



Billing & Collections

CPD Code: T3/25082016/BC/BC161123/2 | 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!

Registration Fees (inclusive of 6% GST)
Members of the Bar RM80 | Non-Members RM160
Pupils in Chambers RM40 | Law Students RM40
Members Admitted from 1 July 2011 RM40

25 Aug 2016 (Thursday) | 2:30 pm to 5:30 pm

Registration starts at 2:00 pm

Raja Aziz Addruse Auditorium
Straits Trading Building, Unit 2-02A
2nd Floor, 2 Leboh Pasar Besar
50050 Kuala Lumpur

Payment Options:

- (1) Direct deposit to HSBC (Account: 301-022-166-001); or
- (2) Cheque or bank draft, payable to “Bar Council”; or
- (3) Cash payment, at the ground floor of the Bar Council Secretariat.

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 **18 Aug 2016 (Thursday)** 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 PII & Risk Management Department by **19 Aug 2016 (Friday)**.
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.
8. Please be advised that certain supplies of goods and services that we make may be subject to GST and we are required to levy GST on such taxable goods and services from 1 Apr 2015. Kindly also note that we reserve the right to implement any necessary changes to our policies on goods and services that we may supply or on supplies we may receive from vendors.

Complete and submit this form by fax to **03-2031 6124** or by email to **pirm@malaysianbar.org.my**.

Name:

BC Membership No:

Firm:

Address:

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Tel: Fax:

Email:



For more information, please contact:

Azwa Zulsamli

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Bar Council Malaysia

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50050 Kuala Lumpur

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The personal information that you provide to the PII & Risk Management Department, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the PII & Risk Management Department 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.