

Circular No 190/2016
Dated 24 Aug 2016

To Members of the Malaysian Bar

Online Self-Service Portal for Members and Law Firms

We are pleased to inform Members that we have introduced an online self-service portal for Members and law firms, as part of our ongoing initiative to improve and upgrade our services.

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

Online Portal For Members

This online portal will permit Members who are registered users of the Malaysian Bar website to:

- (a) update their personal particulars, including contact details such as home address, home telephone number, mobile telephone number, facsimile number and email address.

A field has been introduced to allow Members to provide an alternative address (other than home or law firm address) to which Bar Council correspondence should be directed;

- (b) view and download their records for payments required under the Legal Profession Act 1976, and print receipts for the payments made. For more details, please refer to [Circular No 297/2011](#) dated 19 Dec 2011; and
- (c) check on the number of points accumulated under the Continuing Professional Development (“CPD”) Scheme.

Members may register as users of the Malaysian Bar website by completing the registration form available at www.malaysianbar.org.my/create-an-account.html, in order to access the online portal.

Online Portal For Law Firms

The authorised representative of a law firm can access the online portal for law firms to:

- (a) update the law firm’s contact information;
- (b) view the list of the law firm’s branches and lawyers; and
- (c) check whether the Sijil Annual and Practising Certificate (“SA/PC”) of each of the law firm’s lawyers is ready for collection.

Once the Bar Council begins accepting applications for SA/PC 2017 in September 2016, the authorised representative can utilise the online portal to complete certain fields of information and generate a copy of the application forms and statutory declaration for each of the law firm's lawyers. These documents will be pre-filled with the lawyer's details (based on information contained in the Bar Council's membership database), thus simplifying the process of completing the forms.

The documents can then be printed, executed, and submitted to the Bar Council along with the required supporting documents, to complete the application for SA/PC 2017.

This feature will be available only in instances of renewal, ie where a Member who is in active practice and possesses a valid SA/PC 2016 wishes to apply for SA/PC 2017.

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:

- (1) Name;
- (2) Designation;
- (3) Office address; and
- (4) 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.

General

While Members and law firms can still update their details using the customary method of submitting the information through post, fax or email, we believe that the online self-service portals are an enhancement that will simplify and expedite this administrative task.

Contact Information

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.

Thank you.

Karen Cheah Yee Lynn
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.