ATTACHMENT 1

SA APPLICATION 2014 CHECKLIST

Please indicate your position:

☐ Legal Assistant/Associate ☐ Partner

Sole Proprietor

Consultant

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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.		
(2)	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:		
	(a) In favour of "Bar Council Compensation Fund" for the year 2014 in the sum of RM100;	CF	CF
	(b) In favour of "Bar Council Discipline Fund" for the year 2014 in the sum of RM60;	DF	DF
	 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 	SB BF LAC SF LC	SB BF LAC SF LC
	(d) In favour of "Bar Council" in the sum of RM450 if penalty payment is due.	Penalty	Penalty
	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.		
(3)	Application Form for Practising Certificate 2014 (Borang Permohonan Sijil Amalan Tahun 2014) duly completed in capital letters.		
(4)	Form of Application for Sijil Annual 2014 duly completed.		
	In the form, each Member is required to indicate:		

(as per NRIC)			Ref: <u>BC</u>/ / Bar Council Membership No)		
Mess	rs:				
	(a) (b) (c)	(at the addres practis all add applic "And a	dress(es) of the other offices of the firm, if able (at the section of the form that states at branch office/s"); and s of handphone number(s) and email		
(5)	 State Bar Committee Certificates for: (a) main office; and (b) branch office(s) (only applicable to sole proprietor/partner with branch office(s)); confirming that there are no arrears in subscription(s) for 2013. 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. 		☐ Main ☐ Branch	☐ Main ☐ Branch	
(6)	Statutory Declaration by:				
	(a) (b) declar (a) (b) (c) (d) (e) (f)	legal as ring, <i>inte</i> person nationa details details details details applica employ proprie mainta scenar (If the Annua	of current practice; of gainful employment (if applicable); of practice in other jurisdiction (if able); yment/unemployment history and if sole etor/partner, details of client account(s) ined with reference to the following ios as the case may be: <u>io 1 — Renewal</u> applicant is in possession of a valid Sijil 1 and Practising Certificate 2013 and is ting an application for renewal) The details of employment/unemployment		
		(ii)	history from 1 Jan 2012 until the date of the Statutory Declaration; and 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		

	undertaking to notify if there are any changes as provided by Solicitors' Account Rules 1990.		
	or		
	<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)		
	 (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 		
	 (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. 		
	<u>or</u>		
	<u>Scenario 3 — Newly Admitted</u> (If the applicant is applying for the issuance of Sijil Annual/Practising Certificate for the first time)		
	(i) The date of admission and the period of unemployment until commencement with legal firm.		
	 Confirm that the Statutory Declaration is: (a) signed by the applicant; (b) affirmed in the presence of Commissioner for Oaths; and 		
	(c) dated.		
(7)	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:		
	 (a) main office; and (b) branch office(s) (only applicable to sole proprietor/partner with branch office(s)). 	Main Branch(es)	Main Branch(es)
	Each sole proprietor/partner is to submit a copy of the]	

Name (as per Mess	·NRIC)	Ref: <u>BC/</u> (Bar Council Member	[rship No)
	Accountant's Report for the period from 1 Jan to 31 Dec 2012 as an attachment to the Statutory Declaration in addition to the report sent in by the Accountant, unless exempted by the Bar Council under rule 6 of the Accountant's Report Rules 1990.		
	The Accountant's Report is required to be issued under the name of individual Members.		
	Members who have more than one office are required to ensure that the Accountant's Report covers <u>all</u> their offices and/or branches <u>or</u> separate Accountant's Reports are submitted for each and every office.		
(8)	Applicants applying for the issuance of Sijil Annual/Practising Certificate for the first time:		
	 (a) Two copies of the Order of Admission as an Advocate and Solicitor: (i) If extracted by way of e-filing, under the seal of the High Court of Malaya; or 		
	 (ii) If not extracted by way of e-filing, certified true copy by the Registrar of the High Court of Malaya; and (b) Copy of the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board. 		
(9)	Anti-MoneyLaunderingandAnti-TerrorismFinancingAct2001ComplianceReportforLegalFirmsConfirmationFormduly completed.		
(10)	CPD Record Sheet duly completed.		

I confirm that I have:

(1)	 made the following payments: (a) 2013 Bar Council Subscription (b) 2013 Bar Council Building Fund (c) 2013 Bar Council Legal Aid Fund (d) 2013 Bar Council Sports Fund (e) 2013 Bar Council LawCare Fund (f) 2014 Bar Council Compensation Fund (g) 2014 Bar Council Discipline Fund (h) Penalty pursuant to section 46(6) of the Legal Profession Act 1976 (if applicable) 	RM450 RM100 RM100 RM20 RM100 RM100 RM60 RM450 le)	SB BF LAC SF LC CF DF Penalty	SB BF LAC SF LC CF DF Penalty
(2)	obtained the Professional Indemnity Insurance Cover for 1 Jan to 31 Dec 2014 from Jardine Lloyd Thompson Sdn Bhd.			