



**Circular No 256/2014
Dated 14 Nov 2014**

To Members of the Malaysian Bar

E-Court Finance System

Bar Council attended a briefing on 13 Nov 2014 (yesterday), during which we were informed, for the first time, that the e-Court Finance System will be implemented at the Kuala Lumpur Court Complex, Palace of Justice and Shah Alam Court Complex on **17 Nov 2014 (Monday)**.

The e-Court Finance System is a new mode of channelling payments to court, such as for filing of court documents, payment of fines and registration of Powers of Attorney.

The system has been in effect at the Malacca Court Complex since 15 Aug 2014, as Malacca was designated as the pilot state for implementation.

At the briefing, Bar Council was provided with details about the system, and various issues were discussed:

- (1) The e-Court Finance system can be made through the **Kiosk** or by **ePOS**.
- (a) **Kiosk system** — payments can be made via cash, postal orders, cheques / bank drafts or ATM card;

This mode requires Members to bring their court documents to the respective Court Registry (High Court, Sessions Court or Magistrates' Court) for verification and keying in of data into their system by the court clerk. Thereafter, Members are to go to the kiosk located at the Payment Registry (ground floor of the court complex) to effect the necessary payment. Upon payment made at the kiosk, a transaction slip / reference ticket will be printed which then has to be taken back to the respective Court Registry for collection of the official receipt.

Important points to note:

- (i) Payments made by cheques — official receipts will not be issued for payment made by cheques until clearance of cheques. The date of filing of court documents will be the date of clearance of cheques. Time taken for clearance of cheques is T + 2 days.

Members are therefore advised to file time-sensitive documents such as Notice of Appeal or Bankruptcy Notice earlier so as not to affect the filing date.

- (ii) Outstation Members who are filing documents via postal services or courier should also make arrangements for this eventuality.
 - (iii) Payments made by ATM cards — must have MEPS facility and will attract service charge of RM1 for every transaction using local banks' ATM cards or RM4 for every transaction using foreign banks' ATM cards.
 - (iv) Payments made by cash — kiosks can accept RM100, RM50, RM20 and RM10 notes; but no change will be given.
 - (v) Transaction slips / reference tickets issued by the kiosk is not proof of filing.
- (b) **ePos system** — payments are to be made at the point of transaction (POS) via debit card with MEPS facility only.

This mode requires Members to bring their court documents to the respective Court Registry (High Court, Sessions Court or Magistrates' Court) for verification and keying in of data into their system and payments can be made here through the insertion of debit card into the ePos machine, which is available at every Court Registry. The official receipt will be issued on the spot.

Important points to note:

- (i) All debit cards issued by local banks with MEPS facility is accepted by the ePos machine.
- (ii) Exact fees will be deducted from the available balance in the debit card account. Any transactions involving an amount exceeding the available balance in the account will be rejected.
- (iii) There will be a service charge imposed but this cost is absorbed by the government.

(2) Multiple transactions

- (i) The e-Court Finance System can take multiple transactions of up to a maximum of 10 transactions. However, only one official receipt will be issued.
- (ii) Members are therefore encouraged to file their court documents separately according to each case number so as to receive separate official receipts for each case number and to avoid administrative confusion.
- (iii) The system requires a **case number**. The court clerks will issue the case number prior to effecting payment.

(3) Traffic summonses and Powers of Attorney

Payment of fines for all traffic summonses, and registration of Powers of Attorney, will be through the e-Court Finance System.

(4) Unavailability of system due to technical problems / breakdown of kiosk

In the event of technical problems / breakdown of kiosk, Members can still file their court documents and effect payment manually at the payment counter as it will still be operational.

(5) Transitional period

During this transitional period, Members who encounter difficulties in using the e-Court Finance System may contact the following persons.

Issue / Problem	Name	Department	Contact Number
System	Puan Roshayati / Puan Nadzirah / Cik Zuraida / En Usup	BTM	03-88809505
e-PCS Kiosk	Helpdesk / En Azham	Bank Muamalat	019-3770264
e-POS Kiosk	Helpdesk / En Fadzil	Bank Muamalat	013-6356629
Financial Report / Banking Slip / Refund	Puan Nurul Baqirah	Kewangan	03-88804141
e-Court Finance	Puan Alpha	Kewangan	03-88809506 / 013- 2184647
	En Fuad	Kewangan	03-88809506 / 019- 2243847

(6) E-filing through service bureaus

This e-Court Finance System does **not** cover e-filing through the service bureaus. The service bureaus for e-filing are operational manually as usual.

Thank you.

Desmond Ho Chee Cheong
Chairperson
Court Liaison Committee