



Bar Malaysia
Malaysian Bar

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**Circular No 232/2017
Dated 16 Oct 2017**

To Members of the Malaysian Bar

Sijil Annual 2018 Application Deadline Extended to 30 Nov 2017

We refer to [Circular No 190/2017](#) dated 27 Aug 2017, entitled “Sijil Annual 2018”, where we provided Members with detailed information regarding the new Sijil Annual and Practising Certificate (“SAPC”) online application process, and asked Members to submit their SAPC applications online on or before 31 Oct 2017 (Tuesday).

Please be informed that the deadline for submission of SA applications online has been extended to **30 Nov 2017 (Thursday)**.

Members are reminded that all applications for SAPC **can only be made online**. All supporting documents must be scanned and uploaded online during the application process. When ready, your SAPC can only be retrieved from the online portal. No hard copies of the SAPC will be provided.

The authorised representative of your law firm can assist you to prepare your SAPC application through the Bar Council’s Law Firm Online Portal, **but ultimately you must submit your own SAPC application through the Member Online Portal**. For this purpose, you must log into the Bar Council’s Member Online Portal with **your own** (individual) website username and password.

Please click:

- (1) [here](#) to download the English version of Circular No 190/2017 dated 27 Aug 2017, entitled “Sijil Annual 2018”, which contains important information regarding the online SAPC application process, including a step-by step pictorial guide;
- (2) [here](#) to download the Bahasa Malaysia version of Circular No 190/2017; and
- (3) [here](#) to download a more detailed reference guide entitled “FAQ: Guide to Renewing Your SAPC Online”. This guide, which includes a set of Frequently-Asked-Questions, is relevant to Members who are renewing their SAPC.

As at 12 Oct 2017, the Bar Council Secretariat has received a total of 2,444 SAPC applications. Of these, 1,259 applications have been processed, and 1,104 Sijil Annual have been issued to Members.

Members who have been notified that their SAPC applications are not in order are advised to regularise their applications on an urgent basis by providing the information or documents requested, to enable the Bar Council Secretariat to complete the processing of their applications expeditiously.

As at 12 Oct 2017, 2,234 law firms have yet to submit their Professional Indemnity Insurance (“PII”) Proposal Forms to the Scheme Broker, Jardine Lloyd Thompson Sdn Bhd (“JLT”), in order to obtain their PII Schedules. Members are encouraged to submit their 2018 Proposal Forms online at www.praktis.com.my. Kindly note that confirmation of PII cover is mandatory to process your SA application. For enquiries pertaining to PII, kindly contact JLT directly by telephone at 03-2723 3388 (general line) / 03-2723 3241 (dedicated for the Malaysian Bar).

For enquiries relating to your SAPC application, please contact the Membership Department by telephone at 03-2050 2191, or by email at membership@malaysianbar.org.my.

Thank you.

Roger Chan Weng Keng
Secretary
Malaysian Bar