



Getting Started!

DATE

5 Sept 2013 (Thursday)

TIME

9:00 am to 5:30 pm

VENUE

Raja Aziz Addruse Auditorium, Bar Council
15 Leboh Pasar Besar, 50050 Kuala Lumpur

WHO SHOULD ATTEND

A workshop for lawyers thinking of setting up firms, who have just established a firm, 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:

Early Bird | RM225

Standard | RM250

Early-bird rate applies for payment received on or before **30 Aug 2013**

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

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

Mysahra Shawkat / Syahizan Md Din (03-2032 4511; pirm@malaysianbar.org.my)

CPD code: 05092013/BC/BC1151/7 | 7 CPD Points



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Early Bird (payment by 30 Aug 2013) | RM225
Standard (payment after 30 Aug 2013) | RM250
Pupils in Chambers | RM50

** Please note that the parking lot beside the Bar Council building has been closed due to ongoing construction.*

Registration Form

Complete and submit this form by fax to 03-2031 6124, or by email to pirm@malaysianbar.org.my. Registration will be confirmed once full payment is received.

| Name | Email Address | Mobile Phone No | Veg* |
|------|---------------|-----------------|------|
| | | | |
| | | | |
| | | | |

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

Details of Legal Firm

Legal Firm: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Payment Details

Fees: **Early Bird:** RM225 | **Standard:** RM250 | **Pupils in Chambers:** RM50

Payment details: **Total RM** _____

Enclosed cheque / PO / MO / Draft No: _____ (payable to "Bar Council")

TT HSBC: 301-022-166-001 (Please fax payment slip to 03-2031 6124)

Cash (Ground Floor, Bar Council 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

For enquiries, please contact

Mysahra Shawkat or Syahizan Md Din by telephone at 03-2032 4511, or by email at pirm@malaysianbar.org.my.

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. Registration made after 30 Aug 2013 (Friday) is subject to availability.
4. Cancellation on the part of the participant must be made in writing to the Professional Indemnity Insurance and Risk Management Department by 30 Aug 2013 (Friday) and will be given full refund. No refunds will be given for cancellations made after 30 Aug 2013 (Friday).
5. The promotional rate advertised in the START Planner and elsewhere are not applicable.
6. Registered participants can request for substitute attendees by writing to the Professional Indemnity Insurance and Risk Management Department at least three days before the date of the workshop.
7. Certificates of attendance, and points for the Continuing Professional Development 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 representative will be entertained.
8. Bar Council retains the right to modify the programme without prior notice, and shall accept no liability for any loss or inconvenience as a result of any amendment.
9. Bar Council reserves the right to 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.