



Getting Started!

DATE

6 Sept 2018 (Thursday)

TIME

9:00 am to 5:45 pm

VENUE

Abdullah A Rahman Auditorium
Johore Bar Building, Level 1
No 5 Jalan Tun Abdul Razak, Susur 1/1
80000 Johor Bahru, Johore

7 CPD points

Registration Fees (0% GST)

Members of the Bar	RM120
Non-Members	RM240
Pupils in Chambers	RM60
Law Students	RM60
Members Admitted from 1 July 2011	RM60

WHO SHOULD ATTEND

Lawyers who are thinking of setting up firms, have just established their firms or joined a partnership, or need a refresher.

WHY

- Covers everything from the fundamentals of legal practice, accounting, taxation, conveyancing to litigation.
- *Plus bonus giveaways!*

CPD Code: T3/06092018/BC/JH181185/7

WORKSHOP SCHEDULE

MODULE 1

FIRST STEPS: WHO, WHAT, WHERE, WHEN AND HOW?

The Fundamentals of Legal Practice

Going Solo or Finding a Partner
Partnership Agreement
Retainer Letter(s) / Agreement(s)
Office Management 101

Accounting and Taxation

A Lawyer's Guide to Bookkeeping and Accounting
Appreciating Your Financial Statements
Understanding Tax
AMLATFA Briefing

Bar Council and You: Obligations and Privileges

Statutory Requirements
Professional Indemnity Insurance

MODULE 2

THE BIG LEAP: STRATEGY FOR GROWTH

Conveyancing in a Competitive Climate

Conveyancing Practice Using Checklist / KIV
Systems
Understanding Solicitors' Account Rules / Solicitors'
Remuneration Order
Avoiding Fraud

Winning Ways through Civil Litigation Practice

Civil Litigation Processes Using Checklist / KIV
Systems
Avoiding Claims / Negligence

For enquiries, please contact

Nurhuda Mohd Fadzil (07-276 3888; secretariat@johorebar.org.my)



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Registration Form

CPD Code: T3/06092018/BC/JH181185/7

Please complete and submit this form by fax to 07-276 1188, or by email to secretariat@johorebar.org.my.
Registration will be confirmed once full payment is received.

Name / Membership No	Email	Telephone	Veg*

*Please tick "Veg" if vegetarian food is specifically required.

Details of Law Firm

Name of Firm: _____

Preferred Name for GST Tax Invoice: _____ GST Registration No: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Payment Details

Members of the Bar RM120 | **Non-Members** RM240 | **Pupils in Chambers** RM60 |
Law Students RM60 | **Members Admitted from 1 July 2011** RM60

Payment details: **Total RM** _____

- Enclosed cheque / PO / MO / Draft No:** _____ (payable to "Johore Bar House & Library Fund")
- TT CIMB Bank Berhad: 80-0933164-8** (Please fax payment slip to 07-276 1188)
- Cash** (Ground Floor, Johore Bar Secretariat)

An event by

Professional Indemnity Insurance ("PII") and
Risk Management Department
Bar Council Malaysia
Suite 4.03A, 4th Floor, Wisma Maran
28 Medan Pasar
50050 Kuala Lumpur
Email: pirm@malaysianbar.org.my
Tel: 03-2032 4511 Fax: 03-2031 6124
Website: www.praktis.com.my

For enquiries, please contact

Nurhuda Mohd Fadzil | Tel: 07-276 3888

Email: secretariat@johorebar.org.my

Terms and Conditions

- Places are limited and registration is on a first come, first served basis.
- All payments must be made in advance of the event. Registration will be confirmed once full payment is received.
- Cancellations must be made in writing to the Johore Bar Secretariat. There will be no refunds for cancellations made after **30 Aug 2018 (Thursday)** but substitutions are allowed.
- Registered participants can request for substitute attendees by writing to the Johore Bar Secretariat by **30 Aug 2018 (Thursday)**.
- 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 upon completion of the workshop.
- 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 now or in the future, may be used, recorded, stored, disclosed or otherwise processed 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.