Badan Peguam Malaysia
Malaysian Bar

www.malaysianbar.org.my

Wisma Badan Peguam Malaysia
2 Leboh Pasar Besar
50050 Kuala Lumpur, Malaysia
Tel : +603-2050 2050
Fax : +603-2050 2019
Email : council@malaysianbar.org.my

Please go to mybar.my/SAPC2027 to download the complete version of this circular.
*To enable the Malaysian Bar Secretariat to deal with your application expeditiously, kindly submit your SAPC application online, on or before **30 Nov 2026 (Monday) (deadline extended from 30 Oct 2026 (Friday))**.*

Circular No 362/2026
Dated 2 Oct 2026

To Members of the Malaysian Bar

Sijil Annual 2027

Pursuant to part III of the Legal Profession Act 1976 ("LPA"), the Sijil Annual and Practising Certificate ("SAPC") shall be renewed annually by every advocate and solicitor.

All applications for SAPC can only be made online. You must log in to the Malaysian Bar Member Online Portal in order to complete and submit your SAPC application. All supporting documents must be scanned and uploaded online during the application process. No hard copy documents will be accepted.

The authorised representative of your law firm can assist you to prepare your SAPC application through the Malaysian Bar Law Firm Online Portal, **but ultimately you must submit your own SAPC application through the Member Online Portal**.

When ready, your SAPC can only be retrieved from the online portal. **No hard copies of the SAPC will be provided**.

Please refer to **Appendix A** on **pages 2 to 8** of this circular for an overview of the SAPC online application process.

Kindly note that you will not be able to prepare / submit your SAPC application until:

(1) you log in to the Member Online Portal using the login system that utilises Transaction Authorisation Codes ("TACs") where applicable. A TAC is a unique 6-digit code to verify that you are authorised to access your online portal account. TACs will be sent by SMS to your Malaysian mobile phone number that is registered with the Malaysian Bar;

(2) you have settled all outstanding payments. All payments must be made via the online payment gateway feature on the Malaysian Bar website. Please refer to **section (D)** on **pages 46 to 48** in **Appendix F**; and

(3) you have completed and printed your Statutory Declaration, affirmed it in the presence of a Commissioner for Oaths, and uploaded it during the online application process. Please refer to **section (C)** on **pages 40 to 45** in **Appendix F**.

Please go to mybar.my/SAPC2027 to **download the complete version of this circular**, which contains important information regarding the online SAPC application process, including a step-by-step pictorial guide.

To enable the Malaysian Bar Secretariat to deal with your application expeditiously, kindly submit your SAPC application online, on or before **30 Nov 2026 (Monday) (deadline extended from 30 Oct 2026 (Friday))**.

Should you have any enquiries, please contact the Membership Department by telephone at 03-2050 2191 or by email at membership@malaysianbar.org.my.

Thank you.

R Jayabalan
Secretary
Malaysian Bar

APPENDIX A

Overview of the SAPC Online Application Process

I. How to Access the Malaysian Bar Online Portal

The online portal is accessible through the Malaysian Bar website at www.malaysianbar.org.my.

(A) Member Online Portal

The login system to access the Member Online Portal utilises Transaction Authorisation Codes ("TACs") where applicable. A TAC is a unique 6-digit code to verify that you are authorised to access your online portal account. TACs will be sent by SMS to your Malaysian mobile phone number that is registered with the Malaysian Bar.

Please refer to **Appendix B** on **pages 9 to 15** for a step-by-step pictorial guide on how to:

(1) log in for the first time;
(2) log in subsequently, after having completed the first-time login process; and
(3) set a new password, if you have lost your password or your password does not work.

(B) Law Firm Online Portal

The authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal. However, please note that ultimately, **you** must submit **your own** SAPC application through the Member Online Portal.

Law firms that have not yet nominated an authorised representative may do so by providing the following particulars of the authorised representative, to whom the law firm's username and password will be released by email:

(1) Name;
(2) Designation;
(3) Office address; and
(4) Email address.

Please submit these details by completing and returning the Law Firm Online Portal Registration Form (please refer to **Appendix C** on **page 16**) to the Malaysian Bar, together with the **original copy** of a covering letter **on the law firm's letterhead**. It may take up to three working days for your request to be processed.

If your law firm had previously been issued a username and password, those same particulars can be used to access the Law Firm Online Portal.

II. How to Create Your SAPC Application Using the Member Online Portal

(A) Renewing Your SAPC

If you have a valid SAPC 2026 and you are submitting an application for SAPC 2027 on or before 31 Jan 2027, please refer to the step-by-step pictorial guide contained in **Appendix D** (**pages 17 to 21**).

(B) Applying for Your First SAPC

If you are a newly-called applicant and you are applying for your SAPC for the first time, please refer to the step-by-step pictorial guide contained in **Appendix D** (**pages 22 to 25**).

(C) Applying for Your SAPC in Order to Resume Practice, or Applying for SAPC 2027 after 31 Jan 2027

If you ceased practice prior to the issuance of SAPC 2026 or in 2026, and you are applying for your SAPC in order to resume practice; **or** you are submitting an application for SAPC 2027 after 31 Jan 2027, please refer to the step-by-step pictorial guide contained in **Appendix D** (**pages 26 to 29**).

III. How Your Law Firm's Authorised Representative Can Assist to Create Your SAPC Application Using the Law Firm Online Portal

The authorised representative of your law firm can assist you to create and prepare your SAPC application through the Law Firm Online Portal. However, please note that ultimately, **you** must submit **your own** SAPC application through the Member Online Portal.

Please refer to **section I*(B)*** (titled "Law Firm Online Portal") on **page 2** above for information on how a law firm can request a username and password.

(A) Renewing Your SAPC

If you have a valid SAPC 2026 and you are submitting an application for SAPC 2027 on or before 31 Jan 2027, your law firm's authorised representative can assist you by logging into the Law Firm Online Portal, using the **law firm's** username and password.

For a step-by-step pictorial guide, please refer to **pages 30 to 34** in **Appendix E**.

(B) Applying for Your First SAPC

If you are a newly-called applicant and you are applying for your SAPC for the first time, the authorised representative of your law firm can assist you once you have received the email notification from the Malaysian Bar containing your membership number.

Please refer to **page 34** in **Appendix E**.

(C) Applying for Your SAPC in Order to Resume Practice, or Applying for SAPC 2027 after 31 Jan 2027

If you ceased practice prior to the issuance of SAPC 2026 or in 2026, and you are applying for your SAPC in order to resume practice; **or** you are submitting an application for SAPC 2027 after 31 Jan 2027, the authorised representative of your law firm can assist you once you have received the email notification from the Malaysian Bar confirming your membership number.

Please refer to **page 34** in **Appendix E**.

IV. How to Prepare and Submit Your SAPC Application

The SAPC application form is the same in both the Member Online Portal and the Law Firm Online Portal, except that the "Submit" button will not appear on **Tab 7 ("Declaration")** in the Law Firm Online Portal as SAPC applications may only be submitted through the Member Online Portal.

You can prepare your own SAPC application using the Member Online Portal. Alternatively, the authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal. However, please note that ultimately, **you** must submit **your own** SAPC application through the Member Online Portal.

There are seven tabs in the SAPC application form that have to be completed. In each tab, all applicable sections must be completed, and scanned copies of the required supporting documents must be uploaded.

Please click the "Save" button at the bottom of every section / tab, in order to save all the information provided or changes made.

(A) Tab 1: Personal Particulars

For a step-by-step pictorial guide on completing this section, please refer to **page 37** in **Appendix F**.

If you are a newly-called applicant and you are applying for your SAPC for the first time, you must upload the Order of Admission as an advocate and solicitor, and a copy of the official receipt for the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.

(B) Tab 2: Jurisdiction & Employment / Engagement Details

For a step-by-step pictorial guide on completing this section, please refer to **pages 38 and 39** in **Appendix F**.

(C) Tab 3: Practice / Employment Details & History

For a step-by-step pictorial guide on completing this section, please refer to **pages 40 to 45** in **Appendix F**.

Please note that your Statutory Declaration will be generated by the SAPC online application system, based on the information you provide. Once you have downloaded and printed your Statutory Declaration, and affirmed it in the presence of a Commissioner for Oaths, you must upload it online in order to be able to submit your SAPC application.

If you are a sole proprietor or partner, please refer to **pages 42 and 43** in **Appendix F** for details regarding the maintenance of client account(s).

(D) Tab 4: Payment & Insurance Status

For a step-by-step pictorial guide on completing this section, please refer to **pages 46 to 48** in **Appendix F**.

(1) Please ensure that the following payments have been made:*

(a) (2026) Annual Subscription: RM450;
(b) (2026) Building Fund (Levy): RM100;
(c) (2026) LawCare Fund (Levy): RM130;
(d) (2026) Legal Aid Fund (Levy): RM100;
(e) (2026) Legal Research (Levy): RM327.24;
(f) (2026) MyBar Games Fund (Levy): RM10
(g) (2026) Sports Fund (Levy): RM20;
(h) (2027) Compensation Fund (Contribution): RM100;
(i) (2027) Discipline Fund (Prescribed Fee): RM60; and
(j) Payment pursuant to section 46(6) of the LPA (if applicable): RM450.

* *The years specified above are applicable to Members who have a valid SAPC 2026 and are submitting an application for SAPC 2027.*

You will not be able to submit your SAPC application until you have settled all outstanding payments. All payments must be made via the online payment gateway feature on the Malaysian Bar website.

For details about making payment, kindly refer to Circular No 147/2026 dated 7 May 2026, titled "2026 Malaysian Bar Payments Required under the Legal Profession Act 1976". For enquiries, please contact the Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.

(2) Please obtain the 2027 Professional Indemnity Insurance ("PII") cover from Aon Insurance Brokers (Malaysia) Sdn Bhd ("Aon"). For details, kindly refer to Circular No 354/2026 dated 25 Sept 2026, titled "2027 Professional Indemnity Insurance Renewal | Premium, Terms and Conditions". Your PII renewal can **only** be carried out by your law firm's authorised representative, using Aon's online platform. Once completed, please upload the relevant PII Schedule.

(3) If you have fines that are due and payable to the Advocates and Solicitors Disciplinary Board, your SAPC will only be issued once you upload a copy of the official receipt in respect of your payment.

(E) Tab 5: Accountant's Report(s)

For a step-by-step pictorial guide on completing this section, please refer to **pages 49 and 50** in **Appendix F**.

Each sole proprietor / partner must submit a copy of the Accountant's Report for the period from 1 Jan to 31 Dec 2025, unless exempted by the Bar Council under rule 6 of the Accountant's Report Rules 1990, for the following:

(1) Main office; **and**
(2) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

The Accountant's Report must be issued in the name of individual applicants.

If you have more than one office, please ensure that the Accountant's Report covers **all** offices and/or branches, **or** separate Accountant's Reports are submitted for every office.

If you are resuming practice and you were a sole proprietor / partner before ceasing practice, the Accountant's Report for the relevant accounting period during which you were practising as a sole proprietor / partner until the date of cessation of practice or until 31 Dec 2025, whichever is earlier, must be submitted.

(F) Tab 6: State Bar Certificate(s)

For a step-by-step pictorial guide on completing this section, please refer to **pages 51 and 52** in **Appendix F**.

Where a firm has offices in more than one state, the sole proprietor / every partner of that firm must be a member of all the State Bars where the offices are located, and must upload scanned copies of the State Bar certificates confirming that there are no arrears in subscription(s) for 2026, for the following:

(1) Main office; **and**
(2) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

If you are resuming practice, you must submit the State Bar certificates for:

(1) the last year of practice in which you were issued an SAPC; **and**
(2) for the current year, or the year of the SAPC that you intend to apply for (as the case may be).

(G) Tab 7: Declaration

You will submit your SAPC application in this section.

Please note that <u>you</u> must submit <u>your own</u> SAPC application through the Member Online Portal. The authorised representative of your law firm is unable to submit any SAPC application through the Law Firm Online Portal.

For a step-by-step pictorial guide, please refer to **page 53** in **Appendix F**.

V. <u>How to Retrieve Your SAPC</u>

You can check the status of your SAPC application at the "Sijil Annual ("SA") Application and Submission History" page.

Once you receive an email notification that your SAPC has been issued, you can download the documents from the Member Online Portal and print them. Alternatively, your law firm's authorised representative can retrieve the documents from the Law Firm Online Portal.

The Malaysian Bar will not provide any hard copies of your SAPC.

For a step-by-step pictorial guide, please refer to **pages 54 and 55** in **Appendix F**.

VI. <u>Other Matters</u>

(A) Practising Without a Practising Certificate after 31 Dec 2026

Section 29(3) of the LPA provides that if an advocate and solicitor has duly complied with section 29(1) of the LPA (relating to the application for Practising Certificates) "in the month of January of any year, the practising certificate issued to him in respect of that year shall be deemed to have been in operation from the 1st day of January of that year".

You may appear in court and carry on with your law practice in January 2027 even if you have not received your Practising Certificate 2027, provided you comply with section 29(3) of the LPA.

The status of a Member who was in possession of a valid SAPC 2026 but who is not issued a valid SAPC 2027 on or before 31 Jan 2027, will be changed from "active" to "inactive" in the Malaysian Bar's database on 1 Feb 2027.

(B) Cessation of Practice

Members are reminded that those who wish to cease practice, either on a permanent or temporary basis, are required to notify the Malaysian Bar in accordance with section 31(2) of the LPA, and to comply with the Bar Council's Rules on Cessation of, or Change in, Practice ("Rules"). Please click here to download a copy of the Rules and the relevant forms from the Malaysian Bar website.

A Member will not be deemed to have ceased practice merely as a result of the expiration of the validity of the Member's Practising Certificate 2026 on 31 Dec 2026 pursuant to section 29(2) of the LPA.

(C) Disciplinary Proceedings

The Bar Council will institute disciplinary proceedings after 31 Jan 2027 against Members who have not been issued SAPC 2027 on or before 31 Jan 2027, **except** in respect of Members from whom the Bar Council has received a Notice of Cessation of Practice as an Advocate and Solicitor, supported with a Statutory Declaration, as prescribed under the Rules.

For sole proprietors who do not have a valid SAPC 2027 and have not ceased practice, site inspections will be conducted and injunction proceedings will be instituted against sole proprietors whose firms are found to be in operation. In the event that the Bar Council institutes injunction proceedings against a Member, any costs incurred by the Bar Council shall be borne by the Member concerned.

(D) Personal Information Provided to the Malaysian Bar

The personal information that you provide to the Malaysian Bar, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Malaysian Bar for the purposes of facilitating the issuance of your SAPC, research and audit, and maintenance of a database relating to the membership of the Malaysian Bar, and such ancillary functions and services as may be relevant.

VII. Enquiries

If you require assistance to prepare and submit your SAPC application:

(1) Malaysian Bar Secretariat

Kindly contact the SAPC hotline / Membership Department by telephone at 03-2050 2191, or send an email to membership@malaysianbar.org.my. The help desk at the Malaysian Bar Secretariat will be open from 9:00 am to 5:00 pm, Monday to Friday.

(2) State Bar Committees

Please refer to **Appendix G** on **page 56** for details regarding the help desks that are being set up by the State Bar Committees.

APPENDIX B

How to Access the Malaysian Bar Member Online Portal

The Malaysian Bar Member Online Portal is accessible through the Malaysian Bar website at www.malaysianbar.org.my.

The login system to access the Member Online Portal utilises Transaction Authorisation Codes ("TACs") where applicable. A TAC is a unique 6-digit code to verify that you are authorised to access your online portal account. TACs will be sent by SMS to your Malaysian mobile phone number that is registered with the Malaysian Bar.

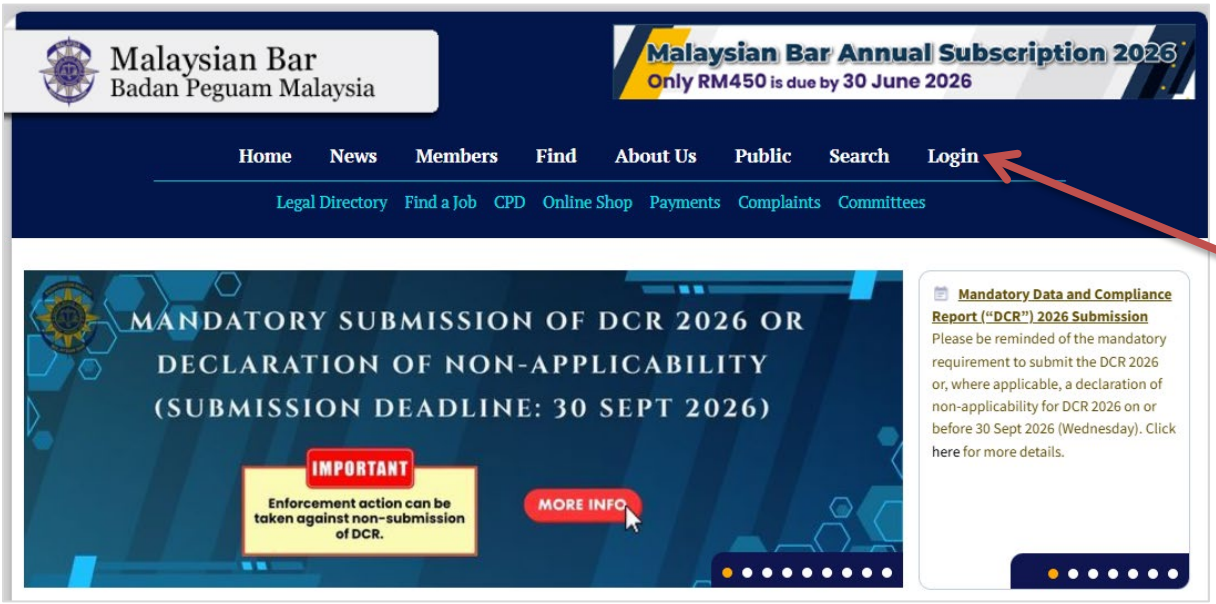
To access the Member Online Portal, please follow the steps outlined below, in order to:

(1) log in for the first time;
(2) log in subsequently, after having completed the first-time login process; or
(3) set a new password, if you have lost your password or your password does not work.

(A) First-Time Login

To log in to the Member Online Portal for the first time, please do the following:

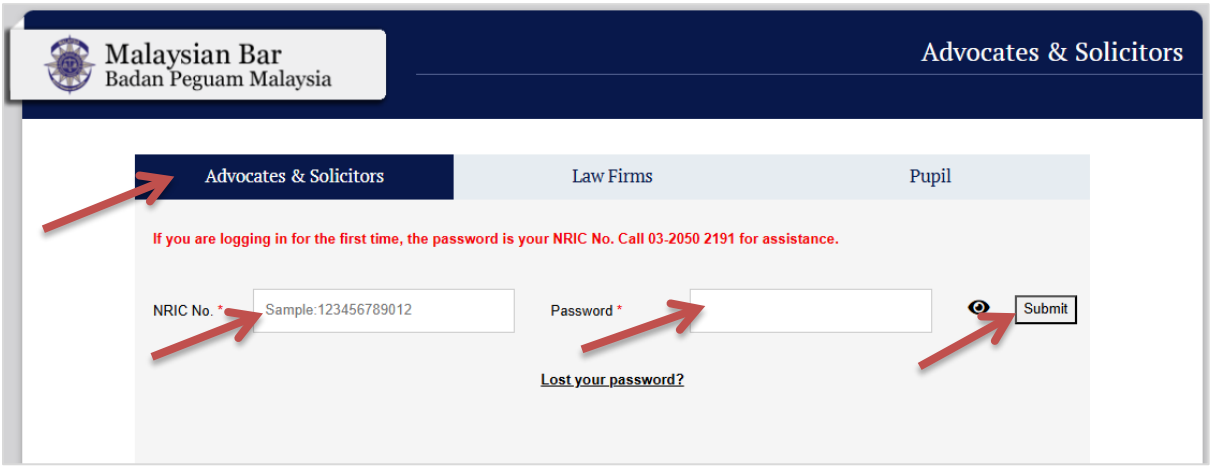
(1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
(2) Click the "Login" button on the right-hand side of the top section of the website.



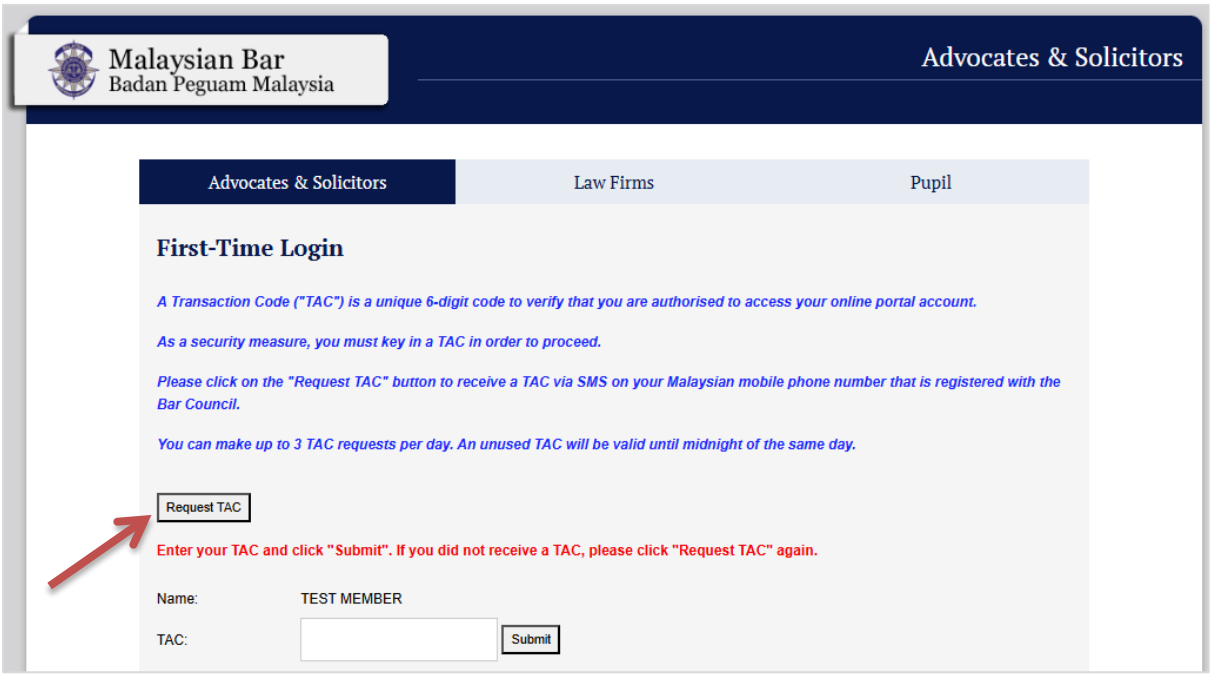
(3) At the "Advocates & Solicitors" section, key in your National Registration Identity Card number ("NRIC No"), where indicated. This is your **permanent username** for the Member Online Portal.

(4) Key in your NRIC No as your password for this first-time login process. This is a **temporary password** that you will have to change after your first-time login is successful.

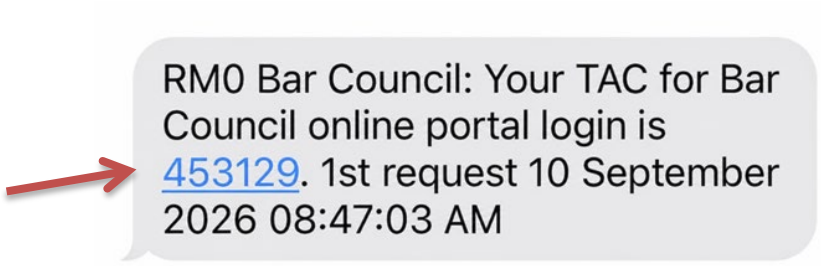
(5) Click "Submit".



(6) You must change your password, as a security measure. To do this, begin by clicking "Request TAC" in order to receive a 6-digit code via SMS on your Malaysian mobile phone number that is registered with the Malaysian Bar.

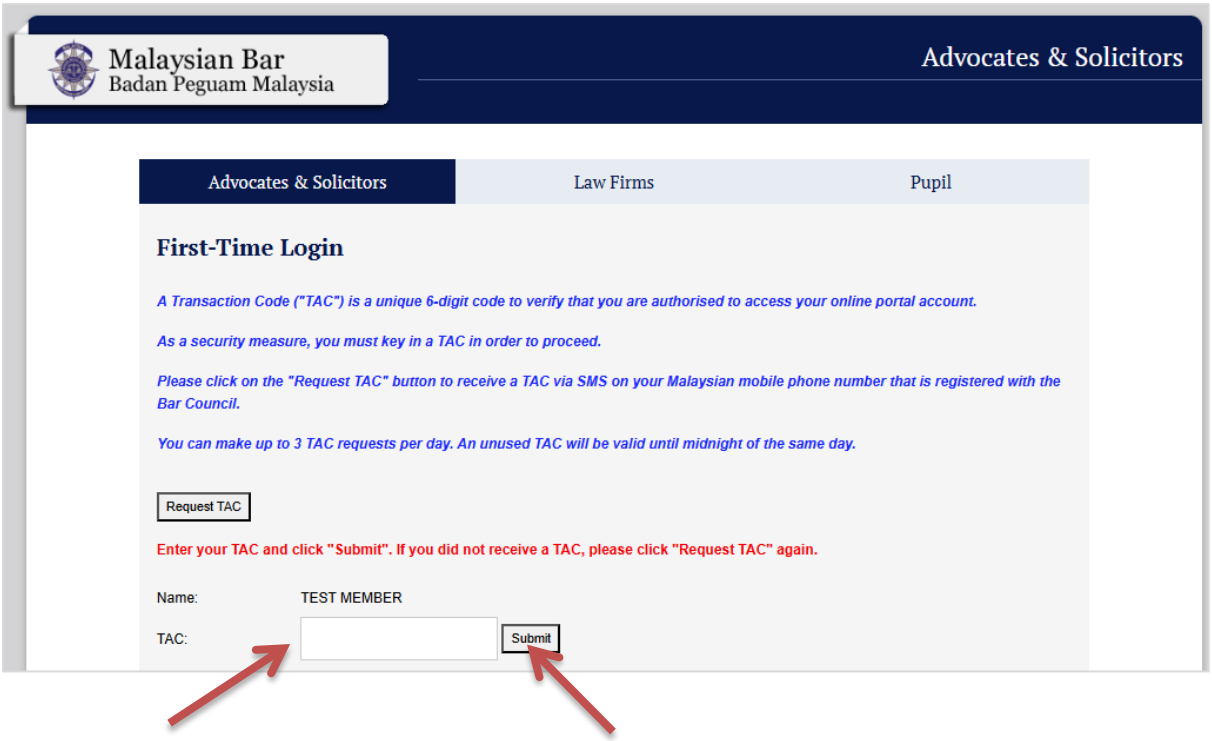


(7) You will receive an SMS containing a 6-digit TAC. In the sample SMS below, the TAC is "453129".



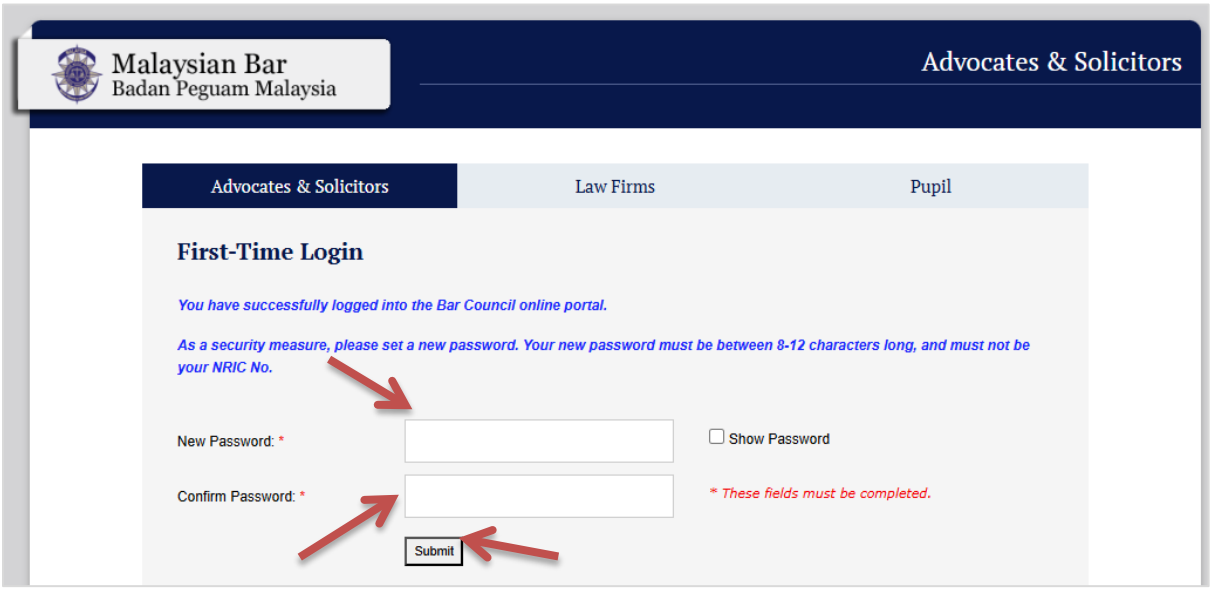
(8) Key in the 6-digit TAC you received via SMS, and click "Submit".

If you did not receive any TAC via SMS, click "Request TAC" again. You can make up to 3 TAC requests per day. An unused TAC will be valid until midnight of the same day.



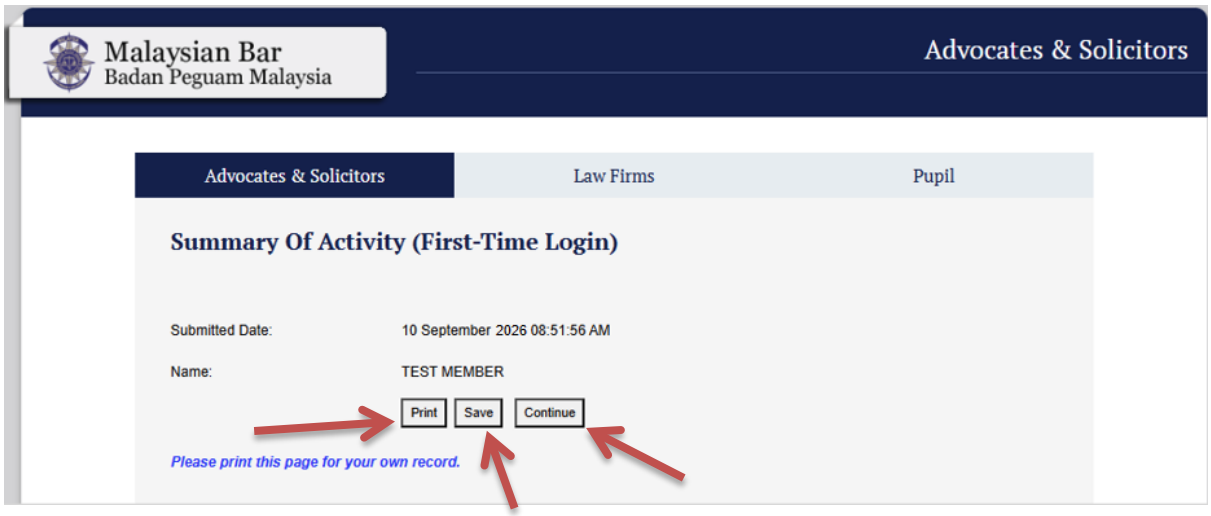
(9) Once your TAC has been submitted successfully, you can change your password.

Key in a **new password**, which must be between 8 to 12 characters long and must not match your NRIC No. Key in the new password again, in the "Confirm Password" box. Click "Submit".



(10) You will see a summary of your first-time login activity, once you have successfully changed your password. You can print and/or save this summary.

(11) Click "Continue" if you wish to proceed to the Member Online Portal.



(12) (a) If you clicked "Continue", and you have a valid SAPC 2026, you will see the screen shown in the sample below. Click "Access to Member Portal" if you wish to continue using the Member Online Portal.



(b) If you are a newly-called applicant and you are applying for your SAPC for the first time, the screen shown in the sample below will be displayed instead. Click "Newly-Called Request" in order to proceed.



(c) If you ceased practice prior to the issuance of SAPC 2026 or in 2026, and you are applying for your SAPC in order to resume practice, the screen shown in the sample below will be displayed instead. Click "Resume Practice Request" in order to proceed.



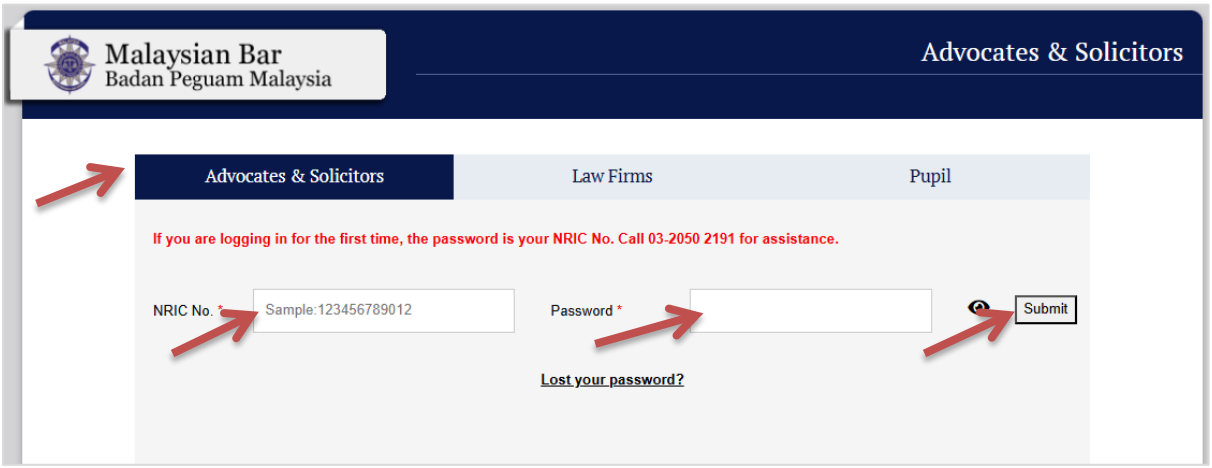
(B) Subsequent Login

To log in to the Member Online Portal subsequently (after having completed the first-time login process), please do the following:

(1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
(2) Click the "Login" button on the right-hand side of the top section of the website.



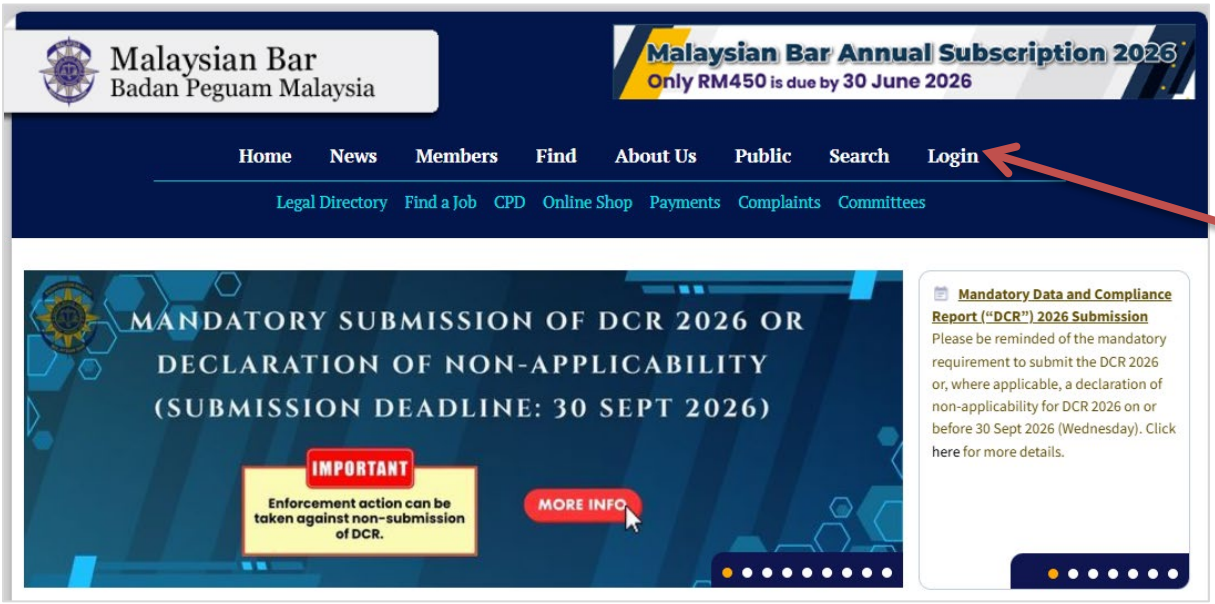
(3) At the "Advocates & Solicitors" section, key in your NRIC No, where indicated. This is your **permanent username** for the Member Online Portal.
(4) Key in the **new password** you selected during the first-time login process.
(5) Click "Submit".



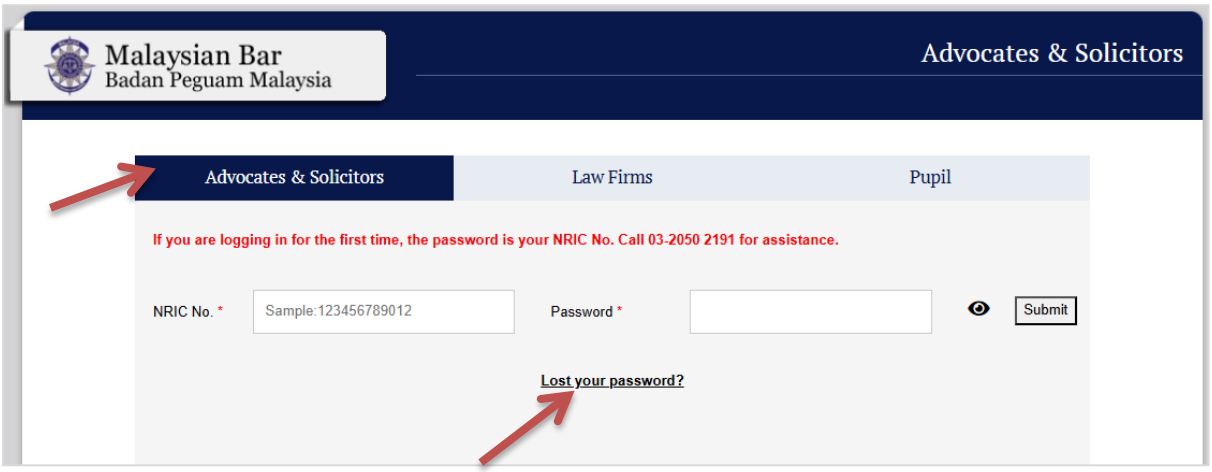
(C) Set a New Password

If you have lost your password or your password does not work, please do the following:

(1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
(2) Click the "Login" button on the right-hand side of the top section of the website.



(3) At the "Advocates & Solicitors" section, click "Lost your password?".
(4) Follow the instructions on the screen.



(5) You will have to key in your NRIC No, click on "Request TAC" in order to receive a 6-digit code via SMS on your Malaysian mobile phone number that is registered with the Malaysian Bar, and then key in the 6-digit TAC you received.
(6) Once your TAC has been submitted successfully, you can set a new password.

APPENDIX C

LAW FIRM ONLINE PORTAL

REGISTRATION FORM

Please take note that **only one** user ID and password will be assigned and emailed to the authorised representative of each law firm.

1. Name of Law Firm

2. Name of Authorised Representative

3. Designation of Authorised Representative

4. Office Address and Telephone Number of Authorised Representative

5. Email Address of the Authorised Representative
(*please provide only one email address*)

6. Signature of Managing / Senior Partner, and Date

---

*Kindly complete all sections of this Registration Form and return it together with the **original copy** of a covering letter **on your firm's letterhead**, to:*

Malaysian Bar
Wisma Badan Peguam Malaysia
2 Leboh Pasar Besar
50050 Kuala Lumpur

Should you need any clarification, please send an email to membership@malaysianbar.org.my, or contact either of the following Malaysian Bar Secretariat staff by telephone:

- *Anas Farhansyah b Achmad Sapudu (03-2050 2005)*
- *Muhammad Asyraf Iman b Abd Rahim (03-2050 2198)*

The personal information that you provide to the Malaysian Bar, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Malaysian Bar for the purposes of maintenance of a database for the online portal feature, research and audit, and such ancillary services as may be relevant.

APPENDIX D

How to Create Your SAPC Application Using the Member Online Portal

The Malaysian Bar Member Online Portal is accessible through the Malaysian Bar website at www.malaysianbar.org.my.

Please refer to **Appendix B** on **pages 9 to 15** for a step-by-step pictorial guide on how to use the login system to access the Member Online Portal.

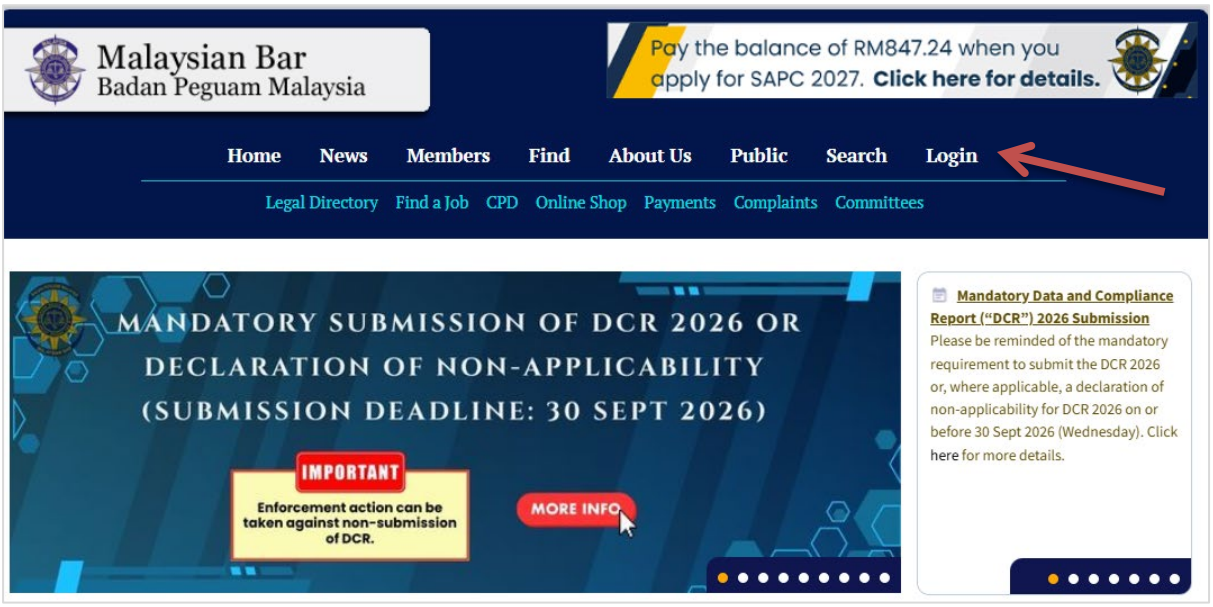
After logging in, you can proceed to create your SAPC application as described below, in order to:

(1) renew your SAPC;
(2) apply for your first SAPC; or
(3) apply for your SAPC in order to resume practice.

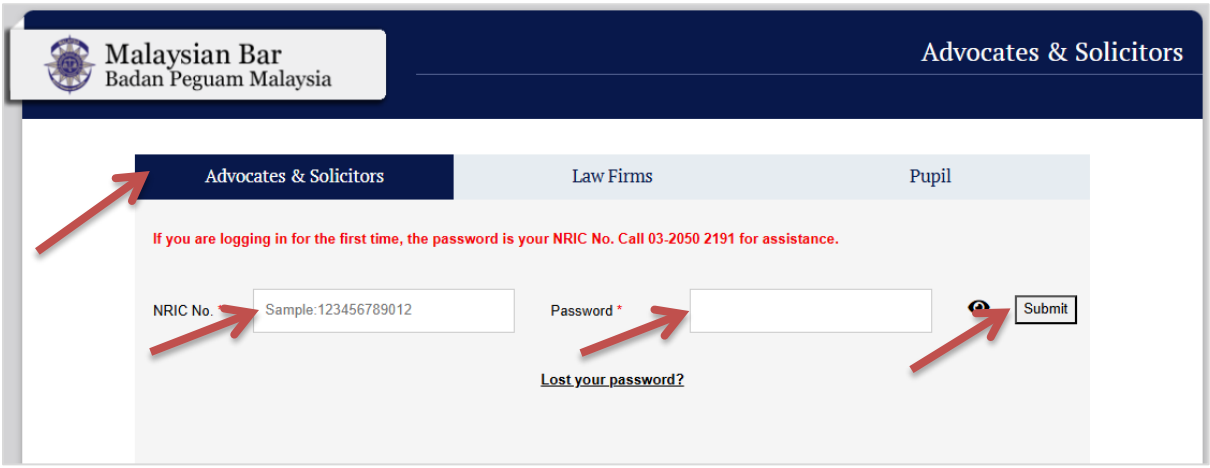
(A) Renewing Your SAPC

If you have a valid SAPC 2026 and you are submitting an application for SAPC 2027 on or before 31 Jan 2027, please do the following:

(1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
(2) Click the "Login" button on the right-hand side of the top section of the website.



(3) At the "Advocates & Solicitors" section, key in your website username (your NRIC No) and password where indicated.
(4) Click "Submit".



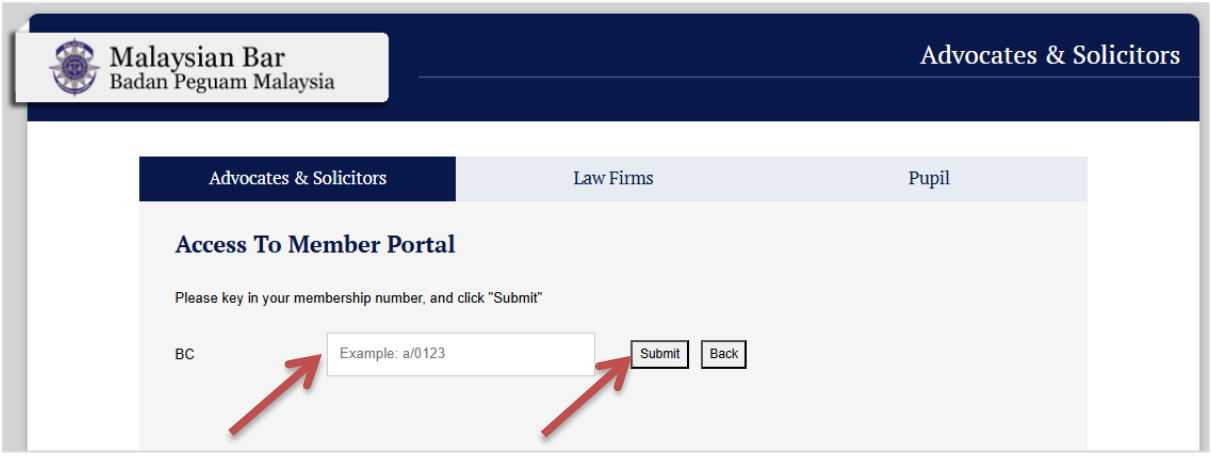
(5) Click "Access to Member Portal".



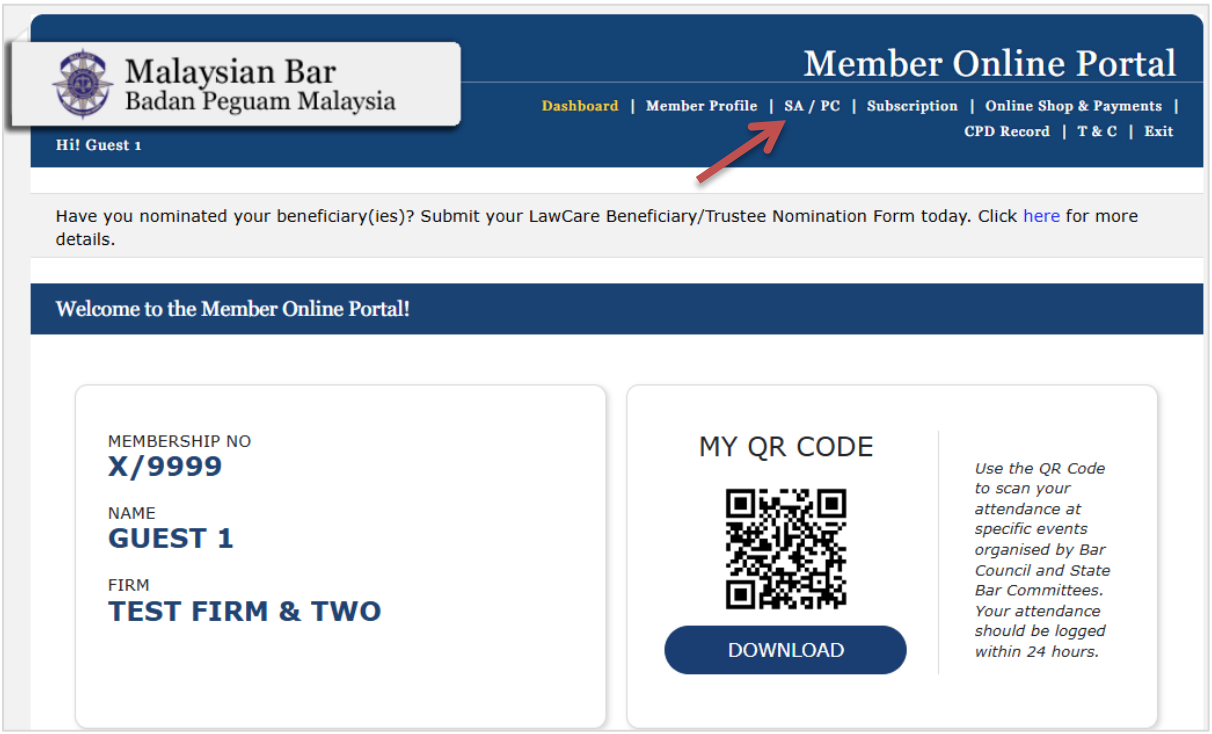
(6) Key in your Malaysian Bar membership number, and click "Submit".

You can refer to the serial number displayed at the top right-hand corner of any previous Sijil Annual, to obtain your membership number. Omit the "BC/" that appears in the number.

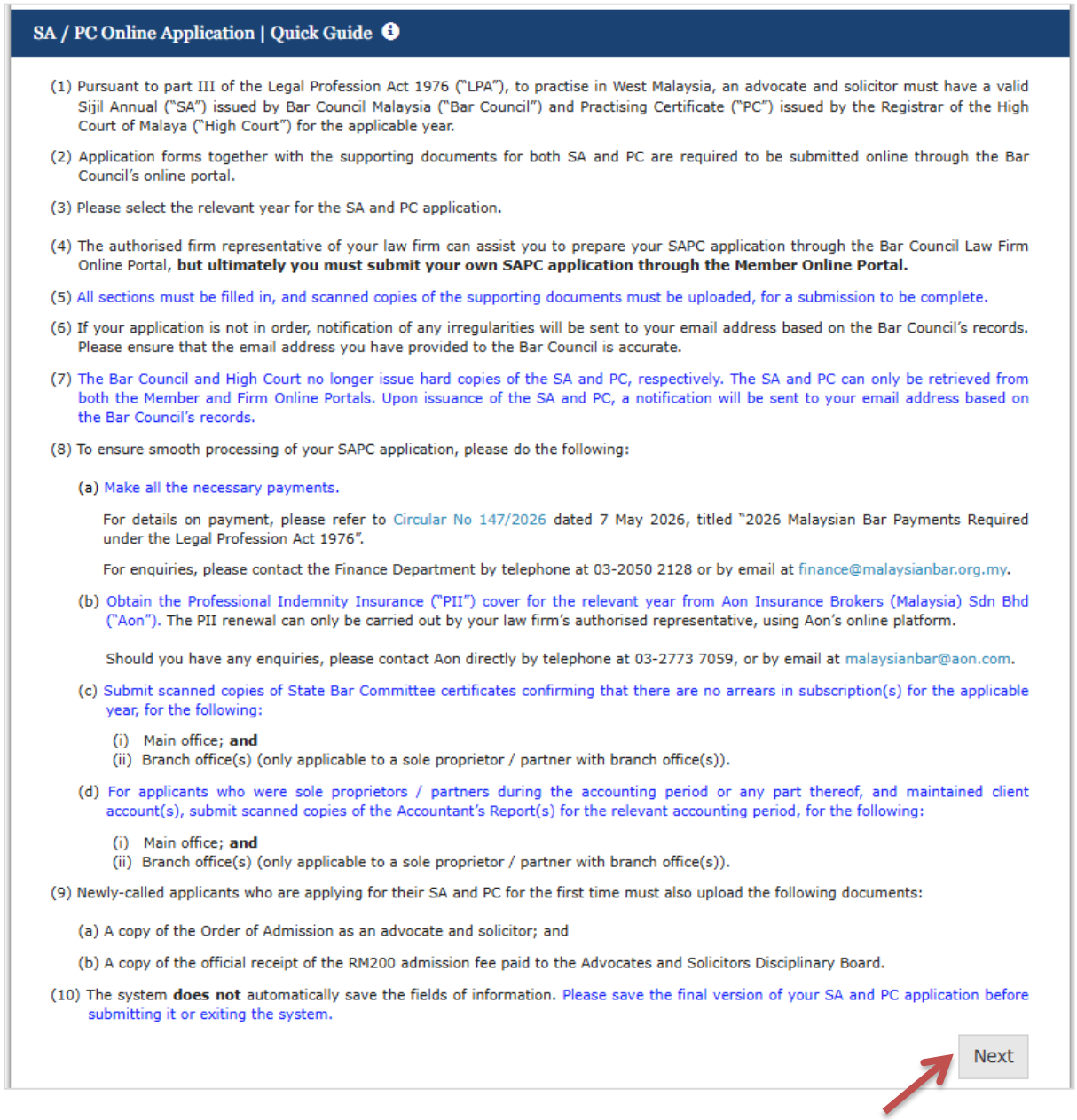
Example: If "BC/A/1234" is the serial number that appears on your Sijil Annual, your membership number is A/1234.



(7) Click "SA / PC" in the navigation menu below the words "Member Online Portal".



(8) Read the "SA / PC Online Application | Quick Guide", and then click "Next".



SA / PC Online Application | Quick Guide

(1) Pursuant to part III of the Legal Profession Act 1976 ("LPA"), to practise in West Malaysia, an advocate and solicitor must have a valid Sijil Annual ("SA") issued by Bar Council Malaysia ("Bar Council") and Practising Certificate ("PC") issued by the Registrar of the High Court of Malaya ("High Court") for the applicable year.

(2) Application forms together with the supporting documents for both SA and PC are required to be submitted online through the Bar Council's online portal.

(3) Please select the relevant year for the SA and PC application.

(4) The authorised firm representative of your law firm can assist you to prepare your SAPC application through the Bar Council Law Firm Online Portal, **but ultimately you must submit your own SAPC application through the Member Online Portal.**

(5) All sections must be filled in, and scanned copies of the supporting documents must be uploaded, for a submission to be complete.

(6) If your application is not in order, notification of any irregularities will be sent to your email address based on the Bar Council's records. Please ensure that the email address you have provided to the Bar Council is accurate.

(7) The Bar Council and High Court no longer issue hard copies of the SA and PC, respectively. The SA and PC can only be retrieved from both the Member and Firm Online Portals. Upon issuance of the SA and PC, a notification will be sent to your email address based on the Bar Council's records.

(8) To ensure smooth processing of your SAPC application, please do the following:

(a) Make all the necessary payments.

For details on payment, please refer to Circular No 147/2026 dated 7 May 2026, titled "2026 Malaysian Bar Payments Required under the Legal Profession Act 1976".

For enquiries, please contact the Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.

(b) Obtain the Professional Indemnity Insurance ("PII") cover for the relevant year from Aon Insurance Brokers (Malaysia) Sdn Bhd ("Aon"). The PII renewal can only be carried out by your law firm's authorised representative, using Aon's online platform.

Should you have any enquiries, please contact Aon directly by telephone at 03-2773 7059, or by email at malaysianbar@aon.com.

(c) Submit scanned copies of State Bar Committee certificates confirming that there are no arrears in subscription(s) for the applicable year, for the following:

(i) Main office; **and**
(ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

(d) For applicants who were sole proprietors / partners during the accounting period or any part thereof, and maintained client account(s), submit scanned copies of the Accountant's Report(s) for the relevant accounting period, for the following:

(i) Main office; **and**
(ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

(9) Newly-called applicants who are applying for their SA and PC for the first time must also upload the following documents:

(a) A copy of the Order of Admission as an advocate and solicitor; and

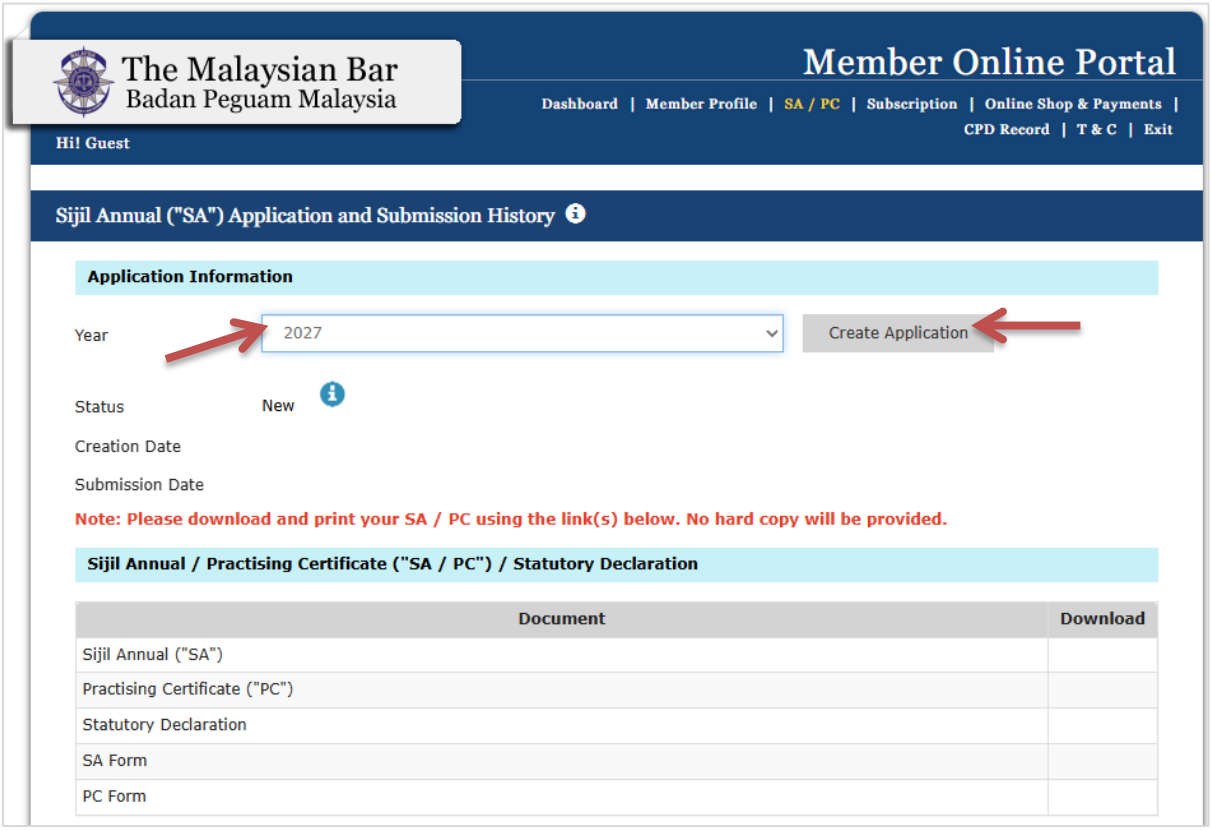
(b) A copy of the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.

(10) The system **does not** automatically save the fields of information. Please save the final version of your SA and PC application before submitting it or exiting the system.

Next

(9) At the "Sijil Annual ("SA") Application and Submission History" page, **please ensure that you correctly select the applicable year of the SAPC you are applying for** (ie "2027", if you are applying for SAPC 2027). Once the SAPC has been issued, the records cannot be undone.

(10) Click "Create Application" to begin preparing your SAPC application.



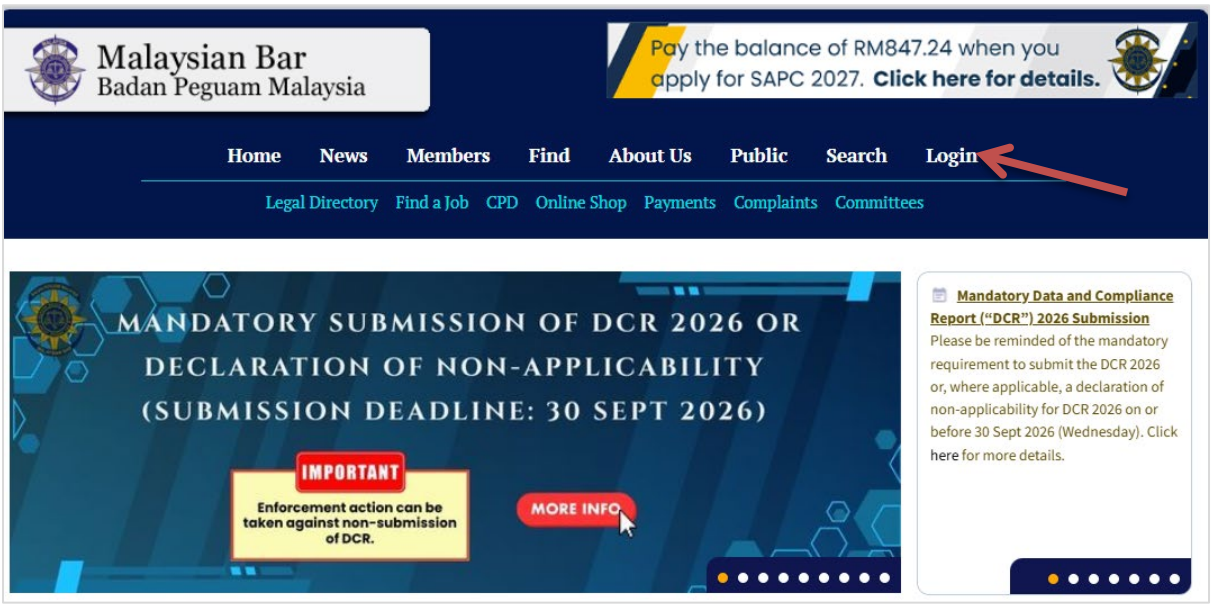
For a step-by-step pictorial guide on how to prepare and submit the SAPC application, please refer to **Appendix F** on **pages 35 to 55**.

(B) Applying for Your First SAPC

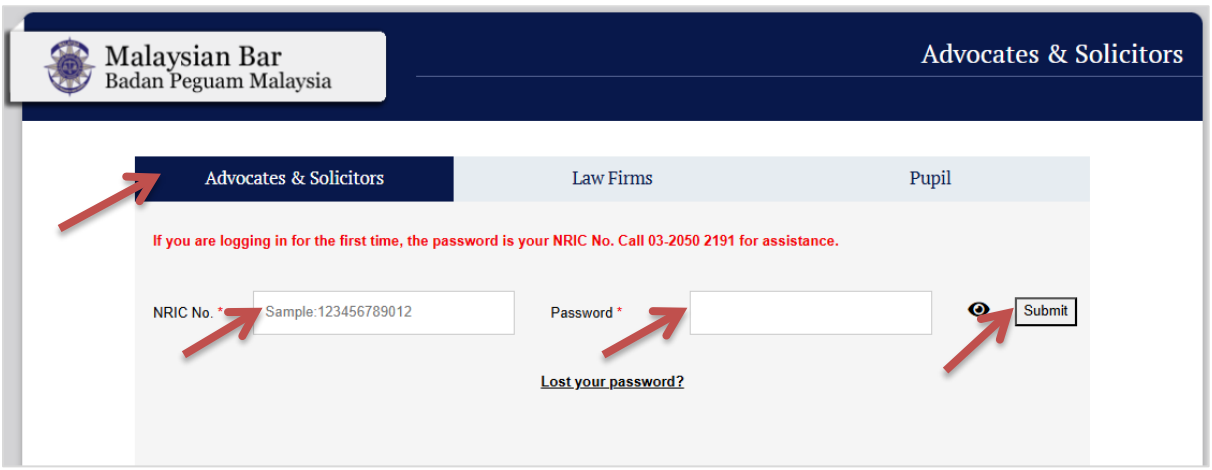
If you are a newly-called applicant and you are applying for your SAPC for the first time, you must send a request through the Member Online Portal in order to obtain your Malaysian Bar membership number.

Please do the following:

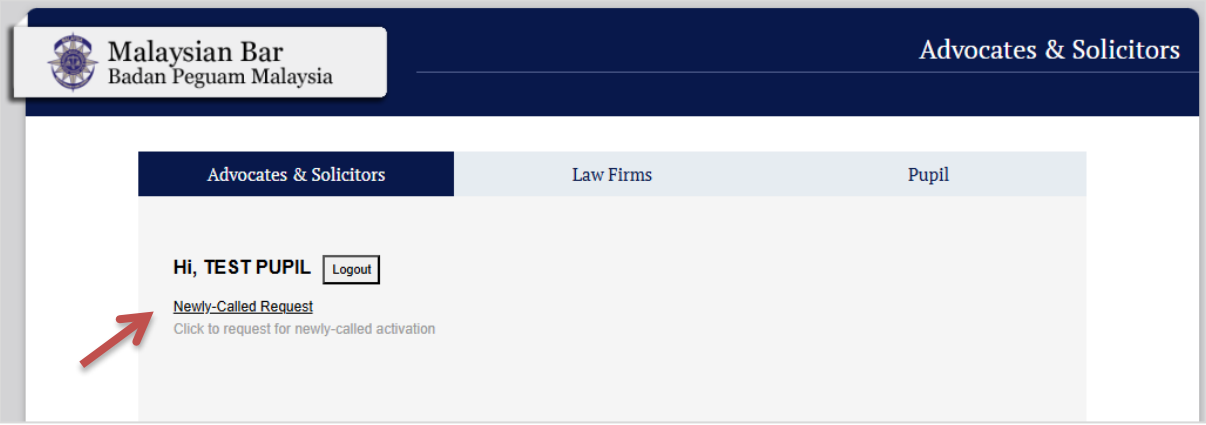
(1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
(2) Click the "Login" button on the right-hand side of the top section of the website.



(3) At the "Advocates & Solicitors" section, key in your website username (your NRIC No) and password where indicated.
(4) Click "Submit".

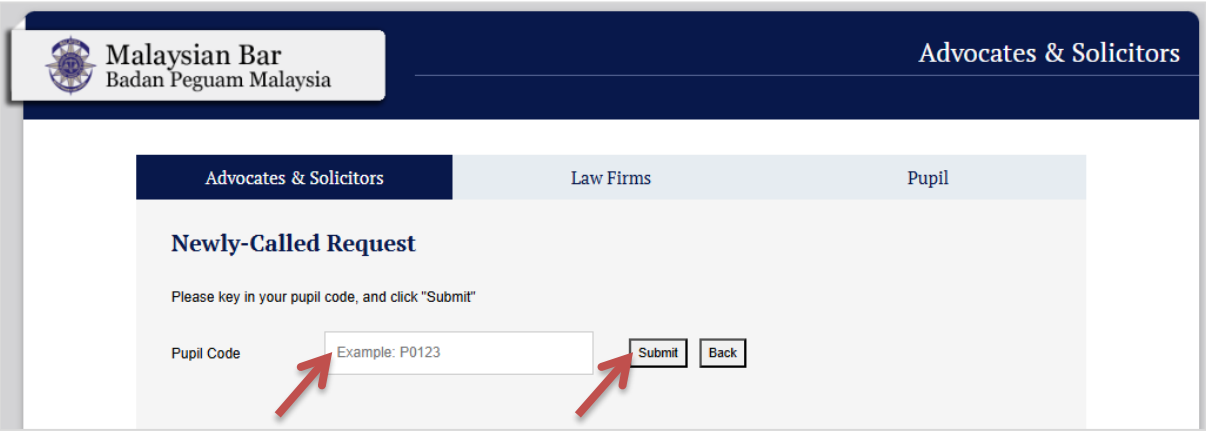


(5) Click "Newly-Called Request".



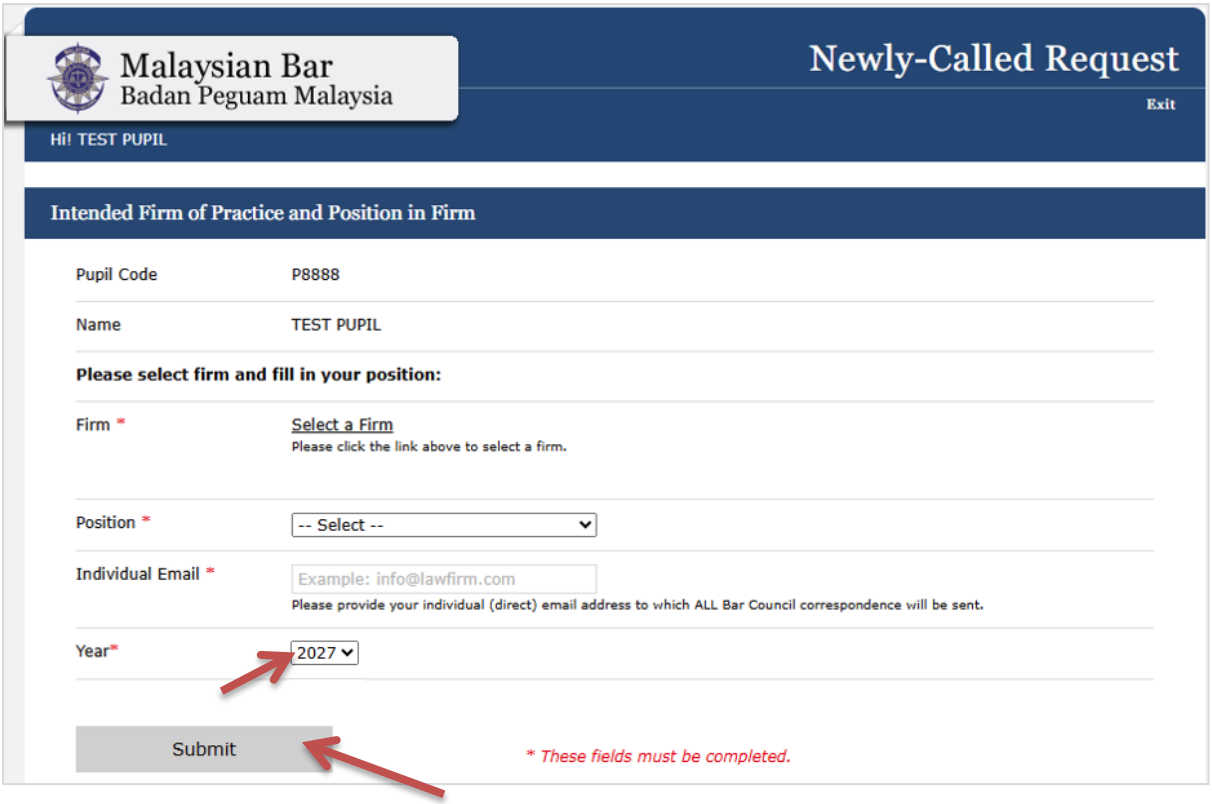
(6) Key in your Malaysian Bar pupil code, and click "Submit".

Your pupil code is contained in the email from the Malaysian Bar entitled "Congratulations on Your Admission as an Advocate and Solicitor of the High Court of Malaya".

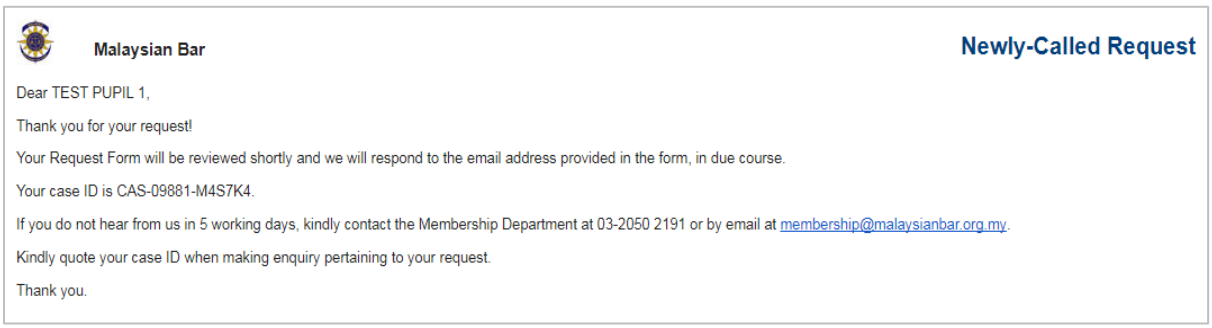


(7) At the "Newly-Called Request" page, key in the required details. **Please ensure that you correctly select the <u>applicable year</u> of the SAPC you are applying for** (ie "2027", if you are applying for SAPC 2027). Once the SAPC has been issued, the records cannot be undone.

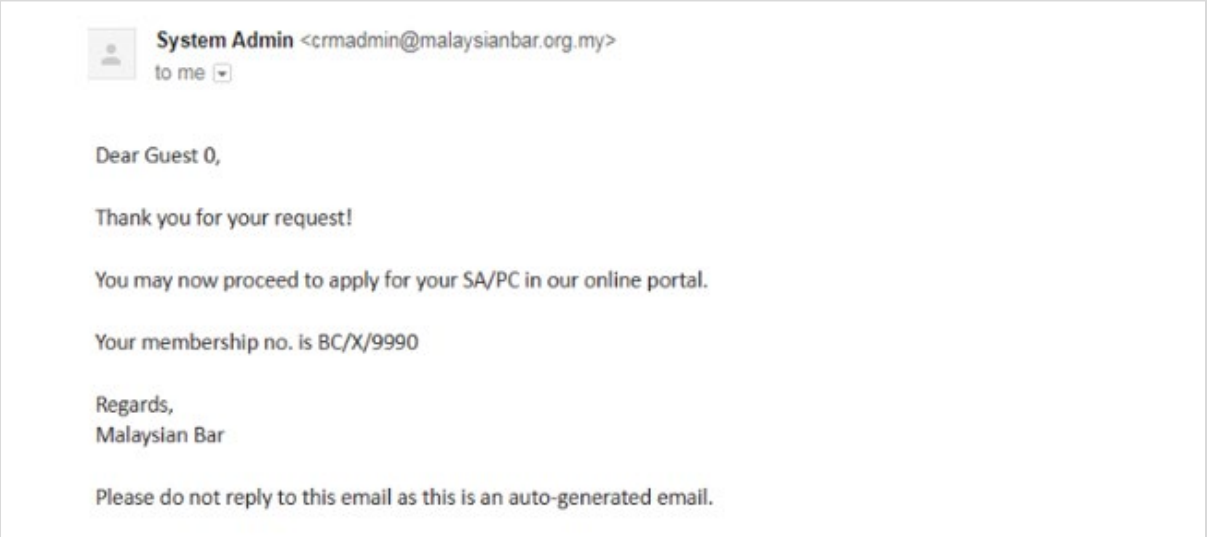
Click "Submit".



(8) You will receive a notification by email (as pictured in the sample below), confirming that your request has been received.



(9) Once your request has been successfully processed, you will receive an email (as pictured in the sample below) containing your Malaysian Bar membership number.



System Admin <crmadmin@malaysianbar.org.my>
to me

Dear Guest 0,

Thank you for your request!

You may now proceed to apply for your SA/PC in our online portal.

Your membership no. is BC/X/9990

Regards,
Malaysian Bar

Please do not reply to this email as this is an auto-generated email.

(10) You may now proceed to create your SAPC application, by following the steps outlined in **section (A)** (entitled "Renewing Your SAPC") of this **Appendix D**, on **pages 17 to 21** above.

To begin, click the "Login" button on the right-hand side of the top section of the Malaysian Bar website at www.malaysianbar.org.my.

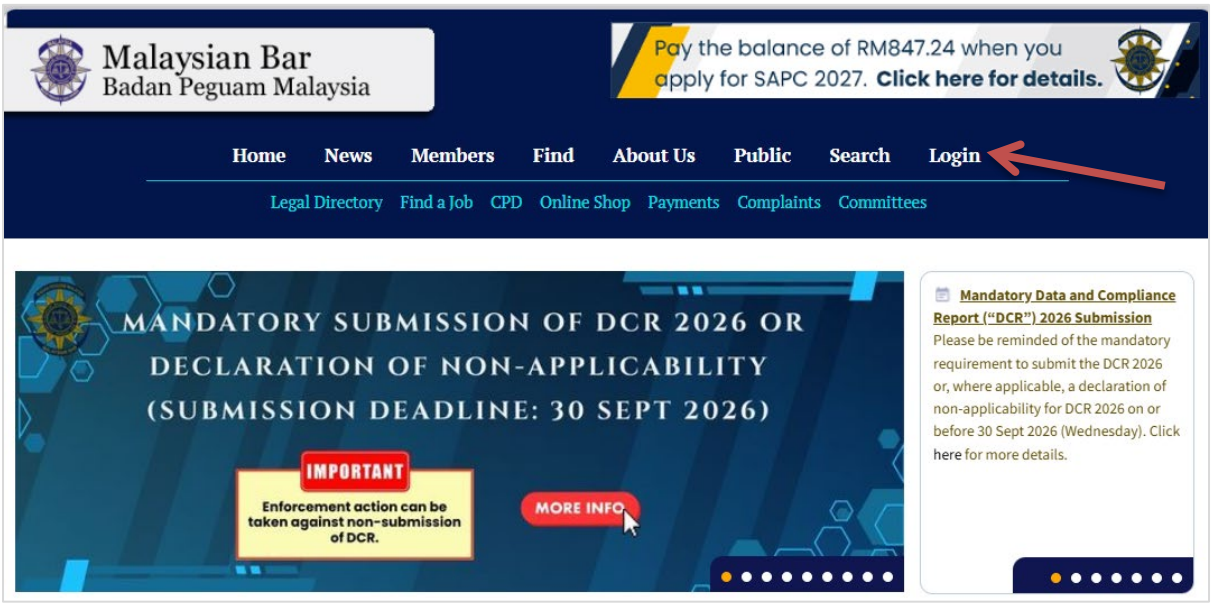
(C) Applying for Your SAPC in Order to Resume Practice, or Applying for SAPC 2027 after 31 Jan 2027

If you ceased practice prior to the issuance of SAPC 2026 or in 2026, and you are applying for your SAPC in order to resume practice, you must send a request through the Member Online Portal in order to reactivate your Malaysian Bar membership status.

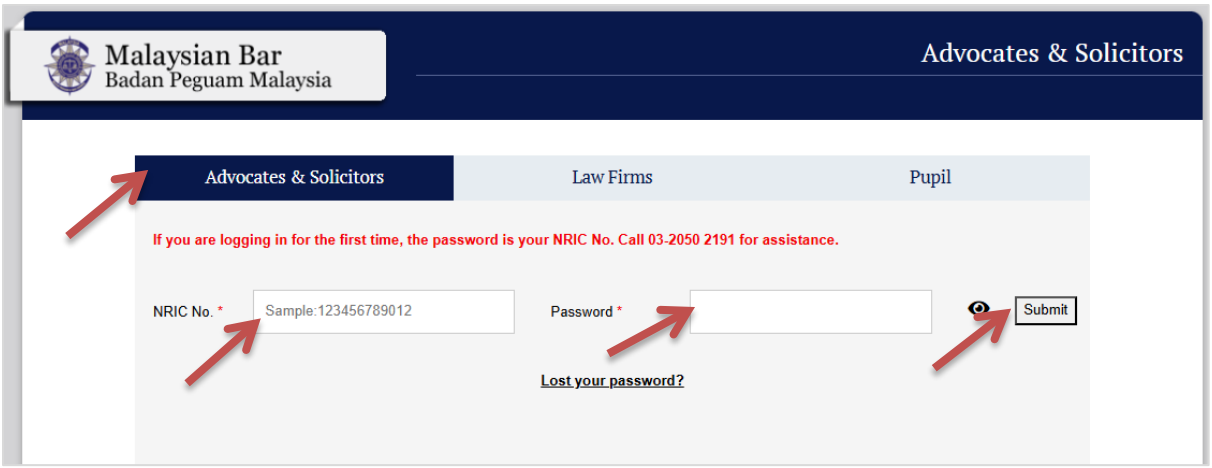
This procedure also applies if you are submitting an application for SAPC 2027 after 31 Jan 2027.

Please do the following:

(1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
(2) Click the "Login" button on the right-hand side of the top section of the website.



(3) At the "Advocates & Solicitors" section, key in your website username (your NRIC No) and password where indicated.
(4) Click "Submit".



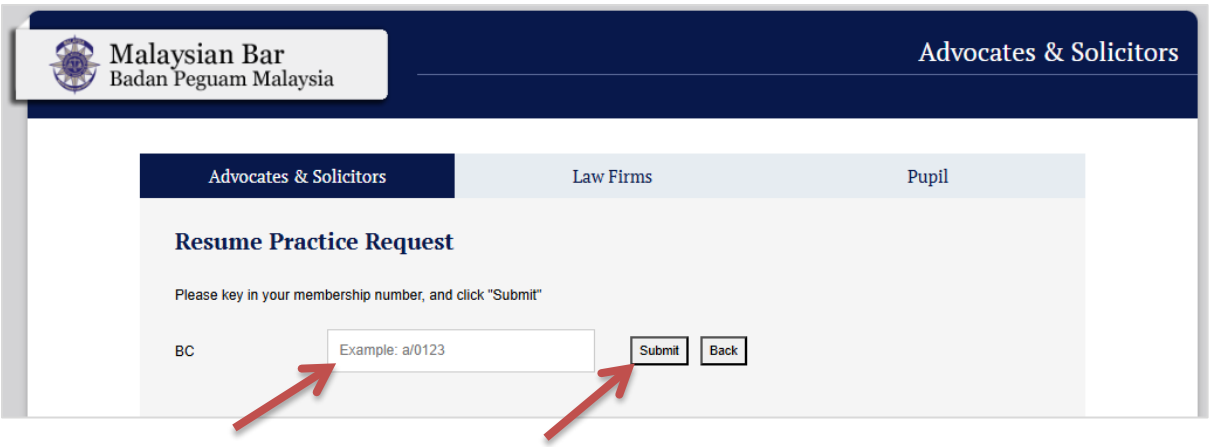
(5) Click "Resume Practice Request".



(6) Key in your Malaysian Bar membership number, and click "Submit".

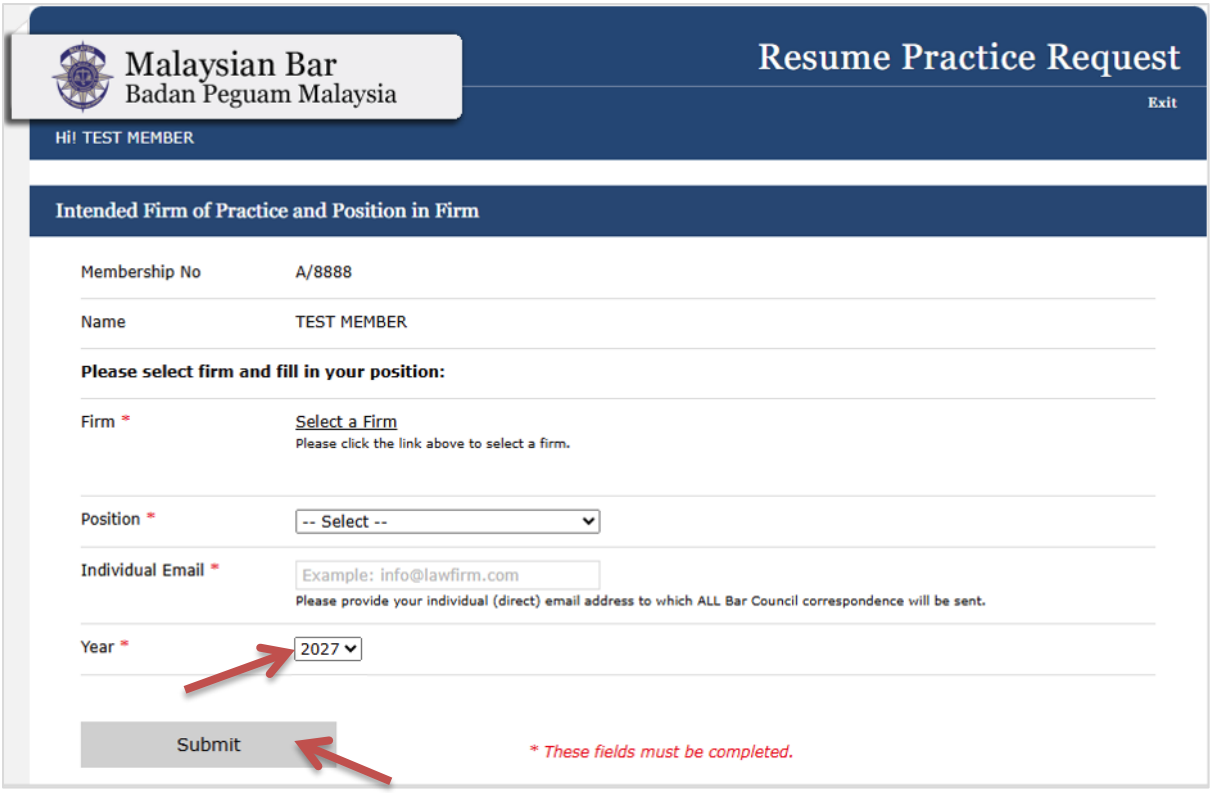
You can refer to the serial number displayed at the top right-hand corner of any previous Sijil Annual to obtain your membership number. Omit the "BC/" that appears in the number.

Example: If "BC/A/1234" is the serial number that appears on your Sijil Annual, your membership number is A/1234.

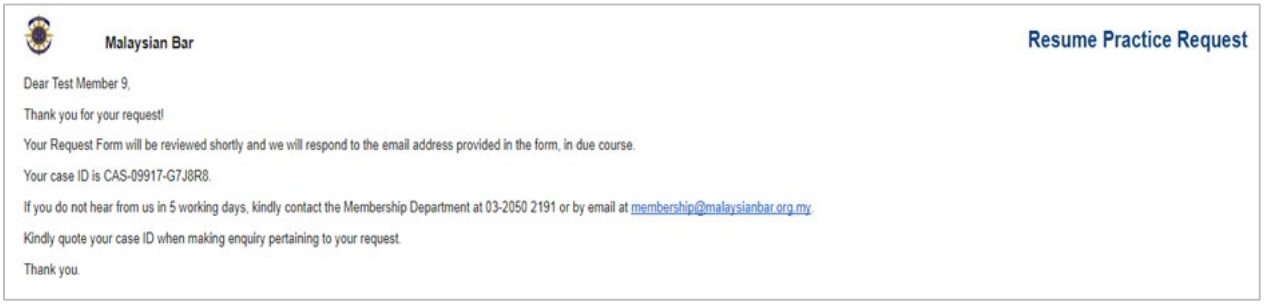


(7) At the "Resume Practice Request" page, key in the required details. **Please ensure that you correctly select the <u>applicable year</u> of the SAPC you are applying for** (ie "2027", if you are applying for SAPC 2027). Once the SAPC has been issued, the records cannot be undone.

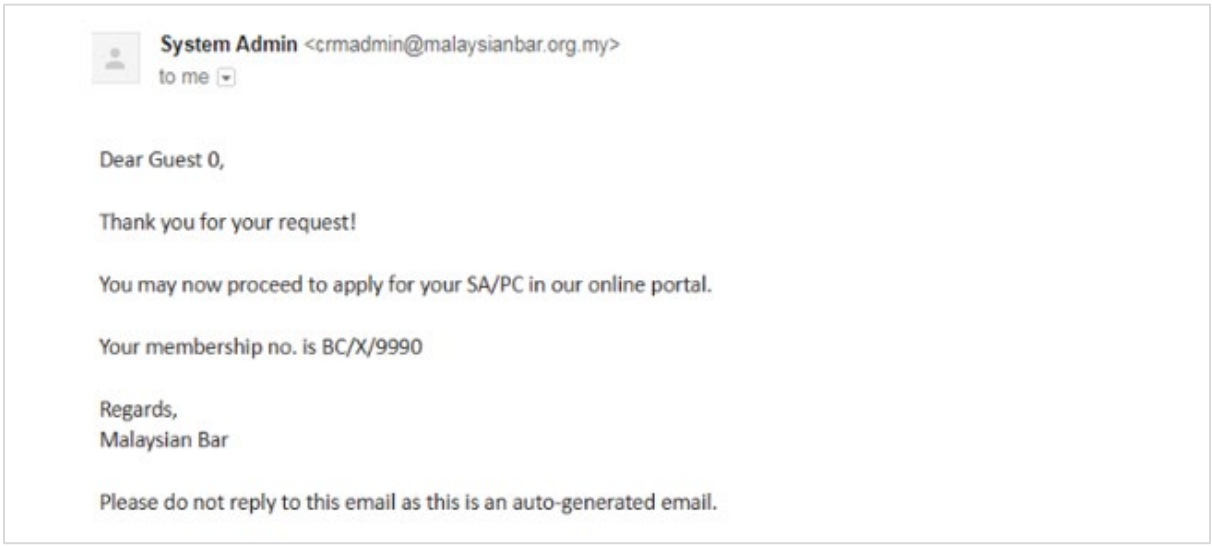
Click "Submit".



(8) You will receive a notification by email (as pictured in the sample below), confirming that your request has been received.



(9) Once your request has been successfully processed, you will receive an email (as pictured in the sample below) confirming your Malaysian Bar membership number.



System Admin <crmadmin@malaysianbar.org.my>
to me

Dear Guest 0,

Thank you for your request!

You may now proceed to apply for your SA/PC in our online portal.

Your membership no. is BC/X/9990

Regards,
Malaysian Bar

Please do not reply to this email as this is an auto-generated email.

(10) You may now proceed to create your SAPC application, by following the steps outlined in **section (A)** (entitled "Renewing Your SAPC") of this **Appendix D**, on **pages 17 to 21** above.

To begin, click the "Login" button on the right-hand side of the top section of the Malaysian Bar website at www.malaysianbar.org.my.

APPENDIX E

How Your Law Firm's Authorised Representative Can Assist to Create Your SAPC Application Using the Law Firm Online Portal

The authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal. However, please note that ultimately, **you** must submit **your own** SAPC application through the Member Online Portal.

Law firms that have not yet nominated an authorised representative may do so by providing the following particulars of the authorised representative, to whom the law firm's username and password will be released by email:

(1) Name;
(2) Designation;
(3) Office address; and
(4) Email address.

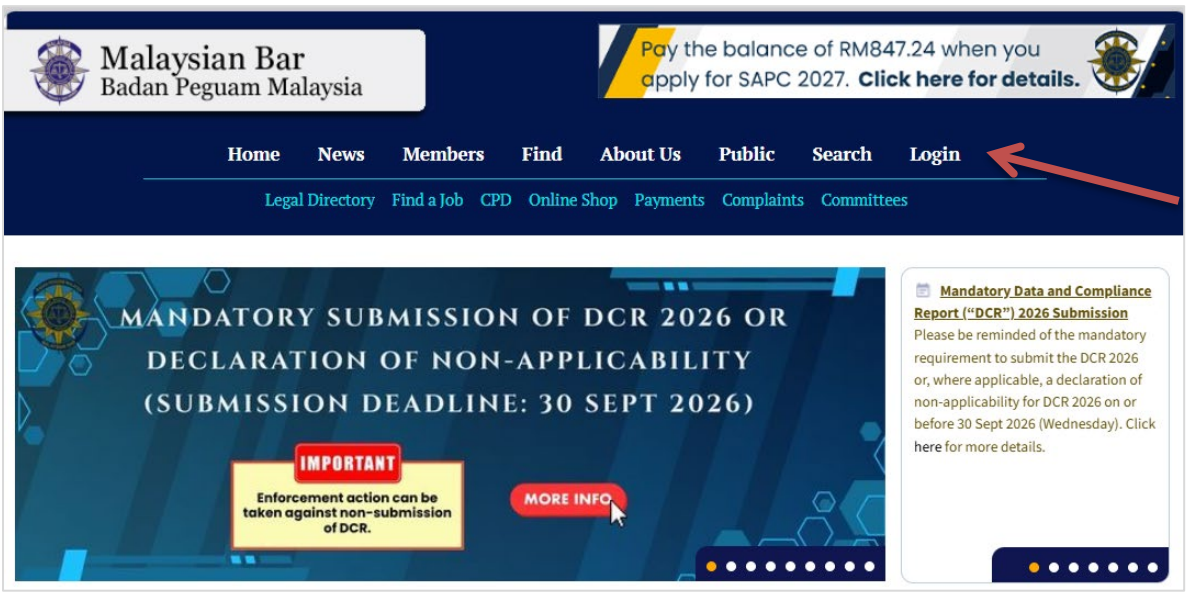
Please submit these details by completing and returning the Law Firm Online Portal Registration Form (**Appendix C** on **page 16**) to the Malaysian Bar, together with the **original copy** of a covering letter **on the law firm's letterhead**. It may take up to three working days for your request to be processed.

If your law firm had previously been issued with a username and password, those same particulars can be used to access the Law Firm Online Portal.

(A) Renewing Your SAPC

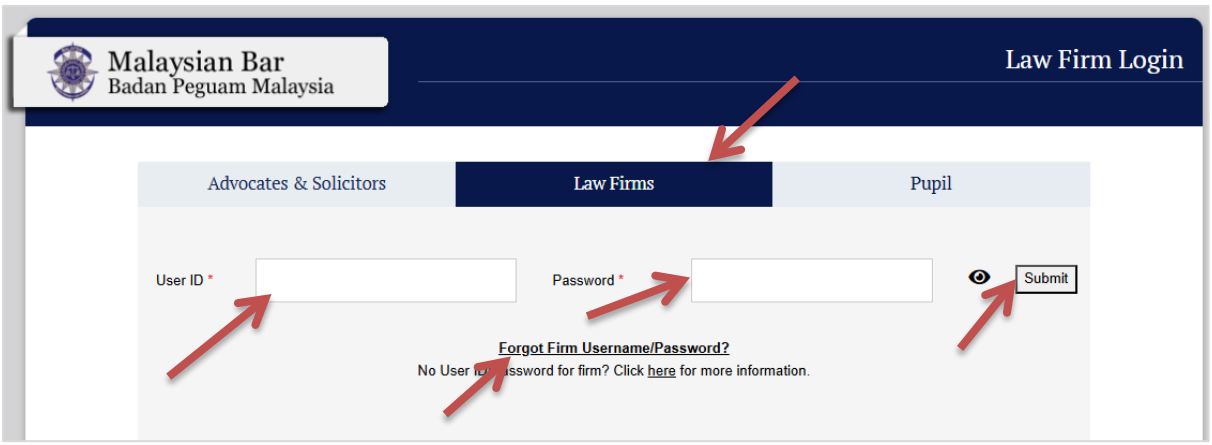
If you have a valid SAPC 2026, and you are submitting an application for SAPC 2027 on or before 31 Jan 2027, your law firm's authorised representative can assist you by taking the following steps:

(1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
(2) Click the "Login" button on the right-hand side of the top section of the website.

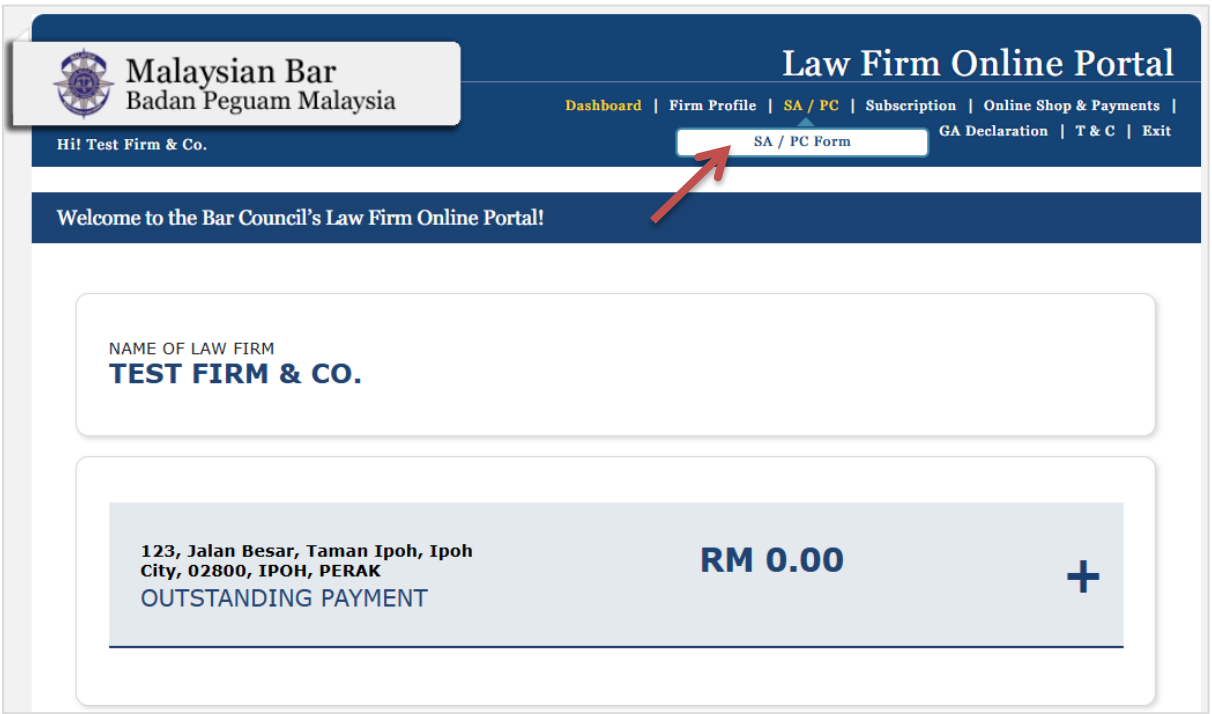


(3) Click the "Law Firms" tab, and key in the law firm's username and password, and click "Submit".

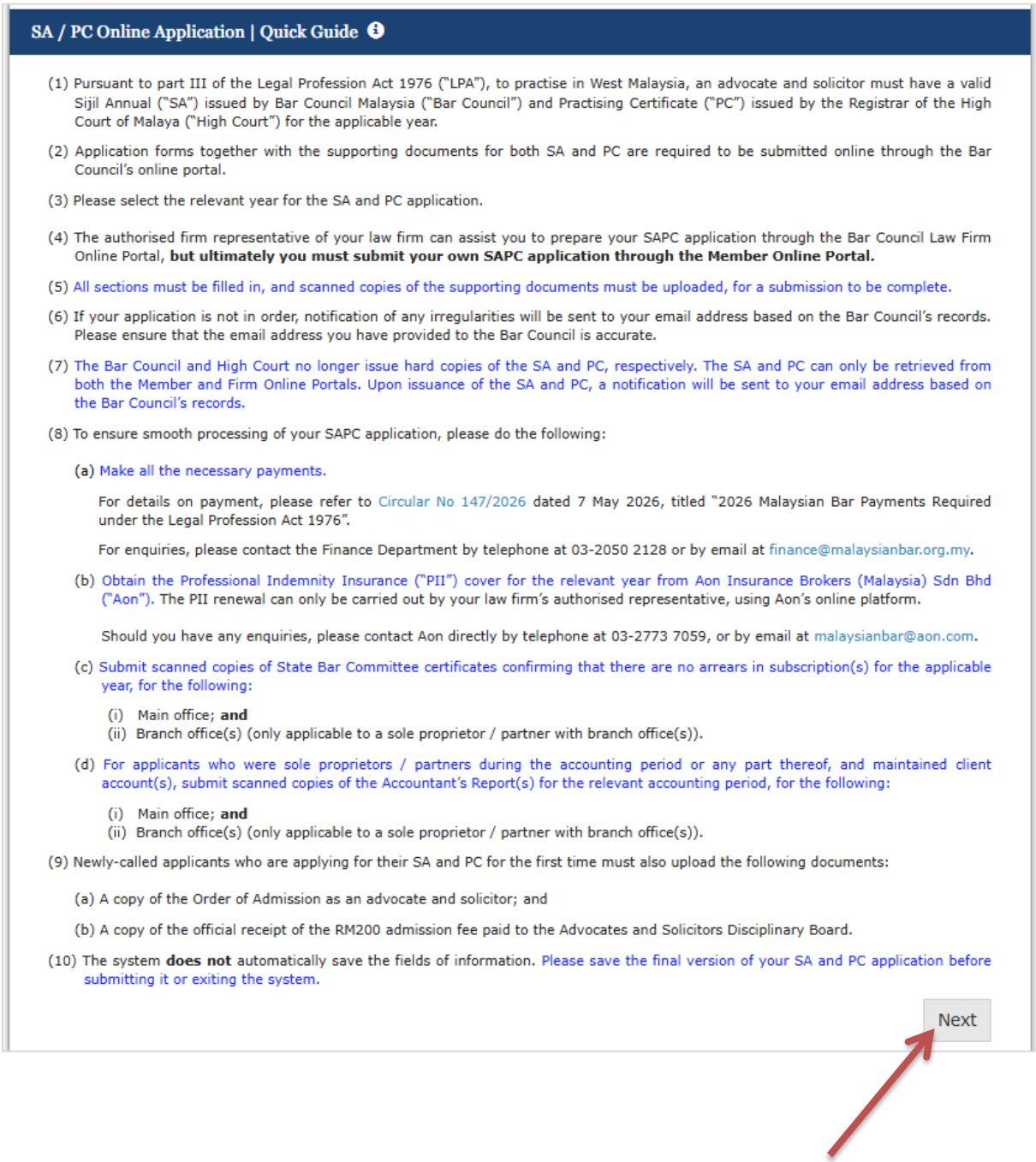
(4) If you have lost the law firm's username and/or password, or the information you have does not work, please click "Forgot Firm Username/Password?" and then follow the instructions that are displayed on the screen.



(5) Upon successful login, click "SA / PC" in the navigation menu below the words "Law Firm Online Portal", and then select the "SA / PC Form" option that is displayed.



(6) Read the "SA / PC Online Application | Quick Guide", and then click "Next".



SA / PC Online Application | Quick Guide

(1) Pursuant to part III of the Legal Profession Act 1976 ("LPA"), to practise in West Malaysia, an advocate and solicitor must have a valid Sijil Annual ("SA") issued by Bar Council Malaysia ("Bar Council") and Practising Certificate ("PC") issued by the Registrar of the High Court of Malaya ("High Court") for the applicable year.

(2) Application forms together with the supporting documents for both SA and PC are required to be submitted online through the Bar Council's online portal.

(3) Please select the relevant year for the SA and PC application.

(4) The authorised firm representative of your law firm can assist you to prepare your SAPC application through the Bar Council Law Firm Online Portal, **but ultimately you must submit your own SAPC application through the Member Online Portal.**

(5) All sections must be filled in, and scanned copies of the supporting documents must be uploaded, for a submission to be complete.

(6) If your application is not in order, notification of any irregularities will be sent to your email address based on the Bar Council's records. Please ensure that the email address you have provided to the Bar Council is accurate.

(7) The Bar Council and High Court no longer issue hard copies of the SA and PC, respectively. The SA and PC can only be retrieved from both the Member and Firm Online Portals. Upon issuance of the SA and PC, a notification will be sent to your email address based on the Bar Council's records.

(8) To ensure smooth processing of your SAPC application, please do the following:

(a) Make all the necessary payments.

For details on payment, please refer to Circular No 147/2026 dated 7 May 2026, titled "2026 Malaysian Bar Payments Required under the Legal Profession Act 1976".

For enquiries, please contact the Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.

(b) Obtain the Professional Indemnity Insurance ("PII") cover for the relevant year from Aon Insurance Brokers (Malaysia) Sdn Bhd ("Aon"). The PII renewal can only be carried out by your law firm's authorised representative, using Aon's online platform.

Should you have any enquiries, please contact Aon directly by telephone at 03-2773 7059, or by email at malaysianbar@aon.com.

(c) Submit scanned copies of State Bar Committee certificates confirming that there are no arrears in subscription(s) for the applicable year, for the following:

(i) Main office; **and**
(ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

(d) For applicants who were sole proprietors / partners during the accounting period or any part thereof, and maintained client account(s), submit scanned copies of the Accountant's Report(s) for the relevant accounting period, for the following:

(i) Main office; **and**
(ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

(9) Newly-called applicants who are applying for their SA and PC for the first time must also upload the following documents:

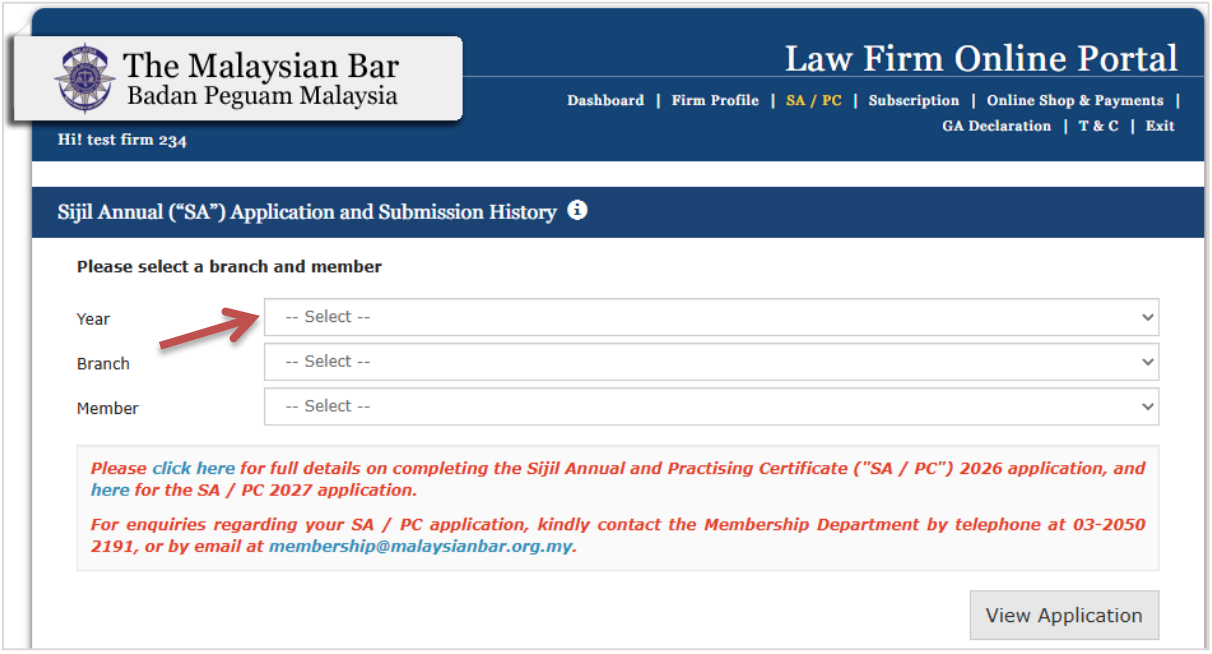
(a) A copy of the Order of Admission as an advocate and solicitor; and

(b) A copy of the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.

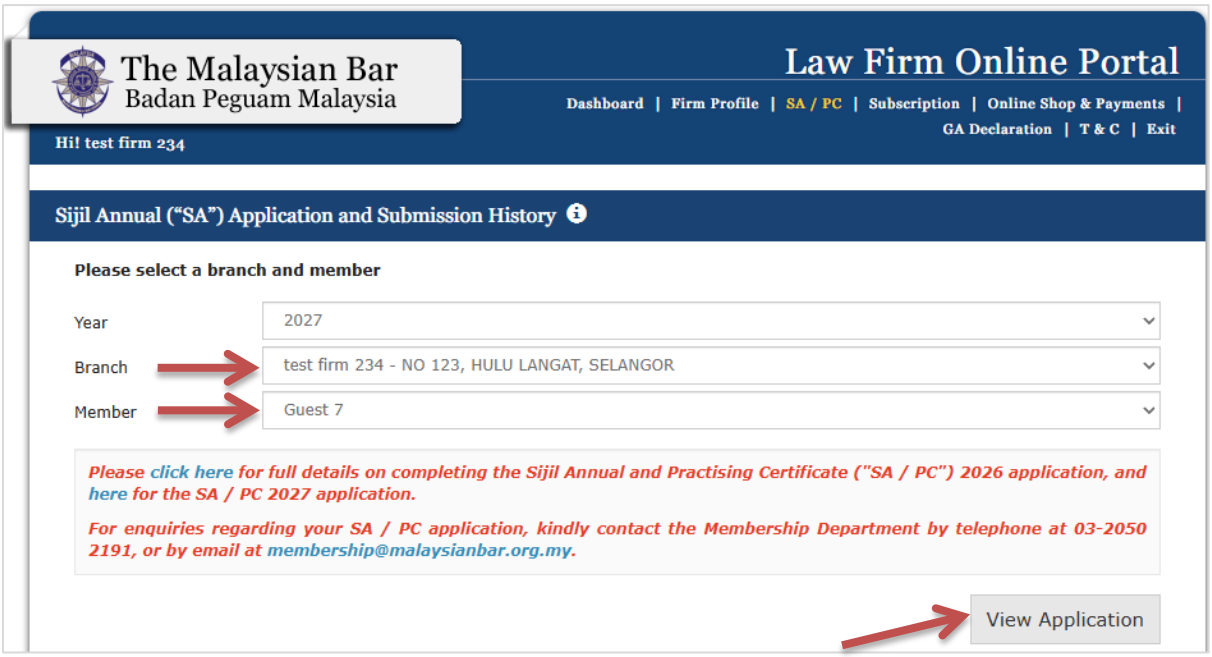
(10) The system **does not** automatically save the fields of information. Please save the final version of your SA and PC application before submitting it or exiting the system.

Next

(7) At the "Sijil Annual ("SA") Application and Submission History" page, select the applicable "Year" in order to view a summary of the status in respect of all the SAPC applications of the law firm's lawyers.



(8) Select the relevant "Branch" and "Member", and click "View Application", in order to access the applicant's SAPC application form.



(9) Select the applicable year. **Please ensure that you correctly select the <u>applicable year</u> of the SAPC the Member is applying for** (ie "2027", if the application is for SAPC 2027). Once the SAPC has been issued, the records cannot be undone.

(10) Click "Create Application" to begin preparing the SAPC application.



For a step-by-step pictorial guide on how to prepare and submit the SAPC application, please refer to **Appendix F** on **pages 35 to 55** below.

(B) Applying for Your First SAPC

If you are a newly-called applicant and you are applying for your SAPC for the first time, the authorised representative of your law firm can assist you once you have received the email notification from the Malaysian Bar containing your membership number (please refer to **section (B)(9)** of **Appendix D**, on **page 25** above).

The authorised representative can then proceed to create your SAPC application by following the steps outlined above in **section (A)** (entitled "Renewing Your SAPC") of this **Appendix E**, on **pages 30 to 34**.

(C) Applying for Your SAPC in Order to Resume Practice, or Applying for SAPC 2027 after 31 Jan 2027

If you ceased practice prior to the issuance of SAPC 2026 or in 2026, and you are applying for your SAPC in order to resume practice; **or** if you are submitting an application for SAPC 2027 after 31 Jan 2027, the authorised representative of your law firm can assist you once you have received the email notification from the Malaysian Bar confirming your membership number (please refer to **section (C)(9)** of **Appendix D**, on **page 29** above).

The authorised representative can then proceed to create your SAPC application by following the steps outlined above in **section (A)** (entitled "Renewing Your SAPC") of this **Appendix E**, on **pages 30 to 34**.

APPENDIX F

How to Prepare and Submit Your SAPC Application

You can prepare your own SAPC application using the Member Online Portal. Alternatively, the authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal.

However, please note that ultimately, **you** must submit **your own** SAPC application through the Member Online Portal.

The SAPC application form is the same in both the Member Online Portal and the Law Firm Online Portal. However, the "Submit" button will not appear under Tab 7 ("Declaration") in the Law Firm Online Portal, as SAPC applications must be submitted through the Member Online Portal.

Please note the following key points:

(1) There are seven tabs in the SAPC application form that must be completed.

(2) In each tab, all applicable sections must be completed, and scanned copies of the required supporting documents must be uploaded.

(3) Please click the "Save" button at the bottom of every section, in order to save all the information provided or changes made. The colour of the tabs will turn green when the required sections in that tab have been completed and the content has been successfully saved.

(4) When each tab turns green in colour, this indicates that all the required sections in that tab have been completed. If any section is not complete, the tab will be red in colour.

(5) Once the sections in Tab 1 to Tab 6 have been completed and those tabs are green in colour, the SAPC application is ready to be submitted. **Only the applicant himself / herself** can submit the SAPC application, through the Member Online Portal.

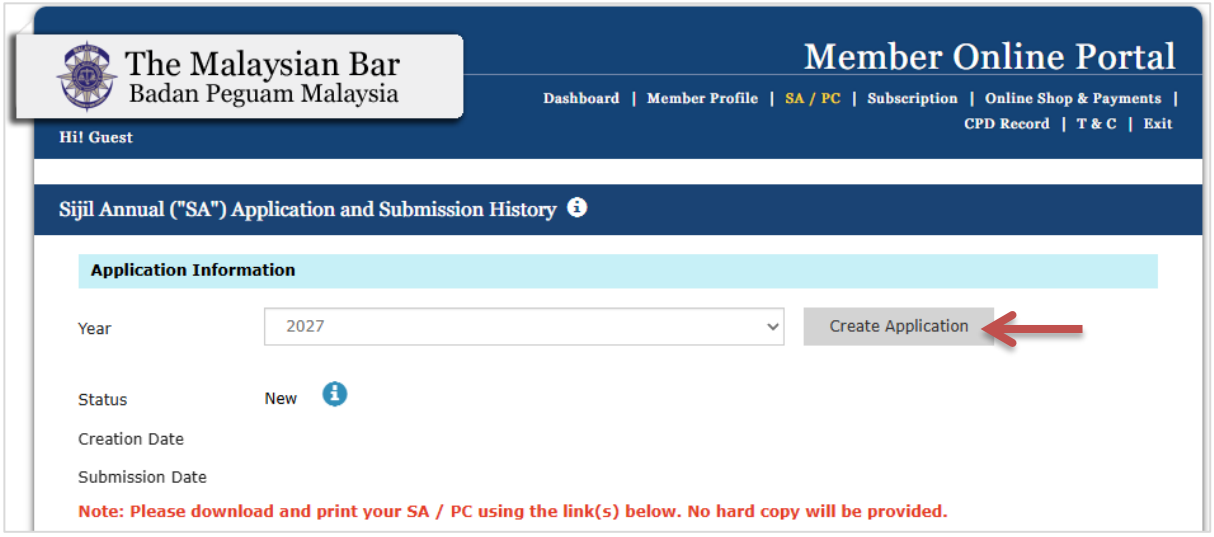
(6) Once the SAPC application has been submitted, Tab 7 ("Declaration") will then also turn green in colour.

For a step-by-step pictorial guide on how to create your SAPC application, please refer to:

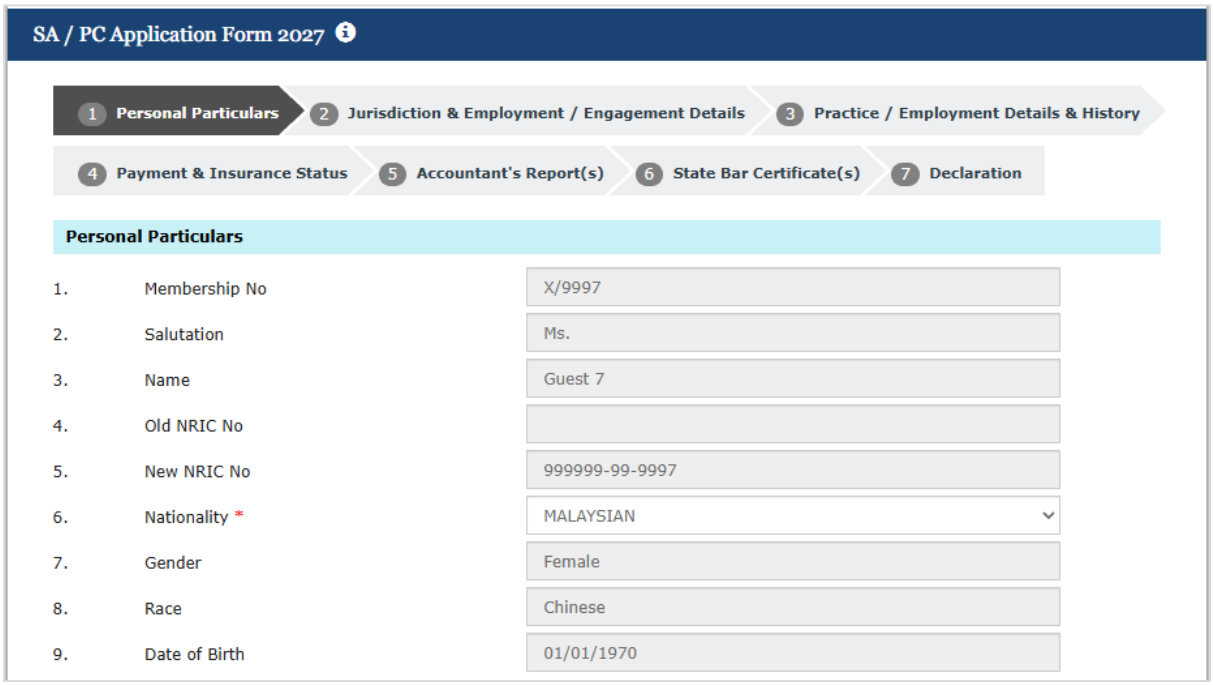
(1) **Appendix D** (**pages 17 to 29** above), if you are preparing your SAPC application through the Member Online Portal; or

(2) **Appendix E** (**pages 30 to 34** above), if your law firm's authorised representative is assisting you to prepare your SAPC application through the Law Firm Online Portal.

To begin preparing your SAPC application, select the applicable year carefully and click “Create Application”.



(A) Tab 1: Personal Particulars

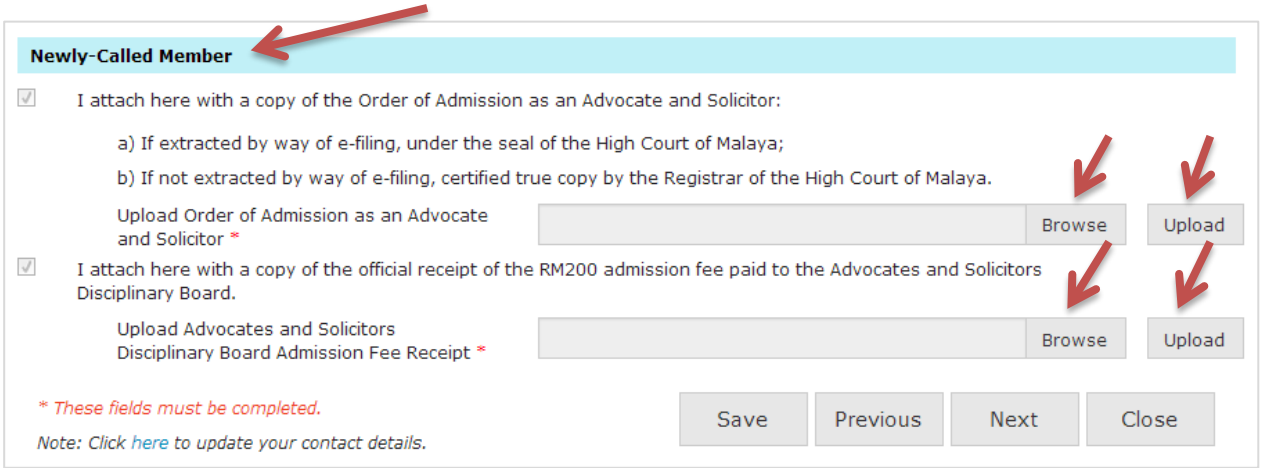


You may only edit any details that **<u>are not</u>** in the grey-coloured fields under this "Personal Particulars" tab.

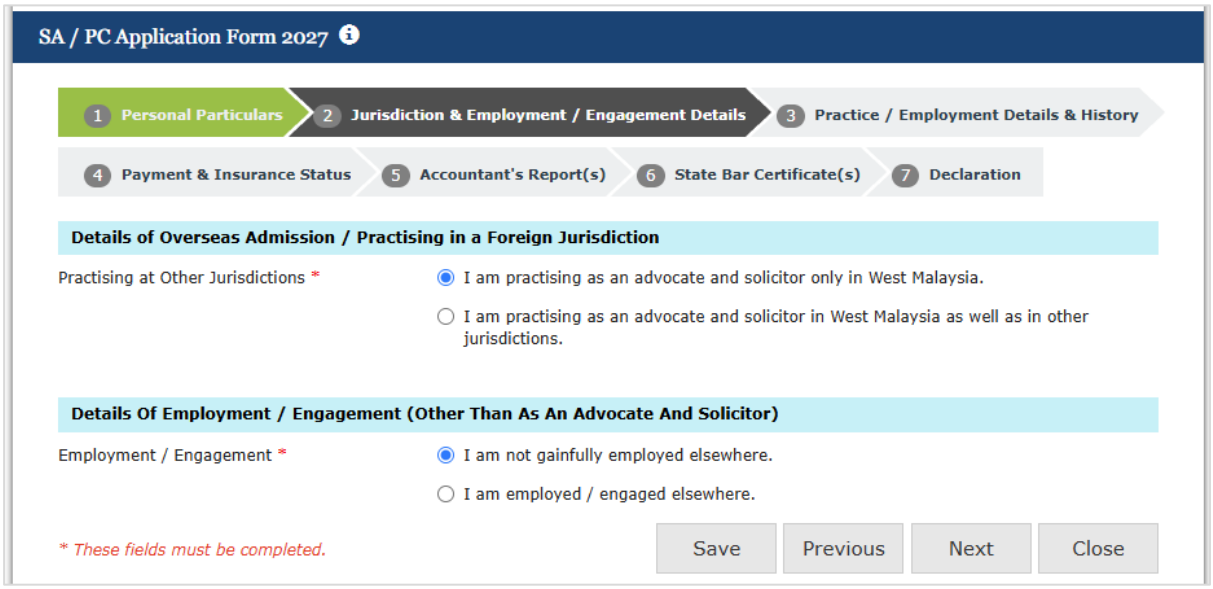
Please save the edits you make, so that the new details will be reflected in the SAPC online application form.

<u>Applying for Your First SAPC</u>

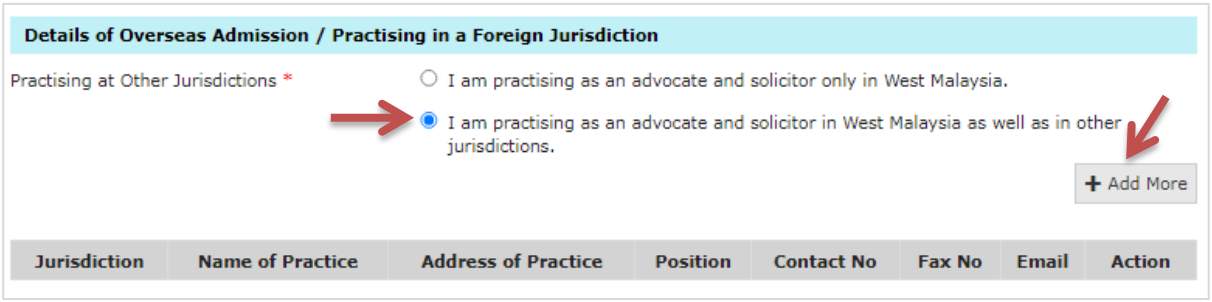
If you are a newly-called applicant and you are applying for your SAPC for the first time, you are required to upload the Order of Admission as an advocate and solicitor, and a copy of the official receipt for the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board, at the "Newly-Called Member" section at the bottom of the page. Click "Browse" where applicable, locate and select the relevant documents, and click "Upload" where applicable. Please note that you may only upload files in PDF format (up to 2.5 MB in size).

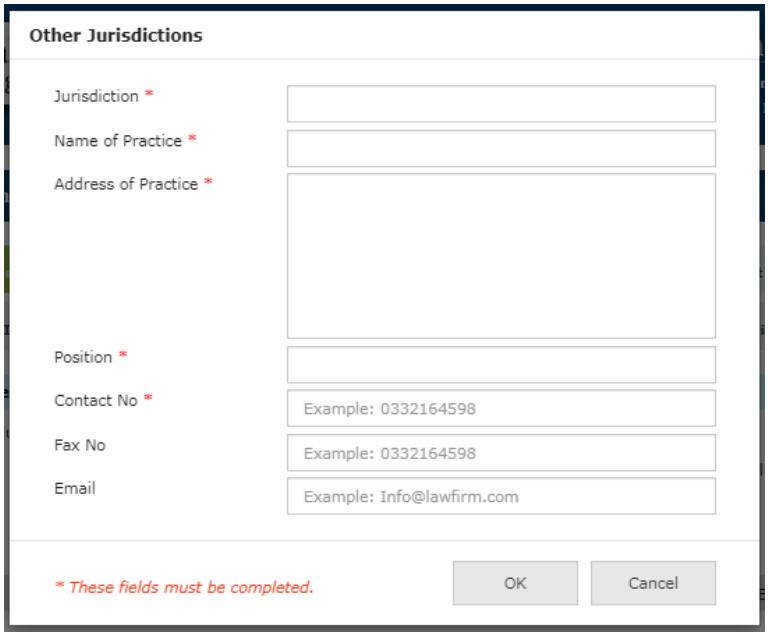


(B) Tab 2: Jurisdiction & Employment / Engagement Details

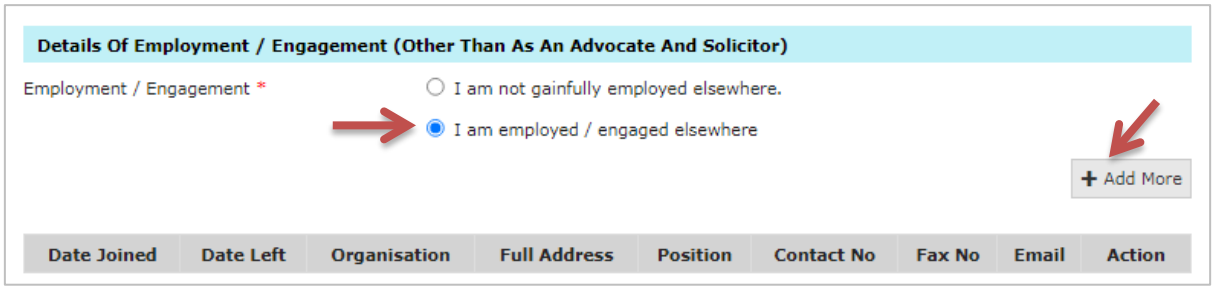


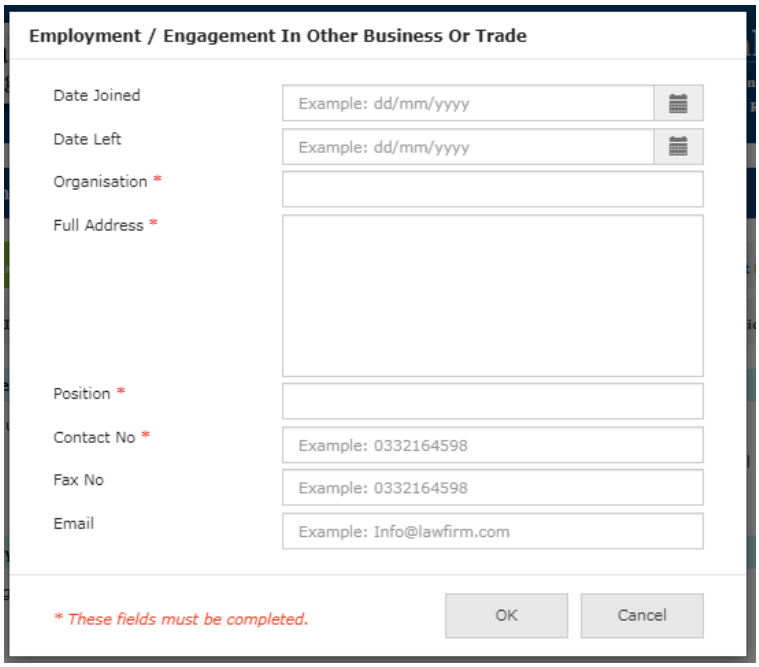
If you are in practice as an advocate and/or as a solicitor in any jurisdiction(s) other than West Malaysia, please click "Add More", and provide details and contact particulars of the place(s) of practice and position(s) held.





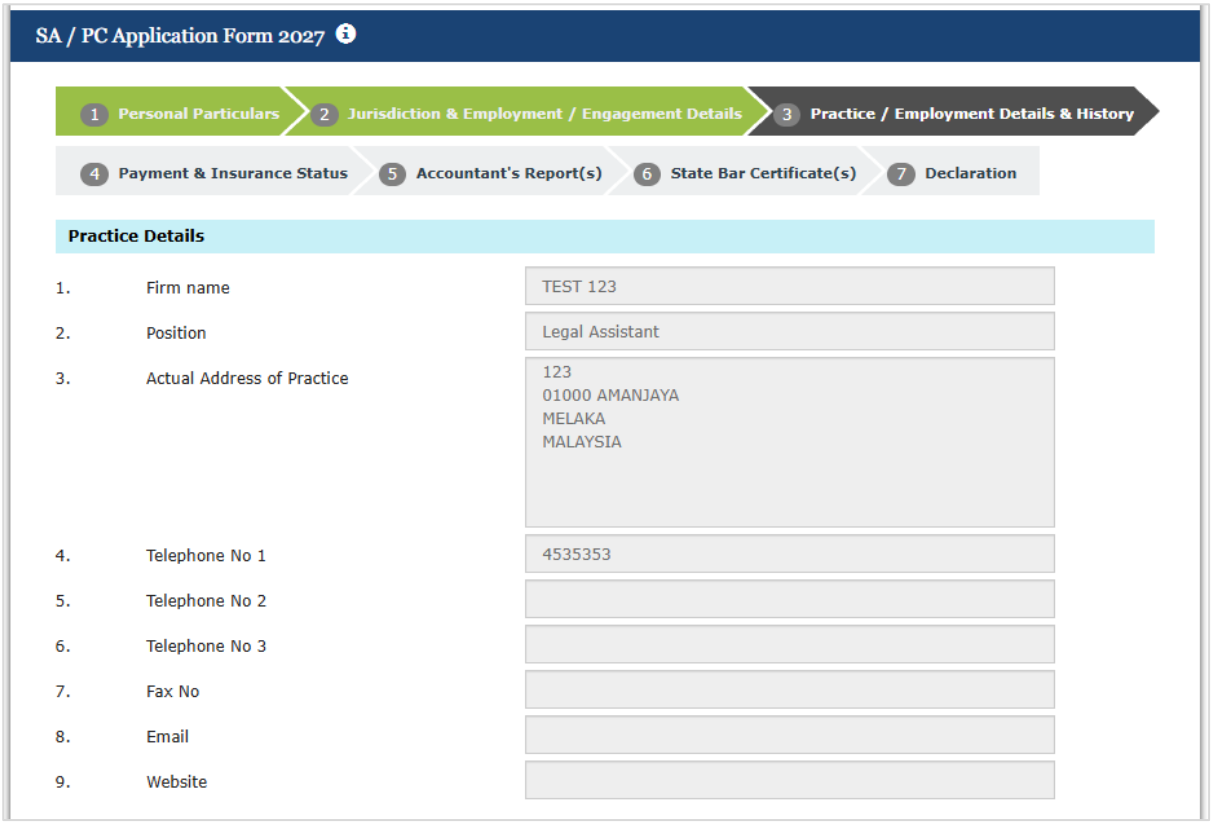
If you are employed or engaged in a business or trade elsewhere (other than as an advocate and solicitor in your law firm), please click "Add More", and provide the details of the employment / engagement, and position held.





(C) Tab 3: Practice / Employment Details & History

Please note that your Statutory Declaration will be generated by the SAPC online application system, based on the information you provide. Once you have downloaded and printed your Statutory Declaration, and affirmed it in the presence of a Commissioner for Oaths, you must upload it online in order to be able to submit your SAPC application. Please ensure that the information in your Statutory Declaration is accurate.



Please provide the details of your employment / unemployment history, with reference to the applicable scenarios below.

(1) Scenario 1: Renewing Your SAPC

You are in possession of a valid SAPC 2026, and are submitting an application for renewal.

Please provide the details of your employment / unemployment history from 1 Jan 2025 until the date of the Statutory Declaration.

or

(2) Scenario 2: Applying for Your First SAPC

You are applying for SAPC for the first time.

Please provide the details of your employment as a paralegal or confirmation that you were not in practice, from your date of admission until the date of the Statutory Declaration.

or

(3) Scenario 3: Applying for Your SAPC in Order to Resume Practice

You ceased practice prior to the issuance of SAPC 2026 or in 2026, and are applying for your SAPC in order to resume practice.

Please provide the details of your employment / unemployment history from 1 January of the year preceding the year that you were last issued a valid SAPC until the date of cessation of practice, and from the date of cessation of practice to the date of the Statutory Declaration.

or

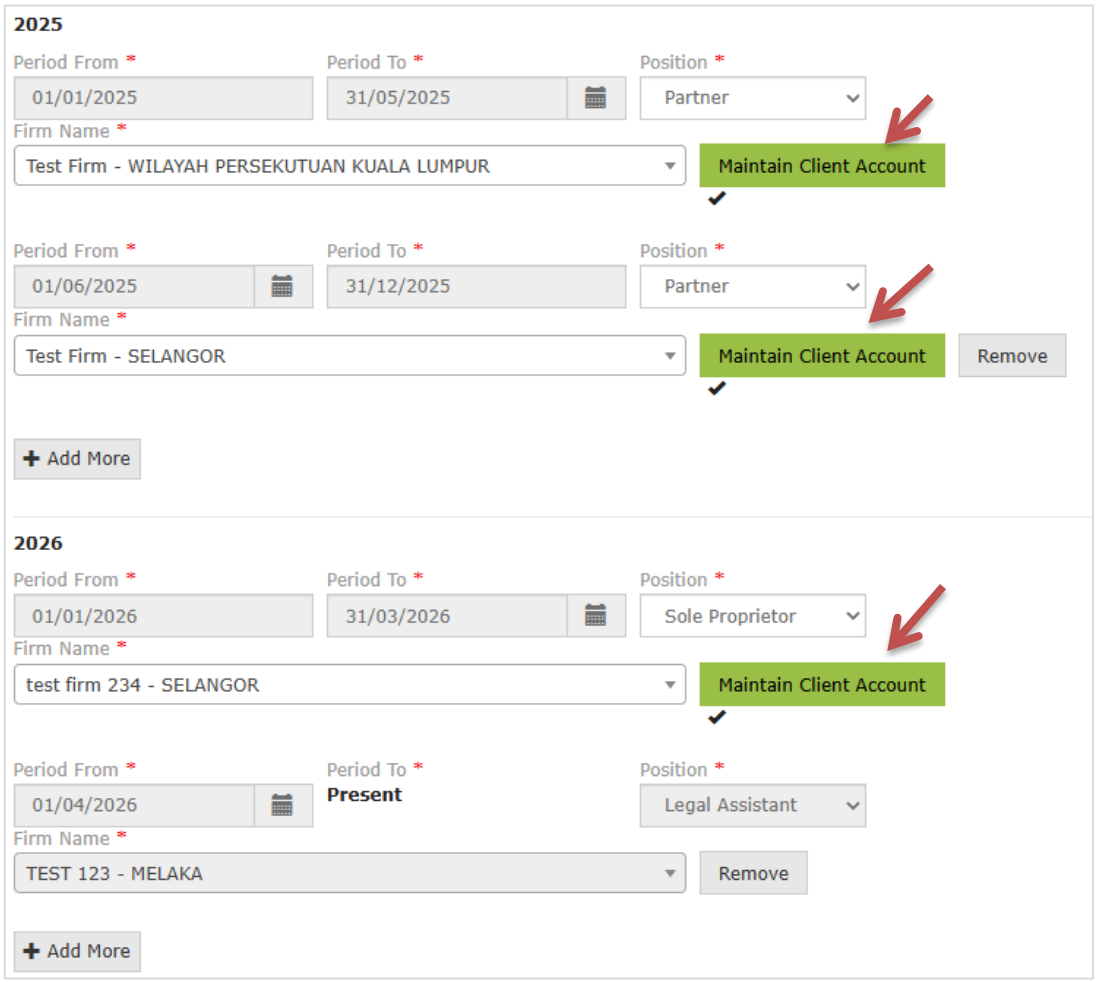
(4) Scenario 4: Applying After the Expiry of the Validity of Practising Certificate 2026

Your Practising Certificate 2026 expired on 31 Dec 2026 pursuant to section 29(2) of the LPA, and you are applying for SAPC 2027 on or after 1 Jan 2027.

You are required to provide:

(a) details of your employment / unemployment history from 1 Jan 2025 until 31 Dec 2026; and
(b) confirmation that you were not in practice since 1 Jan 2027.

Maintain Client Account(s)
(Applicable to sole proprietors and partners only)



(1) If you practised as a sole proprietor or partner under the same name and style for the accounting period from 1 Jan to 31 Dec 2025, or any part thereof (hereinafter referred to as "Accounting Period"), pursuant to rule 13 of the Solicitors' Account Rules 1990, you must affirm a Statutory Declaration declaring that during the Accounting Period you maintained the client account(s) listed in the Accountant's Report. **In addition, in respect of the period from 1 Jan 2026 to the date of the Statutory Declaration, you must declare any client account(s) maintained; any client account(s) opened or closed; and any change in account number(s). Please upload a copy of the Accountant's Report(s) for all offices.**

If you did not maintain any client account(s) during the Accounting Period, and/or from 1 Jan 2026 to the date of the Statutory Declaration, kindly declare so.

You may opt to prepare your own list of the client account(s) maintained, instead of keying in all the particulars of the account(s). This list must be uploaded online, together with your Statutory Declaration, during the application process. Please note that you may only upload files in PDF format (up to 2.5 MB in size).

(2) The requirements in item (1) above also apply if you practised as a sole proprietor / partner under the same name and style for the accounting period from 1 January of the year preceding the year that you were last issued a valid SAPC, until the date of cessation of practice, or any part thereof.

(3) If you practised under more than one name and style (eg as a sole proprietor and then in a partnership, or in more than one partnership) during the Accounting Period and the current year, please list the details of **all** client account(s) maintained by **each** of the firms in the Statutory Declaration.

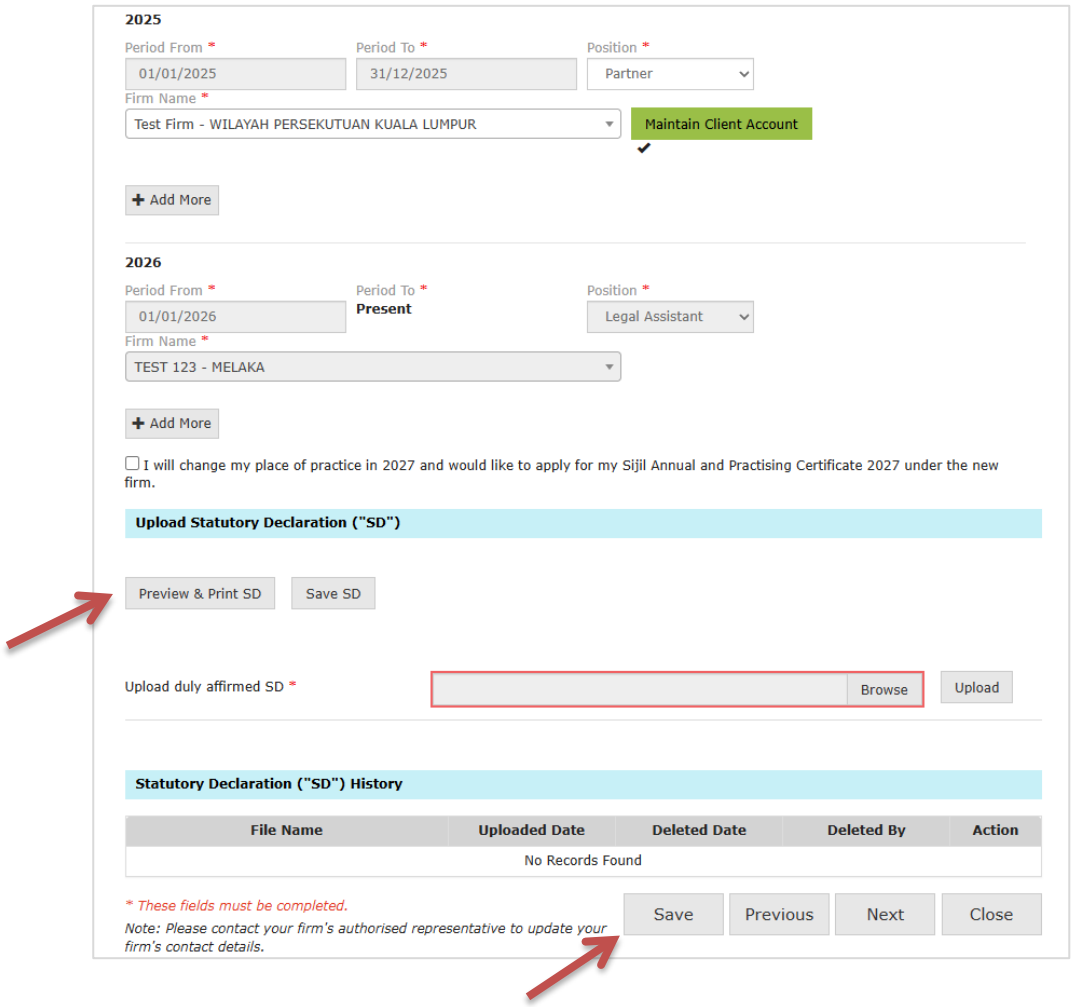
(4) If you were a legal assistant during the entire Accounting Period but have since set up practice either as a sole proprietor or in a partnership, please narrate in the Statutory Declaration that you were employed as a legal assistant during the entire Accounting Period until the date of your change in the status of practice from being a legal assistant, and then declare that you were a sole proprietor or partner from that date until the date of the Statutory Declaration. You must also provide a list of **all** client account(s) currently maintained by your practice.

(5) If your firm has/had more than one branch during the Accounting Period, you are required to **upload all the relevant** Accountant's Report(s) that list(s) the client account(s) maintained by **all** branches of the firm.

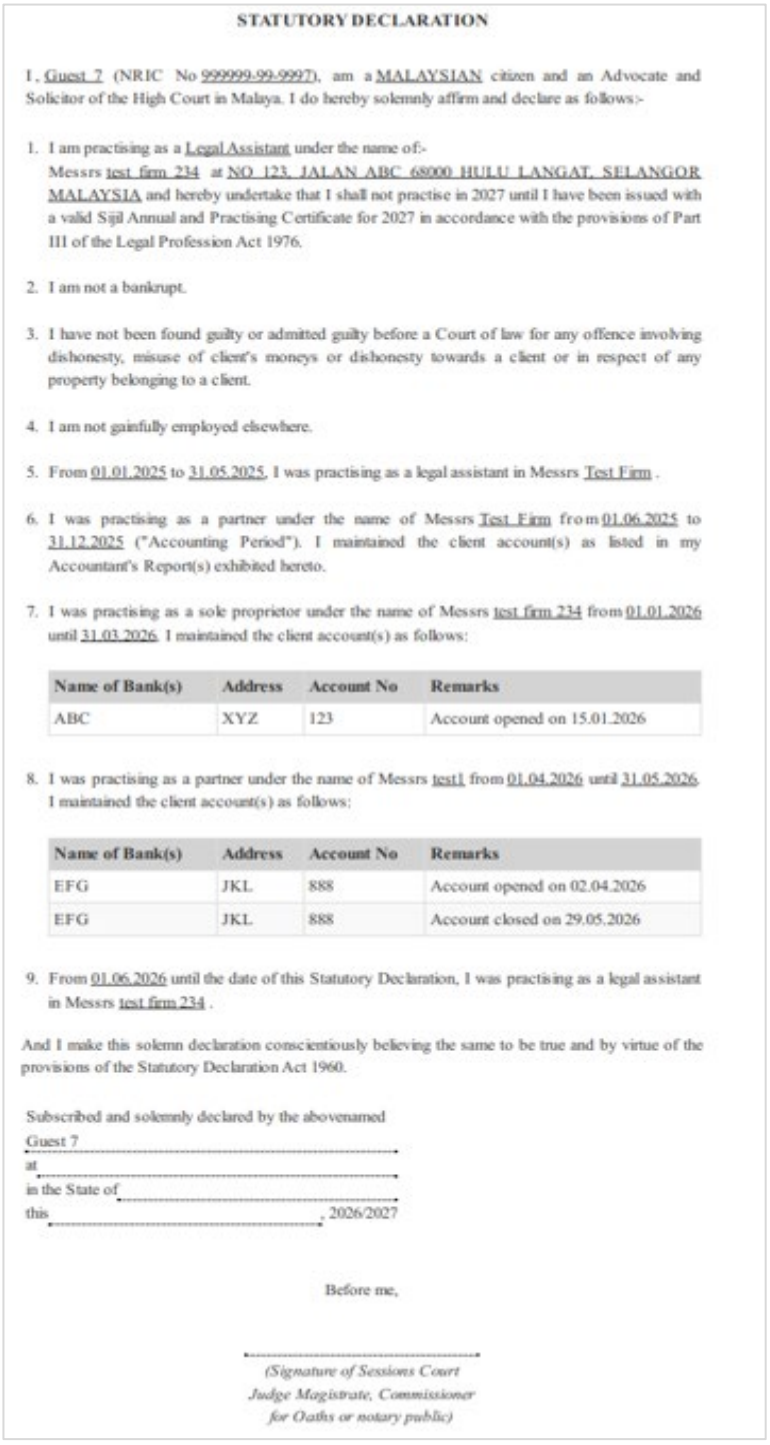
How to Preview and Print Your Statutory Declaration

You must complete the employment history section in order to print the Statutory Declaration.

Once you have completed this section, click "Save" at the bottom of the page, and then click "Preview & Print SD" to preview your Statutory Declaration.



The following is an example of a preview of a Statutory Declaration generated by the SAPC online application system.



STATUTORY DECLARATION

I, Guest 7 (NRIC No 999999-99-9997), am a MALAYSIAN citizen and an Advocate and Solicitor of the High Court in Malaya. I do hereby solemnly affirm and declare as follows:-

1. I am practising as a Legal Assistant under the name of:-
   Messrs test firm 234 at NO 123, JALAN ABC 68000 HULU LANGAT, SELANGOR MALAYSIA and hereby undertake that I shall not practise in 2027 until I have been issued with a valid Sijil Annual and Practising Certificate for 2027 in accordance with the provisions of Part III of the Legal Profession Act 1976.

2. I am not a bankrupt.

3. I have not been found guilty or admitted guilty before a Court of law for any offence involving dishonesty, misuse of client's moneys or dishonesty towards a client or in respect of any property belonging to a client.

4. I am not gainfully employed elsewhere.

5. From 01.01.2025 to 31.05.2025, I was practising as a legal assistant in Messrs Test Firm .

6. I was practising as a partner under the name of Messrs Test Firm from 01.06.2025 to 31.12.2025 ("Accounting Period"). I maintained the client account(s) as listed in my Accountant's Report(s) exhibited hereto.

7. I was practising as a sole proprietor under the name of Messrs test firm 234 from 01.01.2026 until 31.03.2026. I maintained the client account(s) as follows:

Name of Bank(s)	Address	Account No	Remarks
ABC	XYZ	123	Account opened on 15.01.2026

8. I was practising as a partner under the name of Messrs test1 from 01.04.2026 until 31.05.2026. I maintained the client account(s) as follows:

Name of Bank(s)	Address	Account No	Remarks
EFG	JKL	888	Account opened on 02.04.2026
EFG	JKL	888	Account closed on 29.05.2026

9. From 01.06.2026 until the date of this Statutory Declaration, I was practising as a legal assistant in Messrs test firm 234 .

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act 1960.

Subscribed and solemnly declared by the abovenamed
Guest 7
at .....
in the State of .....
this ..... , 2026/2027

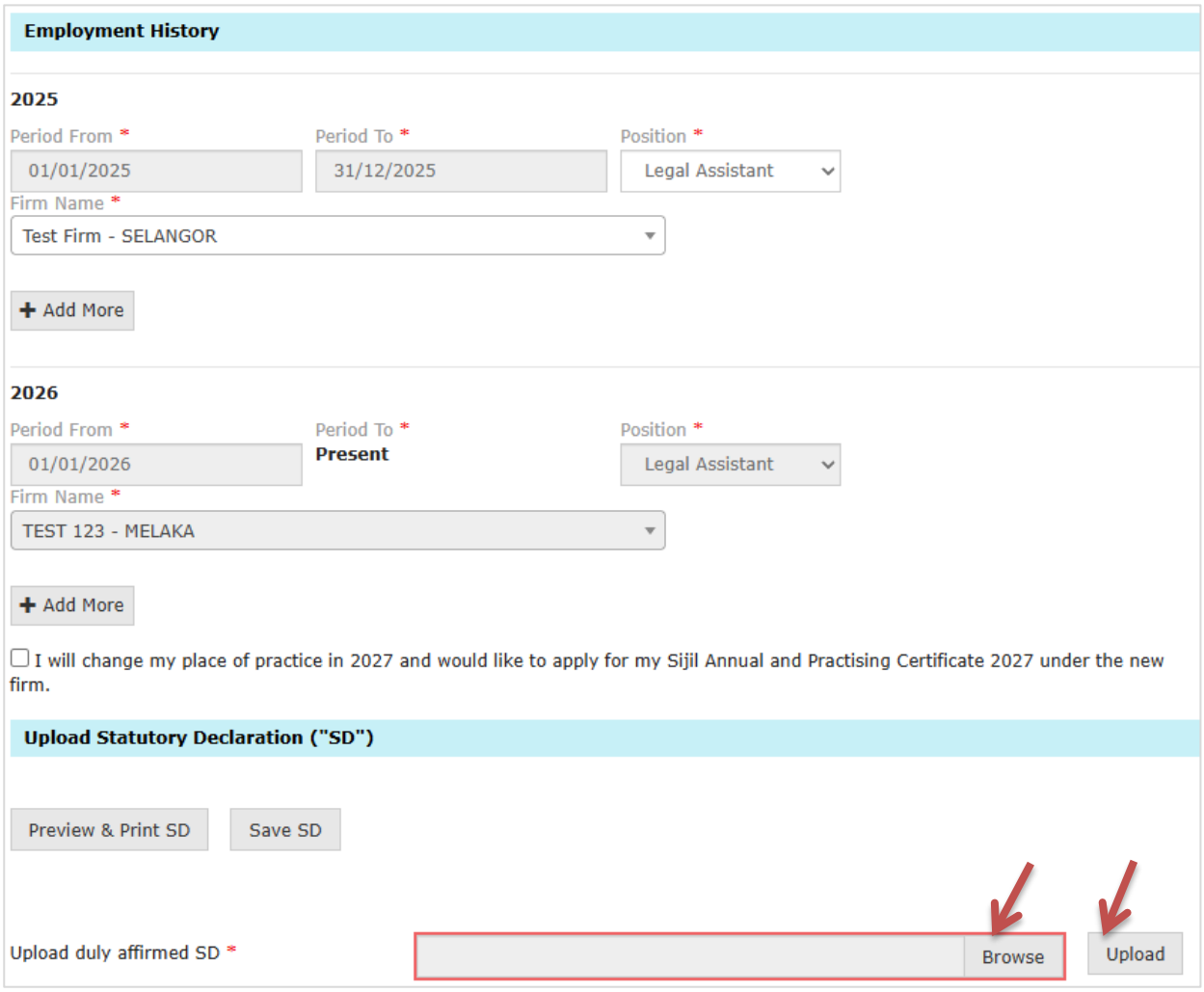
Before me,

.....
(Signature of Sessions Court Judge Magistrate, Commissioner for Oaths or notary public)

If the information in the Statutory Declaration is in order, please do the following:

(a) Print the Statutory Declaration;
(b) Sign the Statutory Declaration;
(c) Ensure the Statutory Declaration is affirmed in the presence of a Commissioner for Oaths; and
(d) Ensure the Statutory Declaration is dated.

Next, scan and save the duly affirmed Statutory Declaration in your computer. Click "Browse" to locate the affirmed Statutory Declaration, select the file, and then click "Upload".



(D) Tab 4: Payment & Insurance Status

You are reminded to do the following, to ensure smooth processing of your SAPC application:

(1) Ensure the following payments have been made:*

(a) (2026) Annual Subscription: RM450;
(b) (2026) Building Fund (Levy): RM100;
(c) (2026) LawCare Fund (Levy): RM130;
(d) (2026) Legal Aid Fund (Levy): RM100;
(e) (2026) Legal Research (Levy): RM327.24;
(f) (2026) MyBar Games Fund (Levy): RM10;
(g) (2026) Sports Fund (Levy): RM20;
(h) (2027) Compensation Fund (Contribution): RM100;
(i) (2027) Discipline Fund (Prescribed Fee): RM60; and
(j) Payment pursuant to section 46(6) of the LPA (if applicable): RM450.

* *The years specified above are applicable to Members who have a valid SAPC 2026 and are submitting an application for SAPC 2027.*

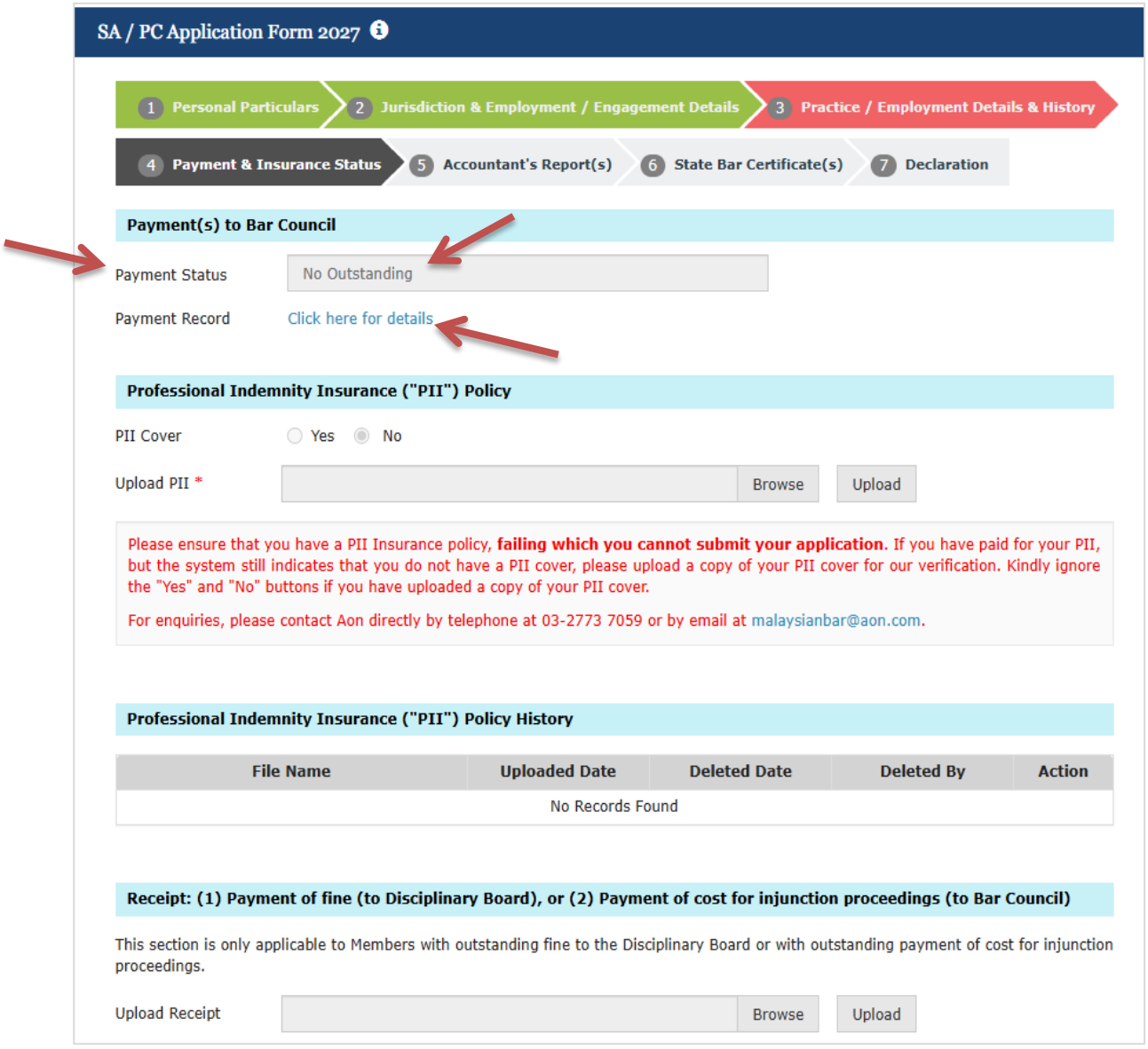
The annual subscription of RM450 for 2026 was to have been paid on or before 30 June 2026. If this payment was not made by 30 June 2026, and you were in practice from 1 Jan to 30 June 2026 or any part thereof, an additional payment of RM450 must be made, pursuant to section 46(6) of the LPA.

You will not be able to submit your SAPC application until you have settled all outstanding payments. All payments must be made via the online payment gateway feature on the Malaysian Bar website.

For details about making payment, kindly refer to Circular No 147/2026 dated 7 May 2026, titled "2026 Malaysian Bar Payments Required under the Legal Profession Act 1976". For enquiries, please contact the Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.

The "Payment & Insurance Status" tab has a section that indicates whether there is any outstanding payment. **Please note that you cannot submit your SAPC application if there is any outstanding payment**.

For details about payment status and methods of payment, click "Click here for details".



(2) Please obtain the 2027 Professional Indemnity Insurance ("PII") cover from Aon Insurance Brokers (Malaysia) Sdn Bhd ("Aon"). For details, kindly refer to Circular No 354/2026 dated 25 Sept 2026, titled "2027 Professional Indemnity Insurance Renewal | Premium, Terms and Conditions".

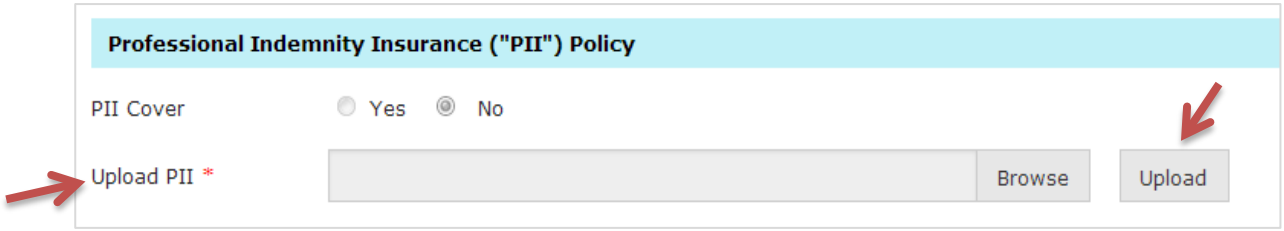
Once the renewal window is open, Aon will send an email to each law firm to announce the commencement of the PII renewal for 2027 and will include a link to complete the PII renewal. The PII renewal can **only** be carried out by **your law firm's authorised representative, using Aon's online platform**. Please follow the instructions on the online platform to complete the online submission of the PII proposal form.

If you have any enquiries, please contact Aon directly, as follows:

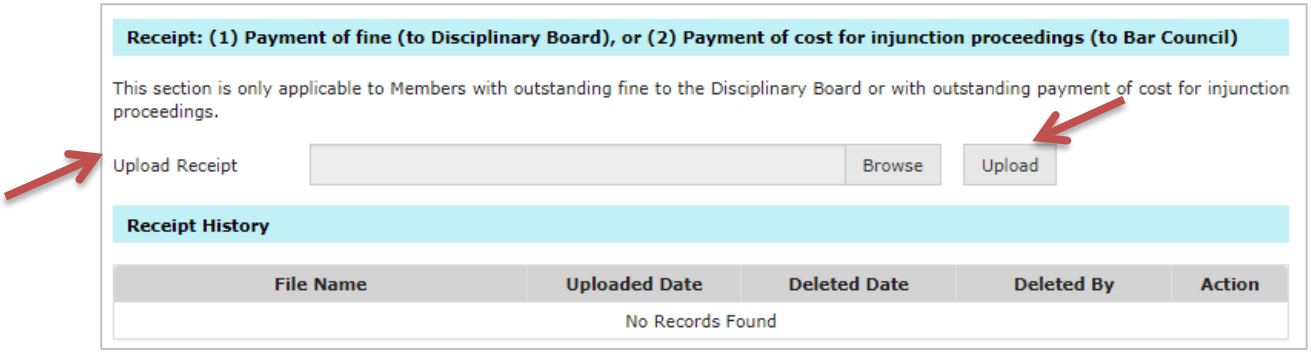
Email: malaysianbar@aon.com
Tel: 03-2773 7059

Aon has also set up a help desk, which began operations on 1 Oct 2026 (Thursday), at Wisma Badan Peguam Malaysia, to assist Members with the 2027 PII renewal. Members who require assistance can visit Aon's Help Desk at the Professional Indemnity and Risk Management Department of the Malaysian Bar Secretariat at Unit 6-02, 6th Floor, Wisma Badan Peguam Malaysia, 2 Leboh Pasar Besar, 50050 Kuala Lumpur. The help desk is open from Mondays to Fridays, 10:00 am to 4:00 pm.

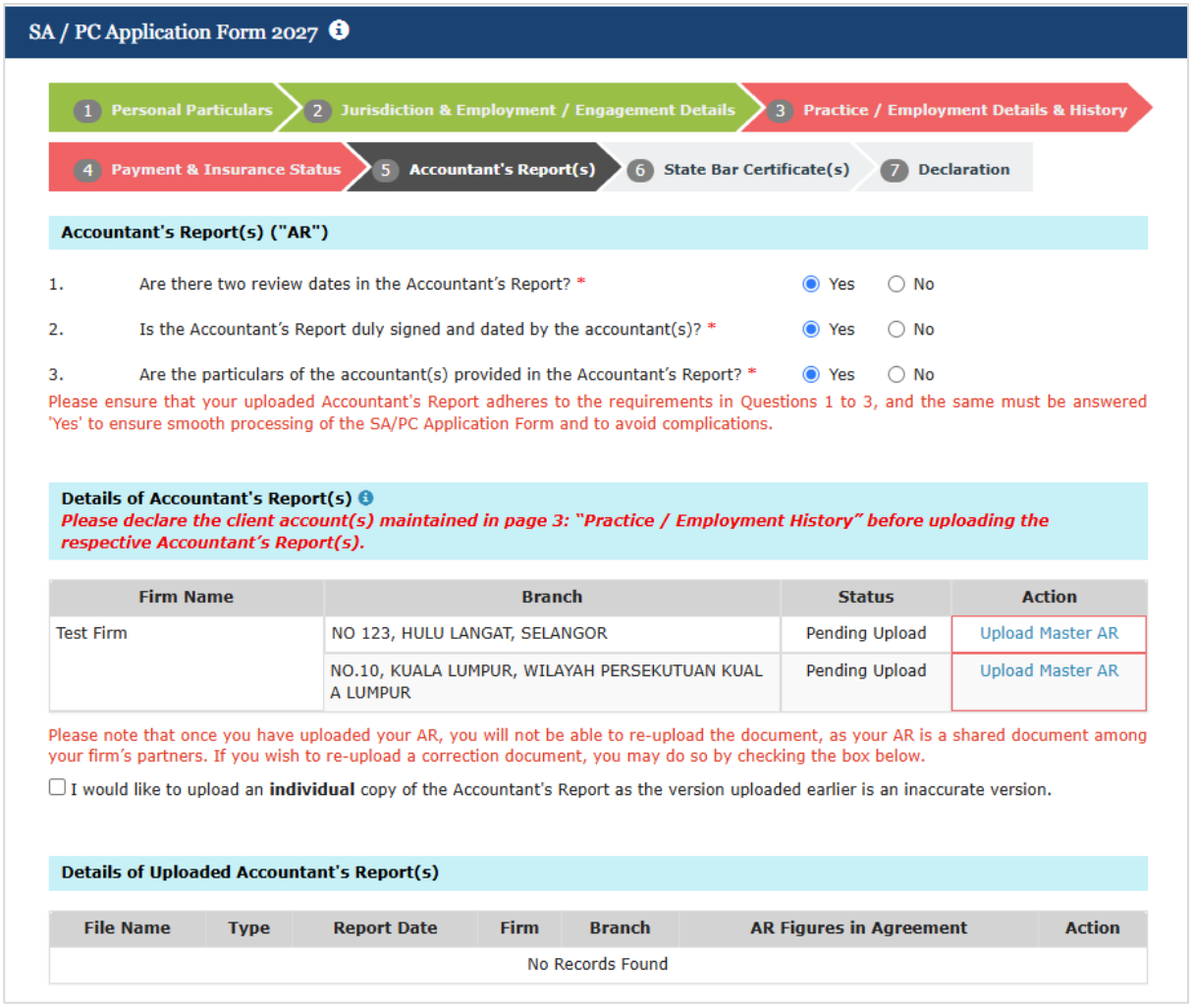
Once the 2027 PII renewal has been completed, please upload your 2027 PII Schedule from Aon. Kindly ignore the "Yes" and "No" buttons (which are not clickable) once you have uploaded a copy of your 2027 PII Schedule.



(3) If you have fines that are due and payable to the Advocates and Solicitors Disciplinary Board, your SAPC will only be issued once you upload a copy of the official receipt in respect of your payment.



(E) Tab 5: Accountant's Report(s)



To apply for SAPC 2027, each sole proprietor / partner must submit a copy of the Accountant's Report for the period from 1 Jan to 31 Dec 2025, unless exempted by the Bar Council under rule 6 of the Accountant's Report Rules 1990, for the following:

(i) Main office; **and**
(ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

The Accountant's Report must be issued in the name of individual applicants.

If you have more than one office, please ensure that the Accountant's Report covers **all** offices and/or branches, **or** separate Accountant's Reports are submitted for every office.

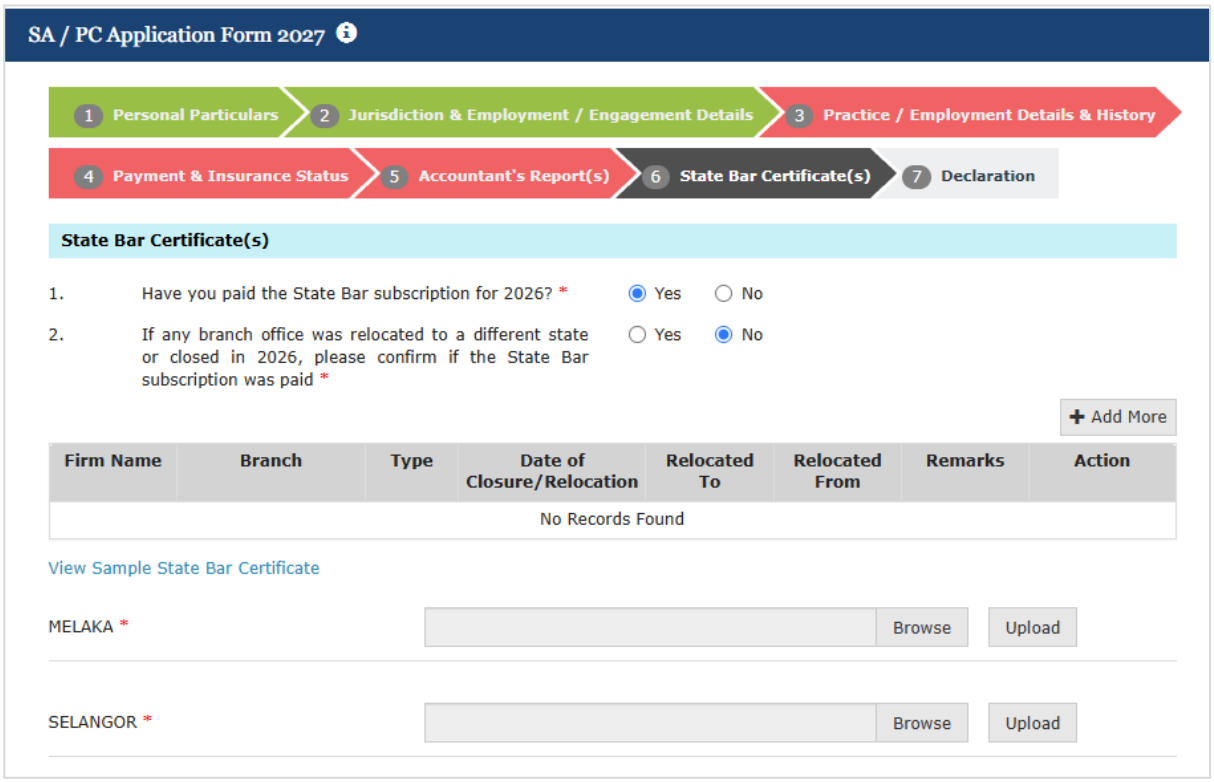
Please ensure that the Accountant's Report contains the following:

(i) Details of **all** partners during the Accounting Period, and the dates on which any partner joined or left the firm;
(ii) Client account(s) maintained by the office, including the dates on which any client account was newly opened or closed;
(iii) The two review dates selected by the accountant;
(iv) Particulars and signature of the accountant, and date of the Accountant's Report; and
(v) If the client account(s) of any office was opened or closed in 2025, kindly ensure that the details are provided in the Accountant's Report.

The Accountant's Report is required to be given by a qualified accountant as provided in rule 3 of the Accountant's Report Rules 1990.

If you are resuming practice and you were a sole proprietor / partner before ceasing practice, the Accountant's Report for the relevant accounting period during which you were practising as a sole proprietor / partner until the date of cessation or until 31 Dec 2025, whichever is earlier, must be submitted.

(F) Tab 6: State Bar Certificate(s)



Where a firm has offices in more than one state, the sole proprietor / every partner of that firm must be a member of all the State Bars where the offices are located.

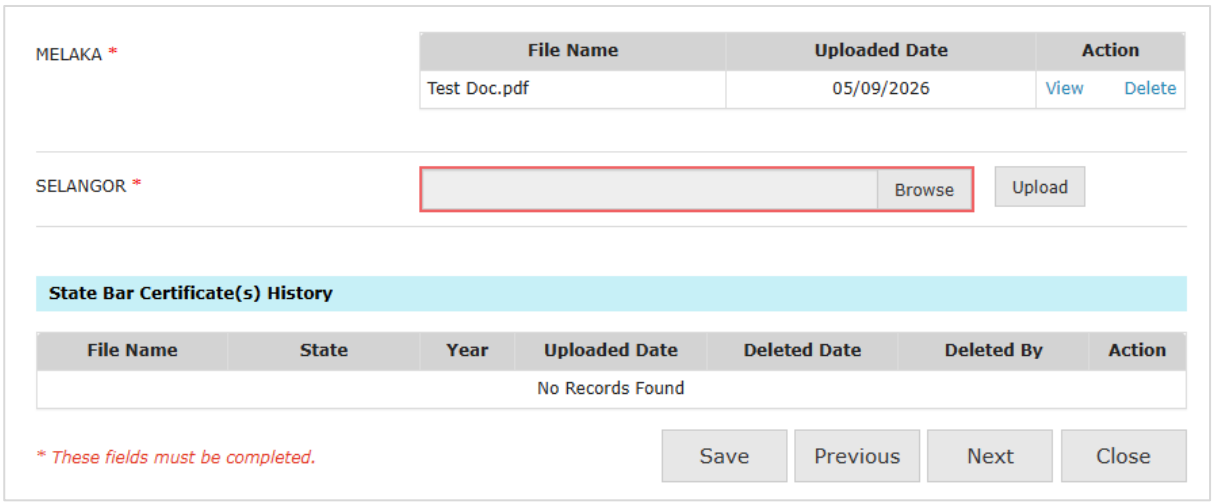
You must upload scanned copies of State Bar certificates confirming that there are no arrears in subscription(s) for 2026, for the following:

(i) Main office; **and**
(ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

If you are resuming practice, you must submit the State Bar certificate for:

(i) the last year of practice in which you were issued an SAPC; **and**
(ii) for the current year or the year of the SAPC that you intend to apply for (as the case may be).

The online application system will indicate which State Bar certificate(s) must be provided, based on the practice details provided in the employment history section under Tab 3 (see **pages 40 and 41** above).



(G) Tab 7: Declaration

You will submit your SAPC application in this section.

Please note that you must submit your own SAPC application through the Member Online Portal. The authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal, **but ultimately <u>you</u> must submit <u>your own</u> SAPC application through the Member Online Portal**.

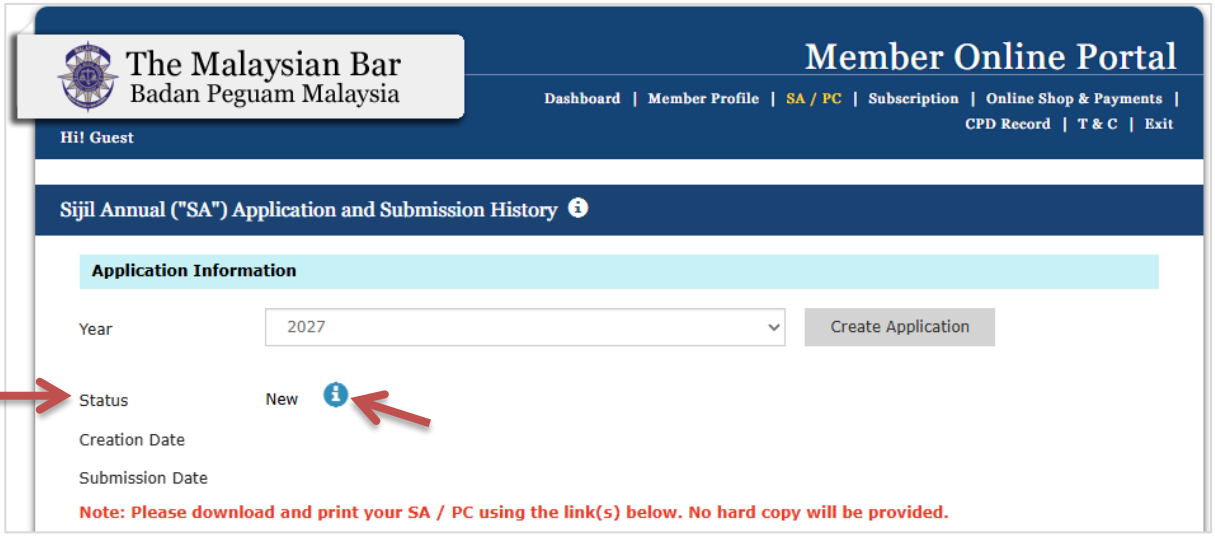
Check the box next to the words "I hereby make the declaration set as above", and click "Submit".



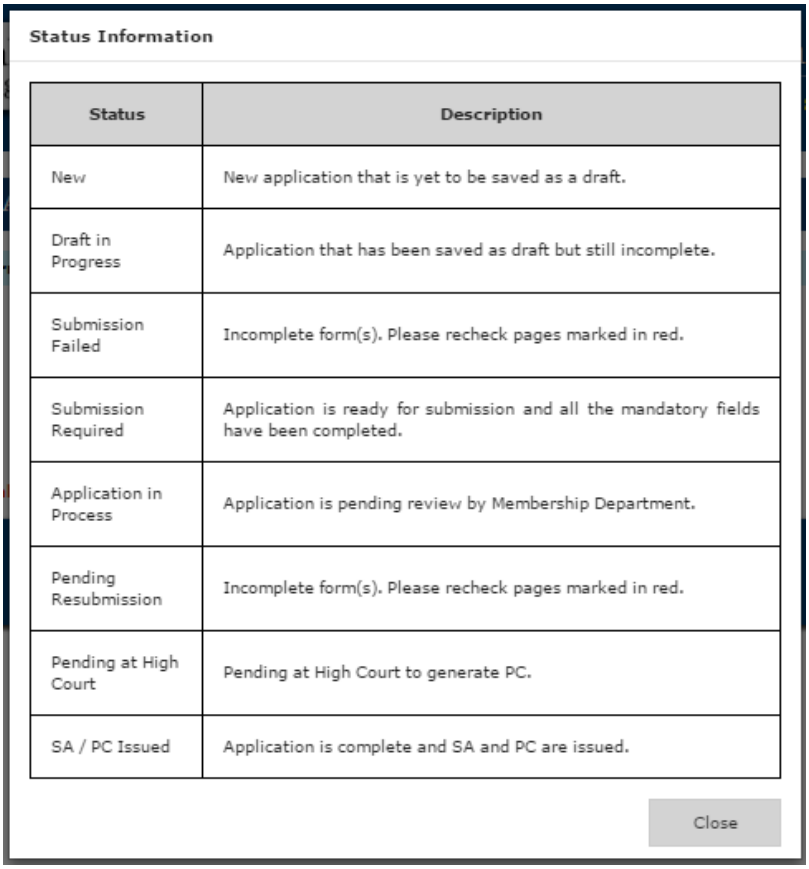
(H) How to Retrieve Your SAPC

(1) How do I check the status of my application?

You can check the status of your SAPC application at the "Sijil Annual ("SA") Application and Submission History" page.



When you click on the little "information" symbol beside the description of the status, a new window will appear, with information regarding the status that is displayed.



Status Information

Status	Description
New	New application that is yet to be saved as a draft.
Draft in Progress	Application that has been saved as draft but still incomplete.
Submission Failed	Incomplete form(s). Please recheck pages marked in red.
Submission Required	Application is ready for submission and all the mandatory fields have been completed.
Application in Process	Application is pending review by Membership Department.
Pending Resubmission	Incomplete form(s). Please recheck pages marked in red.
Pending at High Court	Pending at High Court to generate PC.
SA / PC Issued	Application is complete and SA and PC are issued.

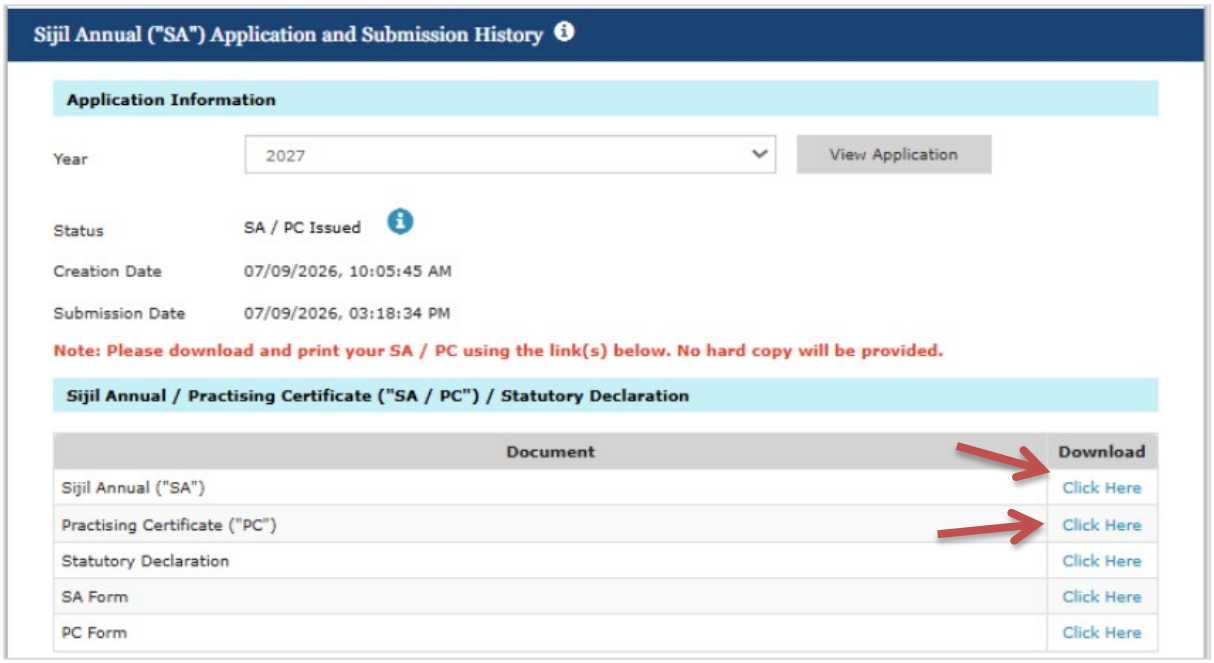
Close

(2) How do I access my SAPC?

Once you receive an email notification that your SAPC has been issued, you can retrieve the documents from the "Sijil Annual ("SA") Application and Submission History" page, by clicking "Click Here" in the "Download" column. You may then print the downloaded documents.

Alternatively, your law firm's authorised representative can retrieve the documents from the Law Firm Online Portal.

The Malaysian Bar will not provide any hard copies of your SAPC.



Sijil Annual 2027 | State Bar Committee Help Desks

No	State Bar Committee	Person-in-Charge	Telephone No	Operation Hours for Help Desk	Email Address
1	Johore (Johor Bahru)	Nurhuda Mohd Fadzil / Cicelia / Siti	07-220 9797	8:30 am – 5:30 pm Monday – Friday	secretariat@johorebar.org.my
	Johore (Muar)	Nur Aqilah bt Azman (Muar Bar Room at Muar Court Complex)	06-953 2468		muarbar@outlook.com
2	Kedah	Zahidah Hanim bt Zainul Abidin	04-730 8305	Thursday: 2:00 pm – 5:00 pm	kedahbarcomm@gmail.com
3	Kelantan	Rosnani Abdullah	09-774 5777	Tuesday: 2:00 pm – 5:00 pm Wednesday: 2:00 pm – 5:00 pm	kelantanbar@yahoo.com
4	Malacca	Thasha	06-230 9507 / 09	10:00 am – 5:00 pm Monday – Friday	mccabar@gmail.com
5	Negeri Sembilan	Lavanya	06-601 3843 / 44	Friday: 2:30 pm – 4:30 pm	secretariat@nsbar.org.my
6	Pahang (Kuantan)	Noor Hassikin Hamsah	09-516 3592	Friday: 2:30 pm – 4:30 pm	pahang.bar.com@gmail.com
	Pahang (Temerloh)	Habibah Ahmad	09-296 9410		
7	Penang	Nur Habibah Abdul Jalil	04-261 5669	Thursday: 2:30 pm – 4:30 pm	secretariat@penangbar.org
8	Perak	Dhivya / Nur Aziela bt Zamri (Azie)	05-241 5457	Thursday: 3:00 pm – 5:00 pm	perakbar@gmail.com
9	Perlis	Rushilla bt Ahmad Abdul Rashid	04-977 0272	Friday: 3:00 pm – 5:00 pm	perlisbar@gmail.com
10	Selangor	Shariza Mohamad / Tulasi	03-5519 6219	Monday – Friday : 9:00 am – 5.00 pm	secretariat@sgorbar.org
11	Terengganu	Munirah bt Salleh	09-622 0249	Thursday: 10:00 am – 1:00 pm	trgbar@yahoo.com

(Updated on 1 Oct 2026)