



# Getting Started!

Express

31 Oct 2015 (Saturday) | 9:30 am to 12:30 pm  
Pejabat Badan Peguam Perlis

Experience two of our most popular sessions that will be featured for the first time in Perlis!

Ideal for lawyers thinking of setting up firms, just setting up firms, needing a refresher, joining a partnership, etc. Participants will receive freebies and **Getting Started!** kits. Limited seats are available.

CPD Code: T3/10102015/BC/PLS153081/2

## Workshop Schedule

9:00 am	<b>Registration and Introduction</b>
9:30 am	<b>Session 1:</b> <b>My Professional Indemnity Insurance</b> by Mysahra Shawkat <i>Professional Indemnity Insurance and Risk Management Department, Bar Council</i> <ul style="list-style-type: none"><li>◆ Certificate of Insurance 2015</li><li>◆ Q &amp; A</li></ul>
10:00 am	<b>Session 2:</b> <b>The Fundamentals of Legal Practice</b> by Shamsuriah bt Sulaiman, <i>Shamsuriah &amp; Associates</i> <ul style="list-style-type: none"><li>◆ Going Solo or Finding a Partner</li><li>◆ Partnership Agreement</li><li>◆ Retainer Letter(s) / Agreement(s)</li><li>◆ Office Management 101</li><li>◆ Q &amp; A</li></ul>
11:15 am	<b>Session 3:</b> <b>Conveyancing in a Competitive Climate</b> by Abd Murad b Che Chik, <i>Zain Megat &amp; Murad</i> <ul style="list-style-type: none"><li>◆ Conveyancing Process Using Checklist / KIV Systems</li><li>◆ Dealing with SRO</li><li>◆ Avoiding Fraud</li><li>◆ Q &amp; A</li></ul>
12:30 pm	<b>End of Workshop</b>

**Admission is free but advance registration is required.**  
The workshop requires a minimum of 10 participants to proceed.

**For enquiries, please contact**

Rushilla bt Ahmad Abdul Rashid (Badan Peguam Perlis)

Tel: 04-977 0272 Fax: 04-977 0198

Email: perlisbar@gmail.com



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**Date:** 31 Oct 2015 (Saturday)

**Time:** 9:30 am to 12:30 pm

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

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advance registration is required.**

## Registration Form

CPD Code: T3/10102015/BC/PLS153081/2

Complete and submit this form by fax to 04-977 0198, or by email to [perlisbar@gmail.com](mailto:perlisbar@gmail.com).

Name	Email	Telephone

## Details of Legal Firm

Legal Firm: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## An event by

Professional Indemnity Insurance and Risk Management Department  
Bar Council Malaysia  
Suite 4.03A, 4<sup>th</sup> Floor, Wisma Maran  
28 Medan Pasar  
50050 Kuala Lumpur  
Email: [pirm@malaysianbar.org.my](mailto:pirm@malaysianbar.org.my)  
Tel: 03-2032 4511 Fax: 03-2031 6124  
Website: [www.praktis.com.my](http://www.praktis.com.my)

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.

## For enquiries, please contact

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Tel: 04-977 0272 Fax: 04-977 0198  
Email: [perlisbar@gmail.com](mailto:perlisbar@gmail.com)

## Terms and Conditions

1. Places are limited and registration is on a first-come, first-served basis.
2. 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 **29 Oct 2015 (Thursday)** but substitutions are allowed.
3. Registered participants can request for substitute attendees by writing to the Badan Peguam Perlis by **29 Oct 2015 (Thursday)**.
4. 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.
5. Bar Council reserves the right to modify, cancel or postpone the event, should circumstances arise that make such action necessary.