



**Bar Malaysia
Malaysian Bar**

www.malaysianbar.org.my

15 Leboh Pasar Besar
50050 Kuala Lumpur, Malaysia
Tel : +603-2050 2050
Fax : +603-2026 1313, 2034 2825, 2072 5818
Email : council@malaysianbar.org.my

**Circular No 301/2018
Dated 19 Dec 2018**

To Members of the Malaysian Bar

Assistance for Members Who Cease Practice | Storing and/or Returning Files to Clients

The Bar Council has initiated a new service to assist Members who intend to cease practice, by storing and returning files to their clients.

Members can store their files with the Bar Council for a period of up to 12 years, and the Bar Council Secretariat will attempt to return the files to the clients.

The fee for this service is RM300 per box — measuring 403mm (length) x 326 mm (width) x 253 mm (height) — for storage for up to 12 years. The maximum permissible weight is 16kg of files per box.

In order to utilise the service, Members are required to complete a form that will be provided and pay the applicable fee.

Should you have any enquiries, please contact Donovan Lee Shyun Hyn, Executive Officer, by telephone at 03-2050 2129, or by email at donovan@malaysianbar.org.my.

Thank you.

**Roger Chan Weng Keng
Secretary
Malaysian Bar**