



# Billing & Collections

CPD Code: T3/15022015/BC/KDB152060/2 | 2 CPD Points

## Billing & Collections

**Prompt payment by clients — every lawyer’s dream! Attend this brand new workshop to find out how you can keep your firm’s finances in the pink and avoid cash flow problems.**

**The workshop provides training on:**

- ✓ managing cash flow;
- ✓ billing “how to’s”, tracking, systems etc;
- ✓ fee agreements;
- ✓ managing client expectations;
- ✓ ethical billing; and more!

**15 Feb 2015 (Sunday) | 2:30 pm to 5:30 pm**

*Registration starts at 2:00 pm*

### Registration Fees

**Members of the Bar RM60 | Non-Members RM110**

**Pupils in Chambers RM30 | Law Students RM30**

### Payment Options:

- (1) Direct deposit to Bank Islam Malaysia Berhad (Account: 02011010119602); or
- (2) Cheque or bank draft, payable to “Kedah Bar Committee”; or
- (3) Cash payment, at the Kedah Bar Committee Secretariat.

**No 54 Jalan Utama 3/1  
Kompleks Perniagaan Utama  
Jalan Sultanah Sambungan  
05350 Alor Setar, Kedah**

### Terms and Conditions

1. Places are limited and registration is on a first-come, first-served basis.
2. All payments must be made in advance of the event. Registration will be confirmed once full payment is received.
3. Cancellations must be made in writing to the Professional Indemnity Insurance (“PII”) and Risk Management Department. There will be no refunds for cancellations made after **6 Feb 2015 (Friday)** but substitutions are allowed.
4. The promotional rate advertised in the START Planner and elsewhere is not applicable.
5. Registered participants can request for substitute attendees by writing to the Kedah Bar Committee by **8 Feb 2015 (Sunday)**.
6. Certificates of attendance, and points for the Continuing Professional Development (“CPD”) Scheme, will not be given to participants who arrive more than 15 minutes late, do not attend the entire event, or leave before the workshop concludes. Certificates will be awarded to participants personally upon completion of the workshop; no representatives will be entertained.
7. Bar Council reserves the right to modify, cancel or postpone the event, should circumstances arise that make such action necessary. In the unlikely event of cancellation, all registration fees paid will be refunded.

The personal information that you provide to the Kedah Bar Committee, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Kedah Bar Committee for the purposes of facilitation and organisation of this event, research and audit, and maintenance of a participant database for the promotion of this event, and such ancillary services as may be relevant.

Complete and submit this form by fax to **04-730 8305** or by email to **keper70@streamyx.com**.

Name: .....

BC Membership No: .....

Firm: .....

Address: .....

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Tel: ..... Fax: .....

Email: .....



For more information, please contact:

**Zahidah Hanim**

Kedah Bar Committee

No 54 Jalan Utama 3/1

Kompleks Perniagaan Utama

Jalan Sultanah Sambungan

05350 Alor Setar, Kedah

Tel: 04-730 8305 / 733 3467 Fax: 04-730 8305

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