



**Circular No 001/2022/LW
Dated 17 Mar 2022**

To Yayasan Bantuan Guaman Kebangsaan (“YBGK”) lawyers

Updated YBGK Interview Sheets and Claims Forms (With Effect from 1 Apr 2022)

The YBGK Committee formed a subcommittee to work on revamping the YBGK Interview Sheets and Claims Forms throughout 2020 and 2021. The revamps were made to improve the interview sheets and claims forms and ensure that the claims submitted contain the necessary information for them to be approved smoothly.

The amended and updated interview sheets and claims forms are attached to this circular:

- (1) Arrest Interview Sheet — A1(a) and A1(b);
- (2) Remand Interview Sheet — A2;
- (3) Bail Interview Sheet — A3;
- (4) Mitigation Interview Sheet — A4;
- (5) Travel and Miscellaneous Claim Form — B1;
- (6) Arrest and Remand Claim Form — B2;
- (7) Bail and Mitigation Claim Form — B3;
- (8) Trial Claim Form — B4(a) and B4(b); and
- (9) Appeal / Revision Claim Form — B5(a) and B5(b).

Please click [here](#) (see page 2 onwards) to view the above-mentioned documents.

Please take note that these updated interview sheets and claims forms will be used effective from **1 Apr 2022 (Friday)**. Any claims submitted for work done commencing 1 Apr 2022 using the old forms will be rejected by the Bar Council Legal Aid Centres (“LACs”).

In order to ensure that standard forms are used, kindly discard all previous forms.

We would also like to remind all YBGK lawyers to submit their claims for YBGK work **within three months after the work is completed**. For example, if your work is completed in January 2022, please make sure that you submit the claims forms to your respective state LACs before the end of April 2022. Delaying the submission of the claims will result in the claims being rejected by the YBGK Headquarters.

If you have any questions or require any clarification in respect of these forms, kindly contact your respective State LACs by email, which can be found [here](#).

Thank you.

**S V Namasoo and Rajpal Singh Mukhtiar Singh
Co-Chairpersons
YBGK Committee**



**YAYASAN BANTUAN GUAMAN KEBANGSAAN
(BAR COUNCIL YBGK SECRETARIAT)**

ARREST INTERVIEW SHEET

Date of Interview: **Time of Interview:** **IPK / IPD / Police Station:**

PART A | DETAILS OF SUSPECT

Name: Gender: Female / Male
 IC Number: Age:
 Address:
 Contact No: Place of Detention (police station):

PART B | DETAILS OF FAMILY / FRIEND (Must be above 18 – preferably someone who can be a Bailor)

Name: Relationship:
 Address: Same as above: Yes / No New Address:
 Contact No: Can He/She Post Bail? Yes / No

PART C | DETAILS OF ARREST

Place of Arrest

1. Date and time of arrest (Try to be accurate) 2. Where were you arrested
3. Did you resist arrest? Yes / No
4. Did the Police Officer inform you why you were being arrested? Yes / No
 If no, do you know why you were arrested?

Details of Complainant (Only in cases where the complainant is NOT the Police or Enforcement Agency)

Do you know the Complainant? Yes / No

1. If yes, relationship with the complainant?
 a) Is this the first time you have had a problem with the complainant? Yes / No

Questioning by the Police

1. Have the police taken a statement from you? Yes / No If yes, what time?
 (Explain to the client that this is the 112 Statement that he/she had to sign and confirm the information provided)
2. Did the police A) inform you that you have the right to see a lawyer before the statement was taken? Yes / No
 B) inform you that you do not need to answer questions that will incriminate you? Yes / No
 C) read back to you the statement before you signed it? Yes / No
 D) Allow you to contact a family member / friend Yes / No

Investigation Done by the Police

1. As far as you know, what other investigative steps have the Police taken?
 For example, kawad cam (identification parade) / recovered "Barang Kes" / interviewed witnesses / taken bodily fluid specimens / others
 (Please specify):



**YAYASAN BANTUAN GUAMAN KEBANGSAAN
(BAR COUNCIL YBGK SECRETARIAT)**

ARREST INTERVIEW SHEET

Previous Convictions

1. Do you have any previous convictions? Yes / No If yes, how many?
2. How many consecutive days have you been in detention (For this offence or any other offence)?

Treatment at the Police Station

1. Have you been assaulted by anyone since your detention? Yes / No
2. If yes, by whom?

Special Needs

Do you have any special needs / requests? Yes / No If yes, what?

Financial, Social Status of the Arrested Person

Where do you work?

If Your Own Business

How long have you run this business?

How many employees do you have?

If Employed

How long have you worked there?

Family business? Yes / No

If yes, relationship with your employer?

Family Background

1. Marital status: Single / Married / Divorced / Widowed
2. Do you have children? Yes / No
3. Do you have any dependants? Yes / No If yes, who?.....
4. Who do you live with?

PART D | DETAILS OF CHARGE

1. Charge Section:
2. Who arrested you: Police / RELA / MACC / Others:

PART E | FACTS OF CASE & ADVICE GIVEN

1. Facts:
.....
.....
2. Advice Given:
.....
.....

Details of Lawyer

Name:

Name of Firm:

Signature:



**YAYASAN BANTUAN GUAMAN KEBANGSAAN
(BAR COUNCIL YBGK SECRETARIAT)**

REMAND INTERVIEW SHEET

1. DETAILS OF THE SUSPECT (ORANG YANG DISYAKI, "OYDS")

Name: Gender: Male / Female
 Age: Contact No.:
 NRIC No / Remand Case Number*: Special Needs:
**only applies if the OYDS (Malaysian citizen only) cannot provide his/her IC Number at the material time*
 Marital Status: Single / Married / Divorced / Widowed Employed: Yes / No
 Previous Conviction (If any):

2. DETAILS OF FAMILY MEMBERS / FRIENDS (Must be over 18 years old)

Were the family members notified of the arrest: Yes / No (If "No", please fill in the details below)

Name: Name:
 Contact No.: Contact No.:
 Relationship: Relationship:

3. DETAILS OF ARREST & OFFENCE

(a) Arrest

Date and Time of Arrest: Place of Arrest:
 Place of Detention (police station): Suspected Offence:
 Consecutive Days in Detention and Reason:

(b) Questioning by Police

Have the Police Taken a 112 Statement: Yes / No Date and Time of Statement:
 Any Investigative Steps Taken by the Police:

(c) Treatment at the Police Station

Have you been assaulted by anyone since your detention? Yes / No
 If yes, by whom?

(d) Urine Sample Taken: Yes (Result:) / No

4. FACTS OF CASE

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5. COURT AND OFFICERS

Name of Magistrate: Days Granted for Remand:
 Court Directions: Next Date:
 Name of Investigating Officer ("IO"): Contact No of IO:

** If you feel that a revision may be necessary, please inform the State YBGK Secretariat immediately*

6. DETAILS OF LAWYER

Name: Signature:
 Name of Firm: Date:



**YAYASAN BANTUAN GUAMAN KEBANGSAAN
(BAR COUNCIL YBGK SECRETARIAT)**

BAIL INTERVIEW SHEET

Date :
Court : Name of Magistrate :
Case No : Charge Section :

1. DETAILS OF THE ACCUSED (ORANG KENA TUDUH, "OKT")

Name : Gender : Male / Female
IC No : Age :
Marital Status : Single / Married / Divorced / Widowed
Family's Contact Number :

2. FACTS OF CASE AND BAIL APPLICATION DETAILS / COMMENTS

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.....
.....
.....
.....

Bail Amount Granted (RM) :
Conditions of Bail :

3. DETAILS OF LAWYER

Name :
Name of Firm :

Signature :



**YAYASAN BANTUAN GUAMAN KEBANGSAAN
(BAR COUNCIL YBGK SECRETARIAT)**

MITIGATION INTERVIEW SHEET

Date :
Court : Name of Magistrate :
Case No : Offence :

1. DETAILS OF THE ACCUSED (ORANG KENA TUDUH, "OKT")

Name : Gender : Male / Female
IC No : Age :
Marital Status : Single / Married / Divorced / Widowed
Occupation :
Date of Arrest :
Previous Conviction Details :
Remanded Since :

2. FACTS OF CASE

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.....
.....

3. MITIGATING FACTORS

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.....
.....

4. SENTENCE PASSED BY COURT

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.....
.....

5. DETAILS OF LAWYER

Name :
Name of Firm :
Signature :



**YAYASAN BANTUAN GUAMAN KEBANGSAAN
(BAR COUNCIL YBGK SECRETARIAT)**

[B1/1/4/22]

Received Date:

TRAVEL & MISCELLANEOUS CLAIM FORM

1. DETAILS OF LAWYER

Name :

Name and Address of Firm :

.....

2. DETAILS OF CLAIM

(a) Mileage Claim (RM0.50 per kilometre) (Please enclose records of the distance and journey taken, using Google Maps)					
Date	From	To	Type of Work	Distance	Amount (RM)
Total					
(b) Public Transport (Please enclose the relevant receipts or any proof of expenditure)					
Date	From	To	Type of Work	Mode of Transport	Amount (RM)
Total					
Total: (a) + (b)					
(c) Miscellaneous (Please enclose the relevant receipts)					
Items				Amount (RM)	
Parking					
Toll Charges					
Photocopy Charges (please justify)					
Court Documents (please justify)					
Grand Total					

I hereby declare that all particulars stated herein are true.

Signature :

Lawyer / Firm Stamp :

Name of Lawyer :

Date :

Verified by Staff

Signature :

Name :

Stamp :



**YAYASAN BANTUAN GUAMAN KEBANGSAAN
(BAR COUNCIL YBGK SECRETARIAT)**

[B2/1/4/22]

Received Date:
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ARREST & REMAND CLAIM FORM

1. DETAILS OF LAWYER

Name :

Date of Duty :

Location of Duty :

2. PARTICULARS OF CLAIMS

No	Name of Clients	NRIC No / Remand Case No*	Gender M / F	Date of Arrest	Arrest	Remand	Suspected Offence	Remand Days Granted	1 st / 2 nd Remand	Amount (RM)
					<i>(Please tick where applicable)</i>					
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
Total										

**only applies if the suspect (Orang yang Disyaki, "OYDS") (Malaysian citizen only) cannot provide his/her IC Number at the material time*

I hereby declare that all particulars stated herein are true.

Signature :

Name of Lawyer :

Lawyer / Firm Stamp :

Date :

Verified by Staff

Signature :

Name :

Summary of Claims	
Type of Claim	Amount (RM)
A. Claim for Arrest and Remand	
B. Travel Claim	
C. Miscellaneous Claim	
Grand Total	

Stamp :



**YAYASAN BANTUAN GUAMAN KEBANGSAAN
(BAR COUNCIL YBGK SECRETARIAT)**

[B3/1/4/22]

Received Date:

BAIL & MITIGATION CLAIM FORM

1. DETAILS OF LAWYER

Name :

Date of Duty :

Court :

2. PARTICULARS OF CLAIMS

Name of OKT*:
IC Number: Gender: F /M
Case Number:
Offence:
Mitigation / Bail:
Sentence / Bail Amount (RM):
Name of OKT*:
IC Number: Gender: F /M
Case Number:
Offence:
Mitigation / Bail:
Sentence / Bail Amount (RM):
Name of OKT*:
IC Number: Gender: F /M
Case Number:
Offence:
Mitigation / Bail:
Sentence / Bail Amount (RM):

Name of OKT*:
IC Number: Gender: F /M
Case Number:
Offence:
Mitigation / Bail:
Sentence / Bail Amount (RM):
Name of OKT*:
IC Number: Gender: F /M
Case Number:
Offence:
Mitigation / Bail:
Sentence / Bail Amount (RM):
Name of OKT*:
IC Number: Gender: F /M
Case Number:
Offence:
Mitigation / Bail:
Sentence / Bail Amount (RM):

*Accused or Orang Kena Tuduh ("OKT")

I hereby declare that all particulars stated herein are true.

Signature :

Name of Lawyer :

Lawyer / Firm Stamp :

Date :

Verified by Staff

Signature :

Name :

Stamp :

Summary of Claims	
Type of Claim	Amount (RM)
A. Claim for Bail and Mitigation	
B. Travel Claim	
C. Miscellaneous Claim	
Grand Total	



**YAYASAN BANTUAN GUAMAN KEBANGSAAN
(BAR COUNCIL YBGK SECRETARIAT)**

[B4(a)/1/4/22]

Received Date:

TRIAL CLAIM FORM

1. DETAILS OF LAWYER

Name : IC No :
Mobile Phone No :
Name and Address of Law Firm :
.....
Telephone : Email Address :

2. DETAILS OF CLIENT

Name : IC No :
Court : Criminal Case No :
Offence : YBGK File No :

If the client is jointly charged with others, please state the other client(s) details:

(If more than one client, please use additional paper)

Name : IC No :
YBGK File No :

Outcome of Trial

Date of Outcome :

Acquittal and Discharge

Conviction (Please state the sentence handed down to the client):

.....
.....

Discharge Not Amounting to Acquittal (“DNAA”) (Please state reason(s)):

.....
.....

If client changes plea and pleads guilty, complete the following:

Date the client changed plea and reason(s) :
.....
.....

Mitigating factors :

Sentence :



**YAYASAN BANTUAN GUAMAN KEBANGSAAN
(BAR COUNCIL YBGK SECRETARIAT)**

[B5(a)/1/4/22]

Received Date:

APPEAL / REVISION CLAIM FORM

Appeal

Revision

1. DETAILS OF LAWYER

Name : IC No :

Mobile Phone No :

Name and Address of Law Firm :

.....

Telephone : Email Address :

2. DETAILS OF CLIENT

Name : IC No :

Court : Case No :

Offence : YBGK File No :

Originating Court and Case No :

If the client is jointly charged with others, please state the other client(s) details:

(If more than one client, please use additional paper)

Name : IC No :

YBGK File No :

Type of Appeal:

Appeal / Revision by:

Conviction and Sentence / Acquittal

Prosecution

Sentence

Client

Outcome of Appeal / Revision *(Please attach Court order)*

Dismissed

Allowed

Withdrawn / Discharged

Remarks :

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