

# 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, 2<sup>nd</sup> Floor 2 Leboh Pasar Besar, 50050 Kuala Lumpur

# 7 CPD points

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

RM120
RM240
RM60
RM60
RM60

# 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!

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

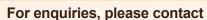
Understanding Solicitors' Account Rules / Solicitors' Remuneration Order

**Avoiding Fraud** 

#### Winning Ways through Civil Litigation Practice

Civil Litigation Processes Using Checklist / KIV Systems

Avoiding Claims / Negligence



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





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Venue: Auditorium 1, Raja Aziz Addruse Auditorium

Straits Trading Building, Unit 2-02A, 2nd Floor 2 Leboh Pasar Besar, 50050 Kuala Lumpur

#### Registration Fees (inclusive of 6% GST)

Members of the BarRM120Non-MembersRM240Pupils in ChambersRM60Law StudentsRM60Members Admitted from 1 July 2011RM60

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.

#### **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				
lame of Firm:				
referred Name for GST Tax Invoice:		GST Registration No:		
Address:				
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Payment Details  Members of the Bar RM120   Non-Members RM240 Law Students RM60   Members Admitted from 1 Ju Payment details: Total RM  Enclosed cheque / PO / MO / Draft No:  TT HSBC: 301-022-166-001 (Please fax payment Cash (Ground Floor, Bar Council Secretariat)	uly 2011 RM60  (payable to "Bar Council")	F F E S 2 5 E T	An event by  Professional Indemnity Insuration Risk Management Departm Bar Council Malaysia Suite 4.03A, 4th Floor, Wism Medan Pasar Mo50 Kuala Lumpur Memail: pirm@malaysianbar. Fel: 03-2032 4511 Fax: 0 Vebsite: www.praktis.com.r	ent a Maran org.my 03-2031 612

#### 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.
- 2. 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.

4. 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).
- 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.