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Bar Council Malaysia

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Bar Council Malaysia
No. 13, 15 & 17, Leboh Pasar Besar
50050 Kuala Lumpur
Peti Surat 12478
50780 Kuala Lumpur, Malaysia

Circular No. 289/ 2007 – 14 December 2007

Dear Sir/ Madam,

***GETTING STARTED!* DECEMBER 2007:**
A WORKSHOP FOR LAWYERS SETTING UP LAW FIRMS

All members are warmly invited to participate in this unique and innovative Workshop – it is designed specifically for lawyers

- Thinking of setting up a law firm
- Joining a partnership
- Who want a refresher course,

And lawyers who have recently set up a law firm!

Details of the ***Getting Started!*** Workshop:

- **Date:** 17 December 2007, Monday
- **Time:** 9.00 am – 6.30 pm
- **Venue:** Bar Council Auditorium

For details on the topics covered, please refer to the **Program Schedule** attached below.

Should you have any queries, do contact the PII & RM Department at 03 2031 3003 (LiChin ext 150; Amnah ext 171).

We look forward to seeing you on 17 December 2007!

Thank you.

Yours faithfully,

Wong Li Chin
Executive Officer
PII & RM Department

Limited seats for *Getting Started!* are still available!

To register, fax in the Registration Form attached below to 03 2031 6124.
**** Please note that registration is on a first come first serve basis***

Getting Started!

Setting up a law firm is, without a doubt, a daunting task. Unfortunately, neither law school nor practice experience provides a lawyer with the necessary skills to set up a law firm.

The PII & RM Department has organised ***Getting Started!*** as part of its Risk Management Training Series for 2007. ***Getting Started!*** is an intensive one-day workshop designed specifically for lawyers setting up their own law firms.

Programme

Date : **Monday, 17 Dec 2007**
Time : **9.00am – 5.30pm**
Venue : **Bar Council Auditorium**

The workshop will be divided into three (3) modules:

- **Module 1: *First Steps: Who, What, Where, When & How***
- **Module 2: *Paving the Way: Ideas for a New Firm***
- **Module 3: *The Big Leap: Strategy for Growth***

Getting Started! intends to create awareness and provide information through a combination of talks, case studies and discussions.

Senior lawyers, experts and consultants will be on hand to provide practical advice and tips on setting up a law firm.

Topics traversed will include managing your finances and taxes, office management, how-to ideas, and discussions as to the problems and challenges that come with setting up a law firm.

Training materials will be provided to all participants.

Who Should Attend?

- Lawyers thinking of setting up a law firm.
- Lawyers who have recently set up a law firm.
- Lawyers joining a partnership.
- Lawyers who want a refresher course!

Why Should You Attend?

- Featuring senior lawyers, experts and consultants on setting up a law firm, all under one roof.
- An important platform for lawyers to share their ***Getting Started!*** experiences through case studies and discussion.
- Opportunity for lawyers to exchange ideas and engage in dialogue on the challenges and benefits of setting up their own law firm.

Getting Started! Risk Management Objectives

- Provide participants with guidelines, practical advice and assistance.
- Exploring Risk Management systems and procedures available to a law firm.

HURRY & SIGN UP NOW!

Registration Fees: RM 220.00 for pupils in chambers; RM 250.00 for members; RM 280.00 for non-members
(Lunch and tea breaks will be provided).

! If you register ***before 19 Nov 2007,*** registration fees are only ***RM220.00.***

There are limited seats available and registration will be on a first come, first serve basis.

REGISTRATION FORM

Full Name: .....
Title: .....
Organisation: .....
.....
Address: .....
.....
.....
.....
Telephone: ..... Fax: .....
Email: .....

My meal preference for the Workshop is:

❑ Vegetarian ❑ Non-vegetarian

Please complete the registration form and return by fax to 03-20316124, Attn: LiChin.
Registration will be confirmed upon receipt of payment.

Method of Payment

Payment can be made by cheque or bank draft. Cheques and bank drafts should be made payable to **"Bar Council".** Payment must be made in advance of the Workshop. Please add RM0.50 for outstation cheques.

Workshop Registration Fee

❑ **Early Bird Registration** ** Before 19 Nov 2007*	**RM 220.00**
❑ **Pupils in Chambers**	**RM 220.00**
❑ **Members** ** After 19 Nov 2007*	**RM 250.00**
❑ **Non-Members**	**RM 280.00**

* *Registration is on a first come first serve basis.*

Payment to be sent to:

Bar Council
Nos. 13, 15 & 17, Leboh Pasar Besar, 50050 Kuala Lumpur
Tel: 603 - 2031 3003 (Ext 171) Fax: 603 - 2031 6124
Email: corrinne@malaysianbar.org.my or lcwong@malaysianbar.org.my
Website: www.myPII.com.my

Note: Substitution/Cancellation

1. Substitution may be made for registered participants provided the Organisers are informed in writing, at least one week, before the Workshop.
2. For cancellation, a refund less 10% will be given if the cancellation is received in writing by **10 Dec 2007**. No refund will be given for cancellation received after **10 Dec 2007**.

* *Bar Council reserves the right to make amendments to the Programme without prior notice to the participants, and to cancel or postpone the event.*

RISK MANAGEMENT TRAINING SERIES 2007

WORKSHOP: GETTING STARTED!

	PROGRAM SCHEDULE **Monday, 17 December 2007**
8.30AM - 9.00AM	**COFFEE & REGISTRATION**
9.15AM	**OPENING SESSION** Introduction by PII Chairman, Mr. Ragunath Kesavan
9.15AM – 3.30PM	**MODULE 1** **FIRST STEPS: WHO, WHAT, WHERE, WHEN & HOW?**
9.30AM – 10.30AM	**The Business of Legal Practice** **Session 1 by Mr. Ragunath Kesavan, M/s Kesavan** **Moderator: Ms. Athena Ang Ciang Ling** - Going Solo or Finding a Partner - Partnership Agreement - Retainer Letter(s)/Agreement(s) - Office Management 101 - Q & A
10.30AM - 11.00AM	**TEA BREAK**
11.00AM - 1.00PM	**Accounting 101 & Taxation** **Session 2 by Mr. Ian Lim, Advanced Professional Education Centre Sdn Bhd** **Moderator: Ms. Athena Ang Ciang Ling** - A Lawyer's Guide to Bookkeeping & Accounting - Appreciating Your Financial Statements - Understanding Taxation - Q & A
1.00PM – 2.30PM	**LUNCH** **Business Solutions Demonstration & Mini Exhibition** 1. CCH Malaysia 2. LexisNexis MLJ 3. Denning e-Solutions Sdn Bhd
2.30PM – 3.30PM	**Bar Council & You: Obligations & Privileges** **Session 3 by BC Secretariat Panel** **Moderator: Mr. H R Dipendra** - Bar Council & You - Q & A
3.30PM - 4.00PM	**COFFEE BREAK**
4.00PM - 6.30PM	**MODULE 2** **THE BIG LEAP: STRATEGY FOR GROWTH**
4.00PM – 5.00PM	**Conveyancing in a Competitive Climate** **Session 4 by Mr. Lim Ching Wei, M/s Ching Wei & Partners** **Moderator: Mr. H R Dipendra** - Conveyancing Practice using Conveyancing Checklist/KIV Systems - Understanding Solicitors' Accounts Rules/SRO - Avoiding Fraud - Q & A
5.00PM – 5.30PM	**TEA BREAK**
5.30PM – 6.30PM	**Winning Ways Through Civil Litigation Practice** **Session 5 by Mr. Nahendran Navaratnam, M/s Kadir Andri & Partners** **Moderator: Mr. H R Dipendra** - Civil Litigation processes using Litigation Checklist/KIV Systems - Avoiding Claims/Negligence - Q & A