NAME: _____ **REF: BC/ /** _____
[as per NRIC] *[Sijil Annual Serial No.]*
MESSRS : _____

Checklist : *must be enclosed with Sijil Annual Application Form 2009[as covering sheet]*

Kindly **arrange your documents in the order set out in this Checklist** to expedite the processing of your application. Thank you for your co-operation.

☐ **Legal Assistant/Associate** ☐ **Partner** ☐ **Sole Proprietor** ☐ **Consultant**

1. Cheques/Receipt (*to be stapled on top of the* Application Form) for Bar Council Compensation Fund (CF) and Discipline Fund (DF) for the year 2009 payable to: • Bar Council Compensation Fund -RM100.00 • Bar Council Discipline Fund -RM 60.00 • *If payment of subscription (see 5(a) below) is made after 30.6.2008, kindly include an additional sum of RM450.00 (payable to "Bar Council") being the penalty for late payment of Subscription for 2008*	☐ CF ☐ DF	☐ CF ☐ DF
2. Practising Certificate Form (Sijil Amalan Guaman 2009) **(To be completed in Capital Letters)**	☐	☐
3. Application Form for Sijil Annual 2009 *(with Home Address & Telephone Number)*	☐	
4. Bar Committee Certificate :- • Local • Branch *(Applicable to Partners/Sole Proprietors with branch offices)*	☐ Local ☐ Branch	☐ Local ☐ Branch
5. Receipt for following payments in 2008 ***(Original copy or photocopy)*** • a) Subscription (SB) - RM450.00 • b) Building Fund (BF) - RM100.00 • c) Legal Aid Centre (LAC) - RM100.00 • d) Bar Council Sports Fund - RM 10.00 • e) Bar Council Law Care Fund - RM100.00	☐ SB ☐ BF ☐ LAC ☐ SF ☐ LC	☐ SB ☐ BF ☐ LAC ☐ SF ☐ LC
6. Statatory Declaration • Legal Assistants *[describe status of employment/ unemployment for the entire year between 1.1.2007 – 31.12.2007] and from 1.1.2008 until the date of the application (include current status if there is a change in employment thereafter)*, **OR** • Partners/Sole Proprietors [*declare Client's Account/s of main & branch offices maintained between 1.1.2007 – 31.12.2007 (by referring to Accountant's Report/s and annexing a copy of Report. Listing of client's account/s in SD not required. Only list client's account/s currently maintained for 2008/2009*.]	☐ ☐	☐ ☐
7. Accountant's Report 2007 [Main and/or Branch office] ***[Each partner / sole proprietor is to submit a copy as annexure to Statutory Declaration in addition to the report sent in by your Accountant. (refer to attached circular)]***	☐ main ☐ branch	☐ main ☐ branch
8. Professional Indemnity Insurance cover note from Jardine Lloyd Thompson Sdn Bhd - Insurance Brokers: ***1.1.2009 – 31.12.2009 or*** *confirmation of payment of the premium.*	☐	☐

NOTE: **Except** for Selangor and Kuala Lumpur members, all other members are requested to collect their Sijil Annual/Practising Certificates from **their respective State Bar Committees**. Selangor and Kuala Lumpur members can collect the same from the Bar Council upon receiving a notification from the Bar Council**.**