

RULES ON CESSATION OF, OR CHANGE IN, PRACTICE

The following Rules shall come into effect from **1st July 2004**, and shall replace the Rulings on Cessation of Practice which was enforced on 1st May 1999.

1. An advocate and solicitor shall within 14 days of any change:

- a) in the address of his place of practice; or
- b) of his place of practice (e.g. if he moves to another firm);

notify the Bar Council in writing in the form and manner as the Bar Council may prescribe from time to time.

2. Any advocate and solicitor who:

Part - 1

- a) ceases practice as an advocate and solicitor altogether whether temporarily or permanently;

Part - 2

- a) ceases practice as a sole proprietor but continues to practice:
 - as a partner in a firm (other than by reason of the admission of a partner),
 - as an employee, or
 - as a consultant,
- b) ceases practice as a partner in a firm of advocates and solicitors but continues to practice:
 - as a partner in a different firm of advocates and solicitors;
 - as a sole proprietor, or
 - as an employee or a consultant

shall within 14 days thereof notify the Bar Council in writing in such form and manner as the Bar Council may require from time to time.

3. Without prejudice to the foregoing the Bar Council may in its discretion impose such terms or conditions on, or give such further or other directions to the advocate and solicitor concerned as it may consider appropriate and may require the advocate and solicitor concerned to attend before the Bar Council or its nominated committee to provide such clarification or to answer such queries as may be required of, or put to, him or her.

4. The forms attached to these Rules shall be applicable as from 1st July 2004 (unless and until modified or revoked by the Bar Council hereafter).

**NOTICE OF
CESSATION OF PRACTICE AS AN ADVOCATE AND SOLICITOR**

Note: This form is to be completed by an advocate and solicitor who has ceased or intends to cease practice as an advocate and solicitor whether temporarily or permanently and whether as an employee, consultant, sole proprietor or partner. The truth and accuracy of the answers provided must be verified by that advocate and solicitor by way of a statutory declaration.

**PART 1: Applicable to every advocate and solicitor who ceases practice
Altogether.**

A: Name :
NRIC Number :
Address :

Telephone No :
Fax No :
E-Mail Address :
Mobile Phone No. :

B. Date you ceased or intend to cease practice:

C. Particulars of the firm in which you currently practise/ last practised (delete as appropriate) (hereinafter referred to as the "Firm"):

Name of Firm :
Address :
Telephone No :
Fax No :
E-Mail Address :

Your status in the Firm: Sole Proprietor / Partner / Employee / Consultant
(delete as appropriate)

PART 2: Only applicable to an advocate and solicitor who has ceased or will cease practice as an advocate and solicitor either as a sole proprietor or a partner of a firm.

D. Please answer the following questions if you are or were a partner of a firm of advocates and solicitors. Please set out your answers on additional sheets of paper to be attached hereto.

- (i) Name/s of the other partner/s of the firm in which you were or are a partner:
- (ii) After your cessation of practice, will the firm in which you were or are a partner continue in practice as a firm of advocates and solicitors?
- (iii) If the firm in which you were or are a partner has ceased or intends to cease practice as a firm of advocates and solicitors:
 - (a) have all its clients been given notice to this effect, and if so when and how?
 - (b) describe what steps have been or will be taken to protect the interest of its clients – their documents and files:
 - (c) Describe what steps have been or will be taken in respect of monies in its clients account/s:
 - (d) Are/is its clients account/s closed? If so, when and with which Bank/s and provide particulars of the account/s.

E. Please answer the following questions if you are or were the sole proprietor of a firm of advocates and solicitors. Please set out your answers on additional sheets of paper to be attached hereto.

- (i) Have all your clients been given notice of your cessation or intended cessation of practice and if so, when and how?
- (ii) Describe what steps have been or will be taken to protect the interest of your clients – their documents and files:
- (iii) Describe what steps have been or will be taken in respect of monies in the clients account/s:
- (iv) Are/is the clients account/s closed? If so, when and with which Bank/s and provide particulars of the account/s.

FORM FOR CHANGE OF ADDRESS / PRACTICE

Name:

National Registration Identity Card Number:
[NRIC]

	Former	Current
Firm Name		
Firm's Address		
Tel. No(s).		
Fax No.		
E- mail		
Status in Firm	sole proprietor/ partner / employee/consultant (delete as appropriate)	sole proprietor/ partner / employee/consultant (delete as appropriate)
Date	Date of cessation	Date of commencement
Other changes (if any)		

Statutory Declaration

I, _____
(NRIC No. _____) an advocate & solicitor of the
High Court of Malaya residing at _____

do hereby solemnly affirm and declare as follows: -

The information contained in the form of Notice of Cessation of practice as an advocate and solicitor attached to this Statutory Declaration is true and accurate.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Provisions of the Statutory Declaration Act, 1960.

Affirmed by the said _____)
_____) _____
this _____ day of _____)

Before me,

Commissioner for Oaths