liaison Committee (Civil)**

This committee ensures that there is continuous communication with the Courts for the betterment of the administration of justice and the KL Bar. It looks at and sets in place procedures and systems that will enhance the practice of law in the Kuala Lumpur Courts and deals with complaints of members of the KL Bar in relation to their practice in the Kuala Lumpur Courts.

### **Criminal Practice Committee**

This committee ensures that there is continuous communication with the Kuala Lumpur Criminal Courts, the police and other relevant stakeholders for the betterment of the administration of the criminal justice system. It looks at and sets in place procedures and systems that will enhance the practice of criminal law in the Kuala Lumpur Courts and deals with complaints of members of the KL Bar in relation to the practice of criminal law in the Kuala Lumpur Courts.

## The Bar Council and the Kuala Lumpur Bar Committee

### **Environmental and Humanities Committee**

This committee aims at creating awareness of environmental issues amongst lawyers and the public and building a network with the relevant players. It helps to highlight and educate the relevant stakeholders on key environmental issues and helps develop the field of environmental practice in Malaysia. It also reviews and if required, proposes changes to Malaysian legislation affecting the environment with a view towards an efficient and systematic protection of the environment. It provides education and training, deals with complaints, and gets involved in the community and cultural projects. It also promotes ethics on environmental issues. Another aim of this committee is to promote the protection and development of culture and society and the integration of society and the environment.

### **Information Technology Committee**

This committee promotes the use of information technology by lawyers and constantly explores new ways in which information technology can improve the members' professional practice. It is responsible for the enhancement of the information technology system at the KL Bar Secretariat and oversees the management of the KL Bar Website ([www.klbar.org.my](http://www.klbar.org.my)). It creates public awareness on laws related to information technology, proposes law reforms on related laws and organises professional development courses on laws related to information technology for members.

### **Legal Aid Management Panel**

This committee manages and oversees the running of the Bar Council Legal Aid Centre in Kuala Lumpur. The main objectives of the Legal Aid Centre are to protect and assist the public in all matters ancillary or incidental to the law and to provide for or assist in the promotion of a scheme whereby impecunious persons may be represented by Advocates and Solicitors.

### **Publications Committee**

This committee publishes the newsletter of the KL Bar called "Relevant". "Relevant" consists of articles touching on legal issues, human rights, information technology and includes interviews with judges and lawyers. It also handles other publications of the KLBC such as the Annual Report, Memoriam Booklet, etc.

### **Pupils' Welfare Committee**

This committee monitors problems or difficulties faced by pupils throughout their pupillage period and recommends possible courses of action and remedies. It improves the welfare of pupils through workshops, dialogues etc. It also organises social events to bridge the gap between pupils and practitioners and to create closer ties amongst pupils.

### **Social, Arts and Culture Committee**

This committee organises events to promote interaction and comradeship amongst members of the KL Bar and with the Courts and government agencies. It also raises funds for charitable or community projects.

## The Bar Council and the Kuala Lumpur Bar Committee

### **Sports Committee**

This committee organises sports activities to promote interaction amongst members of the KL Bar and with members of other associations such as the Royal Selangor Club and the Judicial and Legal Service Officers Association (JALSOA).

### **Young Lawyers Committee**

This committee aims to assist young practitioners in any matters or challenges in their practice particularly in respect of the legal system. It also aims to foster a better working relationship amongst young practitioners and to instill an interest amongst the younger members in the activities of the KL Bar.

## Admission Requirements

*\* Admission to the Bar in Malaysia is governed by the provisions of the Legal Profession Act particularly Sections 10 to 19. To be eligible for admission, a candidate must satisfy all the requirements provided in the Legal Profession Act which may be broadly categorised as follows:*

- a. academic requirements;
- b. practical requirements; and
- c. formal requirements.

Candidates are advised that the information set out here may be subject to changes. Verification should be obtained from the Bar Council or the Legal Profession Qualifying Board (Qualifying Board) as early as possible and ideally before you select your university to study law.

### Academic Requirements

A candidate must show that he/she is a 'qualified person' within the meaning of Section 3 of the Legal Profession Act. Under the Legal Profession Act, 'qualified person' means any person who:

- a. has passed the final examination leading to the degree of Bachelor of Laws of the University of Malaya, the University of Malaya in Singapore, the University of Singapore or the National University of Singapore;
- b. is a Barrister-at-Law of England;
- c. or is in possession of such other qualification as may by notification in the Gazettes be declared by the Qualifying Board to be sufficient to make a person a qualified person for the purposes of the Legal Profession Act.

A person who is a Solicitor of the Supreme Court of Judicature of England or a Barrister-at-Law of the King's Inn Dublin is also a qualified person.

In the exercise of the powers conferred by paragraph (c) above, the Qualifying Board has declared various qualifications, sufficient to make a holder of any of these qualifications a 'qualified person' for the purposes of the Legal Profession Act.

Sections 10 and 11 of the Legal Profession Act also require that a 'qualified person' who is to be admitted as an Advocate and Solicitor must satisfy the following conditions:

- a. the person must be at least 18 years old;
- b. is of good character;
- c. is either a Malaysian citizen or has a permanent resident status of Malaysia;
- d. has served the prescribed period of pupillage; and
- e. has passed or is exempted from the Bahasa Malaysia Qualifying Examination conducted by the Qualifying Board.

***\* The information set out in this section was collated from various sources and is based substantially on information from the Qualifying Board.***

## Admission Requirements

### Law degrees from Malaysia

A person who has a Bachelor of Laws (LL.B) degree from either:

- a. Universiti Malaya;
- b. Universiti Kebangsaan Malaysia;
- c. International Islamic University;
- d. Universiti Teknologi Mara;
- e. Universiti Utara Malaysia (with additional requirements); or
- f. Multimedia University (with additional requirements);

is a 'qualified person' for the purposes of the Legal Profession Act. Candidates from Universiti Utara Malaysia and Multimedia University are advised to contact the Bar Council to ascertain the additional requirements that they must satisfy.

A candidate graduating from University of Malaya with a Bachelor of Jurisprudence or Universiti Teknologi Mara with a BLS (Hons) must pass the Certificate in Legal Practice (CLP) in order to be a 'qualified person'.

Since 1 January 1985, a person is no longer eligible to be admitted as an Advocate and Solicitor by entering into articles and serving as an articled clerk with an Advocate and Solicitor.

### Law degree from Singapore

A candidate who has obtained a Bachelor of Laws (LL.B) from the National University of Singapore is a qualified person for the purposes of the Legal Profession Act.

### Law degrees from Australia and New Zealand

At present a person who has passed the final examination leading to the degree of Bachelor of Laws (LL.B) from 14 universities in Australia and 5 universities in New Zealand, as listed in the relevant Gazette Notifications, and who is qualified to gain admission as a Barrister or Solicitor in New Zealand and in the case of Australia, in the state in which the university is situated, and having passed the requisite subjects prescribed by the respective Barristers/Solicitors Board or its equivalent, is a qualified person for the purposes of Section 3 of the Legal Profession Act.

## Admission Requirements

The Qualifying Board introduced Guidelines on the academic requirements for holders of Australian and New Zealand law degrees which are outlined below.

### Guidelines on the Academic Requirements

Academic Requirements (Australia and New Zealand)

A person who has passed the final examination conducted by any of the universities listed hereinafter leading to the degree of Bachelor of Laws after 1 May 1999 is required to sit for and pass the CLP conducted by the Qualifying Board before he/she is deemed to be a qualified person under Section 3 of the Legal Profession Act.

In addition to the requirement above, a candidate with any of the law degrees listed hereinafter must satisfy the following criteria as pre-requisites to sit for the CLP examination:

- a. Sijil Pelajaran Malaysia (SPM) or its equivalent (minimum of 3 credit passes or its equivalent in one sitting).
- b. Sijil Tinggi Pelajaran Malaysia (STPM) or its equivalent (minimum of 2 principal passes or its equivalent in one sitting). Duration of one academic year.
- c. Qualifications accepted as the equivalent of SPM:
  - i. the 'O' Levels examination by the various Boards in the United Kingdom;
  - ii. the School Certificate examination in Australia; and
  - iii. the School Certificate examination for New Zealand schools, colleges and high schools
- d. Qualifications accepted as equivalent to the STPM:
  - i. the 'A' Level examination by the various Boards in the United Kingdom;
  - ii. the Australian Matriculation examination;
  - iii. the New Zealand Bursaries examination; and
  - iv. any other qualifications which may be accepted by the Qualifying Board as equivalent to STPM.

The duration of the law degree must be a minimum of 3 academic years. In the case of a full-time study at a university, the law degree which is obtained must be completed within 6 years of initial registration with that university.

The law degree shall contain a minimum of 12 substantive law subjects. The 12 law subjects shall include the following 6 core subjects:

- a. Law of Contract;
- b. Law of Torts;
- c. Constitutional Law;
- d. Criminal Law;
- e. Land Law; and
- f. Equity and Trusts.

## Admission Requirements

Each of the core subjects shall be studied for the duration of one academic year. Under a semester system, each of these subjects must be studied over 2 semesters which make up one academic year. Candidates must pass all the core subjects set out above.

Twinning programmes conducted by the local colleges must satisfy the following criteria:

- a. Maximum of 2 academic years of study in Malaysia followed by a minimum of one academic year of study in Australia or New Zealand.
- b. The curriculum and coverage of the 2 academic years of study in Malaysia shall be the same as that conducted and covered internally by that Australian or New Zealand university which is the partner in that twinning arrangement and shall be validated annually and supervised by the same Australian or New Zealand university.
- c. The 2 academic years' course of study in Malaysia under a twinning arrangement and the local colleges conducting such programmes must be approved by the Ministry of Education of Malaysia or any body established by statute for that purpose.

Where two or more different and distinct disciplines or branches of learning are combined and studied in one degree programme, that degree is considered a joint degree. Such joint degrees are recognised only if the duration is extended to 5 years or more and contain a minimum of 12 law subjects (including the 6 core subjects) as set out above.

A law degree from any university is not recognised if a holder of that degree was in the first instance a failed student from another law school who had obtained a transfer to that university from which he graduated with a law degree and was not required to commence the course afresh.

Where a student has failed a part of his course or obtained only a conditional pass in any university and subsequently transfers his studies to another university where he is provided credit for any part of the course which he has passed and is allowed to proceed to the next year of study without being required to pass the complete examination of the equivalent year that he failed or was referred in his original university, his final law degree is not accepted. This does not include a failed student who commences his course afresh at a different university after failure at his original university and thereafter successfully completes his course and is awarded a degree.

A law degree is accepted only if it involves full-time study either wholly at a university in Australia or New Zealand or partly at a local college in Malaysia and partly at a university in Australia or New Zealand under a twinning arrangement.

A law degree which is acquired from any university through its branch campus located in Malaysia or elsewhere shall be given the same treatment as though it is granted by the parent university in Australia or New Zealand.

## Admission Requirements

In limited cases, mature students may be admitted to pursue a law degree. Such students:

- a. shall have a minimum of 3 credit passes at SPM level or its equivalent, and
- b. shall possess a minimum of 5 years of proven working experience in a related field; and
- c. must be declared as suitable and proficient to follow the law programme by a special panel comprising of officials of the admitting university in concurrence with the Qualifying Board.

The foregoing requirements shall not apply to a candidate who has joined any of the universities listed below for the law degree programme before 1 May 1999.

### List of Universities

The Qualifying Board has declared that effective 1 May 1999, only the following universities and their respective law degrees as listed below are recognised as qualifying degrees enabling the holders of the law degrees to sit for the CLP examination with a view of admission to the Bar in Malaysia:

<b>Australia (Universities)</b>	<b>Degree Awarded</b>
Australian National University	LL.B
University of Sydney	LL.B
University of Adelaide	LL.B
Monash University	LL.B
University of Melbourne	LL.B
University of Western Australia	LL.B
Macquaire University	LL.B
University of New South Wales	LL.B
University of Queensland	LL.B
University of Tasmania	LL.B
University of Technology, Sydney	LL.B
Bond University, Queensland	LL.B
Murdoch University	LL.B
Queensland University of Technology	LL.B

<b>New Zealand (Universities)</b>	<b>Degree Awarded</b>
University of Auckland	LL.B
University of Canterbury	LL.B
Victoria University of Wellington	LL.B
University of Otago	LL.B
University of Waikato	LL.B

## Admission Requirements

The aforesaid list is subject to review from time to time and the Qualifying Board may add to or vary the list if it considers necessary to do so. Fresh applications for recognition may also be considered by the Qualifying Board from universities not included in the list.

### Law degrees from the United Kingdom

Academic Requirements (United Kingdom)

The Qualifying Board decided that with effect from 1 January 2001:

- a. only thirty law degrees from universities and institutions from the United Kingdom will be recognised for the purposes of the CLP course (see the list at page 13);
- b. not to recognise any law degree programmes of less than three years duration in the study of law; and
- c. to discontinue recognition of any external law degree programme from overseas.

The decision of the Qualifying Board in reviewing the list of universities and their qualifications will not affect those candidates who have already registered for the law degree programme before 1 January 2001 in any of the universities omitted from the list published on 18 March 1995 including the external degree programme of the University of London. The Qualifying Board on 26 December 2001 declared that a person who has registered with the University of London (external law degree programme) after 31 December 2001 will continue to be eligible to sit for the CLP conducted by the Qualifying Board provided that he/she obtained at least a Second Class lower law degree in that programme.

A candidate with any of the law degrees listed must satisfy the following criteria as pre-requisites to sit for the CLP examination:

- a. SPM or its equivalent (minimum of 3 credit passes or its equivalent in one sitting).
- b. STPM or its equivalent (minimum of 2 principal passes or its equivalent in one sitting by the same examination board). Duration: minimum of one academic year.
- c. Qualifications accepted as the equivalent of SPM:
  - i. GCE 'O' Level examination by the United Kingdom Boards;
  - ii. Unified Examination Certificate; and
  - iii. Singapore - Cambridge GCE 'O' Level.
- d. Qualifications accepted as equivalent to the STPM:
  - i. 'A' Level (passes at advance level) by the United Kingdom Boards;
  - ii. Unified Examination Certificate; and
  - iii. Singapore - Cambridge GCE 'A' Level.

As at 1 October 1997, the Foundation Courses in Law, the South Australian Matriculation (SAM) and the Canadian Pre-University Examination are not accepted as equivalent to STPM or GCE 'A' level for the purposes of qualifying to sit for the CLP for the United Kingdom law degree holders.

The duration of the law degree must be a minimum of 3 academic years. In the case of a full-time study at a university, the law degree which is obtained must be completed within 6 years of initial registration with that university.

## Admission Requirements

The law degree shall contain a minimum of 12 substantive law subjects. The 12 law subjects shall include the following 6 core subjects:

- a. Law of Contract;
- b. Law of Torts;
- c. Constitutional Law;
- d. Criminal Law;
- e. Land Law; and
- f. Equity and Trusts.

Each of the core subjects shall be studied for the duration of one academic year. Candidates must have passed all the core subjects mentioned above.

Twinning programmes conducted by local colleges must satisfy the following criteria:

- a. Maximum of 2 academic years of study in Malaysia followed by a minimum of one academic year of study in the United Kingdom.
- b. The curriculum and coverage of the 2 academic years of study in Malaysia shall be the same as that conducted and covered internally by that United Kingdom university which is the partner in that twinning arrangement and shall be validated annually and supervised by the same United Kingdom university.

Where two or more different and distinct disciplines or branches of learning are combined and studied in one degree programme, that degree is considered a joint degree. Such joint degrees are recognised only if the duration is extended to 5 years or more and contain a minimum of 12 law subjects (including the 6 core subjects) as set out above.

A law degree from any university is not recognised if a holder of that degree was in the first instance a failed student from another law school who had obtained a transfer to that university from which he graduates with a law degree and who was not required to commence the course afresh.

Where a student has failed a part of his course or obtained only a conditional pass in any university and subsequently transfers his studies to another university where he is provided credit for any part of the course which he has passed and is allowed to proceed to the next year of study without being required to pass the complete examination of the equivalent year that he failed or was referred in his original university, his final law degree is not accepted. This does not include a failed student who commences his course afresh at a different university after failure at his original university and thereafter successfully completes his course and is awarded a degree.

## Admission Requirements

In limited cases, mature students may be admitted to pursue a law degree. Such students:

- a. shall have a minimum of 3 credit passes at SPM level or its equivalent; and
- b. shall possess a minimum of 5 years of proven working experience in a related field; and
- c. must be declared as suitable and proficient to follow the law programme by a special panel comprising of officials of the admitting university in concurrence with the Qualifying Board.

The Qualifying Board only recognises the part-time, external and distance learning modes of study from the University of London external law degree.

## Admission Requirements

### List of Universities

The universities for the United Kingdom that are recognised by the Qualifying Board are set out below:

<b>Universities (Full-time degrees)</b>	<b>Degree awarded</b>	<b>Title of Degree</b>
University of Birmingham	LLB	Law
University of Bristol	LLB	Law
University of Cambridge	BA	Law Tripos
University of East Anglia	LLB	Law
University of Essex	LLB	Law
University of Exeter	LLB	Law
University of Hertfordshire	LLB	Law
University of Hull	LLB	Law
University of Leeds	LLB	Law
University of Leicester	LLB	Law
University of Liverpool	LLB	Law
King's College, University of London	LLB	Law
London School of Economics and Political Science, University of London	LLB	Law
Queen Mary & Westfield College, University of London School of Oriental & African Studies	LLB	Law
University of London	LLB	Law
University College, University of London	LLB	Law
University of Manchester	LLB	Law
University of Northumbria at Newcastle	LLB	Law
University of Nottingham	LLB	Law
Nottingham Trent University	LLB	Law
Oxford Brookes University	LLB	Law
University of Oxford	BA	Jurisprudence
* Queen's University Belfast	LLB	Law
University of Reading	LLB	Law
University of Sheffield	LLB	Law
University of Southampton	LLB	Law
University College of Wales, Aberystwyth	LLB	Law
University of Wales, Cardiff	LLB	Law
University of Warwick	LLB	Law
University of West England in Bristol	LLB	Law

**\* must have taken English Land Law option**

## Admission Requirements

### **Certificate in Legal Practice**

CLP is one of those qualifications entitling the holder to become a 'qualified person'. The examination is conducted by the Qualifying Board by virtue of Section 5(e) of the Legal Profession Act. Applications to sit for the CLP examinations are open to holders of Bachelor of Laws (LL.B) degrees conferred by the recognised universities in England, Wales and Northern Ireland and the recognised universities in Australia and New Zealand. The said examination is conducted once a year where candidates are examined on the following subjects:

- a. General Paper;
- b. Civil Procedure;
- c. Criminal Procedure;
- d. Evidence; and
- e. Professional Practice.

The Qualifying Board decided at its meetings on 12 July 2002 and 17 June 2005 that a person who was conferred its LL.B degree without passing the core subjects will not be allowed to sit for the CLP even though after the conferment of the LL.B degree he/she subsequently sat and passed the core subjects.

### **Bahasa Malaysia Qualifying Examination (BMQE)**

All candidates must sit for the BMQE, unless they have obtained a credit in SPM or STPM or any equivalent examination deemed acceptable to the Qualifying Board. Enquire and confirm with the Qualifying Board at the commencement of pupillage.

## Filing Your Admission to the Bar Papers

### Commencing Pupillage: Borang 1 and 2

1. Immediately upon commencing pupillage, obtain and fill in Borang 1 (Petition for Admission and Affidavit Verifying Petition) and Borang 2 (Notice of Petition). You must familiarise yourself with all the forms as set out in Section J of this handbook which contains the sample of the admission to the Bar papers.
2. File Borang 1 and Borang 2 at the Appellate and Special Powers Division otherwise known as the “Rayuan dan Kuasa-Kuasa Khas” of the High Court (RKK Division) (See: Section J of the Sample Admission to the Bar Papers). The filing fees for these documents are RM118. When filing, ensure you have the originals and annex certified true copies of the following:
  - a. Identity Card;
  - b. Birth Certificate; and
  - c. LL.B and Bar/CLP Certificate.

The copies of the originals must be certified by a Senior Assistant Registrar or an Advocate and Solicitor who is not your master.

3. If the name printed on your certificates is not identical to the one in your identity card/ birth certificate, you will need to swear a Statutory Declaration verifying your identity (See: Section J of the Sample Admission to the Bar Papers).
4. All affidavits must state the place of residence of the deponent. Both the Petition for Admission and Affidavit Verifying Petition must be signed by you.
5. Make 1 set initially for filing into Court. Check with the Registry in Court. Get your Petition number and then photocopy 4 sets. The 4 sets are for:
  - a. service on the Bar Council;
  - b. service on the State Bar Committee;
  - c. service on the Attorney General’s Chambers; and
  - d. your file and proof of service copy.

Make 32 copies of Borang 2 only to be submitted to the Registry for posting to the various High Courts.

Ensure that the Bar Council, State Bar Committee and the Attorney General’s Chambers acknowledge receipt of your papers by stamping at the back of your file and proof of service copy/registered post.

6. After service on all the above bodies, prepare an Affidavit of Service and attach as an exhibit, a photocopy of the stamped Borang 1 and Borang 2.
7. File the Affidavit of Service into the High Court- RKK Division. The filing fee for this document is RM8. Ensure that this is done as soon as possible.

## Filing Your Admission to the Bar Papers

8. Any errors in the documents that have been filed must be corrected by making an application to Court by way of a summons in chambers with an affidavit in support.

### **Section 36(2) Application (commonly known as “Short Call”)**

9. Borang 3 (Summons in Chambers), Borang 4 (Pupil Master’s Affidavit) and Borang 5 (Pupil’s Affidavit) can be filed after Borang 1 and 2 have been filed. The filing fees for these documents are RM36 (See: Section J of the Sample Admission to the Bar Papers).
10. Complete Borang 3, Borang 4 and Borang 5 and file to the High Court - RKK Division. You will be given a date for your “short call” which will give you rights of audience in the Magistrates Court and in chambers in the High Court.
11. Make 4 copies of Borang 3, Borang 4 and Borang 5 and serve on the Bar Council, State Bar Committee and Attorney General’s Chambers.
12. Prepare and file an affidavit of service and attach as an exhibit, a photocopy of the duly acknowledged and stamped Borang 3, Borang 4 and Borang 5. Ensure that your affidavit of service is filed at least ten working days before your “short call” date. The filing fee for this document is RM8.
13. Collect your letters of ‘No Objection’ from the Bar Council and State Bar Committee offices anytime before the date of your “short call”.
14. Prepare 2 copies of your Draft Order (See: Section J of the Sample Admission to the Bar Papers).
15. Make sure that you have:
  - a. 2 copies of the draft order;
  - b. Original copies of Borang 1, Borang 2, Borang 3, Borang 4 and Borang 5;
  - c. Copies of your affidavits of service for Borang 1, Borang 2, Borang 3, Borang 4 and Borang 5; and
  - d. Letters of no objection from Bar Council and the State Bar Committee.
16. Request any lawyer from your firm (normally arranged by your Master) to move your “short call” and let him/her check your papers. Request your Mover to sign both copies of your draft order.
17. On the day, dress for chambers (See: Section F - Court Attire).
18. After you have been “short called”, file two copies of your draft order in the High Court - RKK Division.
19. One copy of your draft order will be returned to you by the Court with amendments (if any).
20. Amend your draft order accordingly and file two copies of your amended order (i.e. the fair order) in the High Court - RKK Division. The filing fee for this document is RM40.
21. Once your order has been sealed and extracted submit a copy to the Bar Council.

## Filing Your Admission to the Bar Papers

22. Immediately after short call, you may appear before:
- a High Court Judge or Registrar in Chambers;
  - a President of the Sessions Court or a Magistrate in Chambers;
  - any Registrar of the Subordinate Courts;
- to mention a case, including entering a judgment in default, or to apply for bail or to take a consent judgment or order.
23. Three months following the date of your short call, you may also appear in Chambers in the High Court and in the Subordinate Courts and before any Magistrate in open court to conduct any cause or matter.

### Upon commencement of pupillage

24. Sign up for the Ethics Course and the E-learning Programme with the Bar Council by paying the prescribed fee (presently it is RM150.00 for the Ethics Course and RM30.00 for the E-learning Programme). After you have passed the Ethics Examination, go back to the Bar Council to collect your Certificate of Due Diligence and Completion of the Ethics Course Programme (Ethics Certificate). The Ethics Certificate however will not be released to you without your "short call" Order.
25. Register for the compulsory 14 days legal aid duty at the Bar Council Legal Aid Centre of the State where you are undergoing your pupillage.
26. Apply for a Bahasa Malaysia (BM) exemption certificate (if you have obtained at least a Credit in BM in SPM or 'O' Level Examination or any equivalent examination). To apply, go to the Legal Profession Qualifying Board. Bring along a "Certified True Copy" of your SPM certificate or 'O' Level Examination Certificate to the Board together with a fee of RM100.00. Obtain a receipt. You can either collect the BM exemption certificate a month later or request the certificate to be sent to your firm's address.
27. If you have not obtained a Credit in BM in SPM or have not sat for a BM 'O' Level Examination, you must enrol yourself with the Board to sit for a BM examination.

### Two Months before pupillage ends

28. For pupils who are undergoing their pupillage in Kuala Lumpur, check with the Admission Clerk of the Kuala Lumpur Bar Committee (KLBC) whether your "Particulars of Petitioner Form" and "Referees Form" (which you have submitted earlier, if not, submit them immediately) are in their file. Also check if both your Referees have furnished the KLBC with their Reports as to your good character. If not ask the Admission Clerk for 2 copies of the Referee's Report Format for your 2 Referees to complete and sign. Once your 2 Referees have completed and signed the Report, submit the 2 Reports to the KLBC to enable them to process your Confidential Report (subject to you having attended the introductory meeting - see Q31 under FAQs, page 47).

## Filing Your Admission to the Bar Papers

### Three weeks before pupillage ends

29. Make sure you have obtained a Certificate of Completion for participating in the Legal Aid programme from the Bar Council Legal Aid Centre of the State in which you are undergoing your pupillage. (This can be done earlier about 2 or 3 weeks after you have completed the required 14 days of legal aid duties).
30. Check with the staff at the Petition for Admission Unit (Admission Unit) at the Kuala Lumpur High Court whether the posting of your Borang 2 is complete. If it is, the Admission Unit will give you 2 copies of the Certificate of Posting Forms for you to fill. Fill out the forms carefully, otherwise you will run the risk of paying RM20.00 to get a new set.
31. Go back to the Admission Unit 2 days later to extract 1 copy of the Certificate of Posting which has been duly signed by the Senior Assistant Registrar. Once extracted, do not lose the forms as you will need them as exhibits for your Borang 6.
32. Call up the State Bar Committee to check whether your Confidential Report has been processed and completed. If not, continuously follow up with the State Bar Committee to do it. The State Bar Committee should then send the Confidential Report to the Bar Council. Confirm that the Bar Council has received the Confidential Report from the State Bar Committee. The Bar Council should then forward the Confidential Report to the Admission Unit. Confirm with the Admission Unit later.

(This is important - the Confidential Report must be in the Court's file when you file your Borang 6)

33. Pay the Disciplinary Fund of RM200.00 to the Disciplinary Board. It is important to obtain and keep the receipt.
34. Bring the Disciplinary Fund receipt to the Bar Council, Accounts Department. Inform the receptionist that you want to pay the Instrument of Admission Fees. The receptionist will then give you a form to fill. Fill out the form and show the receptionist your Disciplinary Fund receipt together with the Instrument of Admission fee of RM30.00. Obtain and keep the receipt.
35. Then go to the Membership Department. Inform them that you have paid the Instrument of Admission fee of RM30.00. The person in charge of drawing up your Instrument of Admission will then ask you to check whether the details on your Instrument of Admission are correct. Sign at the back of the Instrument of Admission after correction, if any, has been made.
36. Get Borang 6 (Affidavit), Borang 7 (Certificate of Good Character) and Borang 8 (Certificate of Diligence). Make another copy of Borang 7 as there are 2 referees. Fill out the 2 copies of Borang 7. Then, ask your referees to sign the Borang 7 respectively. Your referees must be professionally qualified persons or persons of a similar standing and must have known you for more than 5 years. Lawyers from your own firm can be your referees but your family members cannot (See: Section J of the Sample Admission to the Bar Papers).

## Filing Your Admission to the Bar Papers

37. Prepare Borang 8. After that, ask your master to sign Borang 8 (the Certificate of Diligence). Make sure that it is signed after your pupillage ends. (See: Section J of the Sample Admission to the Bar Papers).
38. Prepare 2 sets of Borang 6 with all the exhibits - one copy for filing and another copy for your own record.

<b>Exhibits</b>	<b>Documents (duplicate)</b>
A	Birth Certificate (front and back)
B	Identity Card
C	LLB Degree and CLP/Bar Certificate
D & E	2 duly signed original Borang 7 (by referees)
F	Original Borang 8 duly signed by your Pupil Master and Ethics Certificate
G	BM Exemption Certificate or Examination Certificate
H	Certificate of Posting

39. Prepare 2 sets of Notis Perbicaraan (See: Section J of the Sample Admission to the Bar Papers).
40. Prepare 2 sets of Sijil Pengesahan Dokumen (See: Section J of the Sample Admission to the Bar Papers).

### **One day after pupillage ends or later**

41. Affirm 1 set of Borang 6 and then photocopy another set.
42. Bring the following documents to the KL High Court:
  - a. 1 set of Borang 6 and exhibits;
  - b. 2 copies of Notis Perbicaraan;
  - c. 2 copies of Pengesahan Dokumen-dokumen;
  - d. 1 duplicate copy of each Disciplinary Fund receipt and Instrument of Admission Fee receipt; and
  - e. all the original documents, true copies of which are annexed as exhibits to your Borang 6 (i.e. Birth Certificate, Identity Card, LLB degree, CLP/Bar Certificate, Ethics Certificate, Certificate of Posting.)
43. At the Registry's payment counter, pay the filing fees of the following documents:
  - a. One set of Borang 6 and all the exhibits (RM8.00);
  - b. Two copies of Notis Perbicaraan (RM10.00); and
  - c. Two copies of Sijil Pengesahan Dokumen (RM20.00).

## Filing Your Admission to the Bar Papers

44. The documents will be returned to you together with a receipt by the cashier. Hand them to the Admission Unit together with the following:
  - a. One duplicate copy of each Disciplinary Fund receipt and Instrument of Admission Fee receipt; and
  - b. All the original documents, true copies of which are annexed as exhibits to your Borang 6 (i.e. Birth Certificate, Identity card, LLB Degree, CLP/Bar Certificate, Ethics Certificate, Certificate of Posting.)
45. The hearing date for your Admission to the Bar will be given to you immediately. Once you have obtained your hearing date, ensure that your pupil master arranges for a counsel to move your Admission to the Bar. The Mover must have at least 7 years' standing and must not be from your firm. Once your pupil master confirms the Mover, the name of the Mover moving your Admission to the Bar must be submitted to the Kuala Lumpur Bar Committee for those who are undergoing their pupillage in Kuala Lumpur. Call the Mover to introduce yourself and inquire what information or other requirements the Mover may need to prepare the Admission to the Bar speech. Commonly, the Mover will ask for a copy of your resume. At the same time, it would be preferable to exchange contact numbers.
46. The next day, collect your original certificates and sealed copies of the Notis Perbicaraan and Sijil Pengesahan Dokumen from the Admission Unit.
47. You now have in your possession the following:
  - a. 1 sealed copy of Notis Perbicaraan;
  - b. 1 original copy of Sijil Pengesahan Dokumen; and
  - c. your own set of Borang 6 (duly affirmed).

Make 3 copies of each of the above for service on the Bar Council, State Bar Committee and Attorney General's Chambers. Original copies to be served on the Attorney General's Chambers. Affidavit Borang 6, Sijil Pengesahan Dokumen must be served on the parties within 7 days of the filing of the Affidavit and no later than 10 days before the hearing.

48. Serve on the 3 bodies and give them your contact number. Make sure you get the acknowledgement stamps on the back of your original copies.
49. Photocopy your original set with the acknowledgement stamps above to annex as an exhibit to your Affidavit of Service. Make sure you also endorse the page with acknowledgement stamps.
50. Affirm the Affidavit of Service and file it at the Kuala Lumpur High Court for RM8.00 IMMEDIATELY.
51. Attire appropriately when attending the Court Registry for filing purposes. Use standard forms available and avoid typing out the documents yourself to avoid mistakes. Check with the Court Registry if in doubt.

## Filing Your Admission to the Bar Papers

### **One week before hearing of Admission to the Bar**

52. Call up the 3 bodies (and the Admission Unit) to check whether your papers are in order, find out what is wrong and do the necessary amendments, if necessary.
53. Ensure that your Mover is ready with a speech for your Admission to the Bar. The speech should be brief and to the point. (See Section I - Guidelines for Admission to the Bar Speech and Sample Speech).
54. Prepare 2 copies of the draft Order.
55. Check with the Court whether the hearing of the Admission to the Bar is proceeding or is to be postponed.
56. If it is proceeding, check your number on the list, the Court, the Judge's name, the time, etc.

## Admission to the Bar Day

1. You have to be dressed in open Court attire (See Section F - Court Attire).
2. Bring your file together with all the relevant court documents and proof of service.
3. Remember to bring your draft Order.
4. See your Mover to introduce yourself (if you have not done so already) and give him/her a copy of your proposed speech for the Admission to the Bar (if required).
5. Once you have been admitted to the Bar, ask your Mover and the lawyers representing the respective 3 bodies to sign 2 copies of your Draft Order. Thank your Mover.
6. File only 1 copy of the draft Order and keep the second copy as an acknowledgment copy (by the Court). Do not lose your copy of the draft Order. In the event the Court misplaces your draft Order, you can submit your acknowledgment copy. If you do not have your acknowledgment copy, you will have to prepare a fresh draft Order to be re-signed by the respective Counsel who had appeared during your Admission to the Bar.
7. Extract the draft Order later on the same day, if not the next day.
8. File the Fair Order for RM150.00. Make sure you file 2 copies.
9. Extract the Fair Order a few days later. Thereafter, make 3 copies and return to the Petition for Admission Registry to make certified true copies of the Fair Order (Fee: RM8). Two copies are to be submitted to the Bar Council for your application for Sijil Annual and Practising Certificate and 1 copy is for your record. Keep the Fair Order in a safe place. If you lose it, it would be very difficult to obtain another copy.
10. Serve a copy each of the Fair Order on the Attorney General's Chambers, Bar Council and State Bar Committee. There is no need to file an affidavit of service.

## General Pupillage Work Guide

In the course of your pupillage you should try to familiarise yourself with legal practice and garner as much knowledge as possible. The following list is intended as a guide for you to plan your pupillage. This list is not exhaustive.

### Practice and Etiquette

- a. Read the Legal Profession Act 1976 and the Legal Profession (Practice and Etiquette) Rules 1978.
- b. Learn the proper conduct in Court towards the bench, court staff, opposing Counsel and witnesses.
- c. Ascertain your duties to the client and to the Court.
- d. Learn what constitutes a conflict of interest and when you are professionally embarrassed.
- e. Learn how to conduct yourself during negotiations and how to carry out without prejudice negotiations.
- f. Learn about a Solicitor's undertaking and ensuring that you have the authority and mandate to act.

### Civil Litigation

- a. Familiarise yourself with the Rules of the High Court 1980, the Rules of the Subordinate Court 1980, the Subordinate Courts Act, the Rules of the Court of Appeal 1994, the Rules of the Federal Court 1995 and the Courts of Judicature Act 1964.
- b. Drafting of Pleadings - Statement of Claim, Defence and Counterclaim and Reply.
- c. Drafting Third Party Proceedings.
- d. Drafting of Orders.
- e. Drafting of Interlocutory Applications and Affidavits.
- f. Drafting a Skeletal Argument and Written Submissions.
- g. Drafting a Letter of Demand.
- h. Preparing a Bill of Costs for taxation.
- i. Preparing Bundles of Documents.
- j. Preparing Bundles of Authorities.
- k. Attendance in Chambers for Mentions and uncontested matters.
- l. Attendance in Open Court for Mentions and uncontested matters.
- m. Attending to extraction of Court documents.
- n. Assisting a lawyer in getting up a case for trial or an application and attending Court thereafter to observe proceedings.
- o. Assisting in an arbitration and/or mediation.
- p. Preparing a Notice of Appeal and Record of Appeal.
- q. Sitting in with a lawyer when instructions are being taken from a client.
- r. Drafting letters to a client or to opposing Solicitors.
- s. Researching on points of procedure generally-you must have done research involving procedural issues and substantive law.

## General Pupillage Work Guide

### Criminal Litigation

- a. Interviewing clients (in the office, the police station, prison or other place of remand).
- b. Applications for bail.
- c. Attending hearings where an accused person pleads guilty to the charge, and the making of a consequent submission of a plea in mitigation on his behalf.
- d. Attending a trial-within-a-trial (voir dire) for the admission of a statement made by an accused person.
- e. Attending a case where a submission of "no case to answer" is made (at the close of the case of the prosecution).
- f. Drafting appeal papers (Notice of Appeal and Petition of Appeal), and attending the hearing of the appeal.
- g. Attending a criminal trial.

### Non-Litigation

- a. Drafting opinions and letters generally.
- b. Researching on points of procedure and substantive law generally - you are advised to carry out researches involving Intellectual Property, the National Land Code, the Companies Act, the Contracts Act, the Insurance Act and the Stamp Act.
- c. Drafting a non-standard Sale and Purchase Agreement involving property with title.
- d. Drafting a non-standard Sale and Purchase Agreement involving property without title.
- e. Drafting a Deed of Assignment to convey property without title.
- f. Vetting Loan Documents and other documents generally.
- g. Drafting agreements generally.
- h. Preparing standard form conveyancing documents - Memoranda of Transfer and Charge, Entries and Withdrawals of Private Caveats, Discharges of Charge.
- i. Attending at a Land Office to conduct a search and to present documents for registration.
- j. Attending at the Stamp Office for stamping and extraction of documents.
- k. Going on a raid to assist in enforcement of Intellectual Property rights.
- l. Drafting a Will.
- m. Drafting a draw-down letter to a bank client.
- n. Sitting in with a lawyer when instructions are being taken from a client and when negotiations are being conducted.
- o. Participating in a due diligence exercise.

## General Information

### Court Attire

- For open Court matters in the Federal Court, Court of Appeal and the High Court.

<b>For men:</b>	
Shirt	White long sleeves with white wing collar and bib.
Slacks – Loose	Black/navy blue/dark grey. Stripes permissible.
Jacket	Black. Brass buttons not permitted.
Socks	Black/navy blue/dark grey.
Shoes	Black/navy blue/dark grey.
Robe	Black.
Head-dress	Turban and songkok are permitted.

<b>For ladies;</b>	
Blouse	White long sleeves with white wing collar and bib.
Skirt	Black/navy blue/dark grey and its length below the knee. Stripes permissible.
Trousers - Loose	Dark trousers and not body hugging.
Traditional Dress	Not glaring colour and decent.
Jacket	Black. Brass buttons not permissible.
Nylon Socks - Optional	Only skin-tones permissible.
Shoes	Black/navy blue/dark grey. Sandals are not permitted in Court.
Robe	Black.
Head-dress	Black/white/navy blue/dark grey. Subtle floral or patterned prints also permitted.

- Costume Accessory - All lawyers (male and female) are prohibited from wearing any emblem, ribbon, badge, band etc. which symbolises any political party or political motive.
- For Sessions Court, Magistrates Court and in Chambers in the High Court, the attire as above except:
  - No robe;
  - White turn-down collar with sober tie (wing collar and bib permitted); and
  - For ladies who choose to wear tie, the tie must be of sober colour (wing collar and bib permitted).
- Chamber matters held in Open Court.

Such matters are still Chamber matters and the dress code is as stipulated in paragraph 3 above.

## General Information

### How to Address the Court

1. At Hearings:
  - a. Chief Justice - Yang Amat Arif
  - b. Chief Judge, High Court, Malaya - Yang Amat Arif
  - c. President Court of Appeal - Yang Amat Arif
  - d. Chief Judge, High Court, Sabah & Sarawak - Yang Amat Arif
  - e. Judges of the Federal Court, Court of Appeal and High Court - Yang Arif
  - f. Registrars - Tuan/Puan Pendaftar
  - g. Sessions Court Judges - Tuan/Puan Hakim
  - h. Magistrates - Tuan/Puan Majistret
  
2. In Correspondence:
  - a. Chief Justice - Y.A.A. Ketua Hakim Negara
  - b. President Court of Appeal - Y.A.A. Presiden Mahkamah Rayuan
  - c. Chief Judge, High Court, Malaya - Y.A.A. Hakim Besar Malaya
  - d. Chief Judge, High Court, Sabah & Sarawak - Y.A.A. Hakim Besar Sabah & Sarawak
  - e. Judges of the Federal Court - Y.A. Hakim Mahkamah Persekutuan
  - f. Judges of the Court of Appeal - Y.A. Hakim Mahkamah Rayuan
  - g. Judges of the High Court - Y.A. Hakim Mahkamah Tinggi
  - h. Registrars - Tuan/Puan Pendaftar
  - i. Sessions Court Judges - Tuan/Puan Hakim Mahkamah Sesyen
  - j. Magistrates - Tuan/Puan Majistret

Note: When writing to Judges in the High Court and above, address the letter to the Secretary of the Judge in question e.g. "Setiausaha kepada Yang Arif Hakim Mahkamah Tinggi".

When writing to Judges in the Sessions Court, address the letter to the Registrar of the Court in question e.g. "Pendaftar, Mahkamah Sesyen 1".

## Pupillage Providers

This section comprises of law firms that have decided to advertise for pupillage positions. As not all law firms chose to advertise in the first edition of this handbook, the pupillage providers contained in this section are not exhaustive.

For convenience the areas of practice of each firm are identified by the following practice codes:

Practice Codes	
A	Criminal
B	Mixed Civil and Crime
C	Civil Litigation
D	Corporate
E	Commercial
F	Construction
G	Intellectual Property
H	Personal Injury
I	Professional Negligence
J	Family
K	Planning/Environmental
L	Landlord and Tenant
M	Revenue/Tax
N	Employment law
O	International law
P	Administrative law
Q	Admiralty and Shipping

## Pupillage Providers

Name of Firm	<b>Albar &amp; Partners</b>
Address	6th Floor, Faber Imperial Court Jalan Sultan Ismail 50250 Kuala Lumpur
Telephone	+603 2078 5588
Facsimile	+603 2072 2129
Website	www.albar.com.my
Contact E-mail	albar@albar.com.my
Contact Person	Syed Zaid Albar (Managing Partner)
Branches (if any)	-
Availability of Public Transport	Monorail (Medan Tunku station), LRT (Dang Wangi station), bus and taxi.
Availability of Car Parking Facilities	Yes
Practice Codes	C, D and E
Partners	12
Senior Legal Assistants/Associates	7
Legal Assistants/Associates	23
Number of pupillage places generally available	Up to 10 at any one time.
Average number of pupils retained in the last 3 years	8
Minimum Qualification Requirements (if any)	Applicants should at least hold a 2nd class Upper or a 1st class (Hons) LLB degree and have the ability to communicate well with others. We encourage all potential applicants to send in their resume to us as we do look beyond academic achievements. Relevant working experience is a plus.
Availability of In-house Training	Pupils will be given hands on practical training and the opportunity to attend courses both in-house and externally.
Work expected to be undertaken by Pupils	Legal research, drafting opinions and preparing Court documents. Drafting and reviewing corporate/ banking transaction documents. Attending Court and accompanying lawyers to meetings.
Application Details	LLB results, CLP/BAR Certificate, SPM/STPM/A-Levels academic transcripts, Prizes/Scholarships awarded. Extracurricular activities, preferred practice areas.

## Pupillage Providers

Name of Firm	<b>Che Mokhtar &amp; Ling</b>
Address	15th Floor, Wisma KWSG Lot 999 Jalan Kampung Attap 50460 Kuala Lumpur
Telephone	+603 2274 0413
Facsimile	+603 2274 8191
Website	www.chemokhtarling.com
Contact E-mail	general@chemokhtarling.com
Contact Person	Ashmadi
Branches (if any)	-
Availability of Public Transport	Yes. LRT nearby.
Availability of Car Parking Facilities	Yes
Practice Codes	C
Partners	2
Senior Legal Assistants/Associates	4
Legal Assistants/Associates	8
Number of pupillage places generally available	3
Average number of pupils retained in the last 3 years	6
Minimum Qualification Requirements (if any)	-
Availability of In-house Training	Yes. Full and complete internal training programme will help to equip students for practice upon call to the Bar.
Work expected to be undertaken by Pupils	Drafting court documents, attending court, land inquiries, auctions, drafting submissions/ affidavits, research, drafting/vetting agreements, attending interviews with clients.
Application Details	Applications can be submitted via post, fax or email. Enclose your C.V. and your SPM, STPM/A-Level/University results.

## Pupillage Providers

Name of Firm	<b>Chooi &amp; Company</b>
Address	Level 23, Menara Dion Jalan Sultan Ismail 50250 Kuala Lumpur.
Telephone	+603 2055 3888
Facsimile	+603 2055 3880
Website	www.chooi.com.my
Contact E-mail	careers@chooi.com.my
Contact Person	Lim Tuck Sun
Branches (if any)	-
Availability of Public Transport	Monorail
Availability of Car Parking Facilities	Parking widely available nearby. The firm will subsidise parking fare to a certain extent.
Practice Codes	A, B, C, D, E, G, I, J, L, N, O and P
Partners	10
Senior Legal Assistants/Associates	5
Legal Assistants/Associates	11
Number of pupillage places generally available	8
Average number of pupils retained in the last 3 years	2 per intake
Minimum Qualification Requirements (if any)	CLP or equivalent.
Availability of In-house Training	In-house CLE classes, mock trials and drills are conducted regularly.
Work expected to be undertaken by Pupils	Drafting, research, court attendance, assisting in preparation for trials/ hearings, administrative work, legal practice management.
Application Details	Send us your curriculum vitae by post or e-mail. We encourage diversity, creativity and independent thinking - so make it interesting.

## Pupillage Providers

Name of Firm	<b>Edlin Ghazaly &amp; Associates</b>
Address	Level 22, Menara Tun Razak Jalan Raja Laut 50350 Kuala Lumpur
Telephone	+603 2698 8955
Facsimile	+603 2698 8966
Website	www.edlinghazaly.com.my
Contact E-mail	hr@edlinghazaly.com.my
Contact Person	Hazliza Harun - HR Manager
Branches (if any)	-
Availability of Public Transport	STAR and Putra LRT (Bandaraya / Masjid Jamek), Buses and Taxis
Availability of Car Parking Facilities	Ample public parking spaces within office vicinity but at own cost
Practice Codes	C, D, E, F, G and L
Partners	7
Senior Legal Assistants/Associates	1
Legal Assistants/Associates	5
Number of pupillage places generally available	4-6
Average number of pupils retained in the last 3 years	2
Minimum Qualification Requirements (if any)	CGPA of 2.8 above with Good MUET results.
Availability of In-house Training	On-job training and on-going one-to-one training by respective partners.
Work expected to be undertaken by Pupils	Research, drafting, attending court and other governmental bodies/agencies, advocacy, opinion writing, etc.
Application Details	Committed to secure a good exposure to legal practice, hungry for knowledge, motivated, result-oriented and with outgoing/pleasant personality.

## Pupillage Providers

Name of Firm	<b>Jeff Leong, Poon &amp; Wong</b>
Address	B-11-08, Level 11, Megan Avenue II Jalan Yap Kwan Seng 50450 Kuala Lumpur
Telephone	+603 2166 3225
Facsimile	+603 2166 3227
Website	www.deaconsllaw.com
Contact E-mail	pat.chng@jlpw.com.my wooi.hong@jlpw.com.my
Contact Person	Patricia Ch'ng/Tan Woi Hong
Branches (if any)	-
Availability of Public Transport	KLCC LRT Station/Bus stops (both within walking distance)
Availability of Car Parking Facilities	Basement car park (located in the office building) and Public car park (around the office building)
Practice Codes	C, D, E, F, G, H, I, L, N and Q
Partners	11
Senior Legal Assistants/Associates	-
Legal Assistants/Associates	30
Number of pupillage places generally available	12
Average number of pupils retained in the last 3 years	15
Minimum Qualification Requirements (if any)	-
Availability of In-house Training	Yes
Work expected to be undertaken by Pupils	Attending meetings and court, auctions and conferences. Pupils will develop their practice both in terms of knowledge and skill.
Application Details	Resume with a current passport size photograph attached. Photocopy of an official transcript of academic results and relevant work experiences.

## Pupillage Providers

Name of Firm	<b>Kadir, Andri &amp; Partners</b>
Address	8th Floor, Menara Safuan 80 Jalan Ampang 50450 Kuala Lumpur.
Telephone	+603 2078 2888
Facsimile	+603 2078 8431
Website	-
Contact E-mail	kadir@kaaplaw.com
Contact Person	Abdul Kadir Kassim
Branches (if any)	-
Availability of Public Transport	Yes
Availability of Car Parking Facilities	Yes
Practice Codes	C, D, E, F, I, L, M, N and P
Partners	16
Senior Legal Assistants/Associates	-
Legal Assistants/Associates	33
Number of pupillage places generally available	9
Average number of pupils retained in the last 3 years	30% of pupils
Minimum Qualification Requirements (if any)	2 <sup>nd</sup> Class Upper CGPA 3.4
Availability of In-house Training	In-house training is provided within the pupil's assigned department.
Work expected to be undertaken by Pupils	Assisting in work related to the Master's Department.
Application Details	-

## Pupillage Providers

Name of Firm	<b>Nasharuddin, Y.K. Chew &amp; Partners</b>
Address	Suite 9.01, 9th Floor, Wisma Mirama Jalan Wisma Putra 50460 Kuala Lumpur
Telephone	+603 2148 7488
Facsimile	+603 2145 3359
Website	TBA
Contact E-mail	yknash@myjaring.net
Contact Person	Mr. Y.K. Chew
Branches (if any)	-
Availability of Public Transport	Bus, Taxi, Star LRT (Hang Tuah), Monorail (Hang Tuah/BTS).
Availability of Car Parking Facilities	Yes (Indoor and Outdoor).
Practice Codes	C, D, E, F, J, K, L and P
Partners	2
Senior Legal Assistants/Associates	-
Legal Assistants/Associates	2
Number of pupillage places generally available	1
Average number of pupils retained in the last 3 years	2
Minimum Qualification Requirements (if any)	CLP or Barrister-At-Law.
Availability of In-house Training	Training with supervision under Partners and senior staff in civil litigation, conveyancing and banking.
Work expected to be undertaken by Pupils	Work expected from field work to court attendance and drafting legal documents.
Application Details	Applicant must provide personal, academic and co-curricular details in application and submit either by post, fax or via email.

## Pupillage Providers

Name of Firm	<b>Raja, Darryl &amp; Loh</b>
Address	18th Floor, Wisma Sime Darby Jalan Raja Laut 50350 Kuala Lumpur
Telephone	+603 2694 9999
Facsimile	+603 2698 4759
Website	www.rajadarrylloh.com
Contact E-mail	careers@rdl.com.my
Contact Person	The Recruitment Partner
Branches (if any)	We are associated with Allens Arthur Robinson which has 14 offices in Asia and the Australasian region.
Availability of Public Transport	STAR LRT, Komuter Train, Monorail, Bus and Taxi.
Availability of Car Parking Facilities	Adjacent open air car park.
Practice Codes	B, C, D, E, F, G, H, I, J, L, M, N, O, P and Q
Partners	18
Senior Legal Assistants/Associates	8
Legal Assistants/Associates	27
Number of pupillage places generally available	12
Average number of pupils retained in the last 3 years	6
Minimum Qualification Requirements (if any)	2nd Class.
Availability of In-house Training	Industry placements in Malaysia and /or international postings beckon those who excel. CLE programme conducted by lawyers at regular intervals.
Work expected to be undertaken by Pupils	You will receive training in and exposure to many areas of practice. You may nevertheless indicate your special interests.
Application Details	Applications must be accompanied by a cover letter enclosing your curriculum vitae. Visit our website for details. Attachment positions available.

## Pupillage Providers

Name of Firm	<b>Rozlan Khuen</b>
Address	23-2, Block B, Jaya One Jalan Universiti 46200 Petaling Jaya
Telephone	+603 7958 3305
Facsimile	+603 7958 3505
Website	www.rozlankhuen.com
Contact E-mail	khuenwee@rozlankhuen.com rozlan@rozlankhuen.com
Contact Person	Ng Khuen Wee / Rozlan @ Malcolm Murphy
Branches (if any)	Kuching
Availability of Public Transport	Yes
Availability of Car Parking Facilities	Yes
Practice Codes	C, D, E, F, G, I, L and N
Partners	-
Senior Legal Assistants/Associates	1
Legal Assistants/Associates	1
Number of pupillage places generally available	1
Average number of pupils retained in the last 3 years	4
Minimum Qualification Requirements (if any)	Good attitude and keen to learn
Availability of In-house Training	Training on the job, send for seminars organised by Bar Council/KLBC
Work expected to be undertaken by Pupils	-
Application Details	Set out educational qualification and work experiences (if any)

## Pupillage Providers

Name of Firm	<b>Shook Lin &amp; Bok</b>
Address	20th Floor, Ambank Group Building No 55 Jalan Raja Chulan 50200 Kuala Lumpur
Telephone	+603 2031 1788
Facsimile	+603 2031 1775/8/9
Website	www.shooklin.com.my
Contact E-mail	general@shooklin.com.my
Contact Person	Ms Sherlene Chua, Office Manager
Branches (if any)	-
Availability of Public Transport	Yes
Availability of Car Parking Facilities	Yes
Practice Codes	C, D, E, F, G, H, I, J, K, L, M, N, O, P and Q
Partners	Total: 90 Lawyers
Senior Legal Assistants/Associates	
Legal Assistants/Associates	
Number of pupillage places generally available	-
Average number of pupils retained in the last 3 years	-
Minimum Qualification Requirements (if any)	LL.B
Availability of In-house Training	Regular training programmes are conducted for the continuing legal education of our pupils.
Work expected to be undertaken by Pupils	-
Application Details	Send your application (include your academic certificates) by e-mail, facsimile or post to: The Office Manager, Shook Lin & Bok.

## Pupillage Providers

Name of Firm	<b>Sidek Teoh Wong &amp; Dennis</b>
Address	Level 32, MenaraTH Perdana 1001, Jalan Sultan Ismail 50250 Kuala Lumpur
Telephone	+603 2692 3000
Facsimile	+603 2693 0300
Website	-
Contact E-mail	stwd@stwd.com. my
Contact Person	Joanne Yong
Branches (if any)	-
Availability of Public Transport	LRT, Monorail and Bus
Availability of Car Parking Facilities	No
Practice Codes	B, C, D, E, F, G, I, J, L, N and P
Partners	5 Senior Partners and 4 Junior Partners
Senior Legal Assistants/Associates	1 Senior Associate
Legal Assistants/Associates	16 Associates
Number of pupillage places generally available	6
Average number of pupils retained in the last 3 years	7
Minimum Qualification Requirements (if any)	LL.B (Hons)
Availability of In-house Training	Hands-on handling of Litigation/Conveyancing files. Attending court, meeting clients with lawyers, drafting correspondence, documents, court papers and agreements.
Work expected to be undertaken by Pupils	All practical and theoretical aspects of legal training to be a practising lawyer.
Application Details	-

## Pupillage Providers

Name of Firm	<b>Wong Beh &amp; Toh</b>
Address	Peti #30, Level 19, West Block Wisma Selangor Dredging 142-C Jalan Ampang 50450 Kuala Lumpur
Telephone	+603 2713 6050
Facsimile	+603 2713 6052
Website	www.wongbehtoh.com
Contact E-mail	tc.wong@wongbehtoh.com patricia.kl.toh@wongbehtoh.com
Contact Person	Wong Tat Chung (Mr) / Patricia Toh (Ms)
Branches (if any)	Wong Beh & Toh, Sungai Petani
Availability of Public Transport	Putra LRT, KLCC Station
Availability of Car Parking Facilities	Car park will be provided for Associates
Practice Codes	D, E, G, L and O
Partners	5
Senior Legal Assistants/Associates	3
Legal Assistants/Associates	5
Number of pupillage places generally available	3
Average number of pupils retained in the last 3 years	2 offered for retention.
Minimum Qualification Requirements (if any)	Qualification provided under Legal Profession Act. Other qualifications will be evaluated from the Curriculum Vitae provided.
Availability of In-house Training	Internal talks and specific briefing sessions on particular areas.
Work expected to be undertaken by Pupils	Pupils are exposed to wide ranging aspects of legal practice. Pupils are given work under supervision and may attend meetings.
Application Details	Write-in or email detailed Curriculum Vitae.

## Pupillage Providers

Name of Firm	<b>YH Teh &amp; Quek</b>
Address	Level 6 Wisma Bandar 18 Jalan Tuanku Abdul Rahman 50100 Kuala Lumpur
Telephone	+603 2698 8181
Facsimile	+603 2694 4357
Website	www.tehnquek.com.my
Contact E-mail	darren@tehnquek.com.my
Contact Person	Darren Teo
Branches (if any)	-
Availability of Public Transport	Accessible by STAR and PUTRA LRT (Masjid Jamek Station) and by most public buses
Availability of Car Parking Facilities	Open air and covered car park available near to the office building
Practice Codes	B, C, D, E, F, G, H, I, J, K, L, N and P
Partners	5 Partners and 1 Consultant.
Senior Legal Assistants/Associates	-
Legal Assistants/Associates	8
Number of pupillage places generally available	2
Average number of pupils retained in the last 3 years	2
Minimum Qualification Requirements (if any)	Good spoken and written English and Bahasa Melayu.
Availability of In-house Training	Drafting legal documents including pleadings and affidavits for contested matters, getting up and preparation for full trials and hearings.
Work expected to be undertaken by Pupils	Drafting, attending court, getting up for full trials and hearings.
Application Details	Biodata and subjects of law studied.

## Pupillage Providers

Name of Firm	<b>Zaid Ibrahim &amp; Co</b>
Address	Level 19, Menara Milenium Jalan Damanlela, Pusat Bandar Damansara 50490 Kuala Lumpur
Telephone	+603 2087 9999
Facsimile	+603 2094 8668/2094 4888
Website	www.zaidibrahim.com
Contact E-mail	zi-recruitpupil@zaidibrahim.com
Contact Person	Puan Sarifah Amin
Branches (if any)	Johor Bharu, Penang, Kota Bharu, Kuching, Labuan, Singapore, Jakarta, Bangkok, Hanoi, Ho Chi Minh City, Dubai
Availability of Public Transport	Yes
Availability of Car Parking Facilities	Yes
Practice Codes	C, D, E, F, G, K, L, M, N, O and Q
Partners	46
Senior Legal Assistants/Associates	32
Legal Assistants/Associates	64
Number of pupillage places generally available	12
Average number of pupils retained in the last 3 years	50%
Minimum Qualification Requirements (if any)	A minimum of a second class upper law degree or equivalent from good universities either foreign or local.
Availability of In-house Training	Yes. Very active.
Work expected to be undertaken by Pupils	Exciting headline deals, international and cross border transactions. Work alongside lawyers with emphasis on master pupil relationship. High remuneration package.
Application Details	Applications should include all personal particulars and qualifications, work experience (if any), expected salary together with a recent passport-sized photograph.

## Pupillage Providers

Name of Firm	<b>Zairina Loh &amp; Wong</b>
Address	B-3A-10, Megan Avenue II No. 12 Jalan Yap Kwan Seng 50450 Kuala Lumpur
Telephone	+603 2710 8283
Facsimile	+603 2710 8281
Website	-
Contact E-mail	zlw@zlw.com.my
Contact Person	Ms Prem
Branches (if any)	
Availability of Public Transport	The Firm is located within 5 minutes walk from the Putra LRT Station at KLCC
Availability of Car Parking Facilities	Monthly season car park is provided
Practice Codes	C
Partners	4
Senior Legal Assistants/Associates	-
Legal Assistants/Associates	5
Number of pupillage places generally available	4 - 8 per year
Average number of pupils retained in the last 3 years	60%-80% per year
Minimum Qualification Requirements (if any)	A recognised law degree and Certificate in Legal Practice (or its equivalent).
Availability of In-house Training	Yes
Work expected to be undertaken by Pupils	Legal research, drafting of legal documents and Court attendance for mentions and/or hearing.
Application Details	Interested applicants should apply enclosing their detailed resume to the above office or email address.

## Frequently Asked Questions

1. **When do I commence pupillage?**

You may start your pupillage as soon as you have filed your Petition.

2. **How do I know if my law degree or the universities where I am pursuing my law degree is recognised?**

You should have made your query before you even commenced your law course. In any event, do inquire at the Legal Profession Qualifying Board, Malaysia. Indeed any or all queries concerning qualifications that may entitle a person to become a qualified person for the purposes of the Legal Profession Act should be directed to the Qualifying Board. (Tel: 03-26910054/80, Fax: 03-26910142 or email: clp\_malaysia@yahoo.com)

3. **Is there a time-limit for starting pupillage?**

No.

4. **Where do I start?**

Choose a firm. Vacancies for pupillage are often advertised on the KL Bar website and the Malaysian Bar website. Some firms also advertise their vacancies on the notice board in the Bar Room in Court and in the newspapers.

5. **What am I required to do when I commence pupillage?**

The firm you choose will allocate you with a pupil master who will be responsible for you during pupillage. You must immediately file the relevant forms with the High Court of Malaya at Kuala Lumpur. Many firms provide their pupils with assistance in the filing of their Admission to the Bar papers and some firms would bear the expense. You may wish to ascertain this during your interview. If your firm does not organise this for you, you should purchase the Petition for Admission Forms from the Bar Council at RM5.00 per set. See Section C for details.

6. **How do I decide where to do my pupillage?**

Most firms require a written application and will decide on whether to offer you a position based on your resume and how you perform during the interview. Candidates choose firms based on different reasons including the areas of law that interest you, the nature of training and guidance given, etc. You would be well advised to visit the firms' websites, speak to someone who has undergone pupillage in that particular firm, and make your own personal inquiries from friends, colleagues or members of the Bar whom you may know or have met if possible, before you make a decision.

7. **How long is pupillage?**

Nine months.

8. **Is pupillage full time?**

Yes. It is the pupil's duty to apply him or herself full-time to pupillage. A pupil is not allowed to "moonlight" during pupillage unless they obtain special leave in writing from the Bar Council.

## Frequently Asked Questions

9. **Who can be my pupil master?**

An Advocate and Solicitor who is in possession of a valid practising certificate and has been in active practice in Malaysia for a total period of not less than seven years is eligible. You are advised to check the status of your pupil master with the Bar Council before you commence pupillage (Tel: 03 2031 3003 - Bar Council Membership Department).

10. **Can I serve as a pupil to a relative who is an Advocate and Solicitor?**

Yes, even your spouse, child, sibling or parent can take you on as a pupil.

11. **How many pupils can a pupil master have at any one time?**

Unless there is approval of the Bar Council, a pupil master may not take on more than 2 pupils at any one time.

12. **Should I expect to work closely with my pupil master?**

Ideally, you should be closely supervised by your pupil master. However, different pupils have different experiences. You may wish to make this inquiry during your interview.

13. **What do I do if I do not possess a minimum credit in my Bahasa Malaysia SPM exam paper or I never sat for the SPM in the first place?**

You may sit for the Bahasa Malaysia Qualifying Exam conducted by the Qualifying Board. You are advised to contact the Qualifying Board to secure information about the exam. It is an oral exam conducted by a special panel appointed by the Qualifying Board. Alternatively you may sit for the GCE 'O' Level Bahasa Malaysia examination.

14. **What kind of exposure and work should I expect during my pupillage?**

You should expect to gain exposure in the practice of your chosen legal firm. Some firms have policies of allotting a pupil to a certain department or practice group, some firms put their pupils on a rotation system and in other firms it is very much a free for all situations. You would be well advised to find out what work and exposure is given to the pupils during your interviews with the different firms.

15. **Am I expected to carry out work that is meant to be done by legal clerks like despatch, filing or other administrative work like photocopying and binding documents?**

There have been instances where pupils have been asked to carry out the work of clerks and other administrative persons in law firms. Although in a busy legal practice, it may be understandable that pupils may be asked at times to assist in some urgent administrative work, pupils are certainly not expected to substitute the work of office clerks on a full time basis. It should be noted that administrative work forms part and parcel of legal practice. It is a useful skill and valuable knowledge when you commence your practice. You should not view it as something beneath you.

## Frequently Asked Questions

16. **Should I expect to be paid during pupillage?**

Almost all firms pay their pupils some form of allowance. Pupils should also expect to be reimbursed for any incidental expenses incurred due to work carried out on certain client files like travelling to Court, etc. Don't be shy to inquire about the amount of allowance, claims and benefits during your interviews.

17. **Can I take a break during pupillage?**

Pupillage is intended not only to be full time but continuous. The Legal Profession Act does not contemplate a break during pupillage. But if you need to take a break or go on leave during your period of pupillage, PRIOR written consent of your Master and the Bar Council must be sought and obtained and the number of days taken must be replaced before the expiry of your period of pupillage.

18. **Can I be in different offices from my master?**

No. Some firms have branches in different parts of Malaysia. You must ensure that you and your master are in the same office at all times even if your firm has branches elsewhere.

19. **Does a pupil require professional indemnity insurance?**

A pupil does not have to take his or her own insurance as he or she should be covered by the firm's insurance.

20. **Do I have rights of audience in Court during pupillage?**

Only after you have obtained the appropriate Order of the Court which is commonly referred to as the 'short call' order under Section 36(2) of the Act; you will have rights of audience before a Judge or a Registrar in chambers in the High Court, Sessions Court and Magistrates Court. Three months after the date of the said Order, you will have additional rights of audience before a Magistrate in open court. You do not have any rights of audience in open Court matters in the High Court or in the Sessions Court during your pupillage. You are allowed to appear on behalf of your master to mention cases in chambers and open Court in the Industrial Court. You do not, however, have rights of audience in the Syariah Court. See Section C for details.

21. **Can I argue contested matters during my pupillage?**

After you have secured the said Order above and after the lapse of three months from the date the said Order was given, you are entitled to argue all matters, including contested matters within your limited rights of audience. However, many firms have a policy of not allowing their pupils to represent clients for contested matters.

22. **Can I hold a watching brief in Court?**

Yes, a pupil can hold a watching brief in any Court in which the pupil has a right of audience.

## Frequently Asked Questions

23. **How do I introduce myself in Court?**

You must identify yourself as a pupil in chambers or “pelatih dalam kamar” and state the name of your pupil master.

24. **Can I mention on behalf of Solicitors or pupils or any other person from other firms?**

No. If the opposing counsel is not present, you may if you wish, undertake to inform your opposing counsel of the outcome of any Court attendance.

25. **Can my pupil master appear and move the Court for an application under section 36(2)(a) & (b) of the Legal Profession Act which is commonly known as the “short call” application?**

Yes.

26. **What do I do at the end of my pupillage?**

At the end of your nine months, you must secure your master’s signature on a Certificate of Diligence confirming that you have been duly observing your pupillage. You must then prepare the papers for your Admission to the Bar and ascertain from the Attorney General’s Chambers, the Bar Council and the Bar Committee of the State in which you are undergoing your pupillage if they or any one of them have any objections to you being admitted as an Advocate and Solicitor of the High Court of Malaya.

27. **What do I do if my master refuses to sign my Certificate of Diligence?**

You may seek the assistance of the Bar Council. Bar Council Ruling No. 10.02(3) states that a master shall not refuse to issue a Certificate of Diligence unless it is for reasons acceptable to the Bar Council.

28. **Can I change firm and master during my nine months?**

Yes, but you must obtain consent from the Bar Council and file a Notice of Change of Master in Court (See: Section J of the Sample Admission to the Bar Papers). The Notice must be served on the Bar Council, the Attorney General’s Chambers and the Bar Committee of the State in which you are undergoing your pupillage. If your new master is practising in a different state from your previous master, then you would have to also serve the said Notice including a set of your Borang 1 and 2 on the Bar Committee of the State of your new master.

29. **Am I required to carry out legal aid work during my pupillage?**

Yes, the Bar Council requires you to complete a minimum of 14 days of legal aid duty during your pupillage.

30. **When and where do I register for the compulsory 14 days legal aid duty?**

Immediately upon your commencement of pupillage at the Bar Council Legal Aid Centre of the State where you are undergoing your pupillage.

## Frequently Asked Questions

31. **Is it compulsory for me to attend the KL Bar Introductory meeting and the Ethics Course organised by the Bar Council during my pupillage?**

Yes, you must attend both the Ethics Course and the KL Bar Introductory meeting if you are undergoing your pupillage in Kuala Lumpur. When you start your pupillage in Kuala Lumpur you will receive notification from the KLBC about the Introductory meeting. You are to immediately call the KL Bar Secretariat to fix your appointment for the Introductory meeting. The Bar Council will inform you about the Ethics Course. If you are unable to attend at the appointed time or if you are facing objections from your firm/pupil master, you should contact the KL Bar Secretariat (in respect of the KL Bar Introductory meeting) or the Bar Council Secretariat (in respect of the Ethics Course).

32. **Is it compulsory for me to sign up for the E-learning Programme?**

Yes. The E-learning Programme is to help pupils understand the hardcopy manual for the Ethics Course.

33. **What happens if I fail my ethics examination?**

You will not be able to proceed with your Admission to the Bar even if you have completed your nine months' pupillage. It is important for lawyers to be aware of their ethical duties. After you finish attending the ethics lectures, you must sit for a written exam. If you do not pass this exam, you will have to attend the ethics lectures again and re-sit the examination until you have obtained the required pass grade.

34. **Are pupils encouraged to attend professional development seminars during their pupillage period?**

Yes. The resolution passed during the Annual General Meeting of the KL Bar on 9 March 2006 strongly encouraged pupils to attend at least 4 professional development/continuing legal education seminars during their pupillage period.

35. **Can I apply for exemption from serving the full nine months period of pupillage?**

Yes, the Bar Council has the discretion to grant exemption for a period of up to 6 months upon application. If there are special circumstances justifying a shortening of your pupillage, if you have been a pupil or read in the chambers of a legal practitioner in active private practice in the commonwealth of more than 7 years standing or if you have been engaged in active practice as a legal practitioner in any part of the commonwealth for not less than 6 months, you would be well advised to seek some exemption. The Bar Council can only however grant up to six months of exemption.

36. **Can lawyers from the firm where I am serving my pupillage be named as my referees?**

Yes, as long as they have already been admitted as an Advocate and Solicitor of the High Court of Malaya and have known you for more than 5 years.

## Frequently Asked Questions

37. **Can I continue to work in my pupil master's office after the end of my pupillage?**  
Yes, but you cease to be a pupil and would not have any rights of audience in Court until and unless you have been enrolled as an Advocate and Solicitor of the High Court of Malaya and have obtained a valid practising certificate.
38. **Can a foreigner apply for admission as an Advocate and Solicitor of the High Court of Malaya?**  
No, unless he/she has permanent residence status.
39. **What if I cannot find the answer to my question in this Handbook?**  
Check out the "Pupillage Information" under "Pupillage" in the KL Bar Website. The answer to your question may be found there. If not, please forward your question by e-mail to [petition@klbar.org.my](mailto:petition@klbar.org.my) if you are commencing or undergoing your pupillage in KL. Otherwise contact the respective State Bar Committee where you are undergoing your pupillage or the Bar Council.
40. **Can I attend the Annual General Meeting of the Bar Council and/or the Annual General Meeting of State Bars?**  
Yes, you may attend as an observer but you are not eligible to vote.

## Guidelines for Admission to the Bar Speech and Sample Speeches

The speech during your Admission to the Bar should be a brief introduction of you to the Court.

In the first paragraph, the Mover should introduce himself as appearing for you, the names of the representatives of the Attorney General's Chambers, the Bar Council and the State Bar Committee.

In the main body of the speech, the Mover should apprise the Court of your academic background including the institution where you graduated from, any post-degree qualifications for example, Masters in law, the Bar Vocational Course or the Certificate in Legal Practice. The Mover may also mention your outstanding achievements during your tertiary studies. The firm where you underwent pupillage and the name of your pupil master should also be mentioned.

In the penultimate paragraph of the speech, the Mover may thank certain people on your behalf.

In the concluding paragraph of the speech, the Mover must state that you are a fit and proper person to be admitted and enrolled as an Advocate and Solicitor of the High Court of Malaya, that all your papers are in order, that there are no objections from the three bodies and move the Court to admit and enroll you as an Advocate and Solicitor of the High Court of Malaya.

### **Sample Speech Admission to the Bar - Bahasa Malaysia**

Dengan izin Yang Arif,

A, hadir bagi pihak Pempetisyen B. Rakan-rakan bijaksana saya, C mewakili Yang Berbahagia Peguam Negara Malaysia, D mewakili Majlis Peguam Malaysia dan E mewakili Jawatankuasa Peguam (namakan Negeri yang berkenaan).

Pempetisyen dianugerahkan dengan Ijazah Sarjana Muda Undang-Undang, Kelas Pertama daripada University of Durham di United Kingdom pada tahun 2006. Pempetisyen selanjutnya telah melanjutkan pelajarannya ke University of Cambridge di United Kingdom dan telah memperolehi Ijazah Sarjana di dalam undang-undang antarabangsa. Semasa di universiti, beliau aktif di dalam bidang perdebatan dan telah menjuarai beberapa pertandingan perdebatan di dalam mahupun di luar negara.

Pada bulan Januari 2009, Pempetisyen telah memulakan latihan dalam kamar di bawah bimbingan Encik M di Tetuan M & Co. dan menyempurnakan latihannya pada bulan September 2009.

Pada hari yang bermakna ini, Pempetisyen ingin mengambil kesempatan ini untuk mengucapkan jutaan terima kasih kepada ibu bapa dan ahli keluarga kerana memberi sokongan moral dan bantuan kewangan yang tidak berbelah-bahagi.

Pempetisyen juga ingin merakamkan penghargaan yang setinggi-tingginya kepada bimbingan yang diberikan oleh Encik M dan semua Peguam dan kakitangan di Tetuan M & Co.

## Guidelines for Admission to the Bar Speech and Sample Speeches

Yang Arif, saya sesungguhnya percaya bahawa segala kertas-kertas berkenaan adalah teratur dan tiada bantahan terhadap Petisyen ini. Dengan itu, saya dengan rendah diri memohon kepada Mahkamah Yang Mulia ini supaya Pempetisyen diterima masuk dan didaftarkan sebagai Peguambela dan Peguamcara Mahkamah Yang Mulia ini.

### **Sample Speech Admission to the Bar- English**

Dengan izin Yang Arif,

A, hadir bagi pihak Pempetisyen B. Rakan-rakan bijaksana saya, C mewakili Yang Berbahagia Peguam Negara Malaysia, D mewakili Majlis Peguam Malaysia dan E mewakili Jawatankuasa Peguam (identify the State).

Dengan izin Yang Arif, saya memohon untuk meneruskan prosiding ini di dalam Bahasa Inggeris untuk pemahaman ahli keluarga Pempetisyen.

The Petitioner was awarded a Bachelor of Laws degree or LL.B, First Class Honours from the University of Durham in United Kingdom in 2006. The Petitioner then continued her education at the University of Cambridge in United Kingdom and obtained a Master's degree in international law. Whilst the Petitioner was at university, she was active in the field of debating and emerged victorious in several local and international debating competitions.

In January 2009, the Petitioner commenced her pupillage in the chambers of Encik M at Messrs. M & Co. and she completed her pupillage in the month of September 2009.

On this special day, the Petitioner would like to take this opportunity to thank her parents and family members for giving her their undivided moral and financial support.

The Petitioner would also like to record her utmost appreciation for the training and instructions given by Encik M and all the lawyers and staff of Messrs. M & Co.

My Lord/Lady, I verily believe that all the cause papers are in order and there is no objection to this Petition. Accordingly, I humbly pray that this Honourable Court grants an order that the Petitioner be admitted and enrolled as an Advocate and Solicitor of this Honourable Court.

## Sample Admission to the Bar Papers

### Petition for Admission and Affidavit verifying Petition

BORANG 1  
DI MAHKAMAH TINGGI MALAYA DI KUALA LUMPUR

Petisyen untuk Penerimaan Masuk Dalam Perkara .....  
Peguambela dan Pegumcara beralamat di .....  
No.18 - .....

Dan

Dalam Perkara Seksyen 10 dan 15 Akta Profesion  
Undang-Undang 1976 (Akta 166)

Kepada:

Yang Arif Hakim-Hakim Mahkamah Tinggi Malaya

PETISYEN DARIPADA ..... (No. KP: ..... )

MENYATAKAN:

1. Pempetisyen telah mencapai umur lapan belas tahun.
2. Pempetisyen adalah berkelakuan baik dan:
  - a. tidak pernah disabitkan di Malaysia atau di mana-mana tempat lain atas apa-apa kesalahan jenayah yang menjadikannya tidak layak menjadi ahli profesion undang-undang, khususnya, tetapi tidak terhad kepada, sesuatu kesalahan berkenaan dengan frod atau kecurangan;
  - b. tidak pernah dihukum menjadi bankrap dan tidak pernah didapati bersalah atas apa-apa perbuatan atau ketinggalan yang dinyatakan dalam perenggan (a), (b), (c), (e), (f), (h), (k) atau (l) subseksyen (6) seksyen 33 Akta Bankrap 1967; Akta 55/67
  - c. tidak pernah melakukan apa-apa perbuatan lain yang membolehkan ia dipecat atau hilang kelayakan atau digantung daripada menjalankan amalan, jika ia seorang Barrister atau Pegumcara di England; atau
  - d. tidak pernah, atau tidak boleh kena, dipecat, hilang kelayakan atau digantung atas sifatnya sebagai seorang pengamal undang-undang di mana-mana negara lain.
3. Pempetisyen adalah seorang warganegara Malaysia/seorang pemastautin tetap Malaysia.\*
4. Pempetisyen adalah "orang berkelayakan" di bawah Akta Profesion Undang-Undang 1976.

Akta 166

.....  
*(di sini nyatakan butir-butir kelulusan)*

5. Pempetisyen sekarang ini menjalani tempoh latihannya dengan Encik/Puan/Cik\* .....  
..... dari Tetuan .....  
beralamat .....  
seorang Peguambela dan Pegumcara yang menjalankan dan telah menjalankan amalan secara aktif di Malaysia bagi jumlah tempoh tidak kurang daripada tujuh tahun sebelum sahaja tarikh latihannya bermula.
6. Pempetisyen berhasrat agar diterima masuk dan didaftarkan sebagai seorang Peguambela dan Pegumcara Mahkamah Tinggi Malaya.
7. Pempetisyen memohon agar Mahkamah Yang Mulia berkenan untuk menerima masuk dan mendaftarkan Pempetisyen sebagai Peguambela dan Pegumcara dan Pempetisyen akan sentiasa bermohon, dsb.

Bertarikh ..... haribulan ..... 20.....

.....  
*Pempetisyen*

\*Potong mana yang tidak berkenaan

**Petition for Admission and Affidavit Verifying Petition - cont.**

Kepada:

- 1. Yang Berbahagia Peguam Negara, Malaysia
- 2. Setiausaha, Majlis Peguam
- 3. Setiausaha, Jawatankuasa Peguam

\*\*\*\*\*

**AFIDAVIT**

Saya .....  
Pempetisyen yang bernama di atas, berikrar dan menyatakan bahawa kandungan Petisyen terdahulu adalah benar.

DIKRAR di .....  
pada ..... haribulan ..... 20.....

Di hadapan saya,

Pesuruhjaya Sumpah

Alamat penyampaian Pempetisyen adalah di .....  
.....  
.....

## Sample Admission to the Bar Papers

### Notice of Petition

#### BORANG 2 DI MAHKAMAH TINGGI MALAYA DI KUALA LUMPUR

Petisyen untuk Penerimaan Masuk Dalam Perkara .....  
Peguambela dan Peguamcara beralamat di .....  
No.18 - .....

Dan

Dalam Perkara Seksyen 10 dan 15 Akta Profesion  
Undang-Undang 1976 (Akta 166)

#### **NOTIS**

SILA AMBIL TAHU bahawa saya, ..... beralamat di

..... pada hari ini telah memfailkan di pejabat Pendaftar Mahkamah Tinggi Malaya di Kuala Lumpur suatu Petisyen kepada Yang Arif Hakim-Hakim Mahkamah Tinggi Malaya memohon agar saya diterima masuk dan didaftarkan sebagai Peguambela dan Peguamcara Mahkamah Tinggi Malaya.

DAN SILA AMBIL TAHU SELANJUTNYA Bahawa saya akan, selepas berakhirnya sembilan (9) bulan dari tarikh notis ini atau selepas berakhirnya tempoh yang lebih singkat sebagaimana Mahkamah arahkan, memohon agar saya diterima masuk dan didaftarkan sebagai Peguambela dan Peguamcara Mahkamah Tinggi Malaya sewajarnya.

Bertarikh ..... haribulan ..... 20.....

.....  
Pempetisyen

Alamat bagi penyampaian Pempetisyen adalah di Tetuan .....

Kepada:

- Penolong Kanan Pendaftar, Pejabat Pendaftaran Mahkamah Tinggi, Mahkamah-Mahkamah Undang-Undang, Kuala Lumpur
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Shah Alam.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Kangar.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Alor Setar.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Pulau Pinang.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Ipoh.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Taiping.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Seremban.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Melaka.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Johor Bahru.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Muar.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Kuantan.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Temerloh.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Kuala Terengganu.
- Penolong Kanan Pendaftar, Mahkamah Tinggi, Kota Bharu.

Yang Berbahagia Peguam Negara, Malaysia.

Setiausaha, Majlis Peguam, Negeri-Negeri Tanah Melayu.

Setiausaha Jawatankuasa Peguam

## Sample Admission to the Bar Papers

### Sample Affidavit of Service of Borang 1 and Borang 2

DI MAHKAMAH TINGGI MALAYA DI KUALA LUMPUR  
(BAHAGIAN RAYUAN & KUASA-KUASA KHAS)  
PETISYEN UNTUK PENERIMAAN MASUK NO. **insert petition no.**

Petisyen untuk Penerimaan Masuk Dalam Perkara .....  
Peguambela dan Peguamcara beralamat di .....  
No.18 - .....  
Dan  
Dalam Perkara Seksyen 10 dan 15 Akta Profesion  
Undang-Undang 1976 (Akta 166)

**Your name**

PEMPETISYEN

**AFIDAVIT PENYAMPAIAN**

Saya, **[your name] (No. K/P: .....**) yang cukup umur dan seorang warganegara Malaysia yang beralamat di **[your residential address]** dengan ini sesungguhnya berikrar dan menyatakan seperti berikut:

1. Saya adalah Pempetisyen Dalam Kamar di Tetuan **[your firm's name]**.
2. Saya telah menyampaikan sesalinan Petisyen Penerimaan Masuk Peguambela & Peguamcara dan Notis, Borang 1 bertarikh ..... dan Borang 2 bertarikh ..... bersama-sama dengan Affidavit **[your name]** yang diikrarkan pada ..... di Pejabat-pejabat berikut:
  - a. Pejabat Peguam Negara Malaysia di **[AG's Chambers' address]** pada ..... jam .....
  - b. Pejabat Majlis Peguam Malaysia di **[Malaysian Bar Council's address]** pada ..... jam .....
  - c. Pejabat Jawatankuasa Peguam **[relevant State]** di **[relevant State Bar Committee's address]** pada ..... jam .....
3. Pegawai-pegawai bertugas di Pejabat-pejabat tersebut di atas telah mengesahkan penerimaan dokumen tersebut dengan menandatangani dan meletakkan cop pejabat masing-masing atas salinan dokumen tersebut disertakan bersama dan ditandakan sebagai Ekshibit 'A'.

DIKRARKAN oleh **[your name]** Di )  
pada )  
)  
)

Di hadapan saya,

Pesuruhjaya Sumpah

Afidavit Penyampaian ini difaalkan oleh **[your firm's name, address and telephone number]**

## Sample Admission to the Bar Papers

### Sample Statutory Declaration if there is a difference in name

#### BORANG AKUAN

Saya, **[your name] (No. KP** ) yang beralamat di **[your residential address]** dengan sesungguhnya dan sebenarnya mengaku bahawa:

Nama **[name on your certificate]** yang tertera di Sijil **[your certificate's name]** adalah merujuk kepada saya, iaitu **[your name as on your birth certificate/IC]** dan saya membuat akuan ini dengan kepercayaan bahawa apa-apa yang tersebut di dalamnya adalah benar, serta menurut Akta Akaun Berkanun, 1960.

Diperbuat dan dengan sebenar-benarnya )  
 diakui oleh yang tersebut nama di atas iaitu )  
**[your name]** )  
 di Kuala Lumpur )  
 pada )

Di hadapan saya,

Pesuruhjaya Sumpah

## Sample Admission to the Bar Papers

### Summons in Chambers for "Short Call"

BORANG 3  
DI MAHKAMAH TINGGI MALAYA DI.....  
(BAHAGIAN RAYUAN & KUASA-KUASA KHAS)  
PETISYEN UNTUK PENERIMAAN MASUK NO. **insert petition no.**

Dalam Perkaranya di Mahkamah Tinggi di  
..... Petisyen  
untuk Penerimaan Masuk Peguambela  
dan Peguamcara No: .....

Dalam Perkaranya .....  
.....  
Dan  
Dalam Perkaranya Seksyen 36(2)(a) & (b) Akta Profesion  
Undang-Undang 1976

PEMOHON

**SAMAN DALAM KAMAR**

BENARKAN SEMUA PIHAK yang berkenaan hadir di hadapan Tuan Hakim dalam Kamar pada ..... haribulan  
..... pada pukul ..... pagi/petang untuk mendengarkan permohonan bagi pihak  
Pemohon di bawah Seksyen 36 (2) (a) & (b) Akta Profesion Undang-Undang 1976, untuk suatu perintah bahawa  
..... yang sedang menjalani tempoh latihannya di kamar Pemohon dibenarkan hadir bagi  
pihak Pemohon atau Tetuan .....

- (a) dalam tempoh tiga (3) bulan dari tarikh Perintah ini:
- (i) di hadapan Hakim atau Pendaftar Mahkamah Tinggi di dalam kamar;
  - (ii) di hadapan Hakim Mahkamah Sesyen atau Majistret di dalam kamar;
  - (iii) di hadapan Pendaftar Mahkamah-Mahkamah Rendah;
- bagi sebutan kes yang termasuk memasukkan penghakiman ingkar atau untuk memohon jaminan atau untuk  
mendapat penghakiman atau perintah persetujuan; dan
- (b) pada akhir jangkamasa selama tiga (3) bulan tersebut di dalam kamar di Mahkamah Tinggi dan di Mahkamah  
Rendah dan di hadapan mana-mana Majistret untuk mengendalikannya sebarang kausa atau perkara.

Bertarikh ..... haribulan ..... 20.....

.....  
Timbalan Pendaftar  
Mahkamah Tinggi

Saman Dalam Kamar ini telah difailkan oleh Tetuan .....

Saman Dalam Kamar ini di sokong oleh Afidavit-Afidavit .....  
dan ..... kedua-duanya yang telah  
diikrarkan pada ..... dan difailkan di sini.

Kepada:

1. Yang Berbahagia Peguam Negara, Malaysia
2. Setiausaha, Majlis Peguam
3. Setiausaha, Jawatankuasa Peguam

## Sample Admission to the Bar Papers

### Pupil Master's Affidavit for "Short Call"

BORANG 4  
DI MAHKAMAH TINGGI MALAYA DI.....  
(BAHAGIAN RAYUAN & KUASA-KUASA KHAS)  
PETISYEN UNTUK PENERIMAAN MASUK NO. **insert petition no.**

Dalam Perkaranya di Mahkamah Tinggi di  
..... Petisyen  
untuk Penerimaan Masuk Peguambela  
dan Peguamcara No: .....

Dalam Perkaranya .....  
.....  
Dan  
Dalam Perkaranya Seksyen 36(2)(a) & (b) Akta Profesion  
Undang-Undang 1976

PEMOHON

**AFIDAVIT**

Saya, ..... yang cukup umur dan beralamat di  
.....  
.....

dengan ini sesungguhnya berikrar dan menyatakan seperti berikut:

1. Saya adalah seorang Peguambela dan Peguamcara Mahkamah Tinggi Malaysia.
2. Saya adalah Peguambela dan Peguamcara pengamal Mahkamah Tinggi Malaysia dan sedang menjalankan dan telah menjalankan amalan secara aktif dalam Malaysia bagi jumlah tempoh tidak kurang daripada (7) tahun sebelum sahaja tarikh latihan ..... bermula.
3. .... tersebut adalah seorang berkelayakan di bawah Akta Profesion Undang-Undang, 1976 dan sejak ..... menjalani latihan guaman dan menerima arahan dan petunjuk dalam undang-undang di firma saya, Tetuan .....
4. .... tersebut telah memfailkan Petisyen di Mahkamah Yang Mulia ini pada ..... memohon supaya diterima masuk dan didaftarkan sebagai Peguambela dan Peguamcara Mahkamah Tinggi di Malaysia.
5. Saya berhasrat, sementara menanti pendengaran Petisyen tersebut, ..... boleh dibenarkan mewakili saya dan firma saya, Tetuan ..... di Mahkamah sepertimana yang diperuntukkan di bawah Seksyen 36 (2) (a) & (b) Akta Profesion Undang-Undang, 1976.
6. Saya dengan hormatnya meminta Mahkamah Yang Mulia untuk Perintah seperti yang dipohon.

DIKRAR DI .....  
pada ..... haribulan ..... 20.....

Di hadapan saya,

.....  
Pesuruhjaya Sumpah

Afidavit ini difailkan oleh .....

## Sample Admission to the Bar Papers

### Pupil's Affidavit for "Short Call"

BORANG 5  
DI MAHKAMAH TINGGI MALAYA DI.....  
(BAHAGIAN RAYUAN & KUASA-KUASA KHAS)  
PETISYEN UNTUK PENERIMAAN MASUK NO. **insert petition no.**

Dalam Perkaranya di Mahkamah Tinggi di  
..... Petisyen  
untuk Penerimaan Masuk Peguambela  
dan Peguamcara No: .....

Dalam Perkaranya .....  
.....  
Dan  
Dalam Perkaranya Seksyen 36(2)(a) & (b) Akta Profesion  
Undang-Undang 1976

PEMOHON

**AFIDAVIT**

Saya, ..... yang cukup umur dan beralamat di  
.....  
.....

dengan ini sesungguhnya berikrar dan menyatakan seperti berikut:

1. Saya telah dari ..... dan terus pada masa ini menjalani latihan guaman dan menerima arahan dan petunjuk dalam undang-undang daripada Encik/Puan/Cik ....., Peguambela dan Peguamcara beralamat di .....
2. Saya telah pada ..... haribulan ..... memfailkan Petisyen dalam Mahkamah yang Mulia mengharapkan diterima masuk dan didaftarkan sebagai Peguambela dan Peguamcara di Mahkamah Tinggi Malaya.
3. Saya ingin hadir dan mewakili Encik/Puan/Cik ..... dari Tetuan ..... sepertimana yang dipohon melalui Saman Dalam Kamar di bawah Seksyen 36 (2) (a) & (b) Akta Profesion Undang-Undang, 1976.
4. Saya dengan hormatnya meminta Mahkamah Yang Mulia untuk Perintah seperti yang dipohon.

DIIKRAR DI .....  
pada ..... haribulan ..... 20.....

Di hadapan saya,

.....  
Pesuruhjaya Sumpah

Afidavit ini difailkan oleh .....

## Sample Admission to the Bar Papers

### Sample Affidavit of Service of Borang 3, Borang 4 and Borang 5

DI MAHKAMAH TINGGI MALAYA DI.....  
 (BAHAGIAN RAYUAN & KUASA-KUASA KHAS)  
PETISYEN UNTUK PENERIMAAN MASUK NO. **insert petition no.**

Dalam Perkara di Mahkamah Tinggi di .....  
 ..... Petisyen  
 untuk Penerimaan Masuk Peguambela  
 dan Peguamcara No: .....

Dalam Perkara .....  
 .....  
 .....  
 Dan  
 Dalam Perkara Seksyen 36(2)(a) & (b) Akta Profesion  
 Undang-Undang 1976 (Akta 166)

Your master's name

PEMOHON

#### **AFIDAVIT PENYAMPAIAN**

Saya, **[your name]** (No. K/P: ..... ) seorang warganegara Malaysia yang cukup umur dan beralamat di **[your residential address]** dengan ini sesungguhnya berikrar dan menyatakan seperti berikut:

- Saya adalah seorang pelatih dalam kamar di **[your firm]** yang beralamat di **[your firm's address]**.
- Bahawa saya telah menyampaikan satu salinan Saman dalam Kamar bertarikh ..... dan Affidavit **[your master's name]** yang diikrarkan pada ..... serta Affidavit **[your name]** yang diikrarkan pada ..... (selepas ini dirujuk secara kolektif sebagai "dokumen-dokumen tersebut") dengan cara penyampaian kepada badan-badan yang berkenaan pada tarikh-tarikh yang dinyatakan di bawah:
  - bahawa saya pada ....., pukul ..... telah menyampaikan sesalinan dokumen-dokumen tersebut kepada seorang kerani/pegawai di Pejabat Majlis Peguam Malaysia yang beralamat di **[Malaysian Bar Council's address]**, yang telah menerima bagi pihak Majlis Peguam dan mengakui penerimaannya di atas salinan dokumen-dokumen tersebut;
  - bahawa saya pada ....., pukul ..... telah menyampaikan sesalinan dokumen-dokumen tersebut kepada seorang kerani/pegawai di Pejabat Jawatankuasa Peguam **[relevant State]** yang beralamat di **[relevant State Bar Committee's address]**, yang telah menerima bagi pihak Jawatankuasa Peguam dan mengakui penerimaannya di atas salinan dokumen-dokumen tersebut; dan
  - bahawa saya pada ..... pukul ..... telah menyampaikan sesalinan dokumen-dokumen tersebut kepada seorang kerani/pegawai di Pejabat Yang Berbahagia Peguam Negara Malaysia, yang beralamat di **[AG's Chambers' address]** yang telah menerima bagi pihak Yang Berbahagia Peguam Negara Malaysia dan mengakui penerimaannya di atas salinan dokumen-dokumen tersebut.
- Satu salinan dokumen-dokumen tersebut yang diserahkan dan diakui penerimaannya oleh ketiga-tiga pihak tersebut berserta dengan Cop Rasmi penerimaan masing-masing dilampirkan di sini dan ditandakan secara kolektif sebagai Ekshibit "A".

Berkenaan dengan Petisyen untuk Penerimaan ..... )  
 Masuk Peguambela dan Peguamcara No. **insert petition no** ..... )  
 Berkenaan dengan Affidavit oleh Deponen bernama ..... )  
**[your name]** ..... )  
 Diikrarkan pada ..... hb ..... 20..... )  
 Di Kuala Lumpur, Jam ..... pagi/petang ..... )

Di hadapan saya,

Pesuruhjaya Sumpah

Affidavit Penyampaian ini difaillkan oleh **[your firm's name, address and telephone number]**

## Sample Admission to the Bar Papers

### Sample Draft Order for "Short Call"

DI MAHKAMAH TINGGI MALAYA DI.....  
 (BAHAGIAN RAYUAN & KUASA-KUASA KHAS)  
PETISYEN UNTUK PENERIMAAN MASUK NO. **insert petition no.**

Petisyen untuk Penerimaan Masuk Dalam Perkara .....  
 Peguambela dan Peguamcara beralamat di .....  
 No.18 - .....

Dan  
 Dalam Perkara Seksyen 36(2)(a) & (b) Akta Profesion  
 Undang-Undang 1976 (Akta 166)

**Your Master's name**

PEMOHON

**DI HADAPAN YANG ARIF HAKIM MAHKAMAH TINGGI**

**[Judge's name]**

**PADA [date]**

**DALAM KAMAR**

**PERINTAH**

**ATAS PERMOHONAN** Pemohon yang telah didengar pada hari ini **DAN SETELAH MEMBACA** Saman Dalam Kamar bertarikh pada ....., Afidavit-Afidavit **[your master's name]** dan **[your name]** kedua-duanya diikrarkan pada ....., dan surat-surat tiada bantahan daripada Majlis Peguam Malaysia dan Jawatankuasa Peguam **[relevant State]** **DAN SETELAH MENDENGAR [your Mover's name]**, Peguam bagi pihak Pemohon **ADALAH DIPERINTAHKAN** bahawa **[your name]** yang sedang menjalani latihannya dalam kamar Pemohon dibenarkan hadir bagi pihak Pemohon atau Tetuan **[your firm's name]** yang beralamat di **[your firm's address]**:

- (a) dalam tempoh tiga (3) bulan dari tarikh Perintah ini:
  - (i) di hadapan Hakim atau Pendaftar Mahkamah Tinggi, di dalam Kamar;
  - (ii) di hadapan Hakim Mahkamah Sesyen atau Majistret, di dalam Kamar;
  - (iii) di hadapan Pendaftar Mahkamah-Mahkamah Rendah;

bagi sebutan kes yang termasuk memasukkan penghakiman ingkar atau untuk memohon jaminan atau untuk mendapat penghakiman atau perintah persetujuan; dan

- (b) pada akhir jangkamasa selama tiga (3) bulan tersebut di dalam kamar di Mahkamah Tinggi dan di Mahkamah Rendah dan di hadapan mana-mana Majistret untuk mengendalikan sebarang kausa atau perkara.

Bertarikh ..... haribulan .....

Untuk Kelulusan Tuan,

Tetuan **[your firm's name]**

Penolong Kanan Pendaftar  
 Mahkamah Tinggi

Perintah ini difailkan oleh **[your firm's name, address and telephone number]**

## Sample Admission to the Bar Papers

### Sample of Notice of Change of Master

DI MAHKAMAH TINGGI MALAYA DI KUALA LUMPUR  
(BAHAGIAN RAYUAN & KUASA-KUASA KHAS)  
PETISYEN UNTUK PENERIMAAN MASUK NO. **insert petition no.**

Petisyen untuk Penerimaan Masuk Dalam Perkara .....  
Peguambela dan Peguamcara beralamat di .....  
No. ....  
Dan  
Dalam Perkara Seksyen 10 dan 15 Akta Profesion  
Undang-Undang 1976 (Akta 166)

#### **NOTIS PENUKARAN PENGAJAR**

**AMBIL PERHATIAN** bahawa [**your new master's name**] adalah Pengajar baru bagi Pempetisyen, [**your name**] dalam Petisyen ini mulai ..... hb ..... 20 ....., menggantikan [**your former master's name**].

Alamat penyampaian bagi [**new master's name**] yang dinamakan diatas ialah [**your new master's firm name and address**].

Bertarikh ..... hb ..... 20 .....

.....  
Pempetisyen

- Kepada:
1. Yang Berbahagia Peguam Negara Malaysia
  2. Setiausaha Kehormat, Majlis Peguam Malaysia
  3. Setiausaha Kehormat, Jawatankuasa Peguam [**relevant State(s)**]

Notis Penukaran Pengajar ini difaalkan oleh [**your firm's name, address and telephone number**].

## Sample Admission to the Bar Papers

### Certificate of Good Character

BORANG 7  
DI MAHKAMAH TINGGI MALAYA DI KUALA LUMPUR

Petisyen untuk Penerimaan Masuk Dalam Perkara .....  
Peguambela dan Peguamcara beralamat di .....  
No. ....

Dan

Dalam Perkara Seksyen 10 dan 15 Akta Profesion  
Undang-Undang 1976 (Akta 166)

PEMPETISYEN

**SIJIL KELAKUAN BAIK**

Ini adalah untuk mengesahkan bahawa saya telah mengenali .....  
..... selama lebih daripada lima tahun.

Saya berpendapat dia adalah seorang yang berkelakuan baik dan seorang yang layak dan sepatutnya diterima masuk dan didaftarkan sebagai seorang Peguambela dan Peguamcara Mahkamah Tinggi Malaya.

Bertarikh ..... haribulan ..... 20.....

Nama .....  
Pekerjaan .....  
Alamat .....  
.....  
.....

.....  
Tandatangan

## Sample Admission to the Bar Papers

### Certificate of Diligence

**BORANG 8**  
**DI MAHKAMAH TINGGI MALAYA DI KUALA LUMPUR**

Petisyen untuk Penerimaan Masuk Dalam Perkara .....  
 Peguambela dan Peguamcara beralamat di .....  
 No. ....

Dan

Dalam Perkara Seksyen 10 dan 15 Akta Profesion  
 Undang-Undang 1976 (Akta 166)

PEMPETISYEN

**SIJIL KERAJINAN**

Saya ..... dari Tetuan  
 ..... yang beralamat  
 .....

dengan ini mengesahkan seperti berikut:

1. Saya adalah Peguambela dan Peguamcara pengamal Mahkamah Tinggi Malaya dan sedang menjalankan dan telah menjalankan amalan secara aktif dalam Malaysia bagi jumlah tempoh tidak kurang daripada (7) tahun sebelum sahaja tarikh latihan ..... bermula.
2. .... (kemudian daripada ini dipanggil "Pempetisyen") saya kenali secara peribadi dan telah selama tempoh dari ..... haribulan .....20..... hingga ..... haribulan ..... 20..... menjalani tempoh latihan yang ditetapkan.
3. Pempetisyen telah menerima pengajaran dan mendapat pengalaman dalam undang-undang dan telah menjalani secara memuaskan Program Syarahan Etika yang dikelolakan oleh Majlis Peguam pada ..... haribulan ..... 20.....
4. Pempetisyen rajin dalam kerja.

Bertarikh ..... haribulan ..... 20.....

.....  
 Tandatangan

## Sample Admission to the Bar Papers

### Affidavit exhibiting supporting documents for Admission to the Bar

**BORANG 6**  
**DI MAHKAMAH TINGGI MALAYA DI KUALA LUMPUR**

Petisyen            untuk            Penerimaan            Masuk            Dalam Perkara .....

Peguambela            dan            Peguamcara            beralamat di .....

No. ....

Dan

Dalam Perkara Seksyen 10 dan 15 Akta Profesion  
Undang-Undang 1976 (Akta 166)

PEMPETISYEN

**AFIDAVIT**

Saya, ..... yang cukup umur dan tinggal di .....

..... dengan ini  
sesungguhnya berikrar dan menyatakan seperti berikut:

1. Saya adalah Pempetisyen dalam Petisyen ini.
2. Saya telah mencapai umur lapan belas tahun. Salinan Sijil Beranak saya dilampirkan di sini dan bertanda "A".
3. Saya adalah seorang warganegara Malaysia. Salinan Kad Pengenalan saya dilampirkan di sini dan bertanda "B".
4. Saya adalah orang berkelayakan di bawah Akta Profesion Undang-Undang 1976 (Akta 166). Salinan sebenar keterangan dokumentari yang menunjukkan saya orang berkelayakan dilampirkan di sini dan bertanda "C".
5. Sijil Kelakuan Baik daripada .....  
.....  
..... dilampirkan di sini dan masing-masingnya bertanda "D" dan "E".
6. Saya telah, bagi tempoh bermula dari ..... haribulan ..... 20..... hingga  
..... haribulan ..... 20..... dengan rajinnya belajar dalam Kamar Encik/Puan/Cik\*  
..... dari ..... Tetuan  
..... seorang Peguambela dan  
Peguamcara Mahkamah Tinggi Malaya yang menjalankan dan telah menjalankan amalan secara aktif dalam  
Malaysia bagi jumlah tempoh tidak kurang daripada tujuh (7) tahun sebelum sahaja tarikh latihan saya bermula. Sijil  
Kerajinan dari Pengajar saya dilampirkan di sini dan bertanda "F".
- \*7. Saya telah lulus Peperiksaan Kelayakan Bahasa Malaysia. Salinan Sijil yang ditandatangani oleh Setiausaha Lembaga  
Kelayakan dilampirkan di sini dan bertanda "G".
- \*7. Saya telah dikecualikan daripada Peperiksaan Kelayakan Bahasa Malaysia oleh Lembaga Kelayakan. Salinan Sijil  
Pengecualian yang ditandatangani oleh Setiausaha Lembaga Kelayakan dilampirkan di sini dan bertanda "G".
8. Saya telah memfaikkan Petisyen di Mahkamah Tinggi Malaya di Kuala Lumpur memohon memohon diterima masuk dan  
didaftarkan sebagai Peguambela dan Peguamcara Mahkamah Tinggi di Malaya. Notis-notis yang memberitahu  
bahawa saya telah mepetisyen sedemikian telah ditampalkan pada semua Mahkamah Tinggi untuk selama  
sekurang-kurangnya tiga (3) bulan dari tarikh penampalan terakhir. Salinan Sijil Penampalan Terakhir dilampirkan di  
sini dan bertanda "H".

DIIKRAR oleh yang bernama di atas di  
..... pada  
haribulan ..... 20....  
pukul ..... pagi/petang  
.....

Di hadapan saya,  
.....  
Pesuruhjaya Sumpah

## Sample Admission to the Bar Papers

### Sample of Sijil Pengesahan Dokumen

DI MAHKAMAH TINGGI MALAYA DI KUALA LUMPUR  
(BAHAGIAN RAYUAN & KUASA-KUASA KHAS)  
PETISYEN UNTUK PENERIMAAN MASUK NO. **insert petition no.**

Petisyen        untuk        Penerimaan        Masuk        Dalam Perkara .....  
Peguambela        dan        Peguamcara        beralamat di .....  
No. ....  
.....  
Dan  
Dalam Perkara Seksyen 10 dan 15 Akta Profesion  
Undang-Undang 1976 (Akta 166)

**Your name**

PEMPETISYEN

**SIJIL PENGESAHAN DOKUMEN**

Saya dengan ini **MENGESAHKAN** bahawa saya telah dengan sendiri memeriksa dan membandingkan salinan-salinan dokumen yang dikepikan kepada Afidavit Sokongan Petisyen dengan salinan-salinannya yang asal dan mendapati dokumen-dokumen yang tersebut di atas adalah salinan-salinan yang asal.

Bertarikh..... haribulan ..... 20.....

.....  
Penolong Kanan Pendaftar  
Mahkamah Tinggi  
Kuala Lumpur

Sijil Pengesahan Dokumen ini telah difaillkan oleh **[your firm's name, address and telephone number]**

## Sample Admission to the Bar Papers

### Sample of Notis Perbicaraan

DI MAHKAMAH TINGGI MALAYA DI.....  
 (BAHAGIAN RAYUAN & KUASA-KUASA KHAS)  
PETISYEN UNTUK PENERIMAAN MASUK NO. **insert petition no.**

Petisyen untuk Penerimaan Masuk Dalam Perkara .....  
 Peguambela dan Peguamcara beralamat di .....  
 No. ....

Dan  
 Dalam Perkara Seksyen 10 dan 15 Akta Profesion  
 Undang-Undang 1976 (Akta 166)

Your name

PEMPETISYEN

#### **NOTIS PERBICARAAN**

**SILA AMBIL NOTIS** bahawa Petisyen yang disebutkan di atas telah ditetapkan untuk perbicaraan di hadapan Yang Arif Hakim ..... di Mahkamah Tinggi Malaya di ..... pada .....  
 haribulan ..... jam ..... pagi/petang.

Bertarikh..... haribulan ..... 20.....

.....  
 Penolong Kanan Pendaftar  
 Mahkamah Tinggi Malaya  
 .....

Kepada:

- (1) Yang Berbahagia, Peguam Negara Malaysia
- (2) Setiausaha Kehormat, Majlis Peguam Malaysia
- (3) Setiausaha Kehormat, Jawatankuasa Peguam .....

Notis Perbicaraan ini telah difailkan oleh **[your firm's name, address and telephone number]**

## Sample Admission to the Bar Papers

### Sample Draft Order for Admission to the Bar

DI MAHKAMAH TINGGI MALAYA DI.....  
 (BAHAGIAN RAYUAN & KUASA-KUASA KHAS)  
PETISYEN UNTUK PENERIMAAN MASUK NO. **insert petition no.**

Petisyen untuk Penerimaan Masuk Dalam Perkara .....  
 Peguambela dan Peguamcara beralamat di .....  
 No. ....  
 Dan  
 Dalam Perkara Seksyen 10 dan 15 Akta Profesion  
 Undang-Undang 1976 (Akta 166)

Your name

PEMPETISYEN

**DI HADAPAN YANG ARIF HAKIM MAHKAMAH TINGGI**

[insert Judge's name]

PADA [insert date]

**DI MAHKAMAH TERBUKA**

**PERINTAH**

**PETISYEN INI** telah didengar pada hari ini dengan kehadiran [**your Mover's name**] bagi Pempetisyen; ..... Peguam Persekutuan bagi YB Peguam Negara Malaysia, ..... bagi Majlis Peguam Malaysia dan ..... bagi Jawatankuasa Peguam ..... **DAN SETELAH MEMBACA** Petisyen Pempetisyen bertarikh ....., Afidavit Pempetisyen yang diikrarkan pada ....., laporan yang dibuat menurut Seksyen 14(1) Akta Profesion Undang-Undang 1976 dan Sijil Pengesahan Dokumen bertarikh ..... **DAN SETELAH MENDENGAR** Peguam bagi Pempetisyen dan semua pihak berkenaan tiada bantahan, **ADALAH DIPERINTAHKAN** bahawa [**your name**] diterima masuk dan didaftarkan sebagai seorang Peguambela dan Peguamcara Mahkamah Tinggi Malaya.

Betarikh

haribulan

Untuk Kelulusan Tuan,

.....  
 Tetuan [**your firm's name**]

.....  
 Penolong Kanan Pendaftar  
 Mahkamah Tinggi Malaya  
 .....

Perintah ini difaalkan oleh [**your firm's name, address and telephone number**]

## Relevant Extracts from the Legal Profession Act 1976

### PART 1

#### *Preliminary*

#### **Section 1. Short title and commencement**

1. This Act may be cited as the Legal Profession Act, 1976 and shall come into operation on such date or dates as the Minister may, by notification in the Gazette, appoint.
2. The Minister may appoint different dates for the coming into operation of the different parts or provisions of this Act and different dates may be appointed for the coming into operation of this Act in West Malaysia, Sabah and Sarawak. \*

**\* The Act came into force in West Malaysia on 1 June 1977 vide PU (B) 327/77 but has not been extended to Sabah and Sarawak.**

#### **Section 2. Application**

This Act shall apply throughout Malaysia but shall only be made applicable to Sabah and Sarawak with such modifications as the Yang di-Pertuan Agong may by order make; and such Order shall be published in the Gazette.

#### **Section 3. Interpretation**

In this Act unless the context otherwise requires:

“Advocate and Solicitor”, and “Solicitor” where the context requires means an Advocate and Solicitor of the High Court admitted and enrolled under this Act or under any written law prior to the coming into operation of this Act;

“articled clerk” has the meaning assigned to it in Section 20;

“Bahasa Malaysia Qualifying Examination” means an examination conducted by the Board or other persons appointed by the Board for that purpose;

“Bar Council” and “Council” mean the central council of the Malaysian Bar established under Section 47;

“Bar Committee” means a Bar Committee elected under Section 70;

“the Board” means the Legal Profession Qualifying Board established under Section 4;

**Note: With effect from 24.6.1994, all references to the Supreme Court shall be construed as references to the Federal Court and all references to the Lord President of the Supreme Court shall be construed as references to the Chief Justice of the Federal Court.**

**[Authority: Act A885]**

## Relevant Extracts from the Legal Profession Act 1976

“client” includes,

- a. in relation to contentious business, any person who as a principal or on behalf of another person retains or employs, an Advocate and Solicitor, and any person who is or may be liable to pay a Solicitor’s costs;
- b. in relation to non-contentious business, any person, who as a principal or on behalf of another, or as a trustee, executor or administrator, or in any other capacity, has power, express or implied, to retain or employ, and retains or employs, an Advocate and Solicitor, and any person for the time being liable to pay an Advocate and Solicitor for his service and costs;

“Compensation Fund” and “the Fund” mean the fund maintained and administered in accordance with Section 80;

“contentious business” means business done by an Advocate and Solicitor, in or for the purpose of proceedings begun before a Court of justice, tribunal, board, commission, council, statutory body or an arbitrator;

“costs” includes fees, charges, disbursements, expenses and remuneration;

“Court” means the High Court or a Judge thereof when sitting in open Court, and “Judge” means a Judge of the High Court sitting in Chambers;

“Faculty of Law” means the Faculty of Law of a University established under the Universities and University Colleges Act 1971 [Act 30], the Faculty of Law of the Universiti Teknologi MARA established under the Universiti Teknologi MARA Act 1976 [Act 173] and the Kuliyyah of Law of the International Islamic University of Malaysia established pursuant to the Companies Act 1965 [Act 125];

“Disciplinary Committee” - (Deleted by Act A812: s.2).

“Faculty” - (Deleted by Act A812:s.2).

\* “Inquiry Committee” - (Deleted by Act A812:s.2).

“legal officer” means a qualified person in the judicial and legal service;

“Malaysian Bar” and “Bar” mean the body corporate established under Section 41;

“Minister” means the Minister responsible for law;

## Relevant Extracts from the Legal Profession Act 1976

“the Ordinance” means the Advocates and Solicitors Ordinance, 1947 [M.U.4 of 1947];

“pleader” means a pleader entitled to practise at the date of coming into operation of this Act;

“practising certificate” means a certificate issued by the Registrar under Section 29;

“qualified person” means any person who:

- a. has passed the final examination leading to the degree of Bachelor of Laws of the University of Malaya, the University of Malaya in Singapore, the University of Singapore or the National University of Singapore;
- b. is a Barrister-at-law of England; or
- c. is in possession of such other qualification as may by notification in the Gazette\*\* be declared by the Board to be sufficient to make a person a qualified person for the purposes of this Act;

“Register of Practitioners” means the annual register kept by the Registrar under Section 31;

“Registrar” means the Registrar of the High Court and includes a Deputy Registrar, Senior Assistant Registrar and an Assistant Registrar;

“Roll” means the Roll of Advocates and Solicitors of the High Court kept by the Registrar under Section 28;

“Rules Committee” means the Rules Committee constituted under any written law and empowered to make rules regulating the procedure in the High Court;

“Sijil Annual” means the certificate issued by the Council under Section 32;

“Solicitors Costs Committee” means the Solicitors Costs Committee constituted under Section 113.

**\* Reference to these definitions shall be construed as reference to “Disciplinary Board” - Act A812**

**\*\* P. U. (B) 633/1981, P. U. (B) 737/1981, P. U. (B) 341/1982, P. U. (B) 521/1983, P. U. (B) 123/1984, P. U. (B) 22/1992.**

### **PART II**

#### **Legal Profession Qualifying Board**

##### **Section 4. Legal Profession Qualifying Board**

There is established a body to be called the Legal Profession Qualifying Board.

## Relevant Extracts from the Legal Profession Act 1976

### Section 5. Functions of Board

The Board shall have the following functions:

- a. to prescribe the qualifications required for the entry of any person into articles with a view to his admission as an Advocate and Solicitor;
- b. to provide courses of instruction for, and to regulate the training and instruction of, articulated clerks;
- c. to provide for the examination of articulated clerks wishing to become qualified persons;
- d. to decide on the qualifications, if any, other than those set out in paragraphs (a) and (b) of the definition of "qualified person" in Section 3, which may entitle a person to become a qualified person for the purposes of this Act;
- e. to provide courses of instruction for, and for the examination of, persons whose qualifications are not sufficient to make them qualified persons for the purposes of this Act except after undergoing the courses and passing the examination;
- f. to provide for the management and conduct of the Bahasa Malaysia Qualifying Examination.

### Section 6. General power of Board and power to make rules

1. In addition to any other powers conferred by this Act the Board may make rules and do all things which are necessary and incidental in order to carry out into effect the objects of this Part and the functions of the Board.
2. Without prejudice to the generality of subsection (1) but subject to this Part, the Board may in particular make rules\*:
  - a. for regulating the meetings and proceedings of the Board;
  - b. for the taking and retaining of articulated clerks by principals and for the conduct, duties and responsibilities of the parties;
  - c. for regulating the manner in which articulated clerks serve their period of articleship;
  - d. specifying the subjects in which articulated clerks are required to be proficient in;
  - e. for the examination from time to time of articulated clerks;
  - f. for the exemption of articulated clerks from courses of instruction or from examination;
  - g. for the appointment of lecturers and examiners and for the payment of fees to them;
  - h. for the management and conduct of, and the exemption of certain categories of qualified persons and articulated clerks from, the Bahasa Malaysia Qualifying Examination;
  - i. for prescribing the forms to be used and the fees to be paid under this Part.
3. (Deleted by Act A567:s.4)

\* 1. *Legal Profession (Articled Clerks) Rules 1979, page 133*

2. *Bahasa Malaysia Qualifying Examination (Qualified Persons) Fees Rules 1984, page 145*

## Relevant Extracts from the Legal Profession Act 1976

### **Section 7. Membership of Board**

The Board shall consist of:

- a. the Attorney General who shall be the Chairman;
- b. two Judges nominated by the Lord President;
- c. the Chairman of the Bar Council; and
- d. a full-time member of the academic staff of a Faculty of Law nominated by the Minister of Higher Education.

### **Section 8. Election of acting Chairman**

1. The Chairman shall preside at meetings of the Board; and in the absence of the Chairman, the members of the Board present at the meeting shall elect an acting Chairman who shall have and exercise all the powers of the Chairman.
2. The Chief Registrar shall be the Secretary of the Board
3. The Board shall appoint such officers as it considers necessary and shall have power to pay remuneration to its employees.

### **Section 9. Meetings of Board and quorum**

1. The Board shall meet at such times and such places as the Chairman may appoint.
2. The Board shall have power to fix a quorum for its meetings.
3. Each member of the Board shall have one vote and where there is an equality of votes, the Chairman of the meeting shall have a casting vote.

### ***Qualified Persons***

#### **Section 10. Admission of Advocates and Solicitors**

The High Court may at its discretion and subject to this Act admit as an Advocate and Solicitor of the High Court:

- a. any qualified person; and
- b. any articulated clerk who has complied with Section 25:

Provided that no person who is a qualified person by reason of his having passed the final examination for the degree or other qualification which makes him a qualified person under paragraph (a), (b) or (c) of the definition of "qualified person" in Section 3 shall be admitted as an Advocate and Solicitor before the degree or other qualification has been conferred upon him.

## Relevant Extracts from the Legal Profession Act 1976

### Section 11. Qualifications for admission

1. Subject to Section 14, a qualified person may be admitted as an Advocate and Solicitor if he:
  - a. has attained the age of eighteen years;
  - b. is of good character and
    - i. has not been convicted in Malaysia or elsewhere of a criminal offence as would render him unfit to be a member of his profession, and in particular, but not limited to, an offence involving fraud or dishonesty;
    - ii. has not been adjudicated bankrupt and has not been found guilty of any of the acts or omissions mentioned in paragraph (a), (b), (c), (d), (e), (f), (h), (k) or (l) of subsection (6) of Section 33 of the Bankruptcy Act 1967 [Act 360];
    - iii. has not done any other act which, if being a Barrister or Solicitor in England, would render him liable to be disbarred, disqualified or suspended from practice; or
    - iv. has not been, or is not liable to be, disbarred, disqualified or suspended in his capacity as a legal practitioner in any other country;
  - c. is either a Federal citizen or a permanent resident of Malaysia;
  - d. has satisfactorily served in Malaysia the prescribed period of pupillage for qualified persons.
2. As from the 1st January, 1984, no qualified person shall be admitted as an Advocate and Solicitor unless, in addition to satisfying the requirements of subsection (1), he has passed or is exempted from the Bahasa Malaysia Qualifying Examination.

### Section 12. Period of pupillage of qualified person

1. For the purposes of this Part, a qualified person shall during his period of pupillage be known as a "pupil", and a person with whom a pupil serves his period of pupillage or any part thereof shall be known as a "master"
2. A qualified person shall, before he is admitted as an Advocate and Solicitor, serve a period of pupillage and, subject to this section and Section 13, the prescribed period of pupillage shall be nine months.
3. No qualified person shall, without the special leave in writing of the Bar Council, hold any office or engage in any employment of any kind, whether full-time or otherwise, during his period of pupillage, but nothing in this subsection shall preclude a pupil from receiving remuneration from his master.

## Relevant Extracts from the Legal Profession Act 1976

### Section 13. Exemption from period and qualification for pupillage

1. Subject to subsection (4) a pupil shall serve his period of pupillage with an Advocate and Solicitor who is and has been in active practice in Malaysia for a total period of not less than seven years immediately preceding the date of commencement of his pupillage:  
  
Provided that the Bar Council may on special grounds allow a pupil to serve his period of pupillage with an Advocate and Solicitor of less than seven years' standing.
2. The Bar Council may allow a qualified person to serve different parts of his period of pupillage with different masters.
3. The Bar Council may, in its sole discretion, exempt a qualified person from any period up to six months' pupillage upon application made to it supported by satisfactory evidence that:
  - a. there are special circumstances justifying a shortening of the period of pupillage; or
  - b. the applicant has for a period of not less than six months been a pupil or read in the chambers of a legal practitioner in active private practice, in the Commonwealth, of more than seven years' standing; or
  - c. the applicant is an articled clerk in Malaysia; or
  - d. the applicant has been engaged in active practice as a legal practitioner by whatever name called in any part of the Commonwealth for a period of not less than six months.
4. A qualified person who has served in the Judicial and Legal Service at least one year shall be exempted from serving any period of pupillage provided his application for admission as an Advocate and Solicitor is supported by a certificate from the Attorney General to the effect that he is a fit and proper person to be admitted as an Advocate and Solicitor.
5. The Bar Council may, in its sole discretion, upon an application made to it supported by satisfactory evidence in writing given by the Attorney General, exempt a qualified person who has served in the Judicial and Legal Service for at least three years from any period up to a maximum of six months' pupillage.

### Section 14. Filing of admission petition and enquiries, etc

1. Upon any petition for admission and enrolment as an Advocate and Solicitor being filed, the Bar Council shall make or cause to be made full inquiries in the character of the petitioner and upon such petition being set down for hearing, to\* forward to the Chief Justice a confidential report of the result of such inquiries.

*\* The word "to" should be omitted.*

## Relevant Extracts from the Legal Profession Act 1976

2. All the State Bar Committees (if more than one) in the States in which a person applying to be admitted pursuant to Section 15 has served his pupillage, shall upon the person's petition being set down for hearing make or cause to be made full inquiries into the character of the petitioner and the confidential report of the result of the inquiries shall be forwarded to the Chief Justice with such comments upon it as the Bar Council may consider necessary.
3. If any of the reports referred to in subsection (1) or subsection (2) is unfavourable to the petitioner the Chief Justice may, if he thinks fit, direct such report to be filed in Court and a copy thereof to be served on the petitioner and, subject to such directions as the Court may give, such report shall be taken into consideration on the hearing of the petition.
4. All reports and communications under this section shall be absolutely privileged.

### **Section 15. Petition for admission with affidavit**

1. This section shall apply to every person who proposes to apply to be admitted and enrolled as an Advocate and Solicitor.
2. An application for admission under this section shall be by a petition to the Court and verified by affidavit.
3. Every petitioner shall, not less than fourteen days before his petition is to be heard or such shorter period as the Court may allow, file an affidavit exhibiting:
  - a. where applicable, true copies of any documentary evidence showing that he is a qualified person;
  - b. two recent certificates as to his good character;
  - c. a certificate of diligence from his master with whom he served his pupillage in cases where he is required to serve a period of pupillage, or in the absence of such certificate any other evidence as the Court may require showing that he has served such pupillage with diligence;
  - d. where applicable, a certificate signed by the Secretary of the Board that the petitioner has attended the courses of instruction and passed the examinations, if any, required in his case under this Act;
  - e. where applicable, a certificate from his principal that he has satisfactorily served the appropriate period as an articled clerk;
  - f. true copies of any documentary evidence showing that he is either a Federal citizen or a permanent resident of Malaysia; and

## Relevant Extracts from the Legal Profession Act 1976

- g. true copies of any documentary evidence that he has passed or is exempted from the Bahasa Malaysia Qualifying Examination.
4. The petition, notice, affidavit and certificates referred to in this section shall be in the forms prescribed by the Board.
5. The petitioner shall file his petition at the Registrar's Office at the Central Registry accompanied by notices intimating that he has so petitioned; such notices shall be posted and continue to be posted at all the High Courts for three months before the petitioner is admitted and enrolled as an Advocate and Solicitor.

### **Section 16. Filing of petition and objection**

1. A copy each of the petition and the affidavit required to be filed under Section 15 together with the true copies of each document exhibited pursuant to that section shall, within seven days of the filing thereof in the Registrar's Office, and not less than ten days or such shorter period as the Court may allow before the date fixed for hearing the petition, be served on the Attorney General, the Bar Council and the State Bar Committee of the State in which the pupil has served any part of his period of pupillage.
2. If the Attorney General, the Bar Council or any State Bar Committee intends to object to any petition, there shall be served on the petitioner and filed in the Registrar's Office, not less than three clear days or any shorter period as the Court may allow before the date fixed for hearing the petition, a notice of objection which shall set out in brief terms the grounds of objection.
3. On a notice of objection being filed the petition shall be fixed for hearing within one month or as soon as may be before a Judge of the High Court.
4. The Attorney General, the Bar Council or the State Bar Committee need not be represented at the hearing of any petition unless the Attorney General, the Bar Council or the State Bar Committee, as the case may be, intends to object to that petition; but no order shall be made upon any petition unless the Court is satisfied that the petition, affidavit and true copies of each document have been duly served as required by subsection (1).

### **Section 17. Entering of caveat against admission**

1. Any person may enter a caveat against the admission of any petitioner and upon such caveat being entered no application for the admission of the petitioner shall be heard unless a notice of hearing of not less than 3 clear days has been served on the person entering the caveat.
2. Every caveat under this section shall be entered in the Registrar's Office and shall contain the full name, occupation and address of the caveator, a brief statement of the grounds of his objection and an address for service.
3. If at any time after the admission and enrolment of any petitioner as an Advocate and Solicitor, it is shown to the satisfaction of the Court that any petition, affidavit, certificate or other document filed by a petitioner contains any statement which is false or misleading in substance or a suppression of any material fact the name of the petitioner may be removed from the Roll.

## Relevant Extracts from the Legal Profession Act 1976

4. Where an Advocate and Solicitor has been removed from the Roll pursuant to subsection (3), the Registrar shall upon any further petition for admission made by the same person bring this fact to the notice of the Court and the Court shall, in the absence of special circumstances, refuse to grant such further petition.

### Section 18. Admission in special cases

1. Notwithstanding anything contained in this Act, the Court may, for the purpose of any one case and subject to the following subsections, admit to practise as an Advocate and Solicitor any person who, if he was a citizen of, or a permanent resident in, Malaysia, would be eligible to be admitted as an Advocate and Solicitor of the High Court and no person shall be admitted to practise as an Advocate and Solicitor under this subsection unless:
  - a. for the purpose of that particular case he has, in the opinion of the Court, special qualifications or experience of a nature not available amongst Advocates and Solicitors in Malaysia; and
  - b. he has been instructed by an Advocate and Solicitor in Malaysia.
2. Any person applying to be admitted under this section shall do so by originating motion verified by his own affidavit, or that of the Advocate and Solicitor instructing him, stating the names of the parties and the brief particulars of the cause or matter in which the applicant intends to appear, and exhibiting in the affidavit the consent of the applicant to appear in the cause or matter; the originating motion and affidavit or affidavits shall be served on the Attorney General, the Secretary of the Bar Council and of the State Bar Committee in the State where such cause or matter is to be heard and the other party or parties to the cause or matter; at the time of such service the applicant shall pay one hundred ringgit each to the Secretary of the Bar Council and of the State Bar Committee to cover their costs incurred in the application.
3. Before admitting a person under this section the Court shall have regard to the views of each of the persons served with the application.
4. The Registrar shall, on payment of the prescribed fee, issue to every person admitted under this section a certificate to practise\* specifying in it the causes or matters in which he is permitted to appear; and any person to whom a certificate to practise has been issued under this subsection shall for the purpose of his employment in such causes or matters be deemed to be a person to whom a certificate to practise has been issued under Section 29.
5. The Registrar shall not enter upon the Roll but shall keep a separate roll for the names of persons admitted under this section.
6. In this section the words "cause or matter" include any interlocutory or appeal proceedings connected with any cause or matter.

**\* This word should be read as "practise".**

## Relevant Extracts from the Legal Profession Act 1976

### **Section 19. Right of appeal by objectors**

The petitioner under Section 15 and the applicant under Section 18 and any one or more of the following namely - the Attorney General, the Board, the Secretary of the Bar Council or the Secretary of any State Bar Committee objecting to any petition or to the making of any order on an originating motion pursuant to Section 18 shall have a right of appeal to the Supreme Court:

Provided that a Judge who have\* made the order appealed from shall not be a member of the Federal Court.

*\* This word should be read as "has".*

### **Reviews**

#### **Section 26. Appeal from the decision of Board to Judge**

1. Any person dissatisfied with any decision of the Board may apply to a Judge for a review of the decision.
2. If the Board fails to determine any request within six weeks after it has been first submitted to it, the applicant may apply under this section as if the request had been determined adversely to him.
3. Every application under this section shall be made by summons in chambers on the petition of the appellant if he has filed a petition, otherwise by originating summons; the Judge hearing the application may in his discretion adjourn the application into open Court.
4. Every summons in chambers or originating summons, as the case may be, shall be supported by evidence on affidavit and shall be served together with the affidavit on the Board, such summons in chambers or originating summons shall not be heard before the expiry of twelve days after the date of service on the Board.
5. At or before the hearing of the application the Board may submit to the Judge a confidential report on the applicant; such report shall not be filed in Court but a copy thereof shall be furnished to the applicant.
6. A confidential report under this section shall be privileged.
7. At the hearing the Judge may dismiss the application or make any order under this Act as he considers fair and reasonable.
8. A Judge who is a member of the Board shall not hear any application under this section.

### **Hearing of Petitions and the Roll**

#### **Section 27. Hearing by Judge, a member of Board**

A Judge who is a member of the Board shall not hear any petition for admission.

#### **Section 28. Roll of Advocates and Solicitors**

1. The Registrar shall keep a Roll of Advocates and Solicitors with the dates of their respective admission.

## Relevant Extracts from the Legal Profession Act 1976

2. The name, with the date of admission, of every person admitted shall be entered upon the Roll in the order of admission.
3. Every person admitted as an Advocate and Solicitor shall pay the prescribed fee and the Registrar shall deliver to him an instrument of admission signed by the Chief Justice or the Judge who admitted the petitioner.
4. This section shall not apply to persons admitted under Section 18.
5. The Roll shall be open to inspection without payment by any person during office hours.

### **PART IIA**

#### ***Special Provisions Relating to Admissions of Advocates and Solicitors***

##### **Section 28A. Attorney General's power to issue Special Admission Certificates**

1. The Attorney General may issue a special certificate for admission as an Advocate and Solicitor of the High Court (hereinafter referred to as a "Special Admission Certificate") to any person who, in his opinion, satisfies the following requirements:
  - a. i. is a qualified person; or
  - ii. is not a qualified person, but is in possession of a qualification which renders him eligible to practise as a Barrister, or as a Solicitor, or as an Advocate and Solicitor, or otherwise as a legal practitioner by whatever name called, or to be employed in a legal or judicial capacity in the service of any government, in any country, or in a part or division of any country, or in any territory or place, outside Malaysia; and
  - b. has been practising as a Barrister, or as a Solicitor, or as an Advocate and Solicitor, or otherwise as a legal practitioner by whatever name called, or has been employed in a legal or judicial capacity by any government or by any authority, organisation or body, constituted under any law, or has been sometimes so practising or sometimes so employed, wholly or partly within Malaysia or wholly or partly outside Malaysia, for a period of, or for periods which amount in the aggregate to, not less than seven years.
2. Where the Attorney General issues a Special Admission Certificate he shall specify therein the period for which the person issued with such Certificate shall be admitted as an Advocate and Solicitor.
3. A Special Admission Certificate shall be conclusive evidence that the requirements of paragraphs (a) and (b) of subsection (1) have been satisfied, and the validity of such Certificate shall not be reviewed or called in question in any court.
4. In subsection (1):
 

"government" includes:

  - i. the Government of Malaysia;
  - ii. the Government of any State in Malaysia; and
  - iii. the government of any country, or of a part or division of any country, or of any territory or place, outside Malaysia; and

## Relevant Extracts from the Legal Profession Act 1976

“law” includes:

- i. written law as defined in Section 3 of the Interpretation Act 1967; and
- ii. the law of any country, or of a part or division of any country, or of any territory or place, outside Malaysia.

### **Section 28B. Admission and enrolment as an Advocate and Solicitor of a person issued with a Special Admission Certificate**

1. A person issued with a Special Admission Certificate may apply by ex-parte originating summons to a Judge of the High Court in Chambers to be admitted as an Advocate and Solicitor of the High Court.
2. A Judge hearing an application under subsection (1) shall, upon being satisfied as to the genuineness of the Special Admission Certificate and the identity of the applicant, admit the applicant as an Advocate and Solicitor of the High Court for the period specified in the Certificate; and a person so admitted as an Advocate and Solicitor shall be enrolled and given an instrument of admission under Section 28.
3. The admission and enrolment of a person as an Advocate and Solicitor under subsection (2) shall not be reviewed or called in question in any court.
4. An Advocate and Solicitor admitted under subsection (2) shall be entitled to renew his admission from time to time upon presenting to the Registrar within a period of two months before the expiry of the period of admission or renewed admission, as the case may be, a Certificate of Renewal issued by the Attorney General at the discretion of the Attorney General:

Provided that, with the leave of the Attorney General in writing, the Certificate of Renewal may be presented to the Registrar at any time after the expiry of the period of admission or renewed admission, as the case may be.

5. A Certificate of Renewal issued under subsection (4) shall be for renewal of the admission or the renewed admission, as the case may be, for such period as may be specified in such Certificate, and the renewal under subsection (4) shall accordingly be for the period so specified.
6. The validity of a Certificate of Renewal issued under subsection (4) shall not be reviewed or called in question in any court.
7. The provisions of Sections 10 to 19, both inclusive, shall not apply to the admission of a person as an Advocate and Solicitor under this Part, or to the renewal of the admission or the renewal admission, as the case may be, of such Advocate and Solicitor.

## Relevant Extracts from the Legal Profession Act 1976

### **Section 28C. Provisions as to Sijil Annual not to apply to an Advocate and Solicitor admitted under this Part**

The provisions of Sections 32 and 33, or any other provision of this Act relating to a Sijil Annual, shall not apply to an Advocate and Solicitor admitted under this Part.

### **Section 28D. Power of Attorney General to make orders**

The Attorney General may, by order published in the Gazette, make such provision as he may deem necessary or expedient for giving effect to the provisions of this Part or carrying out its purposes, and without prejudice to the generality of the foregoing, an order made under this section may provide for:

- a. any supplemental, incidental or consequential matters in relation to this Part;
- b. the removal of any difficulty or anomaly whatsoever in any provision of this Act or in any other written law, or otherwise, that may be occasioned by any provision or provisions in this Part.

### **Section 28E. Provisions of this Part to prevail**

The provisions of this Part or of any order made under this Part shall have effect notwithstanding anything to the contrary or inconsistent therewith contained in any provision of this Act other than this Part, or in any other written law, and the provisions of this Act (other than this Part) or of any other written law shall be read:

- a. mutatis mutandis with the provisions of this Part and of any order made under this Part; and
- b. with all such modifications, adaptations, alterations or changes whatsoever as may be necessary to have the same to accord with the provisions of this Part and of any order made under this Part.

*The provisions reproduced herein have been taken from the material posted on the Malaysian Bar's website.*

## Legal Profession (Practice and Etiquette Rules) 1978

### Arrangement of Rules

1.	Citation
2.	Obligation of Advocate and Solicitor to give advice on or accept any brief
3.	Advocate and Solicitor not to accept brief if embarrassed
4.	No Advocate and Solicitor to accept brief if professional conduct likely to be impugned
5.	No Advocate and Solicitor to accept brief if difficult to maintain professional independence
6.	An Advocate and Solicitor not to accept brief if unable to appear
7.	No Advocate and Solicitor to accept remuneration in capacity as Member of Parliament etc. except emoluments as Member of Parliament etc.
8.	Advocate and Solicitor not to ask for excuse from assignment
9.	Advocate and Solicitor to undertake defence fairly and honourably
10.	Advocate and Solicitor to conduct prosecution so that no innocent person is convicted
11.	Fees for litigious or contentious matters
12.	Advocate and Solicitor not to conduct civil case intended to delay proceedings etc.
13.	Advocate and Solicitor to guard against insulting or annoying questions
14.	Questions irrelevant to actual inquiry not to be asked
15.	Respect to Court
16.	Advocate and Solicitor to uphold interest of client, justice and dignity of profession
17.	No deception on Court
18.	Advocate and Solicitor to conduct with candour, courtesy and fairness
19.	Advocate and Solicitor not to refer to facts not proved
20.	Advocate and Solicitor to put before Court any relevant binding decision
21.	Improper to misquote
22.	Advocate and Solicitor to bring to Court's attention any proposition of law etc.
23.	Advocate and Solicitor to supply to Court all information
24.	Advocate and Solicitor to be ready for the day fixed for trial
25.	Advocate and Solicitor to disclose all circumstances to client
26.	Advocate and Solicitor not to mislead
27.	Advocate and Solicitor not to appear where pecuniary interested
28.	Advocate and Solicitor not to appear in a case where he is a witness
29.	Advocate and Solicitor not to testify on behalf of client
30.	Advocate and Solicitor appearing as party or witness not to wear robes
31.	Advocate and Solicitor to uphold dignity of profession
32.	Client's feeling not to influence conduct of counsel

## Legal Profession (Practice and Etiquette Rules) 1978

### Arrangement of Rules cont.

33.	Advocate and Solicitor to treat adverse witnesses with fairness and due consideration
34.	Advocate and Solicitor may interview witnesses for opposing side
35.	Advocate and Solicitor not to abuse confidence reposed in him by client
36.	Advocate and Solicitor to prevent client from wrongful conduct towards courts etc.
37.	(Deleted)
38.	(Deleted)
39.	(Deleted)
40.	Advocate and Solicitor not to stand surety
41.	Advocate and Solicitor who has advised Arbitrator cannot appear in arbitration proceedings
42.	Advocate and Solicitor not to communicate with a person represented by another Advocate and Solicitor
43.	Advocate and Solicitor not to stir up strife and litigation
44.	Advocate and Solicitor not to actively carry on any trade
45.	(Deleted)
46.	(Deleted)
47.	(Deleted)
48.	Advocate and Solicitor not to publish photograph
49.	Advocate and Solicitor not to solicit reporting
50.	(Deleted)
51.	Advocate and Solicitor not to do or cause touting
52.	No division of costs or profits with unqualified person
53.	Agency commission or profit costs
54.	Advocate and Solicitor not to appear for a party represented by another Advocate and Solicitor
55.	Advocate and Solicitor lien
56.	Judgment by default
57.	Extension of time to plead
58.	Objection to admissibility of insufficiently stamped documents
59.	No branch office without Advocate and Solicitor
60.	Use of "consultant" and "associate"
60A.	Document filed not to be furnished to the press before hearing
61.	Lay agency
62.	Waiver
63.	Revocation

## Legal Profession (Practice and Etiquette Rules) 1978

In exercise of the powers conferred by Section 77 of the Legal Profession Act 1976 (Act 166), the Bar Council makes the following rules:

1. **Citation**

These Rules may be cited as the Legal Profession (Practice and Etiquette) Rules 1978.

2. **Obligation of Advocate and Solicitor to give advice on or accept any brief.**

An Advocate and Solicitor shall give advice on or accept any brief in the Courts in which he professes to practise at the proper professional fee dependent on the length and difficulty of the case, but special circumstances may justify his refusal, at his discretion, to accept a particular brief.

3. **Advocate and Solicitor not to accept brief if embarrassed.**

- a. An Advocate and Solicitor shall not accept a brief if he is or would be embarrassed.
- b. An embarrassment arises:
  - i. where the Advocate and Solicitor finds he is in possession of confidential information as a result of having previously advised another person in regard to the same matter;
  - ii. where there is some personal relationship between him and a party or a witness in the proceedings.

4. **No Advocate and Solicitor to accept brief if professional conduct likely to be impugned.**

No Advocate and Solicitor shall accept a brief in a case where he knows or has reason to believe that his own professional conduct is likely to be impugned.

5. **No Advocate and Solicitor to accept brief if difficult to maintain professional independence.**

- a. No Advocate and Solicitor shall accept a brief if such acceptance renders or would render it difficult for him to maintain his professional independence or is incompatible with the best interest of the administration of justice.
- b.
  - i. An Advocate and Solicitor who has at any time advised or drawn pleading or acted for a party in connection with the institution or prosecution or defence of any suit, appeal or other proceedings shall not act, appear or plead for the opposite party in that suit, appeal or other proceedings.
  - ii. An Advocate and Solicitor shall not act unless the consent of the first party for whom the Advocate and Solicitor acted is obtained in writing and the Advocate and Solicitor is not embarrassed by so acting.

## Legal Profession (Practice and Etiquette Rules) 1978

6. **An Advocate and Solicitor not to accept brief if unable to appear.**
  - a. An Advocate and Solicitor shall not accept any brief unless he is reasonably certain of being able to appear and represent the client on the required day.
  - b. An Advocate and Solicitor shall not ordinarily withdraw from an engagement once accepted, without sufficient cause and unless reasonable and sufficient notice is given to the client.
7. **No Advocate and Solicitor to accept remuneration in capacity as Member of Parliament etc. except emoluments as Member of Parliament etc.**
  - a. An Advocate and Solicitor shall not accept any remuneration for that which he does in his capacity as a Member of Parliament or of any State Legislature, other than emoluments received by him as a Member of Parliament or of any State Legislature.
  - b. No Advocate and Solicitor may accept the position of an executive director or executive secretary of a company without the express consent of the Bar Council.
8. **Advocate and Solicitor not to ask for excuse from assignment.**

Subject to any Rules of Court made in this behalf, an Advocate and Solicitor assigned as counsel or Advocate and Solicitor in any civil or criminal matter shall not ask to be excused for any trivial reason and shall always exert his best effort in that assignment.
9. **Advocate and Solicitor to undertake defence fairly and honourably.**
  - a. An Advocate and Solicitor who undertakes the defence of a person in any criminal matter shall by all fair and honourable means present every defence that the law permits.
  - b. An Advocate and Solicitor shall undertake the defence of a person accused of an offence regardless of his personal opinion as to the guilt or otherwise of the accused.
10. **Advocate and Solicitor to conduct prosecution so that no innocent person is convicted.**
  - a. An Advocate and Solicitor appearing for the prosecution in a criminal trial shall so conduct the prosecution that it does not lead to the conviction of an innocent person.
  - b. Material capable of establishing the innocence of the accused shall not be suppressed.
11. **Fees for litigious or contentious matters.**

In determining the amount of fee for litigious or contentious matters involving representation of a client in Court, it is proper to take into consideration:

  - a. the time, labour and skill required;
  - b. the novelty and difficulty of the question involved;
  - c. whether acceptance of the particular employment will preclude his appearance for others of which he has a reasonable expectation;
  - d. the customary charges of the profession for similar services;
  - e. the amount in controversy;
  - f. the benefit resulting to the client for the services;

## Legal Profession (Practice and Etiquette Rules) 1978

- g. the character of the employment - whether casual or for an established client; and
- h. the special position or seniority of the particular Advocate and Solicitor.

12. **Advocate and Solicitor not to conduct civil case intended to delay proceedings etc.**

An Advocate and Solicitor shall not conduct a civil case or make a defence which is intended merely to delay proceedings or to harass or injure the opposite party or to work oppression or wrong.

13. **Advocate and Solicitor to guard against insulting or annoying questions.**

An Advocate and Solicitor shall guard against being made the channel for questions which are only intended to insult or annoy, and to exercise his own judgment as to the substance and form of the questions put.

14. **Questions irrelevant to actual inquiry not to be asked.**

- a. Questions which affect credibility by attacking character but are otherwise irrelevant to the actual enquiry shall not be asked unless the cross-examiner has reasonable grounds for thinking that the imputation is well-founded or true.
- b. Where a question relates to matters so remote in time or of such a character that it would not materially affect the credibility of a witness, it shall not be put.

15. **Respect to Court.**

An Advocate and Solicitor shall maintain a respectful attitude towards the Court.

16. **Advocate and Solicitor to uphold interest of client, justice and dignity of profession.**

An Advocate and Solicitor shall while acting with all due courtesy to the tribunal before which he is appearing, fearlessly uphold the interest of his client, the interest of justice and dignity of the profession without regard to any unpleasant consequences either to himself or to any other person.

17. **No deception on Court.**

An Advocate and Solicitor shall not practice any deception on the Court.

18. **Advocate and Solicitor to conduct with candour, courtesy and fairness.**

The conduct of an Advocate and Solicitor before the Court and in relation to other Advocates and Solicitors shall be characterised by candour, courtesy and fairness.

19. **Advocate and Solicitor not to refer to facts not proved.**

In opening a case, an Advocate and Solicitor shall not refer to any facts in the case which he is not in a position to prove.

## Legal Profession (Practice and Etiquette Rules) 1978

20. **Advocate and Solicitor to put before Court any relevant binding decision.**

- a. An Advocate and Solicitor shall put before the Court any relevant, binding decision of which he is aware which is immediately in point, whether it is for or against his contention.
- b. This rule applies with particular importance in ex-parte proceedings.

21. **Improper to misquote.**

It is improper for an Advocate and Solicitor:

- a. knowingly to misquote the contents of a paper, the testimony of a witness, the argument of opposing counsel or the language of a decision or textbook; or
- b. with knowledge of its invalidity, to cite as authority a decision that has been overruled or a statute that has been repealed; or
- c. in argument, to assert as a fact that which has not been proved; or
- d. to mislead his opponent by concealing or withholding in his opening speech positions upon which he intends to rely.

22. **Advocate and Solicitor to bring to Court's attention any proposition of law etc.**

- a. Where after the conclusion of the evidence and argument and while judgment is reserved, an Advocate and Solicitor discovers a proposition of law or a decision of law which is directly in point, he shall bring it to the Court's attention and the Advocate and Solicitor appearing on the other side shall concur in the proposal even though the proposition is against him.
- b. Where the other Advocate and Solicitor does not concur, it is still in order for the first-named Advocate and Solicitor to submit the additional authority and the proper course is for the first-named Advocate and Solicitor to send the other Advocate and Solicitor a copy of his letter to the Court, so that the other Advocate and Solicitor can comment on it if necessary.

23. **Advocate and Solicitor to supply to Court all information.**

An Advocate and Solicitor shall supply to the Court all information as to the probable length of a case and the possibility of a settlement.

24. **Advocate and Solicitor to be ready for the day fixed for trial.**

- a. An Advocate and Solicitor shall make every effort to be ready for trial on the day fixed.
- b. An Advocate and Solicitor may apply for postponement of a case fixed for hearing for good and cogent reasons only.
- c. Except in an emergency, it is improper for an Advocate and Solicitor to apply for a postponement in the absence of counsel or the other side unless he has given the counsel concerned at least forty eight hours notice of his intention to make the application.

## Legal Profession (Practice and Etiquette Rules) 1978

25. **Advocate and Solicitor to disclose all circumstances to client.**

An Advocate and Solicitor at the time of his being retained shall disclose to the client all the circumstances of his relation to the parties, and any interest in connection with the controversy, which may influence the client in the selection of counsel.

26. **Advocate and Solicitor not to mislead.**

An Advocate and Solicitor shall avoid everything which may tend to mislead a party not represented by counsel.

27. **Advocate and Solicitor not to appear where pecuniarily interested.**

- a. An Advocate and Solicitor shall not appear in any matter in which he is directly pecuniarily interested.
- b. This rule does not apply to the case of an Advocate and Solicitor appearing himself to tax his own costs.

28. **Advocate and Solicitor not to appear in a case where he is a witness.**

- a. An Advocate and Solicitor shall not appear in Court or in Chambers in any case in which he has reason to believe that he will be a witness in respect of a material and disputed question of fact, and if while appearing in a case it becomes apparent that he will be such a witness, he shall not continue to appear if he can retire without jeopardising his client's interests.
- b. An Advocate and Solicitor shall not appear before an appellate tribunal if in the case under appeal he has been a witness on a material and disputed question of fact in the Court below.
- c. These rule does not prevent an Advocate and Solicitor from swearing or affirming an affidavit as to formal or undisputed facts in matters in which he acts or appears.

29. **Advocate and Solicitor not to testify on behalf of client.**

Except when essential to the ends of justice or as to merely formal matters, an Advocate and Solicitor appearing in any cause shall not testify in Court on behalf of his client only in that cause.

30. **Advocate and Solicitor appearing as party or witness not to wear robes.**

- a. An Advocate and Solicitor who appears in person as a party or who is in the witness box shall not wear robes.
- b. An Advocate and Solicitor appearing before Courts Martial may appear either in uniform (if he is entitled to do so) or in robes.
- c. Except on such ceremonial occasions and at such places as the Bar Council or the Court may prescribe, an Advocate and Solicitor shall not wear bands or robes in public place other than in Court or whilst travelling to or from Court.

31. **Advocate and Solicitor to uphold dignity of profession.**

Every Advocate and Solicitor shall at all times uphold the dignity and high standing of his profession.

**Legal Profession (Practice and Etiquette Rules) 1978****32. Client's feeling not to influence conduct of counsel.**

The feeling existing between clients shall not be allowed to influence counsel in their conduct and demeanour towards each other or towards parties and their witnesses in the case.

**33. Advocate and Solicitor to treat adverse witnesses with fairness and due consideration.**

An Advocate and Solicitor shall treat adverse witnesses and parties with fairness and due consideration and he shall not minister to the malevolence or prejudices of a client in the conduct of a case.

**34. Advocate and Solicitor may interview witnesses for opposing side.**

An Advocate and Solicitor may properly interview any witness or prospective witness for the opposing side in any civil or criminal matter without the consent of but subject to first giving notice to the opposing counsel or party. In doing so, he shall scrupulously avoid any suggestion calculated to induce the witness to suppress or deviate from the truth.

**35. Advocate and Solicitor not to abuse confidence reposed in him by client.**

- a. An Advocate and Solicitor shall refrain from any action whereby for his personal benefit or gain he abuses or takes advantage of the confidence reposed in him by the client.
- b. An Advocate and Solicitor shall preserve his client's confidence and this duty outlasts his employment.

**36. Advocate and Solicitor to prevent client from wrongful conduct towards Courts etc.**

An Advocate and Solicitor shall use his best efforts to prevent his client from doing things which the Advocate and Solicitor himself ought not to do, particularly with reference to his conduct towards Court and judicial officers, jurors, witnesses and parties. Where a client persists in such wrong doing the Advocate and Solicitor shall terminate the relationship.

**37. [Deleted]**

*[Deleted by P.U.(A) 345/2001]*

**38. [Deleted]**

*[Deleted by P.U. (A) 345/2001]*

**39. [Deleted]**

*[Deleted by P.U. (A) 345/2001]*

**40. Advocate and Solicitor not to stand surety.**

An Advocate and Solicitor shall not stand as a surety or bailor for his client required for the purpose of any legal proceedings.

## Legal Profession (Practice and Etiquette Rules) 1978

41. **Advocate and Solicitor who has advised Arbitrator cannot appear in arbitration proceedings.**

An Advocate and Solicitor who has in an arbitration acted for the Arbitrator in advising him on points of law shall not advise or appear for one of the parties in any proceedings relating to the arbitration or award.

42. **Advocate and Solicitor not to communicate with a person represented by another Advocate and Solicitor.**

An Advocate and Solicitor shall not communicate with a person upon any matter in respect of which to his knowledge that person is represented by another Advocate and Solicitor except with the other's express consent.

43. **Advocate and Solicitor not to stir up strife and litigation.**

No Advocate and Solicitor shall volunteer advice to bring an action or to stir up strife and litigation.

44. **Advocate and Solicitor not to actively carry on any trade.**

- a. An Advocate and Solicitor shall not actively carry on any trade which is declared by the Bar Council from time to time as unsuitable for an Advocate and Solicitor to engage in or be an active partner or a salaried officer in connection therewith.
- b. An Advocate and Solicitor shall not be a full-time salaried employee of any person, firm (other than Advocate and Solicitor or firm of Advocates and Solicitors) or corporation so long as he continues to practise and shall on taking up any such employment, intimate the fact to the Bar Council and take steps to cease to practise as an Advocate and Solicitor so long as he continues in such employment.

45. **[Deleted]**

*[Deleted by P.U.(A) 345/2001]*

46. **[Deleted]**

*[Deleted by P.U. (A) 345/2001]*

47. **[Deleted]**

*[Deleted by P.U. (A) 345/2001]*

48. **Advocate and Solicitor not to publish photograph.**

An Advocate and Solicitor shall not take steps to procure the publication of his photograph as a member of the Bar in the press or any periodical.

*[\*This rule prohibiting a member from the publication of his photographs in the Press or any periodicals has been waived by the Bar Council with the approval of the Attorney General pursuant to Rule 62 with effect from 1 June 2003.]*

## Legal Profession (Practice and Etiquette Rules) 1978

49. **Advocate and Solicitor not to solicit reporting.**

It is contrary to etiquette for an Advocate and Solicitor to solicit the reporting of any matter in which he has been professionally engaged, but he may consider and revise reports of cases in which he has been professionally engaged so as to ensure the correctness of the Report.

50. **[Deleted]**

*[Deleted by P.U. (A) 345/2001]*

51. **Advocate and Solicitor not to do or cause touting.**

An Advocate and Solicitor shall not do or cause or allow to be done, anything for the purpose of touting directly or indirectly, or which is calculated to suggest that it is done for that purpose.

52. **No division of costs or profits with unqualified person.**

It is unprofessional and improper conduct:

- a. for an Advocate and Solicitor to divide or agree to divide either costs received or the profits of his business with any unqualified person;
- b. for an Advocate and Solicitor to pay, give, agree to pay or agree to give any commission, gratuity or valuable consideration to any unqualified person to procure or influence or for having procured or influenced any legal business and whether such payment, gift or agreement be made under pretext of services rendered or otherwise, but this rule does not prohibit the payment of ordinary bonuses to staff;
- c. for an Advocate and Solicitor to accept or agree to accept less than the scale fees laid down by law in respect of non-contentious business carried out by him except for some special reason where no charge at all is made.

53. **Agency commission or profit costs.**

Agency commission or profit costs may be allowed between an Advocate and Solicitor practising in Malaysia and his recognised agent or agents practising in Malaysia or elsewhere.

54. **Advocate and Solicitor not to appear for a party represented by another Advocate and Solicitor.**

Where in any matter or proceeding, the name of any Advocate and Solicitor or the name of his firm appears on the records for any party, or an Advocate and Solicitor is known to be acting for a party in a matter whether in a Court or not, no other Advocate and Solicitor shall knowingly agree to appear or to act or continue to appear or to act for such party in such matter or proceeding unless:

- a. he obtains the consent of the first-named Advocate and Solicitor; or
- b. he is satisfied that the proper professional remuneration of the first-named Advocate and Solicitor has been paid or he undertakes that the same will be paid; or

## Legal Profession (Practice and Etiquette Rules) 1978

- c. he has, in ignorance that such name so appears on the record or that such Advocate and Solicitor has been so acting, already agreed to appear or to act for such party and is unable by reason of circumstances or urgency or the like to refuse to appear or to act further for such party, without exposing himself to a charge of breach of professional duty; or
- d. the first-named Advocate and Solicitor is unwilling or has refused to act further for such party, in which event he shall, if so required, protect any lien which the first-named Advocate and Solicitor may have for costs.

55. **Advocate and Solicitor's lien.**

Except by way of securing his first to a lien, an Advocate and Solicitor shall not otherwise withhold the client's papers to the detriment of the client.

56. **Judgment by default.**

Where the name of the Advocate and Solicitor or his firm appears on the Court record or the fact of representation is known to the other side, no Advocate and Solicitor representing the other party to the proceedings shall enter Judgment by Default against the client of the first-named Advocate and Solicitor or to take advantage of delay in pleading or filing documents in the nature of pleadings or in taking any necessary steps or in complying with any other in the proceedings by such first-named Advocate and Solicitor, unless he shall have given to such first-named Advocate and Solicitor written notice of his intention to do so, and seven days shall have elapsed after the delivery of such notice to the first-named Advocate and Solicitor.

*[Am. P.U. (A) 310/91]*

57. **Extension of time to plead.**

Where an extension of time within which to plead has been given to a party, the Advocate and Solicitor representing such party shall, if so required, accept short notice of trial at the next sitting of the Court, in any case in which, had the pleading been delivered in the time ordinarily limited for its delivery without any extension, the party allowing the extension would have been in a position to have given notice of trial for such sitting.

58. **Objection to admissibility of insufficiently stamped documents.**

It is contrary to etiquette to object to the admissibility of any document on the ground that it is not or not sufficiently stamped, unless such objection goes to the root of the subject matter or the suit.

59. **No branch office without Advocate and Solicitor.**

1. No Advocate and Solicitor shall maintain a branch office unless the same is:
  - a. in the name of his firm; and
  - b. continuously manned by the Advocate and Solicitor himself or one of the partners in his firm or by an Advocate and Solicitor wholly employed by him or his firm.

## Legal Profession (Practice and Etiquette Rules) 1978

2. The branch office shall not be in the same office as that of any other firm of Advocates and Solicitors.
3. No Advocate and Solicitor shall practise his profession in the States of Malaya in or as a partner of more than one firm at any time without the consent of the Bar Council.
4. No Advocate and Solicitor shall practise his profession unless he maintains an office within the States of Malaya.

### 60. **Use of "consultant" and "associate".**

1. An Advocate and Solicitor may have his name appear as "consultant" on the letterhead of a firm of Advocates and Solicitors if:
  - a. he has a valid practising certificate issued under Part III of the Act;
  - b. he:
    - i. has been in active practice at the Malaysian Bar for a period of not less than twenty years;
    - ii. has served as a Judge of the Federal Court or Supreme Court, Judge of the Court of Appeal, Judge of the High Court in Malaya, Judge of the High Court in Sabah and Sarawak or High Court in Borneo for a period of not less than twenty years in such capacity or any combination thereof;
    - iii. has been in active practice at the Malaysian Bar and, in addition, has served as a Judge of the Federal Court or Supreme Court, Judge of the Court of Appeal, Judge of the High Court in Malaya or Judge of the High Court in Sabah and Sarawak or High Court in Borneo, or any combination thereof, for a period which, aggregated with the period of his active practice at the Malaysian Bar, totals not less than twenty years;
    - iv. has been in active practice at the Malaysian Bar for a period of not less than ten years and, in addition has served as President or Chairman of the Industrial Court or a member of the Malaysian Judicial and Legal Service, or any combination thereof, for a period which, aggregated with the period of his active practice at the Malaysian Bar, totals not less than twenty years;
  - c. he is not a partner, associate or legal assistant in any other firm of Advocates and Solicitors or engaged in any other capacity in any such other firm in the States of Malaysia.

2. *[Deleted by P.U. (A) 345/2001]*

### 60A. **Documents filed not to be furnished to the press before hearing.**

An Advocate and Solicitor shall not furnish copies of any document filed in Court, before the hearing of the matter in open Court, to the press and shall not in any event furnish copies of any document other than documents read in Court.

## Legal Profession (Practice and Etiquette Rules) 1978

61. **Lay agency.**

An Advocate and Solicitor shall not permit himself to be controlled or exploited by any lay agency intervening between client and himself.

62. **Waiver**

The Bar Council may, in writing, with the approval of the Attorney General in writing, waive any of these Rules.

63. **Revocation.**

The Rules of Practice and Etiquette is revoked.

Made the 2nd October 1978.

Abdullah A. Rahman,  
Chairman,  
Bar Council, Malaysian Bar

*The rules reproduced herein have been taken from the material posted on the Malaysian Bar's website.*

## Relevant Extracts from Bar Council Rulings

### Chapter 10

#### *Pupillage*

##### **10.01 Pupillage**

1. A person must be a qualified person before he commences his pupillage.
2. The spouse, child, sibling or parent of an Advocate and Solicitor may serve his pupillage with such Advocate and Solicitor.
3. Before the expiry of his/her pupillage period, a pupil is required to replace the number of days' leave taken during pupillage.
4. A pupil may have a name card, but the firm name must not appear on the card.

##### **10.02 Master and pupil**

1. Save with the prior written approval of the Bar Council, a master may not have more than two pupils at any one time.
2. A Pupil Master shall sign the 'Particulars of Master' form with the requisite undertakings as in Appendix II, and must ensure that he/she has a valid practising certificate throughout the period his/her pupil is chambering with him/her and must notify both the pupil and the Bar Council should he/she cease to be in possession of a valid practising certificate.
3. A master shall not refuse to issue a Certificate of Diligence except for reasons acceptable to the Bar Council.

##### **10.03 Pupil to be under master's supervision**

The office or chambers in which a pupil undergoes his period of pupillage must be the main premises at which his master practises. A pupil must be under the supervision of his master.

##### **10.04 Duties and obligations of masters as regards his pupil's call to the Bar**

1. It is the master's duty to arrange for an Advocate and Solicitor of more than 7 years' standing to move his pupil's call to the Bar.
2. The master shall make every effort to be present in Court for his pupil's call.
3. Only an Advocate and Solicitor with a valid Practising Certificate and who has at least seven (7) years' standing shall robe a pupil upon admission to the Bar by the Presiding Judge.
4. Any Advocate and Solicitor who robes a pupil on the admission to the Bar shall be in Open Court attire.
5. The master shall ensure that his pupil strictly follows the Open Court attire.

## Relevant Extracts from Bar Council Rulings

### 10.05 Right of audience

1. On completion of pupillage, a pupil ceases to be a pupil. Accordingly, whilst he can continue to work with his master, he cannot appear in Court on behalf of his master and cannot hold himself out as a pupil.
2. A pupil who has been granted a privilege of restricted audience under Section 36 of the Legal Profession Act must identify himself as a pupil while exercising such privilege, and any Court Order obtained by such pupil shall describe him as a pupil.
3. A pupil who has been granted a privilege of restricted audience under Section 36 of the Legal Profession Act in one State is not required to apply for the same in another State.
4. A pupil can hold a watching brief in any Court in which he/she has a right of audience.

### 10.06 Compulsory attendance of pupil at a Legal Aid Centre

Every pupil is required to attend at a Legal Aid Centre for at least 14 days during his period of pupillage.

### 10.07 Referees

Referees for any pupil / petitioner shall be professionally qualified or of similar good standing.

*The rulings reproduced herein have been taken from the material posted on the Malaysian Bar's website.*

## Useful Contacts

### Courts

1. Federal Court of Malaysia  
Istana Kehakiman  
Presint 3  
60506 Putrajaya  
Telephone : +603 8880 3500  
Facsimile : +603 8888 5464  
Website : <http://portal.kehakiman.gov.my>
2. Court of Appeal of Malaysia  
Istana Kehakiman  
Presint 3  
60506 Putrajaya  
Telephone : +603 8880 3500  
Facsimile : +603 8888 3093
3. Kuala Lumpur High Court  
(all divisions) and Kuala Lumpur Sessions Court and Magistrates Court  
Kompleks Mahkamah Kuala Lumpur  
Jalan Duta  
50592 Kuala Lumpur  
Telephone : +603 6209 4000  
Facsimile : +603 6209 4015  
  
Kuala Lumpur High Court Petition for Admission Unit  
Telephone : +603 6209 4476 / 4488
4. Shah Alam High Court  
Bangunan Mahkamah Sultan Salahuddin Abdul Aziz Shah  
Persiaran Pegawai  
Seksyen 5  
40000 Shah Alam  
Selangor Darul Ehsan  
Telephone : +603 5510 3543 / 3579 / 5511 / 5090 / 5095  
Facsimile : +603 5511 6328
5. Shah Alam High Court (Civil Division)  
Bangunan MRCB Building  
No.2, Jalan Majlis 14/10  
Seksyen 14  
40712 Shah Alam  
Selangor Darul Ehsan  
Telephone : +603 5511 6202 / 6204 / 6205  
Facsimile : +603 5511 3927

## Useful Contacts

6. Petaling Jaya High Court (Criminal Division)  
Kompleks Mahkamah Petaling Jaya  
Lorong Sultan  
46506 Petaling Jaya  
Selangor Darul Ehsan  
Telephone : +603 7947 6666  
Facsimile : +603 7960 2920
7. Shah Alam Sessions and Magistrates Court  
Bangunan Mahkamah Sultan Salahuddin Abdul Aziz Shah  
Persiaran Pegawai  
Seksyen 5  
40000 Shah Alam  
Selangor Darul Ehsan  
Telephone : +603 5510 3543  
Facsimile : +603 5511 3730
8. Shah Alam Sessions and Magistrates Court (Bangunan MRCB)  
Tingkat 19 & 20, Lph Bangunan MRCB  
Seksyen 14  
40000 Shah Alam  
Selangor Darul Ehsan  
Telephone : +603 5511 6202 / 6204 / 6205  
Facsimile : +603 5511 3927
9. Ampang Sessions and Magistrates Court  
Aras 1, Majlis Perbandaran Ampang Jaya  
Jalan Pandan Utama  
Pandan Indah  
55100 Ampang  
Selangor Darul Ehsan  
Telephone : +603 4295 1025 / 1026  
Facsimile : +603 4295 0453
10. Petaling Jaya Sessions and Magistrates Court  
Kompleks Mahkamah Petaling Jaya  
Lorong Sultan  
46506 Petaling Jaya  
Selangor Darul Ehsan  
Telephone : +603 7947 6666  
Facsimile : +603 7960 3384

## Useful Contacts

11. Klang Sessions and Magistrates Court  
Jalan Dato' Hamzah  
41506 Klang  
Selangor Darul Ehsan  
Telephone : +603 3371 9069 / 7367 / 3372 7671  
Facsimile : +603 3371 8702
12. Klang Sessions and Magistrates Court (Civil 2)  
Tingkat 4, Menara A&M  
Garden Business Centre  
No. 3 Jalan Istana  
41000 Klang  
Selangor Darul Ehsan  
Telephone : +603 3372 8197  
Facsimile : +603 3372 5079
13. Bandar Baru Bangi Sessions and Magistrates Court  
Lot 3, Jalan 15/1, Off Jalan Pekeliling  
43000 Bandar Baru Bangi  
Selangor Darul Ehsan  
Telephone : +603 8926 9745 / 746 / 755  
Facsimile : +603 8926 9725
14. Selayang Sessions and Magistrates Court  
Jalan Pegawai  
Km16, Jalan Ipoh  
68100 Batu Caves  
Selangor Darul Ehsan  
Telephone : +603 6137 8601 / 6905 / 6112  
Facsimile : +603 6137 9844
15. Kajang Magistrate's Court  
(On the bench at Putrajaya)  
Aras 1 & 2, Zon Selatan (Bangunan Annexe)  
Istana Kehakiman, Presint 3  
62506 Putrajaya  
Telephone : +603 8880 4277 / 4282 / 3501  
Facsimile : +603 8880 4281
16. Sepang Magistrate's Court  
43900 Sepang  
Selangor Darul Ehsan  
Telephone : +603 3142 1133  
Facsimile : +603 3142 1133

## Useful Contacts

17. Kuala Kubu Bharu Magistrate's Court  
44000 Kuala Kubu Bharu  
Selangor Darul Ehsan  
Telephone : +603 6064 1255  
Facsimile : +603 6064 5313
18. Sungai Besar Magistrate's Court  
Jalan Besar  
45300 Sungai Besar  
Selangor Darul Ehsan  
Telephone : +603 3224 2372  
Facsimile : +603 3224 5190
19. Kuala Selangor Magistrate's Court  
Jalan Klang  
45000 Kuala Selangor  
Selangor Darul Ehsan  
Telephone : +603 3289 1544 / 4953  
Facsimile : +603 3289 1104
20. Telok Datok Magistrate's Court  
Jalan Stadium Jugra  
42700 Banting  
Selangor Darul Ehsan  
Telephone : +603 3187 1228  
Facsimile : +603 3187 4259
21. Pati Klia Sepang Sessions Court  
43900 Sepang  
Selangor Darul Ehsan  
Telephone : +603 3142 1133  
Facsimile : +603 3142 1133

## Useful Contacts

### Miscellaneous

22. Pejabat Tanah dan Galian Wilayah Persekutuan Kuala Lumpur  
Tingkat G-4, Rumah Persekutuan  
Jalan Sultan Hishamuddin  
50678 Kuala Lumpur  
Telephone : +603 2610 3300  
Facsimile : +603 2610 3499  
E-mail : tanahwila@ptgwp.gov.my  
Website : www.ptgwp.gov.my
  
23. Pejabat Tanah dan Galian Selangor  
Tingkat LG, G, 2, 3 dan 4  
Bangunan Sultan Salahuddin Abdul Aziz Shah  
40578 Shah Alam  
Selangor Darul Ehsan  
Telephone : +603 5544 7000  
Facsimile : +603 5510 2658  
E-mail : ptgs@selangor.gov.my  
Website : ptg.selangor.gov.my
  
24. Lembaga Hasil Dalam Negeri  
Bahagian Duti Setem  
Tingkat 2, Blok 11  
Kompleks Bangunan Kerajaan  
Jalan Duta  
50758 Kuala Lumpur  
Telephone : +603 6209 1000  
Facsimile : +603 6203 1934  
Website : www.hasil.gov.my
  
25. Pemungut Duti Setem (Cawangan Selangor)  
Tingkat 9-13  
Plaza Perangsang  
Persiaran Perbandaran  
40000 Shah Alam  
Selangor Darul Ehsan  
Telephone : +603 5510 3202 / 0430 / 0431  
Facsimile : +603 5510 2328

## Useful Contacts

26. Securities Commission  
General Enquiries & Corporate Related Matters  
No 3, Persiaran Bukit Kiara  
Bukit Kiara  
50490 Kuala Lumpur  
Telephone : +603 6204 8000 (GL) / 8777  
Facsimile : +603 6201 5078  
E-mail : cau@seccom.com.my  
Website : www.sc.com.my
27. Bar Council Malaysia  
No.15, Leboh Pasar Besar  
50050 Kuala Lumpur  
Telephone : +603 2031 3003  
Facsimile : +603 2026 1313  
E-mail : council@malaysianbar.org.my  
Website : www.malaysianbar.org.my
28. Kuala Lumpur Bar Committee  
8th Floor, Wisma Kraftangan  
No. 9 Jalan Tun Perak,  
50050 Kuala Lumpur  
Telephone : +603 2693 3585  
Facsimile : +603 2691 1090  
E-mail : klbc@klbar.org.my  
Website : www.klbar.org.my
29. Attorney General's Chambers of Malaysia  
No. 45, Persiaran Perdana  
Presint 4  
62100 Putrajaya  
Telephone : +603 8872 2000  
Facsimile : +603 8890 5670  
E-mail : pro@agc.gov.my  
Website : www.agc.gov.my
30. Bar Council Legal Aid Centre (Kuala Lumpur)  
9th Floor, Wisma Kraftangan  
No. 9 Jalan Tun Perak,  
50050 Kuala Lumpur  
Telephone: +603 2691 3005 / 2693 2072  
Facsimile : +603 2693 0527  
E-mail : lacklb@streamyx.com / lacklb@klbar.org.my

## Useful Contacts

31. Bar Council Library  
 4th Floor  
 No.15, Leboh Pasar Besar  
 50050 Kuala Lumpur  
 Telephone: +603 2031 7981/ 3003  
 Facsimile : +603 2032 4067  
 E-mail : drpathma@malaysianbar.org.my
32. Advocates and Solicitors Disciplinary Board  
 8th Floor, Wisma Maran  
 28, Medan Pasar  
 50050 Kuala Lumpur  
 Telephone : +603 2034 1911  
 Facsimile : +603 2031 2163  
 E-mail : secretariat@asdb.org.my  
 Website : www.asdb.org.my
33. Legal Profession Qualifying Board Malaysia  
~~27th Floor, Menara Tun Razak~~ 3rd Floor, Wisma Straits Trading  
 Jalan Raja Laut No. 2 Leboh Pasar Besar, 50050 Kuala Lumpur  
~~50350 Kuala Lumpur~~  
 Telephone : +603 2691 0054 / 0080  
 Facsimile : +603 2691 0142  
 E-mail : clp\_malaysia@yahoo.com

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Kuala Lumpur Bar Committee  
2010/11

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