Please be informed that the deadline for submission of Sijil Annual and Practising Certificates ("SAPC") applications has been extended to 30 Nov 2020 (Monday).

In light of the uncertainties resulting from the COVID-19 pandemic and concerns that enhanced restrictions may be introduced to deal with the surge in cases, the Bar Council urges Members to submit their applications as soon as possible.

Circular No 321/2020
Dated 30 Sept 2020

To Members of the Malaysian Bar

Sijil Annual 2021

Pursuant to part III of the Legal Profession Act 1976 ("LPA"), 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 Bar Council Member Online Portal in order to complete and submit your SAPC applications. 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 Bar Council 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 scroll down to read 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"). 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 Bar Council;

(2) you have settled all outstanding payments. It may take up to five working days for your payments to be processed. Please refer to section D on pages 46 to 48 in Appendix E; 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 E.

Please go to tinyurl.com/y6t38fpz 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 Bar Council Secretariat to deal with your application expeditiously, kindly submit your SAPC application online, on or before 30 Nov 2020 (Monday) (deadline extended from 30 Oct 2020).

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.

A G KALIDAS
Secretary
Malaysian Bar

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OVERVIEW OF THE SAPC ONLINE APPLICATION PROCESS

I. How to Access the Bar Council Online Portal

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

(A) Member Online Portal

The login system for Members to access the Member Online Portal utilises Transaction Authorisation Codes (“TACs”). 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 Bar Council.

Please refer to Appendix A 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 B on page 16) to the Bar Council, 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 2020 and you are submitting an application for SAPC 2021 on or before 31 Jan 2021, please refer to the step-by-step pictorial guide contained in Appendix C (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 C (pages 22 to 25).

(C) Applying for Your SAPC in Order to Resume Practice, or Applying for SAPC 2021 after 31 Jan 2021

If you ceased practice prior to the issuance of SAPC 2020 or in 2020, and you are applying for your SAPC in order to resume practice; or you are submitting an application for SAPC 2021 after 31 Jan 2021, please refer to the step-by-step pictorial guide contained in Appendix C (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) (entitled “Law Firm Online Portal”) on pages 2 to 3 above for information on how a law firm can request a username and password.

(A) Renewing Your SAPC
If you have a valid SAPC 2020 and you are submitting an application for SAPC 2021 on or before 31 Jan 2021, 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 D.

(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 Bar Council containing your membership number.

For a step-by-step pictorial guide, please refer to page 34 in Appendix D.

(C) Applying for Your SAPC in Order to Resume Practice, or Applying for SAPC 2021 after 31 Jan 2021

If you ceased practice prior to the issuance of SAPC 2020 or in 2020, and you are applying for your SAPC in order to resume practice; or you are submitting an application for SAPC 2021 after 31 Jan 2021, the authorised representative of your law firm can assist you once you have received the email notification from the Bar Council confirming your membership number.

For a step-by-step pictorial guide, please refer to page 34 in Appendix D.

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.

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, 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 pages 36 to 37 in Appendix E.
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: Jurisdictions / Gainful Employment Details

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

(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 E.

Please note that your Statutory Declaration will be generated by the SAPC online application system, based on the information you provide. Once you have 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 to 43 in Appendix E for details regarding the maintenance of client accounts.

(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 E.

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

   (a) (2020) Annual Subscription: RM350; 
   (b) (2020) Building Fund (Levy): RM120; 
   (c) (2020) Legal Aid Fund (Levy): RM100; 
   (d) (2021) Compensation Fund (Contribution): RM100; 
   (e) (2021) Discipline Fund (Prescribed Fee): RM60; and 
   (f) Payment pursuant to section 46(6) of the LPA (if applicable): RM350.

*The years specified above are applicable to Members who have a valid SAPC 2020 and are submitting an application for SAPC 2021.

You will not be able to submit your SAPC application until you have settled all outstanding payments. It may take up to five working days for your payments to be processed.

For details about making payment, kindly refer to Circular No 143/2020 dated 6 May 2020, entitled “2020 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 Professional Indemnity Insurance (“PII”) cover (2021) from Marsh Insurance Brokers (Malaysia) Sdn Bhd (“Marsh”) and upload the relevant PII Schedule. You are encouraged to complete your renewal online, as the online
renewal system is more convenient and, barring any previous notifications of claims / circumstances against the law firm, the firm’s invoice will be produced instantly and sent to the firm by email.

(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**

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

Each sole proprietor / partner must submit a copy of the Accountant’s Report for the period from 1 Jan to 31 Dec 2019, 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 Members.

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 2019, 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 to 52 in Appendix E.

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 2020, 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 you must submit your own 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 E.

V. **How to Retrieve Your SAPC**

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 them from the Law Firm Online Portal.

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

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

VI. **Other Matters**

(A) **Practising Without a Practising Certificate after 31 Dec 2020**

Section 29(3) of the LPA provides that if a Member 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 2021 even if you have not received your Practising Certificate 2021, provided you comply with section 29(3) of the LPA.

The status of a Member who was in possession of a valid SAPC 2020 but who is not issued a valid SAPC 2021 on or before 31 Jan 2021, will be changed from “active” to “inactive” in the Bar Council’s database on 1 Feb 2021.

(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 Bar Council 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 2020 on 31 Dec 2020 pursuant to section 29(2) of the LPA.

(C) Disciplinary Proceedings

The Bar Council will institute disciplinary proceedings after 31 Jan 2021 against Members who have not been issued SAPC 2021 on or before 31 Jan 2021, 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 2021 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 Bar Council

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 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. Bar Council 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 Bar Council Secretariat will be open from 9:00 am to 5:00 pm, Monday to Friday.

2. State Bar Committees

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

How to Access the Bar Council Member Online Portal

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

The login system for Members to access the Member Online Portal utilises Transaction Authorisation Codes (“TACs”). 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 Bar Council.

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:

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 Bar Council.
(7) You will receive an SMS containing a 6-digit TAC. In the sample SMS below, the TAC is “296222”.

(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 2020, you will see the screen pictured 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, click “Newly-Called Request” instead, in order to proceed.

(c) If you ceased practice prior to the issuance of SAPC 2020 or in 2020, and you are applying for your SAPC in order to resume practice, click “Resume Practice Request” instead, 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:

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”.
Appendix A

(C) Set a New Password

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

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 Bar Council, and then key in the 6-digit TAC you received.
6. Once your TAC has been submitted successfully, you can set a new password.
Please take note that only one user ID and password will be emailed to the authorised representative from each 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:

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

Should you need any clarification, please contact Mohd Esman Basri by telephone at 03-2050 2168 or send an email to membership@malaysianbar.org.my.

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 maintenance of a database for the online portal feature, research and audit, and such ancillary services as may be relevant.
APPENDIX C

How to Create Your SAPC Application Using the Member Online Portal

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

Please refer to Appendix A 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 2020 and you are submitting an application for SAPC 2021 on or before 31 Jan 2021, 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 Bar Council 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”.

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![Screen shot of Member Online Portal](image.png)
(8) Read the “SA / PC Online Application Guide”, and then click “Next”.

Appendix C

The Malaysian Bar
Badan Peguam Malaysia

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 DL Annual (“SA”) issued by the Bar Council Malaysia (“Bar Council”) and Preceding Certificate (“PC”) issued by the Registrar of the High Court of Malaysia (“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 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 SA/PC application through the Bar Council Law Firm Online Portal, but ultimately you must submit your own SA/PC application through the Member Online Portal.

(5) All sections must be filled in, and scanned copies of the supporting documents must be uploaded, for 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 SA/PC application, please do the following:

(a) Make all the necessary payments.

For details on payment, please refer to Circular No.140/2020 dated 6 May 2020, entitled “2020 Malaysia Bar Payments Required under the Legal Profession Act 1976”.

For queries, please contact the Finance Department by telephone at 03-2150 2128 or by email at finance@malaysiabarr.org.my

(b) Obtain the Professional Indemnity Insurance cover for the relevant year from Marsh Insurance Brokers (Malaysia) Sdn Bhd (“Marsh”). Members are encouraged to complete their renewal online, as the online renewal system is more convenient and safer compared to previous notifications of claims/circumstances against a law firm, which will be produced instantly and sent to the firm by email.

If you have any queries regarding the 2020 II online renewal form, kindly contact Marsh directly by telephone at 03-2733 3386 (general line) or 03-2733 3381 (dedicated for the Malaysian Bar) or by email at mbar@marsh.com.

(c) Submit scanned copies of State Bar Committee certificates confirming that there are no serious insubscription(s) for 2018, 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:

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

(b) A copy of the official receipt of the RN1000 admission has been 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.
(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 (i.e., “2021”, if you are applying for SAPC 2021). The Bar Council cannot undo the records once the SAPC has been issued.

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

For a step-by-step pictorial guide on how to complete and submit the SAPC application, please refer to Appendix E 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 Bar Council membership number.

Please do the following:

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”.

![Image of Malaysian Bar website login page]
(5) Click “Newly-Called Request”.

(6) Key in your Bar Council pupil code, and click “Submit”.

Your pupil code is contained in the letter from the Bar Council 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 applicable year of the SAPC you are applying for. The Bar Council cannot undo the records once the SAPC has been issued.

Click “Submit”.

(8) You will receive a notification by email, confirming that your request has been received.
(9) Once your request has been successfully processed, you will receive an email containing your Bar Council membership number.

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

Begin by clicking 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

If you ceased practice prior to the issuance of SAPC 2020 or in 2020, 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 re-activate your Bar Council membership number.

This procedure also applies if you are submitting an application for SAPC 2021 after 31 Jan 2021.

Please do the following:

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”.

![Login Page]
(5) Click “Resume Practice Request”.

(6) Key in your Bar Council 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.
Appendix C

(7) At the “Resume Practice Request” page, key in the required details. **Please ensure that you correctly select the applicable year of the SAPC you are applying for.** The Bar Council cannot undo the records once the SAPC has been issued.

Click “Submit”.

(8) You will receive a notification by email, confirming that your request has been received.
(9) Once your request has been successfully processed, you will receive an email confirming your Bar Council membership number.

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

Begin by clicking the “Login” button on the right-hand side of the top section of the Malaysian Bar website at www.malaysianbar.org.my.
APPENDIX D

**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 B** on **page 16**) to the Bar Council, 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 2020, and you are submitting an application for SAPC 2021 on or before 31 Jan 2021, your law firm’s authorised representative can assist you by taking the following steps:

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?”.

(5) At the “Law Firm Online Portal” page, click on “SA / PC”, and then select the “SA / PC Form” option that is displayed.
(6) Read the “SA / PC Online Application Guide”, and then click “Next”.

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(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 your SAPC application form.

(9) Select the applicable year (ie “2021”, if the application is for SAPC 2021). Please ensure that you correctly select the applicable year of the SAPC you are applying for. The Bar Council cannot undo the records once the SAPC has been issued.
(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 E 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 Bar Council containing your membership number (please refer to section (B)(9) of Appendix C, 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 D, on pages 30 to 34.

(C) Applying for Your SAPC in Order to Resume Practice

If you ceased practice prior to the issuance of SAPC 2020 or in 2020, and you are applying for your SAPC in order to resume practice; or you are submitting an application for SAPC 2021 after 31 Jan 2021, the authorised representative of your law firm can assist you once you have received the email notification from the Bar Council confirming your membership number (please refer to section (C)(9) of Appendix C, 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 D, on pages 30 to 34.
APPENDIX E

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.

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.

Please note the following key points:

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

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

(3) 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.

(4) Please click the “Save” button at the bottom of every section, in order to save all the information provided or changes made.

(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 also turn green in colour.

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

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

(2) **Appendix D** (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 edit any details that are not in the grey-coloured fields under “Personal Particulars”.

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

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.

*These fields must be completed.

Note: Click here to update your contact 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 gainfully employed elsewhere (other than as an advocate and solicitor in your law firm), please click “Add More”, and provide details of the employment and position held.

Gainful Employment Details
  I am not gainfully employed elsewhere.
  I am gainfully employed.

<table>
<thead>
<tr>
<th>Date Joined</th>
<th>Date Left</th>
<th>Organisation</th>
<th>Full Address</th>
<th>Position</th>
<th>Contact No</th>
<th>Fax No</th>
<th>Email</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

* These fields must be completed.
(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 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 provide 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 2020, and are submitting an application for renewal.

Please provide details of your employment / unemployment history from 1 Jan 2019 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 details of your employment as 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 2020 or in 2020, and are applying for your SAPC in order to resume practice.

Please provide 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 2020**

Your Practising Certificate 2020 expired on 31 Dec 2020 pursuant to section 29(2) of the LPA, and you are applying for SAPC 2021 on or after 1 Jan 2021.

You are required to provide:

(a) details of your employment / unemployment history from 1 Jan 2019 until 31 Dec 2020; and
(b) confirmation that you were not in practice since 1 Jan 2021.
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 2019, 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. **Thereafter you must list any additional client account(s) maintained from 1 Jan 2020 to the date of the Statutory Declaration. 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 2020 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.

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. In the event that a client account was only opened / closed in the current year, or if the account number changed, please detail these in the Statutory Declaration.
(4) If you practised under more than one name and style (eg as a sole proprietor and then in partnership, or in more than one partnership) during the Accounting Period, please list the details of all client account(s) maintained by each of the firms in the Statutory Declaration.

(5) If you were a legal assistant during the entire Accounting Period but have since set up practice either as a sole proprietor or in 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.

(6) 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 that 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.

STATUTORY DECLARATION

I, Gwee (NRIC No 999999-99-9990), 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 JILU LANGAT, SELANGOR, MALAYSIA and hereby undertake that I shall not practise in 2021 until I have been issued with a valid SIJ Annual and Practising Certificate for 2021 in accordance with the provisions of Part III of the Legal Profession Act 1976.

2. I am not gainfully employed elsewhere.

3. I am practising as an advocate and solicitor only in West Malaysia.

4. I was practising as a partner under the name of Messrs Test Firm from 01.01.2019 to 31.12.2019 ("Accounting Period"). I maintained the client account(s) as listed in my Accountant's Report(s) exhibited hereeto.

5. From 01.01.2020 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.

Affirmed by the said Gwee

at ___________________________ the

______ day of ___________ 2020/2021)

Before me,

Commissioner for Oaths

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

(i) Print the Statutory Declaration;
(ii) Sign the Statutory Declaration;
(iii) Ensure the Statutory Declaration is affirmed in the presence of a Commissioner for Oaths; and
(iv) Ensure the Statutory Declaration is dated.
Next, scan and save the duly affrmed Statutory Declaration in your computer. Click “Browse” to locate and select the Statutory Declaration, and click “Upload”.

---

**Employment History**

**2019**

<table>
<thead>
<tr>
<th>Period From</th>
<th>Period To</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2019</td>
<td>31/12/2019</td>
<td>Legal Assistant</td>
</tr>
</tbody>
</table>

**Firm Name**

Test Firm - SELANGOR

Add More

**2020**

<table>
<thead>
<tr>
<th>Period From</th>
<th>Period To</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2020</td>
<td>Present</td>
<td>Legal Assistant</td>
</tr>
</tbody>
</table>

**Firm Name**

Test firm 214 - SELANGOR

Add More

☐ I will change my place of practice in 2021 and would like to apply for my Sijil Annual and Practising Certificate 2021 under the new firm.

**Uploaded Statutory Declaration ("SD")**

- Preview & Print SD
- Save SD

Browse
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:*  

   (i) (2020) Annual Subscription: RM350;  
   (iii) (2020) Legal Aid Fund (Levy): RM100;  
   (iv) (2021) Compensation Fund (Contribution): RM100;  
   (v) (2021) Discipline Fund (Prescribed Fee): RM60; and  
   (vi) Payment pursuant to section 46(6) of the LPA (if applicable): RM350.

*The years specified above are applicable to Members who have a valid SAPC 2020 and are submitting an application for SAPC 2021.

The annual subscription of RM350 for 2020 was to have been paid on or before 30 June 2020. If this payment was not made by 30 June 2020, and you were in practice from 1 Jan to 30 June 2020 or any part thereof, an additional payment of RM350 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. It may take up to five working days for your payments to be processed.

For details about making payment, kindly refer to Circular No 143/2020 dated 6 May 2020, entitled “2020 Malaysian Bar Payments Required under the Legal Profession Act 1976”. For enquiries, please contact the Bar Council Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.
The “Payment & Insurance Status” tab 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) Obtain the Professional Indemnity Insurance cover (2021) from Marsh Insurance Brokers (Malaysia) Sdn Bhd (“Marsh”). You are encouraged to complete your renewal online, as the online renewal system is more convenient and, barring any previous notifications of claims / circumstances against the law firm, the firm’s invoice will be produced instantly and sent to the firm by email.
Please contact Marsh directly for all enquiries pertaining to Professional Indemnity Insurance, at:

Marsh Insurance Brokers (Malaysia) Sdn Bhd
Level 42-01A (West Wing), Q Sentral
2A Jalan Stesen Sentral 2, KL Sentral
50470 Kuala Lumpur

Tel: 03-2723 3241 (dedicated for Malaysian Bar)
03-2723 3388 (general line)
Fax: 03-2723 3399
Email: mbar@marsh.com

Please scan and upload your Professional Indemnity Insurance Schedule (2021) from Marsh. Kindly ignore the “Yes” and “No” buttons once you have uploaded a copy of your 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.
To apply for SAPC 2021, each sole proprietor / partner must submit a copy of the Accountant’s Report for the period from 1 Jan to 31 Dec 2019, 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 Members.

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 2019, kindly ensure that the details are provided in the Accountant’s Report.

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 2019, whichever is earlier, must be submitted.
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 2020, 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 to 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 you must submit your own 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”.

![Image of SAPC application form with declaration section highlighted]
(H) How to Retrieve Your SAPC

(1) How do I check my application status?

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:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New application that is yet to be saved as a draft.</td>
</tr>
<tr>
<td>Draft in Progress</td>
<td>Application that has been saved as draft but still incomplete.</td>
</tr>
<tr>
<td>Submission Failed</td>
<td>Incomplete form(s). Please recheck pages marked in red.</td>
</tr>
<tr>
<td>Submission Required</td>
<td>Application is ready for submission and all the mandatory fields have been completed.</td>
</tr>
<tr>
<td>Application In Process</td>
<td>Application is pending review by Membership Department.</td>
</tr>
<tr>
<td>Pending Resubmission</td>
<td>Incomplete form(s). Please recheck pages marked in red.</td>
</tr>
<tr>
<td>Pending at High Court</td>
<td>Pending at High Court to generate PC.</td>
</tr>
<tr>
<td>SA / PC Issued</td>
<td>Application is complete and SA and PC are issued.</td>
</tr>
</tbody>
</table>
(2) Where can I download my SAPC?

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

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

No hard copies of the SAPC will be provided.
# State Bar Committee Help Desks

## Johore
- **Person in Charge:** Nurhuda Mohd Fadzil / Cicelia Mani / Siti Norhafizah
- **Telephone No:** 07-276 3888
- **Hours of Operation:** 8:30 am – 5:30 pm
  - Monday – Friday
  - 8:30 am – 3:30 pm
  - Sunday – Thursday
- **Email Address:** secretariat@johorebar.org.my

## Kedah
- **Person in Charge:** Zahidah Hanim bt Zainul Abidin
- **Telephone No:** 04-730 8305
- **Hours of Operation:** Thursday: 2:00 pm – 5:00 pm
- **Email Address:** kedahbarcomm@gmail.com

## Kelantan
- **Person in Charge:** Rosnani Abdullah
- **Telephone No:** 09-774 5777
- **Hours of Operation:** Tuesday: 2:00 pm – 5:00 pm
  - Wednesday: 2:00 pm – 5:00 pm
- **Email Address:** kelantanbar@yahoo.com

## Melaka
- **Person in Charge:** Kennies Cheong / Desiree Teh
- **Telephone No:** 06-230 9507 / 09
- **Hours of Operation:** Friday: 3:00 pm – 5:00 pm
- **Email Address:** mccabar@gmail.com

## Negeri Sembilan
- **Person in Charge:** Noraini bt Hj Bakar
- **Telephone No:** 06-601 3843 / 44
- **Hours of Operation:** Friday: 2:30 pm – 4:30 pm
- **Email Address:** nsbarnoraini@yahoo.com.my

## Pahang (Kuantan)
- **Person in Charge:** Noor Hassikin Hamsah
- **Telephone No:** 09-515 9244
- **Hours of Operation:** Friday: 2:30 pm – 4:30 pm
- **Email Address:** pshang.bar.com@gmail.com

## Pahang (Temerloh)
- **Person in Charge:** Habibah Ahmad
- **Telephone No:** 09-296 9410
- **Hours of Operation:** Friday: 2:30 pm – 4:30 pm

## Penang
- **Person in Charge:** Nur Habibah Abdul Jalil
- **Telephone No:** 04-261 5669
- **Hours of Operation:** Thursday: 2:30 pm – 4:30 pm
- **Email Address:** secretariat@penangbar.org

## Perak
- **Person in Charge:** K Charen / Nur Aziela bt Zamri (Azie)
- **Telephone No:** 05-241 5457
- **Hours of Operation:** Friday: 3:00 pm – 5:00 pm
- **Email Address:** perakbar@gmail.com

## Perlis
- **Person in Charge:** Rushilla bt Ahmad Abdul Rashid
- **Telephone No:** 04-977 0272
- **Hours of Operation:** Friday: 3:00 pm – 5:00 pm
- **Email Address:** perlisbar@gmail.com

## Selangor
- **Person in Charge:** Shariza Mohamad / Tulasi Aparahu
- **Telephone No:** 03-5519 6219
- **Hours of Operation:** Friday: 2:00 pm – 4:30 pm
- **Email Address:** secretariat@sgorbar.org

## Terengganu
- **Person in Charge:** Rosniza Musa / Munirah bt Salleh
- **Telephone No:** 09-623 1729
- **Hours of Operation:** Thursday: 10:00 am – 1:00 pm
- **Email Address:** trgbar@yahoo.com

## Appendix F

(Updated on 16 Oct 2020)