



**Bar Malaysia
Malaysian Bar**

www.malaysianbar.org.my

15 Leboh Pasar Besar
50050 Kuala Lumpur, Malaysia
Tel : +603-2050 2050
Fax : +603-2026 1313, 2034 2825, 2072 5818
Email : council@malaysianbar.org.my

**Circular 083/2017
Dated 17 Apr 2017**

To Members of the Malaysian Bar

Application for Sijil Annual and Practising Certificate to Become Completely Online

In September 2016, the Bar Council was informed that the Court intends to launch a new feature of e-Kehakiman (Phase 2) by mid-2017, which will require all applications for Practising Certificate to be made online. To accommodate this significant change, applications for Sijil Annual will also have to be made online. The Bar Council's online portal is currently being customised so that both applications can be made through this portal.

Once the Bar Council's online portal has been integrated with the e-Kehakiman system, the application process for Sijil Annual and Practising Certificate ("SAPC") will become **totally paperless**.

All applications **must be made online**, and **Members will no longer have the option to submit hard copy documents in order to apply for their SAPC**.

This paperless process represents a substantial transformation in the manner in which SAPC applications are submitted and processed. Members will have to log into the Bar Council's online portal in order to complete and submit their SAPC applications. Supporting documents such as the Statutory Declaration, State Bar Committee Certificate, and Accountant's Report must be scanned and uploaded during the application process. When ready, the SAPC can only be retrieved from the online portal.

It is anticipated that all applications for SAPC 2018 will have to be undertaken through the paperless online process. In addition, once the new system is in place, those who are applying for their SAPC 2017 (including those who are applying for their SAPC for the first time or who are resuming practice) must also apply and submit their documents online.

To prepare for this paperless process, Members are strongly urged to apply early for access to the Bar Council's online portal, as described below.

Access to the Bar Council's Online Portal

The online portal is accessible through the Malaysian Bar website at www.malaysianbar.org.my.

Please refer to [Circular No 190/2016](#) dated 24 Aug 2016, entitled "Online Self-Service Portal for Members and Law Firms", for details regarding the functions available through the Bar Council's online portal.

(1) Online Portal for Members

To access this section of the online portal, Members are required to register as users of the Malaysian Bar website by completing the registration form available at www.malaysianbar.org.my/create-an-account.html.

(2) Online Portal for Law Firms

The authorised representative of a law firm can access the online portal for law firms in order to assist Members in preparing their SAPC applications. However, the application must ultimately be submitted by the individual Member through the online portal for Members.

Law firms that have not yet nominated an authorised representative may do so by providing the following particulars of the authorised representative, to whom the user ID and password will be released by email:

- (a) Name;
- (b) Designation;
- (c) Office address; and
- (d) Email address.

Please submit these details by completing and returning the attached Registration Form to the Bar Council, together with the **original copy** of a covering letter **on the law firm's letterhead**.

If your law firm had previously been issued with a user ID and password, those same particulars can be used to access the online portal for law firms.

Should you have any enquiries, please contact the Membership Department by telephone at 03-2050 2191 or by email at membership@malaysianbar.org.my.

Thank you.

Roger Chan Weng Keng
Secretary
Malaysian Bar



Online Portal for Law Firms

Registration Form

Please take note that only one user ID and password will be emailed to the authorised representative from each firm.

1. Name of Law Firm

2. Name of Authorised Representative

3. Designation of Authorised Representative

4. Office Address and Telephone Number of Authorised Representative

5. Email Address of the Authorised Representative (*please provide only one email address*)

6. Signature of Managing / Senior Partner, and Date

*Kindly complete all sections of this Registration Form and return it together with the **original copy** of a covering letter **on your firm's letterhead**, to:*

*Bar Council
15 Leboh Pasar Besar
50050 Kuala Lumpur*

Should you need any clarification, please contact Mohd Esman Basri by telephone at 03-2050 2168 or send an email to membership@malaysianbar.org.my.

The personal information that you provide to the Bar Council, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Bar Council for the purposes of maintenance of a database for the online portal feature, research and audit, and such ancillary services as may be relevant.