



# Billing & Collections

CPD Code: T3/08102015/BC/PG153080/2 | 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!

**8 Oct 2015 (Thursday) | 2:30 pm to 5:30 pm**

*Registration starts at 2:00 pm*

**Registration Fees (Fees are inclusive of 6% GST)**

**Members of the Bar RM63 | Non-Members RM106**

**Pupils in Chambers RM31 | Law Students RM31**

**Payment Options:**

- (1) Direct deposit to Public Bank Berhad (Account: 3060545211); or
- (2) Cheque or bank draft, payable to "Penang Bar Committee"; or
- (3) Cash payment, at the Penang Bar Committee Secretariat.

**Ixora Hotel**

**Jalan Baru, Bandar Perai Jaya  
13600 Perai, Penang**

### 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 **1 Oct 2015 (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 Penang Bar Committee by **1 Oct 2015 (Thursday)**.
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 **04-262 8664** or by email to **secretariat@penangbar.org**.

Name: .....

BC Membership No: .....

Firm: .....

Address: .....

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Tel: ..... Fax: .....

Email : .....



For more information, please contact:

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Penang Bar Committee

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10200 Penang

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The personal information that you provide now or in the future, may be used, recorded, stored, disclosed or otherwise processed 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.