



# PUPILS PAMPHLET

## 1. IMPORTANT CONTACTS

### KUALA LUMPUR BAR COMMITTEE

Tingkat 8, Wisma Kraftangan  
No. 9 Jalan Tun Perak  
50050 Kuala Lumpur  
Tel: 03-2693 3585  
Fax: 03-2691 1090  
Email: klbc@klbar.org.my  
Website: www.klbar.org.my

### KL LEGAL AID CENTRE

Tingkat 9, Wisma Kraftangan  
No. 9 Jalan Tun Perak  
50050 Kuala Lumpur  
Tel: 03-2691 3005  
Fax: 03-2693 0527  
Email: lacklb@streamyx.com  
Website: www.legalaidkl.org

### BAR COUNCIL MALAYSIA

Nos. 13, 15 & 17  
Leboh Pasar Besar  
50050 Kuala Lumpur  
Tel: 03-2031 3003  
Fax: 03-2026 1313  
Email: council@malaysianbar.org.my  
Website: www.malaysianbar.org.my

### KL HIGH COURT, SESSIONS COURT & MAGISTRATES COURT

Kompleks Mahkamah Kuala Lumpur  
Jalan Duta, 50592 Kuala Lumpur  
Tel: 03-6209 4000  
Fax: 03-6209 4015  
Tel (Petitions for Admission Unit): 03-6209 4476

### FEDERAL COURT & COURT OF APPEAL

Istana Kehakiman, Precint 3  
60506 Putrajaya  
Tel: 03-8880 3500  
Fax: 03-8888 4522  
Website: www.kehakiman.gov.my

### ATTORNEY GENERAL'S CHAMBERS OF MALAYSIA

Level 1-8 Block C3, Parcel C  
Federal Government Administrative Centre  
62512 Putrajaya  
Tel: 03-8885 5291  
Fax: 03-8888 9362  
Website: www.agc.gov.my

### THE LEGAL PROFESSION QUALIFYING BOARD

27th Floor, Menara Tun Razak  
Jalan Raja Laut  
50350, Kuala Lumpur  
Tel: 03-2691 0054/80  
Fax: 03-2691 0142  
Email: clp\_malaysia@yahoo.com

### ADVOCATES & SOLICITORS DISCIPLINARY BOARD

8th & 9th Floor, Wisma Maran  
28 Medan Pasar  
50050 Kuala Lumpur  
Tel : 03-2034 1911  
Fax : 03-2031 2163  
Email: secretariat@asdb.org.my  
Website: www.asdb.org.my

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## 2. PETITION AND DOCUMENTS RELEVANT THERETO

Pupils are advised to use the printed forms available from the Bar Council Secretariat at RM5.00 per set. Clear photocopies of the forms can be used.

The printed forms consist of eight (8) "BORANG". **BORANG 1** and **BORANG 2** are intended to be filed first. **BORANG 3**, **BORANG 4** and **BORANG 5** are for the Section 36(2) Application. **BORANG 6**, **BORANG 7** and **BORANG 8** are intended to be filed for the Admission to the Bar i.e. after the completion of pupillage.

When filing **BORANG 1**, pupils must annex to it a copy of their birth certificate, identity card and degree certificates (all in A4 size). These documents must be certified true copies of the originals by a **SENIOR ASSISTANT REGISTRAR** or an **ADVOCATE & SOLICITOR** who is not the Master.

The date of the Petition (**BORANG 1**) must be the same as or precede the date of affirmation of the Affidavit to the Petition. Full particulars of qualification entitling the pupil to admission must be set out in paragraph 4 of **BORANG 1**. Pupils must sign both the Petition and the Affidavit to the Petition. Prepare only one set of each and every form and document filed in relation to the Petition for Admission for the Registry (Admission Unit) to check. Thereafter make an additional 4 sets for filing.

The five (5) sets are for the use of the Court and of the relevant parties as follows:

- Court (Original)
- Attorney General
- Bar Council
- State Bar Committee
- Pupil's Service copy

The filing fee payable is RM118.00

Errors and/or omissions in the Petition can only be corrected by an application to the Court by way of Summons in Chambers.

## 3. E-MAIL ADDRESS

Pupils are required to furnish the KLBC Secretariat with their e-mail address for the Secretariat to process their Petition and e-mail to them the relevant documents and formalities that pupils have to comply with.

## 4. APPLICATION UNDER SECTION 36(2) LPA COMMONLY KNOWN AS "SHORT CALL APPLICATION"

**BORANG 3**, **BORANG 4** and **BORANG 5** are for the "Short Call Application". Applications for "Short Call" are made by Masters and should only be made after the Petitions for Admission are filed. Pupils cannot appear in Court in respect of any matter until the "Short Call" Order has been granted by the Court. The filing fee payable is RM36.00

## 5. SERVICE OF "SHORT CALL" ORDER

"Short Call" Order must be filed, extracted and a copy to be given to the Bar Council and State Bar Committee. There is no necessity to file an Affidavit of Service for the service of "Short Call" Order.

