



Getting Started!

DATE

29 Aug 2014 (Friday)

TIME

9:00 am to 5:30 pm

VENUE

Level 1, Johore Bar Auditorium

No 5, Jalan Tun Abd Razak, Susur 1/1, 80000 Johor Bahru

WHO SHOULD ATTEND

Lawyers thinking of setting up firms, who have just established their firms, needing a refresher or joining a partnership.

WHY

- Covers everything from the fundamentals of legal practice, accounting, taxation, conveyancing to litigation.
- *Plus bonus giveaways!*



Registration Fees:

Members of the Bar		RM 100
Non-Members		RM 150
Pupils in Chambers		RM 50
Law Students		RM 50

CPD Code: T3/29082014/BC/JB141110/6

WORKSHOP SCHEDULE

MODULE 1

FIRST STEPS: WHO, WHAT, WHERE, WHEN AND HOW?

The Fundamentals of Legal Practice

Going Solo or Finding a Partner

Partnership Agreement

Retainer Letter(s) / Agreement(s)

Office Management 101

Accounting and Taxation

A Lawyer's Guide to Bookkeeping and Accounting

Appreciating Your Financial Statements

Understanding Tax

AMLATFA Briefing

Bar Council and You: Obligations and Privileges

Statutory Requirements

Professional Indemnity Insurance

MODULE 2

THE BIG LEAP: STRATEGY FOR GROWTH

Conveyancing in a Competitive Climate

Conveyancing Practice Using Checklist / KIV Systems

Understanding Solicitors' Account Rules / Solicitors' Remuneration Order

Avoiding Fraud

Winning Ways through Civil Litigation Practice

Civil Litigation Processes Using Checklist / KIV Systems

Avoiding Claims / Negligence

For enquiries, please contact

Cicelia Mani / Nurhuda Mohd Fadzil (Johore Bar Committee)

Tel: 07-276 3888

Fax: 07-276 1188

Email: secretariat@johorebar.org.my



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Registration Form

Complete and submit this form by fax to 07-276 1188, or by email to secretariat@johorebar.org.my.

Name	Email	Telephone	Veg*

*Please tick "Veg" if vegetarian food is required.

Details of Legal Firm

Legal Firm: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Payment Details

- (1) Direct deposit to OCBC (Malaysia) Berhad (Account: 710-102815-3); or
- (2) Cheque or bank draft, payable to "Johore Bar House & Library Fund"; or
- (3) Cash payment, at the Ground Floor of the Johore Bar Committee Secretariat.

An event by

Professional Indemnity Insurance and
Risk Management Department
Bar Council Malaysia
Suite 4.03A, 4th Floor, Wisma Maran
28 Medan Pasar
50050 Kuala Lumpur
Email: pirm@malaysianbar.org.my
Tel: 03-2032 4511 Fax: 03-2031 6124
Website: www.malaysianbar.org.my

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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 **22 Aug 2014 (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 Johore Bar Committee by **22 Aug 2014 (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.

The personal information that you provide to the Johore Bar Committee, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Johore 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.