



**Bar Malaysia
Malaysian Bar**

www.malaysianbar.org.my

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**Circular No 233/2017
Dated 16 Oct 2017**

To Members of the Malaysian Bar and pupils in chambers

Notice of Fees for Bar Council Secretariat Services

The Bar Council Secretariat provides a range of services for the benefit of Members of the Bar, pupils in chambers, and the public.

Please refer to Appendices A, B and C (attached) for a summary of the services, and the applicable fees.

Almost all of the fees have not been revised since 2008, and some fees remain unchanged. The revised rates will come into effect on **23 Oct 2017 (Monday)**.

Payment may be made as follows:

- (1) Cash payment, at the ground floor of the Bar Council Secretariat (up to RM250 only);
- (2) Cheque or bank draft, payable to "Malaysian Bar" (please indicate the name of the Member / pupil in chambers, Bar Council membership / petition number, and the purpose of the payment, on the underside of the cheque); or
- (3) Direct deposit or Internet banking (such as Interbank Giro Transfer) to:

| | |
|-----------------|------------------------|
| Bank Name: | Hong Leong Bank Berhad |
| Account Name: | Malaysian Bar |
| Account Number: | 00200760645 |
| SWIFT Code: | HLBBMYKL |

Please submit your transaction slip as proof of payment, by email or fax, to the relevant department. Kindly indicate the name of the Member/ pupil in chambers, Bar Council membership / petition number, and purpose of payment, in your email or fax.

Kindly note that your request will not be processed until full payment has been received.

Should you have any enquiries, please contact the relevant department by telephone or email.

Thank you.

**Roger Chan Weng Keng
Secretary
Malaysian Bar**

Services Provided by the Bar Council Secretariat

Please note that all the amounts stated below are inclusive of 6% GST, where applicable.

| Department | Type of Service | Fee |
|--|--|--|
| <p align="center">Admission</p> <p>admissionstaff@malaysianbar.org.my Tel: 03-2050 2145 Fax: 03-2050 2146</p> | <p>Reprint of Ethics Certificate</p> | <p>RM10 per copy</p> |
| <p align="center">Complaints and Intervention</p> <p>complaints-intervention@malaysianbar.org.my Tel: 03-2050 2159 Fax: 03-2034 2487</p> | <p>(1) Storage and distribution of client files (intervention in law firms)</p> <p>(2) Request for character reference</p> | <p>(1) RM100 per matter, for files collected within one month of the notification</p> <p>RM150 per matter, for files collected more than one month after the notification</p> <p>(2) (a) Urgent request (within 1 working day):</p> <ul style="list-style-type: none"> ▪ Member of the Bar: RM40 ▪ Non-Member: RM70 <p>(b) Non-urgent request (within 3 working days):</p> <ul style="list-style-type: none"> ▪ Member of the Bar: RM20 ▪ Non-Member: RM50 |
| <p align="center">Compensation Fund</p> <p>complaints-intervention@malaysianbar.org.my Tel: 03-2050 2159 Fax: 03-2034 2487</p> | <p>Application for grant</p> | <p>RM100 per application</p> |
| <p align="center">Finance</p> <p>finance@malaysianbar.org.my Tel: 03-2050 2128 Fax: 03-2050 2133</p> | <p>Returned cheques</p> | <p>Administrative fee of RM10.60</p> |

| Department | Type of Service | Fee |
|---|---|---|
| <p align="center">Library</p> <p>library@malaysianbar.org.my Tel: 03-2050 2084 Fax: 03-2050 2085</p> | <p>Please refer to Appendix B for the list of services provided by the Library, and the applicable fees</p> | <p>Please refer to Appendix B</p> |
| <p align="center">Membership</p> <p>membership@malaysianbar.org.my Tel: 03-2050 2194 Fax: 03-2032 1697</p> | <p>(1) Certificate of Good Standing</p> <p>(2) Certified True Copy of documents</p> <p>(3) Requests for information regarding law firms or Members of the Bar</p> | <p>(1) First request in a calendar year: RM300</p> <p>Each subsequent request in the same calendar year: RM150</p> <p>(2) RM10.60 per copy</p> <p>(3) Please refer to Appendix C for the list of services and applicable fees</p> |
| <p>Information Technology (Website)</p> <p>jobs@malaysianbar.org.my Tel: 03-2050 2044 Fax: 03-2050 2049</p> | <p>Job vacancy advertisements on Malaysian Bar website</p> | <p>RM159 per week for law firms, for up to 2 vacancies in a single advertisement</p> <p>RM212 per week for law firms, for 3 or more vacancies in a single advertisement</p> |
| <p>Public Relations (Advertisements)</p> <p>publicrelations@malaysianbar.org.my Tel: 03-2050 2036 Fax: 03-2026 1313</p> | <p>(1) Electronic direct mailer</p> <p>(2) Website e-banner</p> <p>(3) Website scrollbox</p> | <p>Please contact the Public Relations Department for details.</p> |

Services Provided by the Bar Council Library

Please note that the fees stated below are subject to 6% GST, which has **not** been included.

All requests that are received by fax or email, or in person in the Library, will only be attended to once payment has been received in full.

The fee for non-practising advocates and solicitors to use the Library is RM20.00 per day.

| Type of Service | Fee (Self-Service) | Fee (with Assistance of Library Personnel) |
|---|---|---|
| Photocopy | Using Xerox cards: 1) RM30.00 (Yielding 96 copies, at approximately RM0.31 per page) 2) RM50.00 (Yielding 192 copies, at approximately RM0.26 per page) | (A) Internal users (Members): RM0.50 per page or RM0.60 per page, depending on the type of assistance needed (B) Requests at counter by Members / law firm personnel: RM0.60 per page (C) Requests from counter by non-Members / non-practising advocates and solicitors: RM1.00 per page + RM5.00 service charge (D) Photocopy sent via email: <ul style="list-style-type: none"> ▪ RM0.60 per page + RM5.00 service charge per email for Members ▪ RM1.00 per page + RM10.00 service charge per email for non-Members / non-practising advocates and solicitors |
| Printing | | RM0.60 per page |
| Faxing | | Requested via telephone, facsimile, email, and others: RM3.00 per page: cost of printing (RM0.60) and faxing (RM2.40). |
| Photocopying (sent via post / courier) | | Requested via telephone, facsimile, email, and others: <ul style="list-style-type: none"> ▪ RM10.00 per courier delivery + RM0.60 per page for Members ▪ RM10.00 per courier delivery + RM1.00 per page for non-Members / non-practising advocates and solicitors) |
| Usage of online subscription databases | RM5.00 per 30 minutes of usage + RM0.60 printing per page | |
| Computer usage (use of Microsoft Word) | | |

Requests for Information Regarding Law Firms or Members of the Bar

This service is provided by the Bar Council Membership Department.

Please note that all the amounts stated below are inclusive of 6% GST, where applicable.

| Type of Records | Type of Information / Document | Fee (RM) | |
|---|--|------------|------------|
| | | Member | Non-Member |
| System-based records | Confirmation letter on current status of a law firm / advocate and solicitor (to be issued within 3 working days) | Member | 20 |
| | | Non-Member | 50 |
| | Confirmation letter on current status of a law firm / advocate and solicitor (to be issued within 1 working day) | Member | 40 |
| | | Non-Member | 70 |
| Records maintained at Bar Council + system-based records | Search on status of a law firm / advocate and solicitor after 2010 (to be issued within 5 working days) | Member | 30 |
| | | Non-Member | 80 |
| | Search on status of a law firm / advocate and solicitor after 2010 (to be issued within 3 working days) | Member | 60 |
| | | Non-Member | 110 |
| Records that require retrieval of file(s) from external storage facility + records maintained at Bar Council + system-based records | Search on status of a law firm / advocate and solicitor prior to 2010 (to be issued within 15 working days) | Member | 50 |
| | | Non-Member | 110 |
| | Search on status of a law firm / advocate and solicitor prior to 2010 (to be issued within 7 working days) | Member | 90 |
| | | Non-Member | 150 |