



Billing & Collections

CPD Code: T3/13072018/BC/KL181088/2 | 2 CPD Points

Billing & Collections

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

The workshop provides training on:

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

Registration Fees (0% GST)

Members of the Bar RM80 | Non-Members RM160

Pupils in Chambers RM40 | Law Students RM40

Members Admitted from 1 July 2011 RM40

Payment Options:

- (1) Direct deposit to HSBC (Account: 105-723142-101); or
- (2) Cheque or bank draft, payable to “Malaysian Bar”; or
- (3) Cash payment, at the ground floor of the Bar Council Secretariat.

13 July 2018 (Friday) | 2:30 pm to 5:45 pm

Registration starts at 2:00 pm

**Raja Aziz Addruse Auditorium
Wisma Badan Peguam Malaysia
(Formerly known as Wisma Straits Trading)
Unit 2-02A, 2nd Floor, 2 Leboh Pasar Besar
50050 Kuala Lumpur**

Terms and Conditions

1. Places are limited and registration is on a first-come, first-served basis.
2. All payments must be made in advance of the event. Registration will be confirmed once full payment is received.
3. Cancellations must be made in writing to the Professional Indemnity Insurance (“PII”) and Risk Management Department. There will be no refunds for cancellations made after **6 July 2018 (Friday)** but substitutions are allowed.
4. Registered participants can request for substitute attendees by writing to the PII & Risk Management Department by **6 July 2018 (Friday)**.
5. Certificates of attendance, and points for the Continuing Professional Development (“CPD”) Scheme, will not be given to participants who arrive more than 15 minutes late, do not attend the entire event, or leave before the workshop concludes. Certificates will be awarded to participants personally upon completion of the workshop; no representatives will be entertained.
6. Bar Council reserves the right to modify, cancel or postpone the event, should circumstances arise that make such action necessary. In the unlikely event of cancellation, all registration fees paid will be refunded.

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

Complete and submit this form by fax to **03-2031 6124** or by email to **pirm@malaysianbar.org.my**.

Name:

BC Membership No:

Firm:

Address:

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Tel: Fax:

Email:



For more information, please contact:

Azwa Zulsamli

PII & Risk Management Department

Bar Council Malaysia

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