

Name: _____
 (as per NRIC)
 Messrs: _____

Ref: BC/ / _____
 (Bar Council Membership No)

ATTACHMENT 1

SA APPLICATION 2014 CHECKLIST

Please indicate your position:

Legal Assistant/Associate Partner Sole Proprietor Consultant

Kindly **arrange your documents in the order** set out below, to expedite the processing of your application. Thank you for your cooperation.

No	Applications are to be accompanied by the following documents:	Tick where applicable	For Bar Council's office use
(1)	SA Application 2014 Checklist duly completed.	<input type="checkbox"/>	<input type="checkbox"/>
(2)	<p>Cheques, stapled on top of the Application Forms if payments have not been made. Skip this item and complete the confirmation below if the following payments have been made:</p> <p>(a) In favour of "Bar Council Compensation Fund" for the year 2014 in the sum of RM100;</p> <p>(b) In favour of "Bar Council Discipline Fund" for the year 2014 in the sum of RM60;</p> <p>(c) In favour of "Bar Council" in the sum of RM770 (for 2013 Bar Council Subscription RM450, 2013 Bar Council Building Fund RM100, 2013 Bar Council Legal Aid Fund RM100, 2013 Bar Council Sports Fund RM20, and 2013 Bar Council LawCare Fund RM100); and</p> <p>(d) In favour of "Bar Council" in the sum of RM450 if penalty payment is due.</p> <p>Subscription of RM450 for 2013 was to be paid on or before 30 June 2013. In the event this payment was not made before 30 June 2013 and the Member was in practice from 1 Jan to 30 June 2013, or any part thereof, an additional penalty payment of RM450 has to be made pursuant to section 46(6) of the Legal Profession Act 1976.</p>	<input type="checkbox"/> CF <input type="checkbox"/> DF <input type="checkbox"/> SB <input type="checkbox"/> BF <input type="checkbox"/> LAC <input type="checkbox"/> SF <input type="checkbox"/> LC <input type="checkbox"/> Penalty	<input type="checkbox"/> CF <input type="checkbox"/> DF <input type="checkbox"/> SB <input type="checkbox"/> BF <input type="checkbox"/> LAC <input type="checkbox"/> SF <input type="checkbox"/> LC <input type="checkbox"/> Penalty
(3)	Application Form for Practising Certificate 2014 (Borang Permohonan Sijil Amalan Tahun 2014) duly completed in capital letters.	<input type="checkbox"/>	<input type="checkbox"/>
(4)	<p>Form of Application for Sijil Annual 2014 duly completed.</p> <p>In the form, each Member is required to indicate:</p>	<input type="checkbox"/>	<input type="checkbox"/>

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	<p>(a) the actual address where he or she is practising at (at the section of the form that states “State the address/es at which you practise or intend to practise”);</p> <p>(b) all address(es) of the other offices of the firm, if applicable (at the section of the form that states “And at branch office/s”); and</p> <p>(c) details of handphone number(s) and email address(es).</p>		
<p>(5)</p>	<p>State Bar Committee Certificates for:</p> <p>(a) main office; and</p> <p>(b) branch office(s) (only applicable to sole proprietor/partner with branch office(s));</p> <p>confirming that there are no arrears in subscription(s) for 2013.</p> <p>Where a firm has offices in more than one state, the sole proprietor or all partners of that firm must be a member of all the relevant State Bar Committees where the offices are located, and is/are required to submit the certificates confirming that there are no arrears in subscriptions.</p>	<p><input type="checkbox"/> Main</p> <p><input type="checkbox"/> Branch</p>	<p><input type="checkbox"/> Main</p> <p><input type="checkbox"/> Branch</p>
<p>(6)</p>	<p>Statutory Declaration by:</p> <p>(a) sole proprietor/partner; or</p> <p>(b) legal assistant/consultant;</p> <p>declaring, <i>inter alia</i>, the following salient points:</p> <p>(a) personal details;</p> <p>(b) nationality;</p> <p>(c) details of current practice;</p> <p>(d) details of gainful employment (if applicable);</p> <p>(e) details of practice in other jurisdiction (if applicable);</p> <p>(f) employment/unemployment history and if sole proprietor/partner, details of client account(s) maintained with reference to the following scenarios as the case may be:</p> <p><u>Scenario 1 — Renewal</u> (If the applicant is in possession of a valid Sijil Annual and Practising Certificate 2013 and is submitting an application for renewal)</p> <p>(i) The details of employment/unemployment history from 1 Jan 2012 until the date of the Statutory Declaration; and</p> <p>(ii) If the applicant was a sole proprietor or partner during or part of the year of 2012: a declaration as to whether a client account was maintained from 1 Jan 2012 or not; the details of the client account(s) opened and closed from 1 Jan 2012 to the date of Statutory Declaration and an</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

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	<p>undertaking to notify if there are any changes as provided by Solicitors' Account Rules 1990.</p> <p>or</p> <p><u>Scenario 2 — Resumption of Practice</u> (If the applicant had ceased practice in 2013 or prior to the issuance of Sijil Annual/Practising Certificate 2013 and is submitting an application to resume practice)</p> <p>(i) The details of employment/unemployment history from 1 January of the preceding year that the applicant was last issued with a valid Sijil Annual/Practising Certificate until the date of cessation of practice, and the details of employment/unemployment history from the date of cessation of practice to the date of the Statutory Declaration; and</p> <p>(ii) If the applicant was a sole proprietor or partner during or part of the abovementioned period, a declaration as to whether a client account was maintained or not, and the details of the client account(s) opened and closed.</p> <p>or</p> <p><u>Scenario 3 — Newly Admitted</u> (If the applicant is applying for the issuance of Sijil Annual/Practising Certificate for the first time)</p> <p>(i) The date of admission and the period of unemployment until commencement with legal firm.</p> <p>Confirm that the Statutory Declaration is:</p> <p>(a) signed by the applicant;</p> <p>(b) affirmed in the presence of Commissioner for Oaths; and</p> <p>(c) dated.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>(7)</p>	<p>Accountant's Report 2012 is applicable to Members who were sole proprietors/partners from 1 Jan to 31 Dec 2012, or any part thereof, and maintained client account(s) for:</p> <p>(a) main office; and</p> <p>(b) branch office(s) (only applicable to sole proprietor/partner with branch office(s)).</p> <p>Each sole proprietor/partner is to submit a copy of the</p>	<p><input type="checkbox"/> Main</p> <p><input type="checkbox"/> Branch(es)</p>	<p><input type="checkbox"/> Main</p> <p><input type="checkbox"/> Branch(es)</p>

