



Getting Started!

DATE

13 Oct 2016 (Thursday)

TIME

9:00 am to 5:30 pm

VENUE

Auditorium 1, Raja Aziz Addruse Auditorium
Straits Trading Building, Unit 2-02A, 2nd Floor
2 Leboh Pasar Besar, 50050 Kuala Lumpur

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!*

7 CPD points

Registration Fees (inclusive of 6% GST)

Members of the Bar	RM120
Non-Members	RM240
Pupils in Chambers	RM60
Law Students	RM60
Members Admitted from 1 July 2011	RM60

CPD Code: T3/13102016/BC/BC161214/7

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

Azwa Zulsamli (03-2032 4511; pirm@malaysianbar.org.my)



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Registration Form

Please 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 / Membership No	Email	Telephone	Veg*

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

Details of Legal Firm

Name of Firm: _____

Preferred Name for GST Tax Invoice: _____ GST Registration No: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Payment Details

Members of the Bar RM120 | **Non-Members** RM240 | **Pupils in Chambers** RM60 |
Law Students RM60 | **Members Admitted from 1 July 2011** RM60

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.praktis.com.my

For enquiries, please contact

Azwa Zulsamli | Tel: 03-2032 4511 Email: pirm@malaysianbar.org.my

Terms and Conditions

- Places are limited and registration is on a first-come, first-served basis.
- All payments must be made in advance of the event. Registration will be confirmed once full payment is received.
- 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 **7 Oct 2016 (Friday)** but substitutions are allowed.
- The promotional rate advertised in the START Planner and elsewhere is not applicable.
- Registered participants can request for substitute attendees by writing to the Professional Indemnity Insurance and Risk Management Department by **7 Oct 2016 (Friday)**.
- 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.
- 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.
- 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.