

**Motion regarding mandatory Continuing Professional Development Scheme,
proposed by Dipendra Harshad Rai (Chairperson, Bar Council Professional
Standards and Development Committee), on behalf of Bar Council, dated 27
Feb 2012**

WHEREAS:

- (a) the Bar Council Professional Standards and Development Committee (the “Committee”) has considered whether there is a need for the implementation of a mandatory Continuing Professional Development (“CPD”) Scheme for the Malaysian Bar;
- (b) having considered international trends in favour of the implementation of such programmes for the purpose of practitioners of law and the context of, and circumstances relevant to, the Malaysian Bar, the Committee has come to the conclusion that the implementation of a mandatory CPD Scheme would be to the benefit of the Members of the Malaysian Bar; and
- (c) the Committee has considered all the reservations or objections raised against the implementation of a mandatory CPD Scheme, and has prepared the CPD Guidelines (herein attached as Appendix A);

IT IS HEREBY RESOLVED THAT:

- (a) the Malaysian Bar recognises the need for the implementation of a mandatory CPD Scheme;
- (b) to facilitate the transition for Members of the Malaysian Bar, the mandatory CPD Scheme will be implemented on a voluntary basis for the first two years;
- (c) the minimum number of CPD hours is 16 hours (units) in a 24-month cycle, obtainable by a variety of ways as listed in the CPD Guidelines; and
- (d) Bar Council be authorised to take all necessary steps, after the pilot two-year voluntary programme, towards the implementation of the CPD Scheme including, if considered necessary:
 - (i) adopting the CPD Guidelines;

- (ii) accrediting courses, seminars, workshops, conferences and other appropriate events, for the purpose of ensuring programmes for the CPD Scheme;
- (iii) organising courses, seminars, workshops, conferences and other appropriate events, for the purpose of ensuring programmes for the CPD Scheme;
- (iv) putting in place measures to ensure participation in the CPD Scheme and to inculcate a culture of continuing professional development amongst Members; and
- (v) doing all such other things that are incidental or conducive to the successful achievement or betterment of the mandatory CPD Scheme.

Appendix A

Continuing Professional Development Guidelines

Continuing Professional Development Guidelines

1 Continuing Professional Development Requirements

1.1 Practitioners required to undertake CPD

Continuing Professional Development (CPD) will apply to all advocates and solicitors with practising certificates and pupils in chambers.

1.2 The CPD requirement, unless exempted

- (a) An advocate and solicitor must accumulate 16 CPD points in each CPD cycle.
- (b) A pupil must accumulate 8 CPD points during his/her 9-month period of pupillage.

1.3 The CPD cycle

A CPD cycle is a 24-month cycle beginning 1 July 2012. The first 24-month cycle will run from 1 July 2012 until 30 June 2014. Those who are in practice on 1 July 2012 will be expected to accumulate 16 CPD points by 30 June 2014.

Those who come into practice or resume practice after 1 July 2012 will be required to accumulate a pro-rated number of CPD points during this cycle. For example if an advocate and solicitor begins practice on 1 April 2013, he/she would have to accumulate 10 CPD points before 30 June 2014.

1.4 Carrying over excess CPD points from one CPD practice year to another

Practitioners will be permitted to carry forward a maximum of 5 excess CPD points accumulated in the current CPD cycle to the next immediate succeeding CPD cycle.

2. Ways in which CPD requirements may be met

2.1 General

- (a) Individual training needs vary and the CPD Scheme has been designed to reflect this by offering flexibility in educational activities which qualify for CPD points. To meet the CPD point requirement, advocates and solicitors are free to choose activities relevant to their individual needs.
- (b) There are various methods of satisfying the CPD requirement other than mere attendance of traditional lecture-based courses. The methods and amount of CPD point available for each type of educational activity are set out below.

2.2. Criteria for accreditation of CPD activities

In line with the broad, flexible and individual needs-based approach, the Bar Council considers an activity to be CPD if it:

- (a) is relevant to the immediate or long term educational development of the advocates and solicitors;
- (b) meets the standards and requirements set out below; and
- (c) deals primarily with matters related to the practice of law or legal profession.

2.3 Course standards and requirements

The following are guidelines on the standards and requirements for CPD courses:

- (a) "Course" means education programme, seminar, workshop, lecture, conference, inhouse seminar, distance learning course, face-to-face training session held as part of a distance learning course (e.g. summer schools, revision sessions), computer-based course, and course presented by means of videotape, motion picture, audiotape, simultaneous broadcast or such other system or device.
- (b) Course leaders and lecturers must have the necessary practical and/or academic skills to conduct the course effectively. Experienced lawyers or other professionals must contribute to the development and/or teaching of the course.
- (c) The method of presentation used must be appropriate to meet the aims and objectives of the course and, wherever possible and appropriate, should be varied and include participatory elements in order to encourage learning.

- (d) Before or at the course, each participant must be provided with written course materials of a quality and quantity which indicate that adequate time has been devoted to the preparation of the course and that it will be of value to the participants in the course of their practice.
- (e) The course must be presented in a suitable setting conducive to a good educational experience. The course must be scheduled at a time and location so as to be free from interruption from telephone calls and other office matters.
- (f) The level of the course, the number of CPD points accredited to the course and whether the course is substantially a repetition of a previous course must be noted in all promotional material;
- (g) Except provided otherwise in these guidelines, courses would be credited with the number of points corresponding to the duration of the course, excluding tea, coffee, lunch and other breaks.
- (h) A course must be of at least one hour in duration.
- (i) Every hour spent in participation of any of the approved CPD activities is equivalent to 1 CPD point. A course of 30 minutes or more but less than 60 minutes is eligible for ½ CPD point accreditation provided that for any course with a lecture format, at least 80% of the course must be devoted to the lecture presentation. Only full or half points may be credited to any course. Points should be rounded down to the nearest half point for courses which are not scheduled to last for an exact number of half or whole hours.
- (j) Participation or attendance at a course, means full attendance of the complete course, or a designated segment of the course which is discrete from the rest of the course and has been accredited on a segmented basis.

2.4 Courses presented by videotape, motion picture, etc

- (a) Up to 5 CPD points of a CPD cycle requirement may be fulfilled by undertaking courses presented by means of videotape, motion picture, audiotape, simultaneous broadcast or other similar systems and devices.
- (b) During courses referred to in paragraph 2.4(a), there must be an opportunity for participants to ask the course instructor(s) questions and engage in inter-active discussions. If the course instructor(s) is not available, either in person or via telephone, then a qualified commentator must be available to offer comments, answer questions and lead discussion.

2.5 Courses, seminars, conferences, etc

- (a) Overseas courses will be accredited based on the following conditions:-
 - (i) the overseas course provider being an academic institution or a professional body or any other body approved by Bar Council;
 - (ii) upon production of sufficient documentation by the overseas course provider to enable the advocate and solicitor to demonstrate compliance with the CPD Scheme in Malaysia; or
 - (iii) upon any advocate and solicitor who attended the overseas course filing with Bar Council by the end of the CPD practice year in

which he/she attended the course, written confirmation that he/she attended the entire course, or, where he/she attended part of the course, written confirmation setting out which parts/sessions of the course he/she attended; and

- (4) application for approval of the overseas course should be made before the date of the course.

However, where Bar Council is satisfied that exceptional circumstances exist, it may grant retrospective accreditation of an overseas course upon application being made by an advocate and solicitor.

- (b) Up to 10 CPD points of a CPD cycle requirement may be fulfilled by undertaking overseas courses.
- (c) All courses, seminars and conferences, that are conducted by Bar Council and State Bar Committees, are currently considered approved provided it complies with paragraph 2.2. All courses, seminars and conferences that are conducted by other professional bodies or private sector organisations shall be subject to Bar Council's approval for accreditation.
- (d) Up to 16 CPD points of a CPD cycle requirement may be fulfilled by undertaking such courses conducted in Malaysia as referred to in paragraph 2.5 (c) above.

2.6 Computer-based courses

- (a) The course provider must demonstrate to the satisfaction of Bar Council that procedures are in place, acceptable to Bar Council, which verify that the advocate and solicitor has completed the computer-based course in full and has done so with a demonstrable and satisfactory degree of comprehension.
- (b) Up to 5 CPD points of a CPD cycle requirement may be fulfilled by undertaking computer-based courses.

2.7 Distance learning courses

- (a) "Distance learning course" means a course delivered by correspondence, audiocassettes, video cassettes, television broadcasts or inter-active videos.
- (b) Up to 10 CPD points of a CPD cycle requirement may be fulfilled by undertaking distance learning courses approved by Bar Council where the course involves an examination or a written assignment assessed by the course provider or leads to a qualification recognised by Bar Council.

2.8 Law courses

- (a) "Law course" means a course approved by Bar Council which leads to a qualification recognised by Bar Council.
- (b) Up to 10 CPD points of a CPD cycle requirement may be fulfilled by undertaking a law course on a part-time basis, such as, a master degree, post-graduate diploma or specialised bachelor degree.

- (c) Advocates and solicitors must apply to Bar Council for accreditation of any law course and must provide such materials and information in support of the application as required by Bar Council.
- (d) Bar Council may publish a list of approved law courses which will be reviewed from time to time. Any course may be removed from the approved list following such review.
- (e) CPD points under this paragraph may be counted in each CPD cycle during which the course is undertaken, provided that in each CPD practice year the advocate and solicitor complies with the course attendance requirements, attends lectures and/or tutorials totalling in duration not less than the number of hours of CPD points being claimed and provides evidence of such attendance as may be required by Bar Council and conferment of the degree or diploma undertaken.

2.9 Inhouse courses

Up to 10 CPD points of a CPD cycle requirement may be fulfilled by attending education programmes, seminars, workshops, lectures, conferences conducted inhouse other than those set out in paragraphs 2.4 to 2.8 above.

2.10 Writing articles, books

- (a) Up to 10 CPD points of a CPD cycle requirement may be obtained by writing law books or articles in legal journals or such other journals as approved by Bar Council.
- (b) Any CPD points claimed under paragraph 2.10(a) must be claimed in the CPD cycle in which the law book or the article is published.
- (c) Bar Council may in its discretion allow CPD points to be claimed in the CPD cycle in which the article or law book was written, and prior to publication, provided that Bar Council is satisfied that there is sufficient written evidence that during that CPD cycle the publisher had approved that the article or law book be published in the next succeeding CPD cycle.
- (d) The legal or other journal, which may be in an electronic format, must be approved by Bar Council.
- (e) The book or article should be on an area which is in the ordinary course of the practice of the advocate and solicitor.
- (f) 1 CPD point may be allocated for every 10 folios (English or Malay) published, or ½ CPD point for such lesser number of folios published as may be approved by Bar Council.
- (g) In the case of substantial revisions or updates of previous publications, the number of CPD points to be allocated shall be determined by Bar Council.

2.11 Legal research

- (a) Subject to Bar Council's approval, up to 10 CPD points of a CPD cycle requirement may be undertaken by conducting legal research which is of use beyond the particular case and results in the production of a precedent, practice note, other form of written guidance, or substantial

written submissions on any public consultation document relevant to legal practice, that is generally available to the public or made available to advocates and solicitors in the researcher's firm.

- (b) The number of CPD points to be allocated, if any, in any case shall be determined by Bar Council having regard to the quality of the results of the research, its availability to the public or to advocates and solicitors within the researcher's firm or organisation and the contemporaneous records maintained by the advocate and solicitor engaged in the research.

2.12 Preparation, presentation and coaching of approved training courses

- (a) Up to 10 CPD points of a CPD cycle requirement may be obtained for preparation of oral or written material forming part of the formal instruction by an advocate and solicitor at approved training courses whether or not he/she was involved in the presentation of the course. Contemporaneous working papers and the results achieved in relation to the preparation undertaken must be retained by the advocate and solicitor engaged in such preparation work.
- (b) Actual time spent in the preparation work (as rounded down to the nearest half hour) may be counted provided that the number of CPD points claimed by an advocate and solicitor for preparation for any one course may not exceed twice the number of CPD points allowed to the presenter who presented that part of the course for which the preparation was undertaken.
- (c) Up to 10 CPD points of a CPD cycle requirement may be obtained for presentation or assisting in the presentation as a coach at approved training courses. The actual time involved in presenting or coaching in a course or part of a course, as the case may be, may be counted (as rounded up or down to the nearest half hour) provided that the number of CPD points allocated under this paragraph shall not exceed the number of CPD points allocated to participants for attendance at the course.
- (d) Where an advocate and solicitor remains in attendance for the whole of the course in which he/she is involved in presenting or coaching a part for which a CPD point may be allocated, that advocate and solicitor may be allocated the full number of CPD points available to participants attending that course.
- (e) "Courses" means a lecture or tutorial forming part of the LLB, BJuris, CLP or B.A. courses, LLM, MBA, etc, at a university, college or institution of higher learning in Malaysia, a lecture or tutorial forming part of a law course, seminar or conference organised by Bar Council or State Bar Committee and is an accredited CPD course.

2.13 Attendance at AGMs and EGMs of the Malaysian Bar and State Bar

An advocate and solicitor may claim 1 CPD point for each attendance at the Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs) of the Malaysian Bar and the State Bar of which the advocate and solicitor is a member.

2.14 Participation in committees/working parties/associations

- (a) Up to 3 CPD points of a CPD cycle requirement may be fulfilled by:
 - (i) participation in the work of the Malaysian Bar or State Bar Committee;
 - (ii) subject to the approval of Bar Council, participation in the work:
 - (A) of the committees or working parties of the Council or State Bar Committees; and
 - (B) of such committees or associations as are approved (from time to time) by Bar Council,
 - (C) which deals with issues of substantial significance in the practice of law.
- (b) Up to 7 CPD points for taking up Malaysian Bar legal aid files.

2.15 Work as an external examiner/assessor

- (a) Subject to approval by Bar Council, up to 5 CPD points of a CPD cycle requirement may be fulfilled by undertaking work as an external examiner for the LLB, LLM and CLP examinations as well as examination for Ethics and Professional Standards Course including work in preparing questions for such examination.
- (b) 1 CPD point may be claimed for each period of 1 hour engaged in such work. Contemporaneous records in relation to the work undertaken must be retained as evidence in support of the number of CPD points claimed.

2.16 Revocation or amendment of CPD accreditation points

Bar Council has discretion to revoke or amend any approval of accreditation points allocated in respect of an activity under these guidelines.

3 Attendance at accredited CPD courses

3.1 Attendance policy

- (a) A 10 minutes grace period for late arrivals at courses will be permitted (except for courses of less than 60 minutes in duration) and thereafter, apart from scheduled breaks, no CPD points shall be awarded to any participant who arrives late or is absent from a course. Any course participant who arrives after the expiration of the grace period or leaves before the end of the course shall not receive any CPD points for that course.
- (b) When attending courses, practitioners should notify the provider that they will claim CPD points and should make sure that their attendance at the entire course is noted (by signing in **and** signing out of the course).

3.2 Segmented Accreditation of CPD Courses

In the application of Bar Council's attendance policy, advocates and solicitors are advised that attendance at all segments and days (as the case may be) of a CPD

course of one or more days duration is necessary in order to obtain CPD points. No CPD points will be awarded for partial attendance.

4 Mandatory CPD Training Record

4.1 Keeping of records

Bar Council does not keep records of advocates and solicitors attendance at courses. All advocates and solicitors subject to the CPD Scheme are required to maintain their own record of their training activities in the approved form (Mandatory CPD Training Record).

4.2 Request for record

Bar Council can request production of the Mandatory CPD Training Record at any time.

5 Exemptions

The granting of exemptions from the operation of the CPD Scheme, will be considered by Bar Council on a case-by-case basis only where exceptional circumstances exist. An exemption will be granted where it is fair and reasonable to do so. In considering an application for exemption, Bar Council may, for example, take into account the following factors affecting the advocate and solicitor:

- (a) health and/or age (75 years old and above);
 - (b) seniority in practice (where this exceeds 30 years of continuous practice); and
 - (c) extended absence from the country.
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6 Monitoring Compliance with Mandatory CPD

- (a) An advocate and solicitor will be required, at the time of applying for renewal of his/her practising certificate, to make a written declaration of compliance in the approved format that he/she has complied with the CPD requirement for the preceding CPD cycle.
- (b) A pupil will be required prior to his/her admission to the Bar, to make a written declaration of compliance in the approved format that he/she has complied with the CPD requirement during his or her period of pupillage.
- (c) Bar Council will conduct one or more audits in each CPD cycle to monitor compliance with mandatory CPD.
- (d) Bar Council may:
 - (i) request for the advocate and solicitor's Mandatory CPD Training Record at any time;
 - (ii) require the advocate and solicitor to produce such information relating to his/her participation in the CPD activity specified; and

- (iii) require an advocate and solicitor to attend Bar Council in person to furnish such additional evidence as to his/her participation in the CPD activity.

7 Failure to comply with CPD

7.1 Breaches of the CPD requirements

Failure to accumulate CPD points after the transitional period means you may not be able to renew your practising certificate for the following year unless prior exemption is granted by Bar Council.

Frequently-Asked-Questions

Q1. What is Continuing Professional Development (CPD) and what does it intend to achieve?

A1. CPD is the systematic maintenance, improvement and broadening of relevant knowledge and skills to enable an advocate and solicitor to successfully carry out his/her professional duties and responsibilities throughout his/her career.

The inherent demands of globalisation require lawyers to continuously improve, broaden and indeed acquire new knowledge and skills to meet those changes. Many of the skills and knowledge were not taught at law schools then or indeed even now. This means an advocate and solicitor needs to continuously and systematically embark upon continuing learning to develop his/her abilities as a lawyer. The CPD Scheme allows an advocate and solicitor to take ownership and personal responsibility for an extremely important aspect of his/her professional career.

It will also give advocates and solicitors exposure to new areas and the opportunity to expand his/her areas of practice. It will therefore improve his/her practice and enhance income generating capacity.

Q2. What is a CPD cycle?

A2. A CPD cycle is a 24-month cycle beginning 1 July 2012. The first 24-month cycle will run from 1 July 2012 until 30 June 2014. Those who are in practice on 1 July 2012 will be expected to accumulate 16 CPD points by 30 June 2014.

Those who come into practice or resume practice after 1 July 2012 will be required to accumulate a pro-rated number of CPD points during this cycle. For example if an advocate and solicitor begins practice on 1 April 2013, he/she would have to accumulate 10 CPD points before 30 June 2014.

Q3. Will CPD impact my practising certificate renewal?

A3. It is mandatory for all advocates and solicitors to comply with the CPD requirements in order for them to renew their practising certificates save for the exceptions stated in A13 below.

Q4. What must I do to comply with CPD?

- A4.** Advocates and solicitors are encouraged to adhere to the CPD Guidelines:
- (a) An advocate and solicitor should accumulate 16 CPD points in each CPD cycle, which comprise of a 24-month cycle.
 - (b) A pupil should accumulate 8 CPD points during his/her 9-month period of pupillage.

Q5. Will CPD add additional costs to my practice as an advocate and solicitor?

A5. While you will be required to pay an attendance or participation fee for the respective courses/seminars/conferences, etc, Bar Council and/or the State Bar Committees will ensure that the fee is kept low and affordable. Further, there are various ways of satisfying the CPD requirement without the need for you to incur additional costs. In any event, as a professional committed to continuously improving your knowledge and skills, you would have invested time and monies to do so regardless of the recommended CPD requirements. All relevant considerations will be taken into account to ensure that CPD is delivered in a cost-sensitive manner. Bar Council has no control over seminars and workshops organised by 3rd parties.

Q6. What are the activities that qualify for CPD points?

- A6.** The CPD Scheme has been designed to be as flexible as possible so that the relevant number of CPD points may be acquired in a time-conscious and cost-effective manner. In line with the broad, flexible and needs-based approach, Bar Council considers an activity a CPD activity as long as it:
- (a) is relevant to the immediate or long term education development of the advocate and solicitor;
 - (b) meets the standards and requirements set out in paragraph 2.3 of the CPD Guidelines; and
 - (c) deals primarily with matters related to the practice of law or the legal profession.

Activities that qualify for CPD points and computation of CPD points are summarised below:

CPD activities	Computation of CPD points	Maximum CPD points per CPD cycle
Any course approved by Bar Council presented by means of videotape, motion picture, audiotape, simultaneous broadcast or other similar systems and devices	½ CPD point for each 30 minutes or more but less than 60 minutes	7 CPD points
Overseas courses approved by Bar Council	½ CPD point for each 30 minutes or more but less than 60 minutes	10 CPD points
Computer-based courses approved by Bar Council	½ CPD point for each 30 minutes or more but less than 60 minutes	5 CPD points
Distance learning courses approved by Bar Council	½ CPD point for each 30 minutes or more but less than 60 minutes	10 CPD points
Law courses, seminars, workshops and trainings approved or accredited by Bar	½ CPD point for each 30 minutes or more but less than 60 minutes	10 CPD points

Council		
Inhouse courses conducted by law firms	½ CPD point for each 30 minutes or more but less than 60 minutes	8 CPD points
Writing books and articles published in journals or newspapers or for any other purpose approved by Bar Council	1 CPD point for every 800 words published or ½ CPD point for such lesser number of words	10 CPD points
Legal research or opinions undertaken at the request of Bar Council or Legal Aid Centre	The number of CPD points to be determined by Bar Council	10 CPD points
Courses, workshops and seminar conducted in Malaysia by Bar Council and State Bar Committees	½ CPD point for each 30 minutes or more but less than 60 minutes	16 CPD points
Presentation of material as a trainer, presenter, facilitator or coach in courses, workshops and seminar conducted in Malaysia by Bar Council and State Bar Committees	½ CPD point for each 30 minutes or more but less than 60 minutes	16 CPD points
Preparation of oral or written material forming part of the formal instruction within approved/accredited training courses	Actual time spent on the preparation work	10 CPD points
Presentation of material as a trainer, presenter, facilitator or coach in courses, workshops and seminar in approved or accredited training courses	1 CPD point for each hour of presentation	10 CPD points
Attendance at AGMs and EGMs of Bar Council and State Bar Committee	1 CPD point for each attendance	Unlimited
Participation in Bar Council Subcommittees or State Bar Committees as approved by the Chair of the Subcommittee or State Bar Committee	1 CPD point for each meeting attended	3 CPD points
Work as external examiner/assessor approved by Bar Council	1 CPD point for each hour engaged in such work	5 CPD points
Taking conduct of legal aid files	1 CPD point for each file	7 CPD points
Acting for and on behalf of Bar Council or State Bar Committees including but not limited to holding a watching brief, inquiries, helping get injunctions, intervening solicitors, representing Bar Council at Advocates and Solicitors Disciplinary Board proceedings, Ethics and	1 CPD point for each file or as directed otherwise by Bar Council or State Bar Committee	7 CPD points

Professional Standards Courses and on appeals as appointed or instructed by Bar Council or State Bar Committee		
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Q7. Who are the course providers recognised by Bar Council?

A7. Currently Bar Council does not have a list of recognised or approved course providers. An advocate and solicitor may attend any course organised by any person, organisation, firm, company or entity as long as such course is related to his/her area of practice. Plans are afoot to accredit courses, trainings, seminars, workshops that would benefit advocates and solicitors.

Q8. Can I claim CPD points by attending the courses and workshop conducted by my law firm?

A8. Yes, inhouse programmes approved by Bar Council may accumulate up to a maximum of 8 CPD points per CPD cycle.

Q9. How do I calculate CPD points?

A9. Please refer to the table under A6 on the manner of computation of CPD points.

Q10. If I have written law books and articles during a particular CPD cycle, can I claim 10 CPD points for each law book and article written?

A10. No. The maximum CPD points you can claim from writing articles and books is 10 CPD points per CPD cycle. The purpose is to enable advocates and solicitors to develop different skills through participating in different CPD activities and programmes.

Q11. Can I carry forward my excess CPD points?

A11. Yes. You are permitted to carry forward a maximum of 5 excess CPD points accumulated in the current CPD cycle to the next immediate succeeding CPD cycle.

Q12. What if I have not accumulated enough CPD points?

A12. Failure to accumulate CPD points after the transitional period means you may not be able to renew your practising certificate for the following year unless prior exemption is granted by Bar Council.

Q13. Are there any exemptions to comply with the CPD requirement?

A13. Bar Council may consider on a case-by-case basis and exemption will only be granted where it is fair and reasonable to do so. For example, if you are affected by the following factors:

- (a) Health and/or age (75 years old and above);
- (b) Seniority in practice (where this exceeds 30 years of continuous practice); and
- (c) Extended absence from the country.

Q14. How do I maintain my CPD record?

A14. The CPD is self-regulatory. You are thus required to keep your own record of your CPD activities. You may do so by using the template of Mandatory CPD Training Record (see Annexure).

Q15. How long should I keep the Mandatory CPD Training Record?

A15. It is advisable to keep the Mandatory CPD Training Record for a reasonable period as Bar Council may request the production of the Mandatory CPD Training Record at any time for verification purposes.

Q16. Do I need to submit my Mandatory CPD Training Record?

A16. Yes. You have to enclose your Mandatory CPD Training Record together with supporting documents (as necessary) when submitting your written declaration of compliance at the time of applying for renewal of your practising certificate.

Q.17 How can I earn CPD points without incurring any cost?

A.17 They are many ways in which you can earn CPD points without incurring any cost. Some of the examples include:

- (a) Attending State Bar and Malaysian Bar AGMs and EGMs;
- (b) Taking up legal aid files;
- (c) Presenting as a lecturer/presenter/facilitator at Bar Council or State Bar Committee courses, seminars, workshops and trainings;
- (d) Writing for *INSAF*, *Praxis*, *Putik Lada* and other approved journals or newspapers;
and
- (e) Attending Bar Council or State Bar Committee subcommittee meetings;

Annexure – Mandatory CPD Training Record Sheet

Name : _____

Firm Address : _____

Term : 1 January 201____ to 31 December 201____

Date	Event	Provider	Format	CPD Points
<i>Insert the date of activity</i>	<i>Insert the title of the seminar/course etc.</i>	<i>Insert the name of the provider or publisher of the activity</i>	<i>Insert format of activity (for example, presentation, workshop, seminar/course)</i>	<i>Insert the units that apply</i>
TOTAL CPD POINTS				

Dated: _____

Signed: _____

Name of advocate and solicitor