



**Bar Malaysia
Malaysian Bar**

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**Circular No 191/2017
Dated 29 Aug 2017**

To Members of the Malaysian Bar and pupils in chambers

Nationwide Workshops | How to Apply for Sijil Annual 2018

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

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

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

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

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

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

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

(1) You must already have obtained a Malaysian Bar website username and password, by registering using the form available [here](#). It may take up to two working days for your request to be processed;

- (2) In addition, if the law firm's authorised representative wishes to assist to prepare the application, the representative must already have obtained a law firm username and password, as per the information provided in section I(B) (entitled "Law Firm Online Portal") on pages 2 and 3 of [Circular No 190/2017](#). It may take up to five working days for a request to be processed;
- (3) You must have settled all outstanding payments, and allowed up to five working days for your payments to be processed;
- (4) You must bring all applicable supporting documents, as outlined in [Circular No 190/2017](#), to be scanned and uploaded. You are advised to scan the documents in advance and bring the soft copies to be uploaded, to expedite the process;
- (5) You are advised to bring your own laptop in order to avoid the queue to utilise the limited equipment available during the workshop; and
- (6) You must bring your National Registration Identification Card ("NRIC") or passport (if you are a Permanent Resident) to present to the Commissioner for Oaths when affirming your Statutory Declaration. You must bear the cost of the affirmation.

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

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

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

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

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

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

We look forward to seeing you at the workshop.

Thank you.

Roger Chan Weng Keng
Secretary
Malaysian Bar

Workshop Programme

9:00 am	Registration
9:30 am	Overview of New SAPC Online Application Process
10:00 am	(a) How to Create an SAPC Application Using the Member Online Portal <ul style="list-style-type: none">▪ Members who are renewing their SAPC▪ Newly called applicants applying for SAPC for the first time▪ Applicants who are submitting an application to resume practice
	(b) How a Law Firm's Authorised Representative Can Create an SAPC Application Using the Law Firm Online Portal
10:30 am	Tea Break
11:00 am	How to Complete and Submit an SAPC Application
12:00 noon	Lunch
1:00 pm (Part 1)	Hands-On Session for Actual Completion and Submission of SAPC Applications
3:30 pm	Tea Break
4:00 pm (Part 2)	Hands-On Session for Actual Completion and Submission of SAPC Applications
5:30 pm	End

Checklist of Preparatory Steps

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

(6) If you were a sole proprietor / partner during the accounting period from 1 Jan to 31 Jan 2016, bring a copy of the Accountant's Report (please refer to pages 42 and 43 in Appendix D of [Circular No 190/2017](#)).

(7) If you are applying for your SAPC for the first time, bring your Order of Admission as an advocate and solicitor, and the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.

(8) If you are resuming practice, please contact Parames Balakrishnan at the Bar Council Secretariat, by telephone at 03-2050 2162 or by email to **both** parames@malaysianbar.org.my and membership@malaysianbar.org.my for confirmation regarding supporting documents, and any pending payments, on or before the relevant deadline for registration for the workshop.

(9) Bring your National Registration Identification Card ("NRIC") or passport (if you are a Permanent Resident), and payment to the Commissioner for Oaths, for affirmation of your Statutory Declaration.

(10) Bring a laptop if possible, with soft copies of your pre-scanned documents for uploading.