



Billing & Collections

CPD Code: T3/1312025/BC/BC252036/2 | 2 CPD Points

Billing & Collections

Prompt payment by clients — every lawyer's dream! Attend this workshop to find out how you can keep your firm's finances in the pink and avoid cash flow problems.

The workshop provides training on:

- ✓ managing cash flow;
- ✓ billing "how to's", tracking, systems etc;
- ✓ fee agreements;
- ✓ managing client expectations;
- ✓ ethical billing; and more!

[Register online here](#)

13 Jan 2025 (Monday) | 2:30 pm to 5:30 pm

Microsoft Teams Webinar



Registration Fees

Members of the Bar RM20

Pupils in Chambers and Law Students RM10

Non-Members RM60

Programme

- 2:15 pm Registration
- 2:30 pm **Session 1 | Understanding Your Cost**
by Farez Jinnah, *Farez Jinnah*
- 3:30 pm Question-and-Answer Session
- 3:45 pm **Session 2 | Filing for Better Billing**
by C S Lam, *C S Lam & Co*
- 5:15 pm Question-and-Answer Session
- 5:30 pm End

Terms and Conditions

1. Places are limited and registration is on a first come, first served basis.
2. All payments must be made in advance of the event. Registration will be confirmed once full payment is received.
3. Cancellation on the part of the participant must be made in writing to the Professional Indemnity Insurance ("PII") and Risk Management Department by **9 Jan 2025 (Thursday)** and will be given full refund. There will be no refunds for cancellations made after **9 Jan 2025 (Thursday)**, but substitutions are allowed.
4. Registered participants can request for substitute attendees by writing to the PII and Risk Management Department at least three days before the date of the workshop.
5. Certificates of attendance and points for the Continuing Professional Development ("CPD") Scheme will not be given to participants who arrive more than 15 minutes late, do not attend the entire event, or leave before the workshop concludes.
6. The Bar Council reserves the right to cancel or postpone the event, should circumstances arise that make such action necessary. In the unlikely event of cancellation, all registration fees paid will be refunded.



For more information, please contact:

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The personal information that you provide to the Bar Council, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Bar Council for the purposes of facilitation and organisation of this event, research and audit, maintenance of a participant database for the promotion of this event, and such ancillary services as may be relevant.