



Getting Started!

DATE

10 Oct 2015 (Saturday)

TIME

9:00 am to 5:30 pm

VENUE

Pejabat Badan Peguam Perlis

No 15 Tingkat Atas, Taman Guru Jaya, 01000 Kangar, Perlis

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!*

6 CPD points

Registration Fees:

(Fees are inclusive of 6% GST)

Members of the Bar		RM 106
Non-Members		RM 159
Pupils in Chambers		RM 53
Law Students		RM 53

CPD Code: T3/10102015/BC/PLS153080/6

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

Rushilla bt Ahmad Abdul Rashid (Badan Peguam Perlis)

Tel: 04-977 0272

Fax: 04-977 0198

Email: perlisbar@gmail.com



Getting Started!



Date: 10 Oct 2015 (Saturday)

Time: 9:00 am to 5:30 pm

Venue: Pejabat Badan Peguam Perlis
No 15 Tingkat Atas, Taman Guru Jaya, 01000 Kangar, Perlis

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

Members of the Bar		RM 106
Non-Members		RM 159
Pupils in Chambers		RM 53
Law Students		RM 53

Registration Form

Complete and submit this form by fax to 04-977 0198, or by email to perlisbar@gmail.com.

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 Maybank (Account: 559012311373); or
- (2) Cheque or bank draft, payable to "Badan Peguam Perlis"; or
- (3) Cash payment, at the Pejabat Badan Peguam Perlis.

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.praktis.com.my

For enquiries, please contact

Rushilla bt Ahmad Abdul Rashid (Badan Peguam Perlis)
Tel: 04-977 0272 Fax: 04-977 0198
Email: perlisbar@gmail.com

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 **2 Oct 2015 (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 Badan Peguam Perlis by **2 Oct 2015 (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.

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.