



To Members of the Malaysian Bar and pupils in chambers

### **Sijil Annual and PII Workshop 2016 (5 Oct 2016)**

*A step-by-step guide to submitting the Sijil Annual and Practising Certificate application, featuring a special segment on how to complete the PII Proposal Form by Jardine Lloyd Thompson*

The annual renewal for the Sijil Annual and Practising Certificate and the Professional Indemnity Insurance ("PII") cover has begun, and everyone is looking forward to receiving their Sijil Annual and Practising Certificate 2017 fast and hassle-free.

The Bar Council Membership Department is pleased to present our annual workshop on completing the Sijil Annual and Practising Certificate application and PII Proposal Form, on **5 Oct 2016 (Wednesday)**.

Every year, the Membership Department undertakes the task of checking thousands of applications, and we look forward to your cooperation in making sure that your application is in order. A well-prepared application will expedite the processing time, ensuring that your Sijil Annual and Practising Certificate 2017 are issued promptly.

This workshop, which will be conducted by a team of officers from the Membership Department, provides you with an opportunity to equip yourself with basic knowledge and tips on completing your application.

The workshop is designed not only to provide a simple and easy-to-understand guide to the first-time applicant, but also serves as a timely refresher to the experienced.

There will also be a session to provide guidance on how to utilise the Bar Council's recently launched online self-service portal for law firms. The portal enables the authorised representative of a law firm to complete certain fields of information and generate a copy of the application forms for Sijil Annual, Practising Certificate and the Statutory Declaration for each of the law firm's lawyers. The documents will be pre-filled with each lawyer's details, thus simplifying the process of completing the forms.

Managers, office administrators or clerks of law firms who are responsible for the preparation of their lawyers' Sijil Annual and Practising Certificate applications and their firms' PII Proposal Forms, are strongly encouraged to attend the workshop.

**Admission is free but advance registration is required.** To ensure an effective workshop, registration is limited to 80 participants on a first-come, first-served basis. Materials will be provided.

Please see the attached flyer for the course outline and registration form.

\*All lawyers and pupils in chambers who are first-time participants will be awarded one Continuing Professional Development ("CPD") point. As per the CPD Guidelines, Category T7 of the CPD Scheme Computation Table provides that one CPD point is awarded only once per lifetime. Lawyers and pupils in chambers are welcome to attend a repeat session of the workshop, but no CPD points will be awarded.

To reserve a seat, please complete and submit the attached form by email to Parameswary Balakrishnan at [parames@malaysianbar.org.my](mailto:parames@malaysianbar.org.my), or Sree Gayithiri Maruthavellu at [sree@malaysianbar.org.my](mailto:sree@malaysianbar.org.my), or by fax to 03-2026 1313 / 2072 5818.

Should you have any queries, please do not hesitate to contact Parameswary Balakrishnan (03-2050 2162; [parames@malaysianbar.org.my](mailto:parames@malaysianbar.org.my)) or Sree Gayithiri Maruthavellu (03-2050 2164; [sree@malaysianbar.org.my](mailto:sree@malaysianbar.org.my)).

We look forward to seeing you at the workshop.

Thank you.

**Karen Cheah Yee Lynn**  
Secretary  
Malaysian Bar

**5 Oct 2016 (Wednesday)**  
**Raja Aziz Addruse Auditorium, Straits Trading Building, Kuala Lumpur**

<b>Programme</b>	2:00 pm	Registration
	2:30 pm	Overview by Jardine Lloyd Thompson   Question-and-Answer Session
	3:15 pm	Overview of the Sijil Annual Forms and Common Mistakes
	4:00 pm	Break
	4:15 pm	Question-and-Answer Session in respect of Sijil Annual Application
	4:30 pm	Practice Session for Sijil Annual Application

# Sijil Annual and PII Workshop

by the Bar Council Membership Department

Circular No 213/2016

Dated 20 Sept 2016

- ! Mind-boggling forms?
- ! Confusing checklist?
- ! Rejected applications?
- ! Looking for a foolproof application?



**COME ATTEND** a workshop that will provide a step-by-step guide to submitting an accurate and complete Sijil Annual and Practising Certificate application, featuring a special segment by Jardine Lloyd Thompson on how to complete the Professional Indemnity Insurance ("PII") Proposal Form.

This easy-to-understand and practical workshop is tailored to meet the needs of both the uninitiated and veterans.

The half-day workshop will cover:

- (1) An overview of the Sijil Annual ("SA") and Practising Certificate ("PC") application requirements;
- (2) A detailed examination of the SA checklist;
- (3) Problem areas;
- (4) Common mistakes to avoid;
- (5) A quick guide to completing the PII Proposal Form by the experts; and
- (6) A breakout session for hands-on experience in tackling difficult scenarios.

**A must-attend for:**

- ✓ Lawyers;
- ✓ Pupils in chambers; and
- ✓ Legal firm managers, administrators or clerks.

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For enquiries, please contact:

**Parameswary Balakrishnan**

(03-2050 2162; parames@malaysianbar.org.my); or

**Sree Gayithiri Maruthavellu**

(03-2050 2164; sree@malaysianbar.org.my)

Date: 5 Oct 2016 (Wednesday)  
Time: 2:30 pm to 5:30 pm  
Venue: Raja Aziz Addruse Auditorium  
Straits Trading Building  
Unit 2-02A, 2<sup>nd</sup> Floor, 2 Leboh Pasar Besar  
50050 Kuala Lumpur

CPD Code: T8/05102016/BC/BC161227/1

Admission is free but advance registration is required.  
Registration for the workshop will begin at 2:00 pm.

## REGISTRATION FORM

**I would like to register for the event (all fields must be completed):**

Name: \_\_\_\_\_

Member of the Bar     Pupil     Law Student     Non-Member  
(Tick where applicable)

NRIC No (Pupils / Law Students / Non-Members): \_\_\_\_\_

Email: \_\_\_\_\_

Membership No (for Members of the Bar only): \_\_\_\_\_

Name of Firm / Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Places are limited and registration is on a first-come, first-served basis. The deadline for registration is **29 Sept 2016 (Thursday)**. All registrations will be considered confirmed unless otherwise advised no less than two working days before the date of the workshop.



Organised by  
Bar Council  
15 Leboh Pasar Besar  
50050 Kuala Lumpur  
Tel: 03-2050 2050  
Fax: 03-2026 1313 / 2072 5818

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 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.