



**Bar Malaysia
Malaysian Bar**

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***To enable the Bar Council Secretariat to deal with your application expeditiously,
kindly submit your SAPC application online, on or before 29 Nov 2019 (Friday)
(deadline extended from 25 Oct 2019 (Friday)).***

**Circular No 194/2019
Dated 22 Sept 2019
(Updated on 23 Oct 2019)**

To Members of the Malaysian Bar

Sijil Annual 2020

Pursuant to part III of the Legal Profession Act 1976 (“LPA”), Sijil Annual and Practising Certificate (“SAPC”) shall be renewed annually by every advocate and solicitor.

All applications for SAPC can only be made online. You must log in to the Bar Council Member Online Portal in order to complete and submit your SAPC applications. All supporting documents must be scanned and uploaded online during the application process. No hard copy documents will be accepted.

The authorised representative of your law firm can assist you to prepare your SAPC application through the Bar Council Law Firm Online Portal, **but ultimately you must submit your own SAPC application through the Member Online Portal.**

When ready, your SAPC can only be retrieved from the online portal. **No hard copies of the SAPC will be provided.**

Please scroll down to read an overview of the SAPC online application process.

Kindly note that you will not be able to prepare / submit your SAPC application until:

- (1) you log in to the Member Online Portal using the login system that utilises Transaction Authorisation Codes (“TACs”). A TAC is a unique 6-digit code to verify that you are authorised to access your online portal account. TACs will be sent by SMS to your Malaysian mobile phone number that is registered with the Bar Council;
- (2) you have settled all outstanding payments. It may take up to five working days for your payments to be processed. Please refer to section D on **pages 46 to 48** in **Appendix E**; and
- (3) you have completed and printed your Statutory Declaration, affirmed it in the presence of a Commissioner for Oaths, and uploaded it during the online application process. Please refer to section C on **pages 40 to 45** in **Appendix E**.

Please go to bit.ly/2kYo76C to **download the complete version of this circular**, which contains important information regarding the online SAPC application process, including a step-by-step pictorial guide.

To enable the Bar Council Secretariat to deal with your application expeditiously, kindly submit your SAPC application online, on or before **29 Nov 2019 (Friday)** (deadline extended from 25 Oct 2019 (Friday)).

Should you have any enquiries, please contact the Membership Department by telephone at 03-2050 2191 or by email at membership@malaysianbar.org.my.

Thank you.

Salim Bashir
Secretary
Malaysian Bar

OVERVIEW OF THE SAPC ONLINE APPLICATION PROCESS

I. How to Access the Bar Council Online Portal

The online portal is accessible through the Malaysian Bar website at www.malaysianbar.org.my.

(A) *Member Online Portal*

The login system for Members to access the Member Online Portal utilises Transaction Authorisation Codes (“TACs”). A TAC is a unique 6-digit code to verify that you are authorised to access your online portal account. TACs will be sent by SMS to your Malaysian mobile phone number that is registered with the Bar Council.

Please refer to **Appendix A** on **pages 9 to 15** for a step-by-step pictorial guide on how to:

- (1) log in for the first time;
- (2) log in subsequently, after having completed the first-time login process; and
- (3) set a new password, if you have lost your password or your password does not work.

(B) *Law Firm Online Portal*

The authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal. However, please note that ultimately, **you** must submit **your own** SAPC application through the Member Online Portal.

Law firms that have not yet nominated an authorised representative may do so by providing the following particulars of the authorised representative, to whom the law firm’s username

and password will be released by email:

- (1) Name;
- (2) Designation;
- (3) Office address; and
- (4) Email address.

Please submit these details by completing and returning the Law Firm Online Portal Registration Form (please refer to **Appendix B on page 16**) to the Bar Council, together with the **original copy** of a covering letter **on the law firm's letterhead**. It may take up to three working days for your request to be processed.

If your law firm had previously been issued a username and password, those same particulars can be used to access the Law Firm Online Portal.

II. How to Create Your SAPC Application Using the Member Online Portal

(A) Renewing Your SAPC

If you have a valid SAPC 2019 and you are submitting an application for SAPC 2020 on or before 31 Jan 2020, please refer to the step-by-step pictorial guide contained in **Appendix C (pages 17 to 21)**.

(B) Applying for Your First SAPC

If you are a newly-called applicant and you are applying for your SAPC for the first time, please refer to the step-by-step pictorial guide contained in **Appendix C (pages 22 to 25)**.

(C) Applying for Your SAPC in Order to Resume Practice, or Applying for SAPC 2020 after 31 Jan 2020

If you ceased practice in 2019 or prior to the issuance of SAPC 2019, and you are applying for your SAPC in order to resume practice; **or** you are submitting an application for SAPC 2020 after 31 Jan 2020, please refer to the step-by-step pictorial guide contained in **Appendix C (pages 26 to 29)**.

III. How Your Law Firm's Authorised Representative Can Assist to Create Your SAPC Application Using the Law Firm Online Portal

The authorised representative of your law firm can assist you to create and prepare your SAPC application through the Law Firm Online Portal. However, please note that ultimately, **you** must submit **your own** SAPC application through the Member Online Portal.

Please refer to **section I(B)** (entitled "Law Firm Online Portal") on **pages 2 to 3** above for information on how a law firm can request a username and password.

(A) *Renewing Your SAPC*

If you have a valid SAPC 2019 and you are submitting an application for SAPC 2020 on or before 31 Jan 2020, your law firm’s authorised representative can assist you by logging into the Law Firm Online Portal, using the **law firm’s** username and password.

For a step-by-step pictorial guide, please refer to **pages 30 to 34** in **Appendix D**.

(B) *Applying for Your First SAPC*

If you are a newly-called applicant and you are applying for your SAPC for the first time, the authorised representative of your law firm can assist you once you have received the email notification from the Bar Council containing your membership number.

For a step-by-step pictorial guide, please refer to **page 34** in **Appendix D**.

(C) *Applying for Your SAPC in Order to Resume Practice, or Applying for SAPC 2020 after 31 Jan 2020*

If you ceased practice in 2019 or prior to the issuance of SAPC 2019, and you are applying for your SAPC in order to resume practice; **or** you are submitting an application for SAPC 2020 after 31 Jan 2020, the authorised representative of your law firm can assist you once you have received the email notification from the Bar Council confirming your membership number.

For a step-by-step pictorial guide, please refer to **page 34** in **Appendix D**.

IV. How to Prepare and Submit Your SAPC Application

The SAPC application form is the same in both the Member Online Portal and the Law Firm Online Portal.

You can prepare your own SAPC application using the Member Online Portal. Alternatively, the authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal. However, please note that ultimately, **you** must submit **your own** SAPC application through the Member Online Portal.

There are seven tabs in the SAPC application form that have to be completed. In each tab, all applicable sections must be completed, and scanned copies of the required supporting documents must be uploaded.

Please click the “Save” button at the bottom of every section, in order to save all the information provided or changes made.

(A) *Tab 1: Personal Particulars*

For a step-by-step pictorial guide on completing this section, please refer to **pages 36 to 37** in **Appendix E**.

If you are a newly-called applicant and you are applying for your SAPC for the first time, you must upload the Order of Admission as an advocate and solicitor, and a copy of the official receipt for the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.

(B) Tab 2: Jurisdictions / Gainful Employment Details

For a step-by-step pictorial guide on completing this section, please refer to **pages 38 to 39** in **Appendix E**.

(C) Tab 3: Practice / Employment Details & History

For a step-by-step pictorial guide on completing this section, please refer to **pages 40 to 45** in **Appendix E**.

Please note that your Statutory Declaration will be generated by the SAPC online application system, based on the information you provide. Once you have printed your Statutory Declaration and affirmed it in the presence of a Commissioner for Oaths, you must upload it online in order to be able to submit your SAPC application.

If you are a sole proprietor or partner, please refer to **pages 42 to 43** in **Appendix E** for details regarding the maintenance of client accounts.

(D) Tab 4: Payment & Insurance Status

For a step-by-step pictorial guide on completing this section, please refer to **pages 46 to 48** in **Appendix E**.

(1) Please ensure that the following payments have been made:*

- (a) (2019) Annual Subscription: RM450;
- (b) (2019) Building Fund (Levy): RM250;
- (c) (2019) Legal Aid Fund (Levy): RM100;
- (d) (2019) Sports Fund (Levy): RM20;
- (e) (2019) LawCare Fund (Levy): RM100;
- (f) (2020) Compensation Fund (Contribution): RM100;
- (g) (2020) Discipline Fund (Prescribed Fee): RM60; and
- (h) Penalty pursuant to section 46(6) of the LPA (if applicable): RM450.

**The years specified above are applicable to Members who have a valid SAPC 2019 and are submitting an application for SAPC 2020.*

You will not be able to submit your SAPC application until you have settled all outstanding payments. It may take up to five working days for your payments to be processed.

For details about making payment, kindly refer to [Circular No 079/2019](#) dated 23 Apr 2019, entitled “2019 Malaysian Bar Payments Required under the Legal Profession Act 1976”. For enquiries, please contact the Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.

(2) Please obtain the Professional Indemnity Insurance (“PII”) cover (2020) from Jardine Lloyd Thompson Sdn Bhd (“JLT”) and upload the relevant PII Schedule.

You are encouraged to complete your renewal online, as the online renewal system is more convenient and, barring any previous notifications of claims / circumstances against the law firm, the firm's invoice will be produced instantly and sent to the firm by email.

- (3) If you have fines that are due and payable to the Advocates and Solicitors Disciplinary Board, your SAPC will only be issued once you upload a copy of the official receipt in respect of your payment.

(E) Tab 5: Accountant's Report

For a step-by-step pictorial guide on completing this section, please refer to **pages 49 to 50** in **Appendix E**.

Each sole proprietor / partner must submit a copy of the Accountant's Report for the period from 1 Jan to 31 Dec 2018, unless exempted by the Bar Council under rule 6 of the Accountant's Report Rules 1990, for the following:

- (1) Main office; **and**
- (2) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

The Accountant's Report must be issued in the name of individual Members.

If you have more than one office, please ensure that the Accountant's Report covers **all** offices and/or branches, **or** separate Accountant's Reports are submitted for every office.

If you are resuming practice and you were a sole proprietor / partner before ceasing practice, the Accountant's Report for the relevant accounting period during which you were practising as a sole proprietor / partner until the date of cessation of practice or until 31 Dec 2018, whichever is later, must be submitted.

(F) Tab 6: State Bar Certificate(s)

For a step-by-step pictorial guide on completing this section, please refer to **pages 51 to 52** in **Appendix E**.

Where a firm has offices in more than one state, the sole proprietor / every partner of that firm must be a member of all the State Bars where the offices are located, and must upload scanned copies of the State Bar certificates confirming that there are no arrears in subscription(s) for 2019, for the following:

- (1) Main office; **and**
- (2) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

If you are resuming practice, you must submit the State Bar certificates for:

- (1) the last year of practice in which you were issued an SAPC; **and**
- (2) for the current year, or the year of the SAPC that you intend to apply for (as the case may be).

(G) *Tab 7: Declaration*

You will submit your SAPC application in this section.

Please note that you must submit your own SAPC application through the Member Online Portal. The authorised representative of your law firm is unable to submit any SAPC application through the Law Firm Online Portal.

For a step-by-step pictorial guide, please refer to **page 53** in **Appendix E**.

V. How to Retrieve Your SAPC

You can check the status of your SAPC application at the “Sijil Annual (“SA”) Application and Submission History” page.

Once you receive an email notification that your SAPC has been issued, you can download the documents from the Member Online Portal and print them. Alternatively, your law firm’s authorised representative can retrieve them from the Law Firm Online Portal.

The Bar Council will not provide any hard copies of your SAPC.

For a step-by-step pictorial guide, please refer to **pages 54 to 55** in **Appendix E**.

VI. Other Matters

(A) *Practising after 31 Dec 2019*

Section 29(3) of the LPA provides that if a Member has duly complied with section 29(1) of the LPA (relating to the application for Practising Certificates) “in the month of January of any year, the practising certificate issued to him in respect of that year shall be deemed to have been in operation from the 1st day of January of that year”.

You may appear in court and carry on with your law practice in January 2020 even if you have not received your Practising Certificate 2020, provided you comply with section 29(3) of the LPA.

The status of a Member who was in possession of a valid SAPC 2019 but who is not issued a valid SAPC 2020 by 31 Jan 2020, will be changed from “active” to “inactive” in the Bar Council’s database on 1 Feb 2020.

(B) *Cessation of Practice*

Members are reminded that those who wish to cease practice, either on a permanent or temporary basis, are required to notify the Bar Council in accordance with section 31(2) of the LPA, and to comply with the Bar Council’s Rules on Cessation of, or Change in, Practice (“Rules”). A copy of the Rules and the relevant forms can be obtained from the Bar Council Secretariat.

A Member will not be deemed to have ceased practice merely as a result of the expiration of the validity of the Member's Practising Certificate 2019 on 31 Dec 2019 pursuant to section 29(2) of the LPA.

(C) Disciplinary Proceedings

The Bar Council will institute disciplinary proceedings after 31 Jan 2020 against Members who have not been issued SAPC 2020 on or before 31 Jan 2020, **except** in respect of Members from whom the Bar Council has received a Notice of Cessation of Practice as an Advocate and Solicitor, supported with a Statutory Declaration, as prescribed under the Rules.

For sole proprietors who do not have a valid SAPC 2020 and have not ceased practice, site inspections will be conducted and injunction proceedings will be instituted against sole proprietors whose firms are found to be in operation. In the event that the Bar Council institutes injunction proceedings against a Member, any costs incurred by the Bar Council shall be borne by the Member concerned.

(D) Personal Information Provided to Bar Council

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 facilitating the issuance of your SAPC, research and audit, and maintenance of a database relating to the membership of the Malaysian Bar, and such ancillary functions and services as may be relevant.

VII. Enquiries

If you require assistance to prepare and submit your SAPC application:

(1) Bar Council Secretariat

Kindly contact the SAPC hotline / Membership Department by telephone at **03-2050 2191**, or send an email to membership@malaysianbar.org.my.

The help desk at the Bar Council Secretariat will be open from 9:00 am to 5:00 pm, Monday to Friday.

(2) State Bar Committees

Please refer to **Appendix F** on **page 56** for details regarding the help desks that are being set up by the State Bar Committees.

How to Access the Bar Council Member Online Portal

The Bar Council Member Online Portal is accessible through the Malaysian Bar website at www.malaysianbar.org.my.

The login system for Members to access the Member Online Portal utilises Transaction Authorisation Codes (“TACs”). A TAC is a unique 6-digit code to verify that you are authorised to access your online portal account. TACs will be sent by SMS to your Malaysian mobile phone number that is registered with the Bar Council.

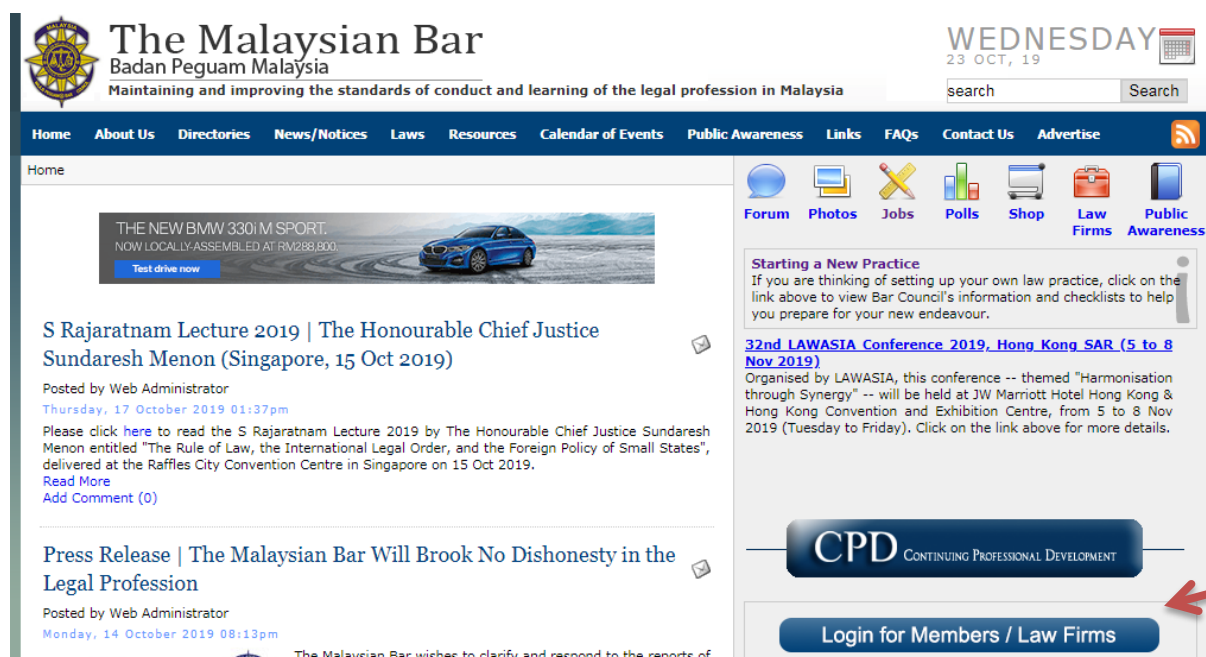
To access the Member Online Portal, please follow the steps outlined below, in order to:

- (1) log in for the first time;
- (2) log in subsequently, after having completed the first-time login process; or
- (3) set a new password, if you have lost your password or your password does not work.

(A) First-Time Login

To log in to the Member Online Portal for the first time, please do the following:

- (1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
- (2) Click the “Login for Members/Law Firms” button on the right-hand side of the website.



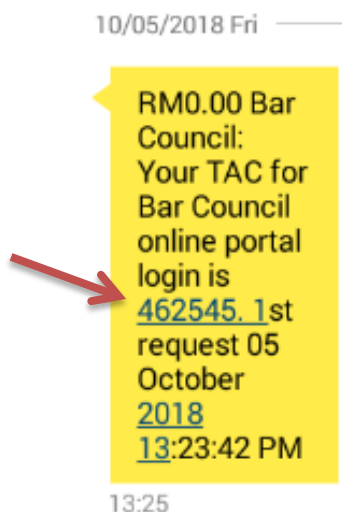
The screenshot shows the homepage of The Malaysian Bar (Badan Peguam Malaysia). The header includes the logo, the name 'The Malaysian Bar', and the tagline 'Maintaining and improving the standards of conduct and learning of the legal profession in Malaysia'. The date 'WEDNESDAY 23 OCT, 19' is displayed in the top right. A search bar is located below the header. The navigation menu includes links for Home, About Us, Directories, News/Notices, Laws, Resources, Calendar of Events, Public Awareness, Links, FAQs, Contact Us, and Advertise. The main content area features a banner for 'THE NEW BMW 330i M SPORT' and a news article titled 'S Rajaratnam Lecture 2019 | The Honourable Chief Justice Sundaresh Menon (Singapore, 15 Oct 2019)'. On the right side, there is a sidebar with various icons for Forum, Photos, Jobs, Polls, Shop, Law Firms, and Public Awareness. A 'CPD CONTINUING PROFESSIONAL DEVELOPMENT' section is also visible. A red arrow points to a blue button labeled 'Login for Members / Law Firms' in the bottom right corner of the page.

- (3) At the “Advocates & Solicitors” section, key in your National Registration Identity Card number (“NRIC No”) where indicated. This is your **permanent username** for the Member Online Portal.

- (4) Key in your NRIC No as your password for this first-time login process. This is a **temporary password** that you will have to change after your first-time login is successful.
- (5) Click “Submit”.

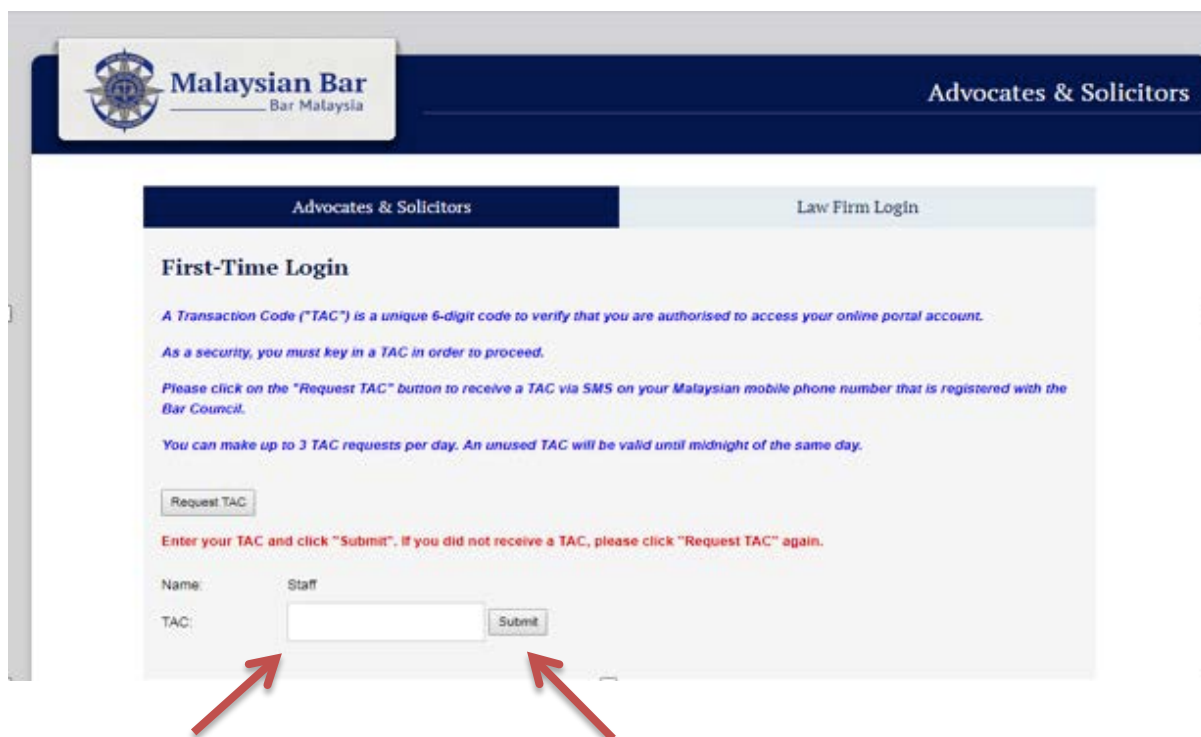
- (6) You must change your password, as a security measure. To do this, begin by clicking “Request TAC” in order to receive a 6-digit code via SMS on your Malaysian mobile phone number that is registered with the Bar Council.

- (7) You will receive an SMS containing a 6-digit TAC. In the sample SMS below, the TAC is “462545”.



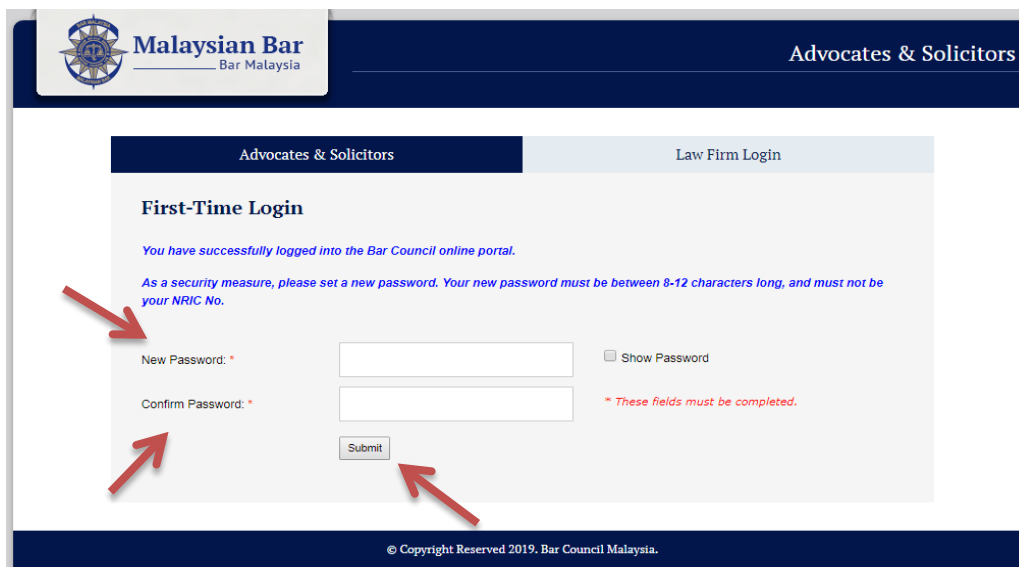
- (8) Key in the 6-digit TAC you received via SMS, and click “Submit”.

If you did not receive any TAC via SMS, click “Request TAC” again. You can make up to 3 TAC requests per day. An unused TAC will be valid until midnight of the same day.

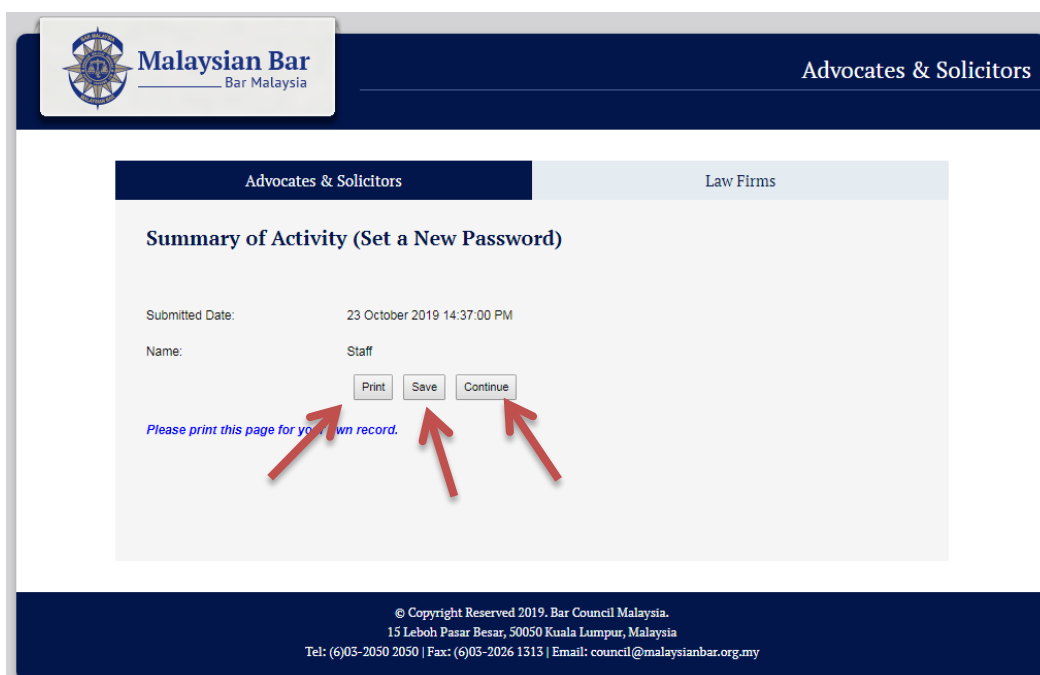


- (9) Once your TAC has been submitted successfully, you can change your password.

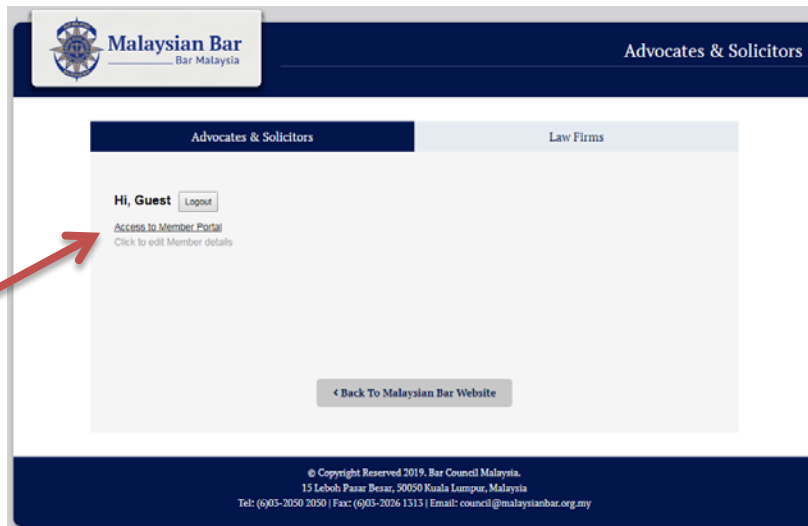
Key in a **new password**, which must be between 8 to 12 characters long and must not match your NRIC No. Key in the new password again, in the “Confirm Password” box”. Click “Submit”.



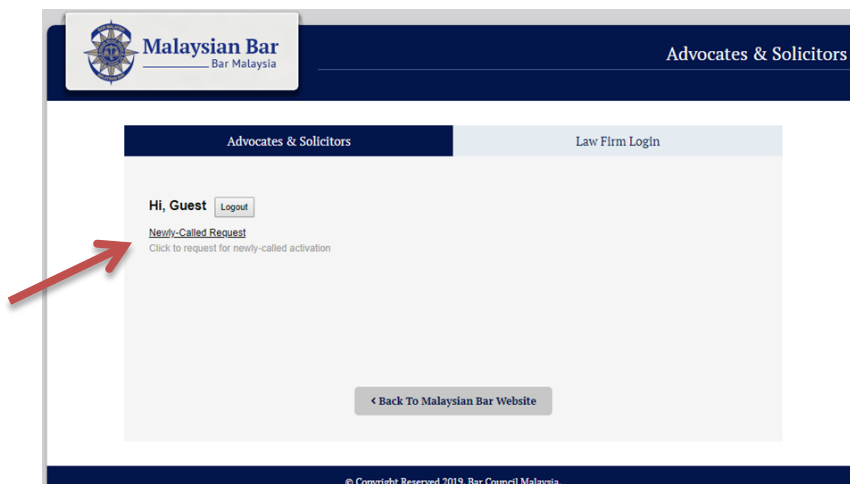
- (10) You will see a summary of your first-time login activity, once you have successfully changed your password. You can print and/or save this summary.
- (11) Click “Continue” if you wish to proceed to the Member Online Portal.



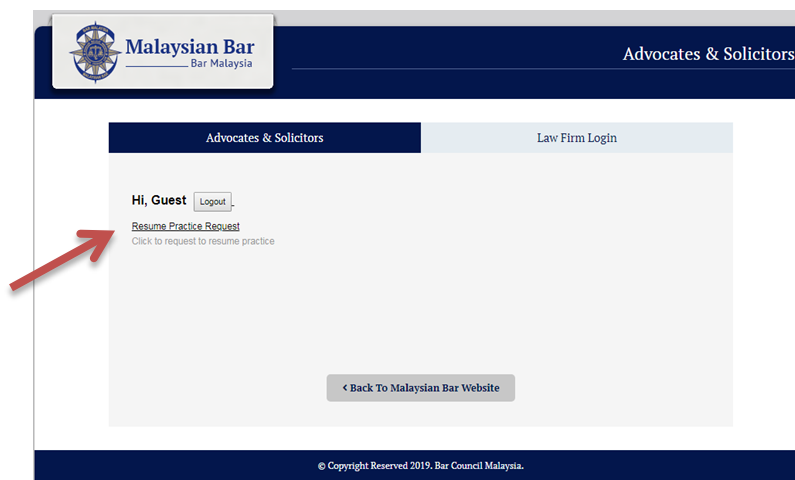
- (12) (a) If you clicked “Continue”, and you have a valid SAPC 2019, you will see the screen pictured below. Click “Access to Member Portal” if you wish to continue using the Member Online Portal.



- (b) If you are a newly-called applicant and you are applying for your SAPC for the first time, click “Newly-Called Request” instead, in order to proceed.



- (c) If you ceased practice in 2019 or prior to the issuance of SAPC 2019, and you are applying for your SAPC in order to resume practice, click “Resume Practice Request” instead, in order to proceed.



(B) Subsequent Login

To log in to the Member Online Portal subsequently (after having completed the first-time login process), please do the following:

- (1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
- (2) Click the “Login for Members/Law Firms” button on the right-hand side of the website.

The screenshot shows the homepage of The Malaysian Bar. The header includes the logo, the name 'The Malaysian Bar', and the tagline 'Badan Peguam Malaysia'. The navigation menu includes Home, About Us, Directories, News/Notices, Laws, Resources, Calendar of Events, Public Awareness, Links, FAQs, Contact Us, and Advertise. The main content area features a banner for 'THE NEW BMW 330i M SPORT' and a news article titled 'S Rajaratnam Lecture 2019 | The Honourable Chief Justice Sundaresh Menon (Singapore, 15 Oct 2019)'. The right-hand sidebar contains a search bar, a 'Starting a New Practice' section, a '32nd LAWASIA Conference 2019, Hong Kong SAR (5 to 8 Nov 2019)' announcement, and a 'CPD CONTINUING PROFESSIONAL DEVELOPMENT' section. A red arrow points to the 'Login for Members / Law Firms' button in the sidebar.

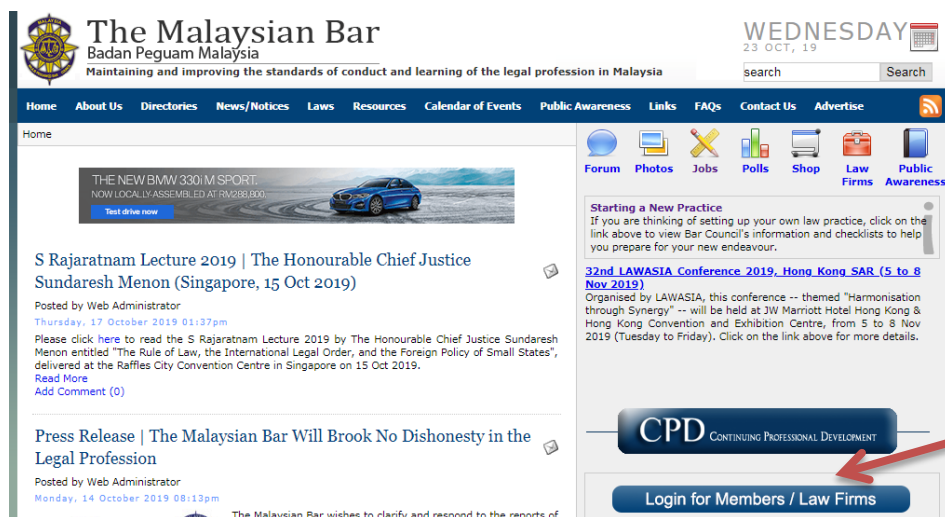
- (3) At the “Advocates & Solicitors” section, key in your NRIC No where indicated. This is your **permanent username** for the Member Online Portal.
- (4) Key in the **new password** you selected during the first-time login process.
- (5) Click “Submit”.

The screenshot shows the login page for the Malaysian Bar Member Online Portal. The page is titled 'Advocates & Solicitors' and features a login form with two main sections: 'Advocates & Solicitors' and 'Law Firms'. The 'Advocates & Solicitors' section contains a red message: 'If you are logging in for the first time, the password is your NRIC No. Call 03-2050 2191 for assistance.' Below this message are two input fields: 'NRIC No.*' with a sample value 'Sample:123456789012' and 'Password*'. A 'Submit' button is located to the right of the password field. A 'Lost your password?' link is positioned below the password field. A red arrow points to the 'NRIC No.' field, another to the 'Password' field, and a third to the 'Submit' button.

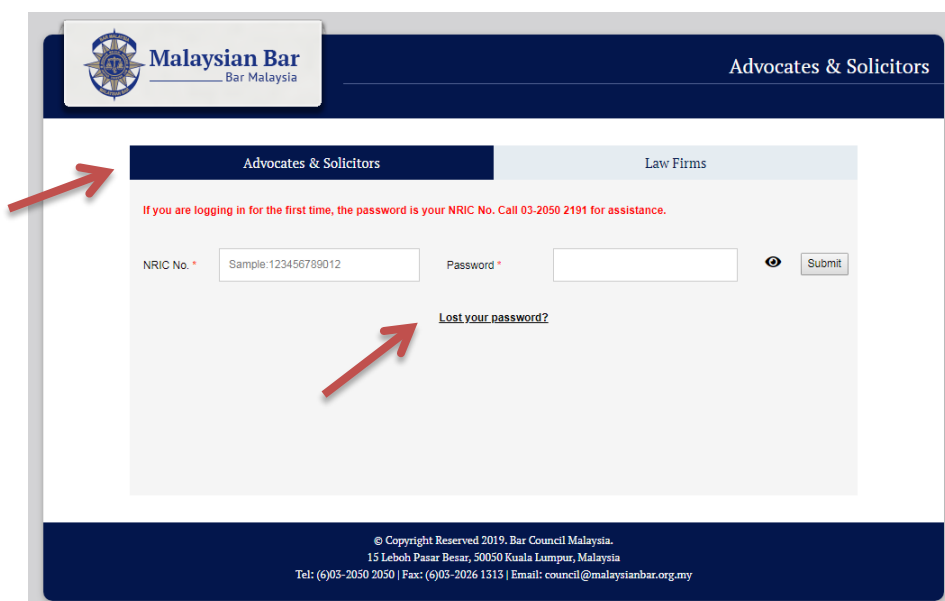
(C) Set a New Password

If you have lost your password or your password does not work, please do the following:

- (1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
- (2) Click the “Login for Members/Law Firms” button on the right-hand side of the website.



- (3) At the “Advocates & Solicitors” section, click “Lost your password?”.
- (4) Follow the instructions on the screen.



- (5) You will have to key in your NRIC No, click on “Request TAC” in order to receive a 6-digit code via SMS on your Malaysian mobile phone number that is registered with the Bar Council, and then key in the 6-digit TAC you received.
- (6) Once your TAC has been submitted successfully, you can set a new password.



LAW FIRM ONLINE PORTAL

REGISTRATION FORM

Please take note that only one user ID and password will be emailed to the authorised representative from each firm.

1. Name of Law Firm
2. Name of Authorised Representative
3. Designation of Authorised Representative
4. Office Address and Telephone Number of Authorised Representative
5. Email Address of the Authorised Representative (*please provide only one email address*)
6. Signature of Managing / Senior Partner, and Date

 Kindly complete all sections of this Registration Form and return it together with the **original copy** of a covering letter **on your firm's letterhead**, to:

Bar Council
 15 Leboh Pasar Besar
 50050 Kuala Lumpur

Should you need any clarification, please contact Mohd Esman Basri by telephone at 03-2050 2168 or send an email to membership@malaysianbar.org.my.

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 maintenance of a database for the online portal feature, research and audit, and such ancillary services as may be relevant.

How to Create Your SAPC Application Using the Member Online Portal

The Bar Council Member Online Portal is accessible through the Malaysian Bar website at www.malaysianbar.org.my.

Please refer to **Appendix A** on **pages 9 to 15** for a step-by-step pictorial guide on how to use the login system to access the Member Online Portal.

After logging in, you can proceed to create your SAPC application as described below, in order to:

- (1) renew your SAPC;
- (2) apply for your first SAPC; or
- (3) apply for your SAPC in order to resume practice.

(A) Renewing Your SAPC

If you have a valid SAPC 2019 and you are submitting an application for SAPC 2020 on or before 31 Jan 2020, please do the following:

- (1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
- (2) Click the “Login for Members/Law Firms” button on the right-hand side of the website.

The screenshot shows the homepage of The Malaysian Bar (Badan Peguam Malaysia). The header includes the logo, the name 'The Malaysian Bar', and the tagline 'Maintaining and improving the standards of conduct and learning of the legal profession in Malaysia'. The date 'WEDNESDAY 23 OCT, 19' is displayed in the top right. A search bar is located below the date. The navigation menu includes: Home, About Us, Directories, News/Notices, Laws, Resources, Calendar of Events, Public Awareness, Links, FAQs, Contact Us, and Advertise. The main content area features a banner for 'THE NEW BMW 330i M SPORT' and a news article titled 'S Rajaratnam Lecture 2019 | The Honourable Chief Justice Sundaresh Menon (Singapore, 15 Oct 2019)'. On the right side, there is a sidebar with icons for Forum, Photos, Jobs, Polls, Shop, Law Firms, and Public Awareness. Below these icons, there is a section for 'Starting a New Practice' and a link for the '32nd LAWASIA Conference 2019, Hong Kong SAR (5 to 8 Nov 2019)'. At the bottom right, there is a blue button labeled 'CPD CONTINUING PROFESSIONAL DEVELOPMENT' and a larger blue button labeled 'Login for Members / Law Firms', which is highlighted by a red arrow.

- (3) At the “Advocates & Solicitors” section, key in your website username (your NRIC No) and password where indicated.
- (4) Click “Submit”.

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- (5) Click “Access to Member Portal”.

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- (6) Key in your Bar Council membership number, and click “Submit”.

You can refer to the serial number displayed at the top right-hand corner of any previous Sijil Annual, to obtain your membership number. Omit the “BC/” that appears in the number.

Example: If “BC/A/1234” is the serial number that appears on your Sijil Annual, your membership number is A/1234.

- (7) Click “SA / PC” in the navigation menu below the words “Member Online Portal”.

- (8) Read the “SA / PC Online Application Guide”, and then click “Next”.



The Malaysian Bar
Badan Peguam Malaysia

Member Online Portal

[Home](#) | [Member Profile](#) | [SA / PC](#) | [Subscription](#) | [CPD Record](#) | [T & C](#) | [Exit](#)

Hi! Council Pupil 4

SA / PC Online Application | Quick Guide ⓘ

(1) Pursuant to part III of the Legal Profession Act 1976 (“LPA”), to practise in West Malaysia, an advocate and solicitor must have a valid Sijil Annual (“SA”) issued by Bar Council Malaysia (“Bar Council”) and Practising Certificate (“PC”) issued by the Registrar of the High Court of Malaya (“High Court”) for the applicable year.

(2) Application forms together with the supporting documents for both SA and PC are required to be submitted online through the Bar Council’s online portal.

(3) Please select the relevant year for the SA and PC application.

(4) The authorised firm representative of your law firm can assist you to prepare your SAMP application through the Bar Council Law Firm Online Portal, **but ultimately you must submit your own SAMP application through the Member Online Portal.**

(5) **All sections must be filled in, and scanned copies of the supporting documents must be uploaded, for a submission to be complete.**

(6) If your application is not in order, notification of any irregularities will be sent to your email address based on the Bar Council’s records. Please ensure that the email address you have provided to the Bar Council is accurate.

(7) **The Bar Council and High Court no longer issue hard copies of the SA and PC, respectively. The SA and PC can only be retrieved from both the Member and Firm Online Portals. Upon issuance of the SA and PC, a notification will be sent to your email address based on the Bar Council’s records.**


(8) To ensure smooth processing of your SAMP application, please do the following:

- (a) **Make all the necessary payments.**
For details on payment, please refer to [Circular No 079/2019](#) dated 23 Apr 2019, entitled “2019 Malaysian Bar Payments Required under the Legal Profession Act 1976”.
For enquiries, please contact the Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.
- (b) **Obtain the Professional Indemnity Insurance cover for the relevant year from Jardine Lloyd Thompson Sdn Bhd (“JLT”).** Members are encouraged to complete their renewal online, as the online renewal system is more convenient and, barring any previous notifications of claims / circumstances against a law firm, the firm’s invoice will be produced instantly and sent to the firm by email.
If you have any queries regarding the 2020 PII online proposal form, kindly contact JLT directly by telephone at 03-2723 3388 (general line) or 03-2723 3241 (dedicated for the Malaysian Bar) or by email at mbar@jltasia.com.
- (c) **Submit scanned copies of State Bar Committee certificates confirming that there are no arrears in subscription(s) for 2019, for the following:**
 - (i) Main office; **and**
 - (ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).
- (d) **For applicants who were sole proprietors / partners during the accounting period or any part thereof, and maintained client account(s), submit scanned copies of the Accountant’s Report(s) for the relevant accounting period, for the following:**
 - (i) Main office; **and**
 - (ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

(9) Newly-called applicants who are applying for their SA and PC for the first time must also upload the following documents:

- (a) A copy of the Order of Admission as an advocate and solicitor; and
- (b) A copy of the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.

(10) The system **does not** automatically save the fields of information. **Please save the final version of your SA and PC application before submitting it or exiting the system.**



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(9) At the “Sijil Annual (“SA”) Application and Submission History” page, **please ensure that you correctly select the applicable year of the SAPC you are applying for** (ie “2020” if you are applying for SAPC 2020). The Bar Council cannot undo the records once the SAPC has been issued.

(10) Click “Create Application” to begin preparing your SAPC application.

The screenshot displays the 'Member Online Portal' interface for 'The Malaysian Bar / Badan Peguam Malaysia'. The page title is 'Sijil Annual ("SA") Application and Submission History'. In the 'Application Information' section, the 'Year' is set to '2020' and the 'Create Application' button is highlighted with a red arrow. Below this, there is a table for 'Sijil Annual / Practising Certificate ("SA / PC") / Statutory Declaration' with columns for 'Document' and 'Download'. The table lists the following documents: Sijil Annual ("SA"), Practising Certificate ("PC"), Statutory Declaration, SA Form, and PC Form. Below the table are sections for 'Accountant's Report(s)' and 'State Bar Certificate(s)', each with a table showing columns for 'File Name', 'Type', 'Report Date', 'Firm', 'Branch', 'Download' and 'Document', 'Upload Date', 'State', 'Download' respectively. The footer contains copyright information for 2016 Bar Council Malaysia and contact details.

For a step-by-step pictorial guide on how to complete and submit the SAPC application, please refer to **Appendix E** on pages **35 to 55**.

(B) Applying for Your First SAPC

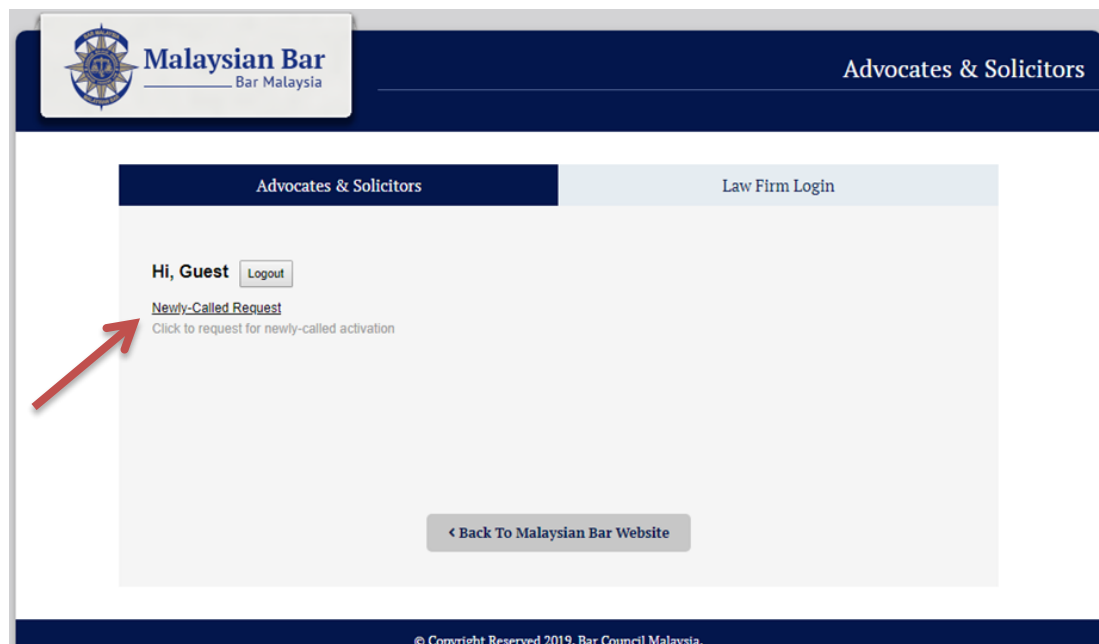
If you are a newly-called applicant and you are applying for your SAPC for the first time, you must send a request through the Member Online Portal in order to obtain your Bar Council membership number.

Please do the following:

- (1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
- (2) Click the “Login for Members/Law Firms” button on the right-hand side of the website.

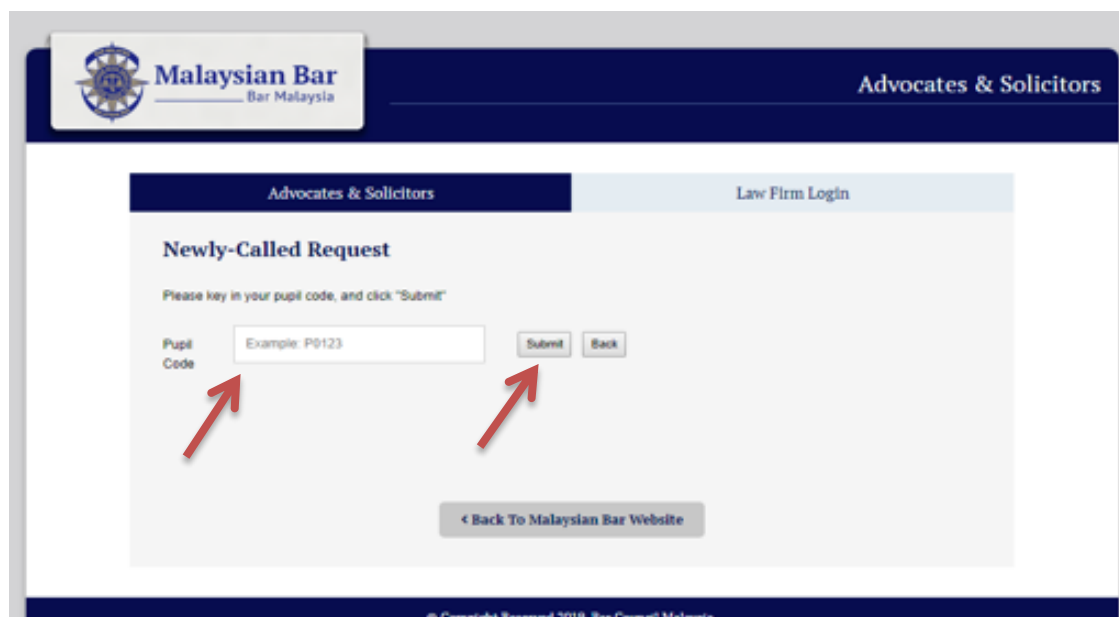
- (3) At the “Advocates & Solicitors” section, key in your website username (your NRIC No) and password where indicated.
- (4) Click “Submit”.

- (5) Click “Newly-Called Request”.



- (6) Key in your Bar Council pupil code, and click “Submit”.

Your pupil code is contained in the letter from the Bar Council entitled “Congratulations on Your Admission as an Advocate and Solicitor of the High Court of Malaya”.



- (7) At the “Newly-Called Request” page, key in the required details. **Please ensure that you correctly select the applicable year of the SAPC you are applying for.** The Bar Council cannot undo the records once the SAPC has been issued.

Click “Submit”.

The screenshot shows the 'Newly-Called Request' form on the Malaysian Bar website. The form is titled 'Newly-Called Request' and includes the following fields:

- Pupil Code:** P99999
- Name:** TEST PUPIL 1
- Please select firm and fill in your position:**
- Firm:** Select a Firm (Please click the link above to select a firm.)
- Position:** -- Select --
- Individual Email:** Example: info@lawfirm.com (Please provide your individual (direct) email address to which ALL Bar Council correspondence will be sent.)
- Year:** 2019

A red arrow points to the 'Year' dropdown menu, and another red arrow points to the 'Submit' button.

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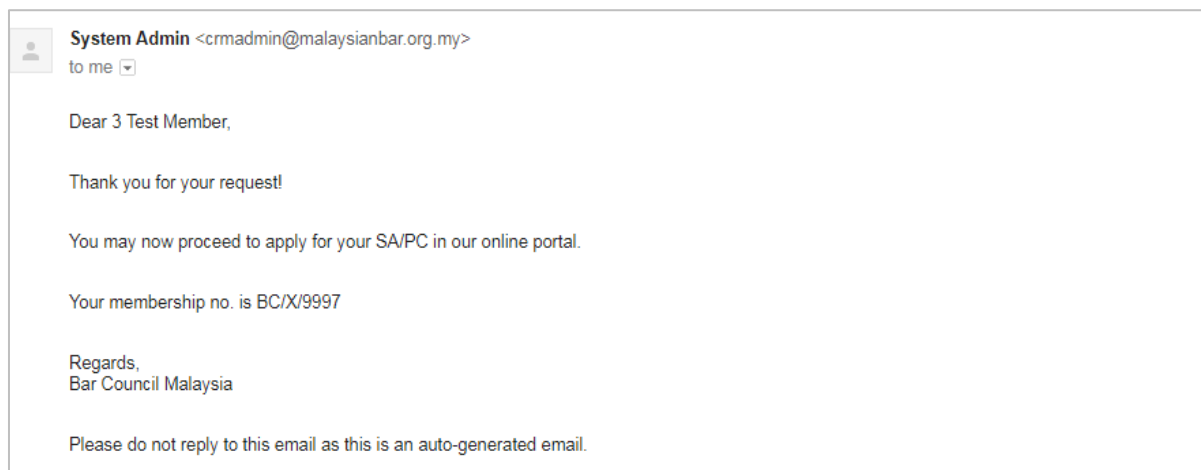
- (8) You will receive a notification by email, confirming that your request has been received.

The screenshot shows an email notification from the Malaysian Bar. The email is titled 'Newly-Called Request' and is addressed to 'TEST PUPIL 1'. The content includes a thank you message, a confirmation that the request form will be reviewed, and contact information for the Membership Department.

Malaysian Bar
Newly-Called Request

Dear TEST PUPIL 1,
Thank you for your request!
Your Request Form will be reviewed shortly and we will respond to the email address provided in the form, in due course.
Your case ID is CAS-09881-M4S7K4.
If you do not hear from us in 5 working days, kindly contact the Membership Department at 03-2050 2191 or by email at membership@malaysianbar.org.my.
Kindly quote your case ID when making enquiry pertaining to your request.
Thank you.

- (9) Once your request has been successfully processed, you will receive an email containing your Bar Council membership number.



- (10) You may proceed to create your SAPC application, by following the steps outlined in section (A) (entitled “Renewing Your SAPC”) of this **Appendix C**, on pages **17 to 21** above.

Begin by clicking the “Advocates & Solicitors” button on the right-hand side of the Malaysian Bar website at www.malaysianbar.org.my.

(C) Applying for Your SAPC in Order to Resume Practice

If you ceased practice in 2019 or prior to the issuance of SAPC 2019, and you are applying for your SAPC in order to resume practice, you must send a request through the Member Online Portal in order to re-activate your Bar Council membership number.

This procedure also applies if you are submitting an application for SAPC 2020 after 31 Jan 2020.

Please do the following:

- (1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
- (2) Click the “Login for Members/Law Firms” button on the right-hand side of the website.



- (3) At the “Advocates & Solicitors” section, key in your website username (your NRIC No) and password where indicated.
- (4) Click “Submit”.

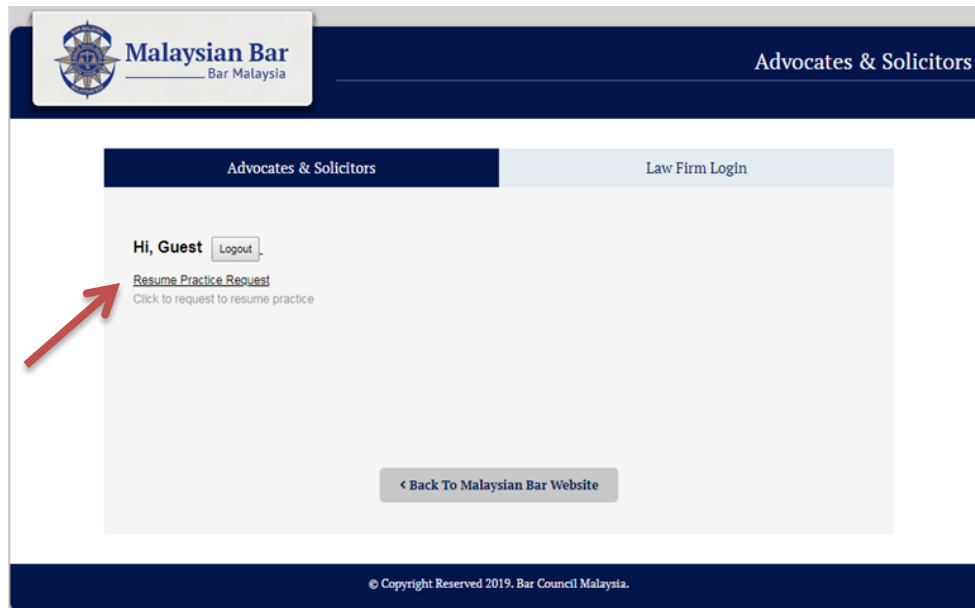
The screenshot shows the login page for the Malaysian Bar Member Online Portal. The page is titled 'Advocates & Solicitors' and has a 'Law Firms' tab. A red arrow points to the 'Advocates & Solicitors' tab. Below the tabs, there is a login form with the following fields and buttons:

- NRIC No. * (with a sample value: Sample:123456789012)
- Password * (with a toggle icon for visibility)
- Submit button
- Lost your password? link

A red arrow points to the 'Submit' button. The footer of the page contains the following information:

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Tel: (6)03- 2050 2050 | Fax: (6)03- 2026 1313 | Email: council@malaysianbar.org.my

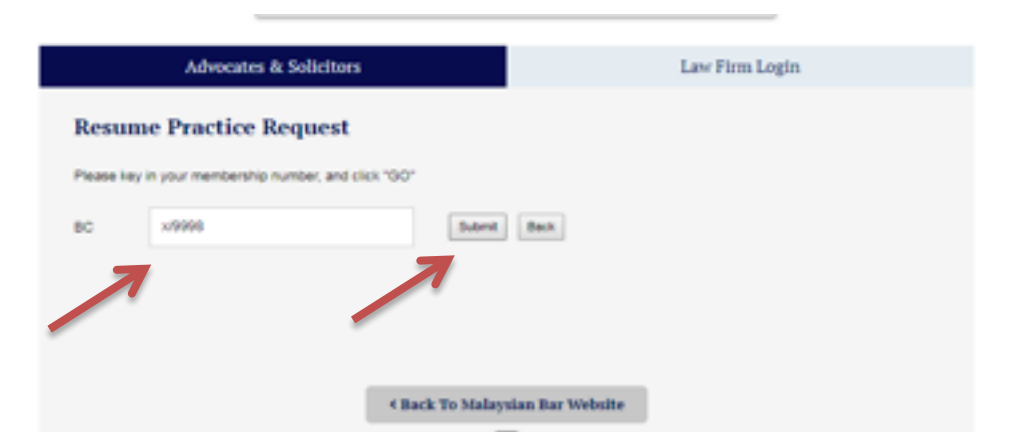
- (5) Click “Resume Practice Request”.



- (6) Key in your Bar Council membership number, and click “Submit”.

You can refer to the serial number displayed at the top right-hand corner of any previous Sijil Annual to obtain your membership number. Omit the “BC/” that appears in the number.

Example: If “BC/A/1234” is the serial number that appears on your Sijil Annual, your membership number is A/1234.



- (7) At the “Resume Practice Request” page, key in the required details. **Please ensure that you correctly select the applicable year of the SAPC you are applying for.** The Bar Council cannot undo the records once the SAPC has been issued.

Click “Submit”.

The screenshot shows the 'Resume Practice Request' form for The Malaysian Bar (Badan Peguam Malaysia). The user is identified as 'Test Member 3'. The form contains the following fields and values:

- Membership No: X/9997
- Name: Test Member 3
- Firm: [Select a Firm](#) (Please click the link above to select a firm.)
- Position: -- Select --
- Individual Email: Example: info@lawfirm.com (Please provide your individual (direct) email address to which ALL Bar Council correspondence will be sent.)
- Year: 2019

A 'Submit' button is located at the bottom of the form. A red asterisk note indicates that the fields marked with an asterisk must be completed. Two red arrows point to the 'Year' field and the 'Submit' button.

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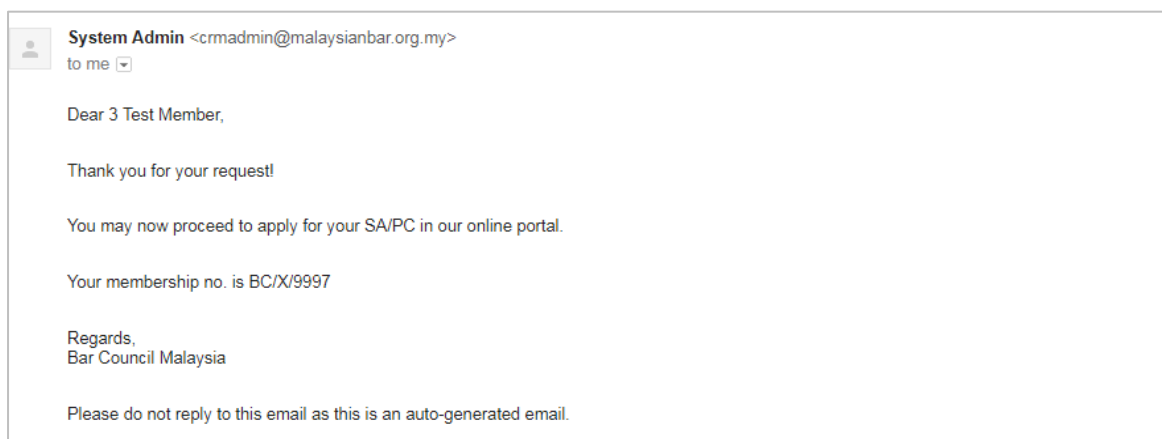
- (8) You will receive a notification by email, confirming that your request has been received.

The screenshot shows an email notification from the Malaysian Bar. The email is addressed to 'Test Member 9' and confirms the receipt of the request. It provides contact information for the Membership Department and a case ID (CAS-09917-G7J8R8).

Malaysian Bar
 Resume Practice Request

Dear Test Member 9,
 Thank you for your request!
 Your Request Form will be reviewed shortly and we will respond to the email address provided in the form, in due course.
 Your case ID is CAS-09917-G7J8R8.
 If you do not hear from us in 5 working days, kindly contact the Membership Department at 03-2050 2191 or by email at membership@malaysianbar.org.my.
 Kindly quote your case ID when making enquiry pertaining to your request.
 Thank you.

- (9) Once your request has been successfully processed, you will receive an email confirming your Bar Council membership number.



- (10) You may proceed to create your SAPC application, by following the steps outlined in section (A) (entitled “Renewing Your SAPC”) of this **Appendix C**, on pages **17 to 21** above.

Begin by clicking the “Advocates & Solicitors” button on the right-hand side of the Malaysian Bar website at www.malaysianbar.org.my.

How Your Law Firm’s Authorised Representative Can Assist to Create Your SAPC Application Using the Law Firm Online Portal

The authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal. However, please note that ultimately, **you** must submit **your own** SAPC application through the Member Online Portal.

Law firms that have not yet nominated an authorised representative may do so by providing the following particulars of the authorised representative, to whom the law firm’s username and password will be released by email:

- (1) Name;
- (2) Designation;
- (3) Office address; and
- (4) Email address.

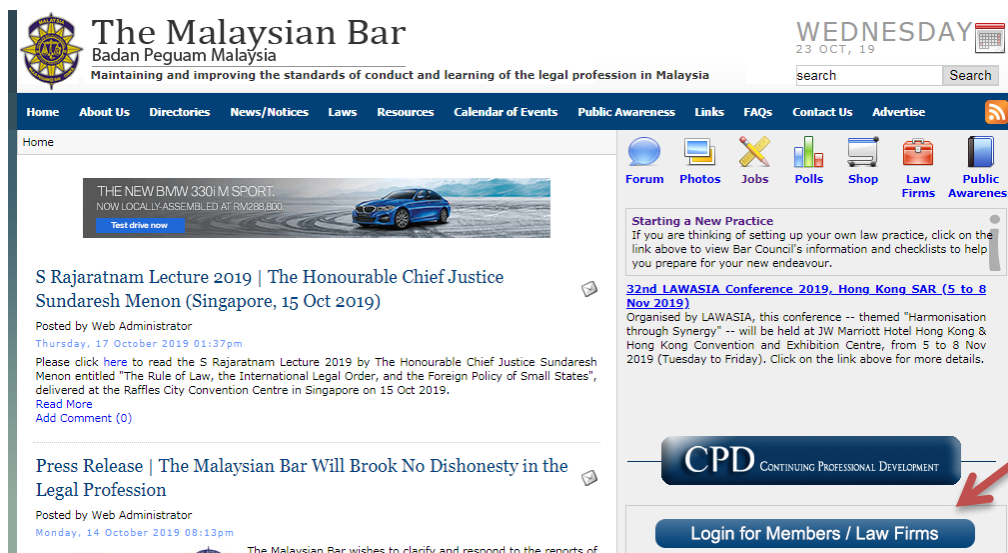
Please submit these details by completing and returning the Law Firm Online Portal Registration Form (**Appendix B** on **page 16**) to the Bar Council, together with the **original copy** of a covering letter **on the law firm’s letterhead**. It may take up to three working days for your request to be processed.

If your law firm had previously been issued with a username and password, those same particulars can be used to access the Law Firm Online Portal.

(A) Renewing Your SAPC

If you have a valid SAPC 2019, and you are submitting an application for SAPC 2020, your law firm’s authorised representative can assist you by taking the following steps:

- (1) Go to the Malaysian Bar website at www.malaysianbar.org.my.
- (2) Click the “Login for Members/Law Firms” button on the right-hand side of the website.



- (3) Click the “Law Firm” tab, and key in the law firm’s username and password, and click “Submit”.
- (4) If you have lost the law firm’s username and/or password, or the information you have does not work, please click “Forgot Firm Username/Password?”.

Malaysian Bar
Bar Malaysia

Law Firm Login

Advocates & Solicitors | Law Firms

User ID * testfirm Password *

Forgot Firm Username/Password?
No User/Password for firm? Click [here](#) for more information.

Submit

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- (5) At the “Law Firm Online Portal” page, click on “SA / PC”, and then select the “SA / PC Form” option that is displayed.

The Malaysian Bar
Badan Peguam Malaysia

Law Firm Online Portal

Home | Firm Profile | SA / PC | T & C | Exit

Hi! Test Firm

SA / PC Form

Welcome to the Law Firm Online Portal!

Firm Name: Test Firm

Welcome to the Bar Council Law Firm Online Portal where you can:

1. Update your firm's contact details;
2. Change your firm's password;
3. View the list of law firms' branches and lawyers;
4. Assist your firm's lawyers to complete their SA / PC Application Form;
5. Check whether the Sijil Annual and Practising Certificate ("SA / PC") of each of your law firm's lawyers are ready; and
6. View and print the SA and PC, SA and PC Application Forms, and the Statutory Declaration.

If you have any enquiries regarding this Online Portal, please call 03-2050 2046 or send an email to webadministrator@malaysianbar.org.my.

Additional functionality will be added in the near future. Visit the Law Firm Online Portal again soon!

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- (6) Read the “SA / PC Online Application Guide”, and then click “Next”.



The Malaysian Bar
Badan Peguam Malaysia

Member Online Portal

[Home](#) | [Member Profile](#) | [SA / PC](#) | [Subscription](#) | [CPD Record](#) | [T & C](#) | [Exit](#)

Hi! Council Pupil 4

SA / PC Online Application | Quick Guide

- (1) Pursuant to part III of the Legal Profession Act 1976 (“LPA”), to practise in West Malaysia, an advocate and solicitor must have a valid Sijil Annual (“SA”) issued by Bar Council Malaysia (“Bar Council”) and Practising Certificate (“PC”) issued by the Registrar of the High Court of Malaya (“High Court”) for the applicable year.
- (2) Application forms together with the supporting documents for both SA and PC are required to be submitted online through the Bar Council’s online portal.
- (3) Please select the relevant year for the SA and PC application.
- (4) The authorised firm representative of your law firm can assist you to prepare your SACP application through the Bar Council Law Firm Online Portal, **but ultimately you must submit your own SACP application through the Member Online Portal.**
- (5) **All sections must be filled in, and scanned copies of the supporting documents must be uploaded, for a submission to be complete.**
- (6) If your application is not in order, notification of any irregularities will be sent to your email address based on the Bar Council’s records. Please ensure that the email address you have provided to the Bar Council is accurate.
- (7) **The Bar Council and High Court no longer issue hard copies of the SA and PC, respectively. The SA and PC can only be retrieved from both the Member and Firm Online Portals. Upon issuance of the SA and PC, a notification will be sent to your email address based on the Bar Council’s records.**
- (8) To ensure smooth processing of your SACP application, please do the following:
 - (a) **Make all the necessary payments.**
For details on payment, please refer to [Circular No 079/2019](#) dated 23 Apr 2019, entitled “2019 Malaysian Bar Payments Required under the Legal Profession Act 1976”.
For enquiries, please contact the Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.
 - (b) **Obtain the Professional Indemnity Insurance cover for the relevant year from Jardine Lloyd Thompson Sdn Bhd (“JLT”).** Members are encouraged to complete their renewal online, as the online renewal system is more convenient and, barring any previous notifications of claims / circumstances against a law firm, the firm’s invoice will be produced instantly and sent to the firm by email.

If you have any queries regarding the 2020 PII online proposal form, kindly contact JLT directly by telephone at 03-2723 3388 (general line) or 03-2723 3241 (dedicated for the Malaysian Bar) or by email at mbar@jltasia.com.
 - (c) **Submit scanned copies of State Bar Committee certificates confirming that there are no arrears in subscription(s) for 2019, for the following:**
 - (i) Main office; **and**
 - (ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).
 - (d) **For applicants who were sole proprietors / partners during the accounting period or any part thereof, and maintained client account(s), submit scanned copies of the Accountant’s Report(s) for the relevant accounting period, for the following:**
 - (i) Main office; **and**
 - (ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).
- (9) **Newly-called applicants who are applying for their SA and PC for the first time must also upload the following documents:**
 - (a) A copy of the Order of Admission as an advocate and solicitor; and
 - (b) A copy of the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.
- (10) The system **does not** automatically save the fields of information. **Please save the final version of your SA and PC application before submitting it or exiting the system.**



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- (7) At the “Sijil Annual (“SA”) Application and Submission History” page, select the applicable “Year” in order to view a summary of the status in respect of all the SAPC applications of the law firm’s lawyers.

The Malaysian Bar
Badan Peguam Malaysia

Law Firm Online Portal

Home | Firm Profile | SA / PC | T & C | Exit

Hi! test firm 234

Sijil Annual (“SA”) Application and Submission History ⓘ

Please select a branch and member

Year: -- Select --

Branch: -- Select --

Member: -- Select --

Please click [here](#) for full details on completing the Sijil Annual and Practising Certificate (“SA / PC”) 2019 application, and [here](#) for the SA / PC 2020 application.

For enquiries regarding your SA / PC application, kindly contact the Membership Department by telephone at 03-2050 2191, or by email at membership@malaysianbar.org.my.

View Application

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Tel: (6)03-2050 2050 | Fax: (6)03-2026 1313 | Email: council@malaysianbar.org.my

- (8) Select the relevant “Branch” and “Member”, and click “View Application”, in order to access your SAPC application form.

The Malaysian Bar
Badan Peguam Malaysia

Law Firm Online Portal

Home | Firm Profile | SA / PC | T & C | Exit

Hi! test firm 234

Sijil Annual (“SA”) Application and Submission History ⓘ

Please select a branch and member

Year: 2020

Branch: test firm 234 - NO 123, HULU LANGAT, SELANGOR

Member: -- Select --

Please click [here](#) for full details on completing the Sijil Annual and Practising Certificate (“SA / PC”) 2019 application, and [here](#) for the SA / PC 2020 application.

For enquiries regarding your SA / PC application, kindly contact the Membership Department by telephone at 03-2050 2191, or by email at membership@malaysianbar.org.my.

View Application

Summary of SA/PC Application Submission

Branch	Member	Application Status
TEST FIRM 234 - NO 123, HULU LANGAT, SELANGOR	Council Pupil 1	New
	Council Pupil 2	New
	Guest	Draft in Progress
	Staff	Pending Resubmission

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- (9) Select the applicable year, ie “2020” if the application is for SAPC 2020. **Please ensure that you correctly select the applicable year of the SAPC you are applying for.** The Bar Council cannot undo the records once the SAPC has been issued.
- (10) Click “Create Application” to begin preparing the SAPC application.



For a step-by-step pictorial guide on how to prepare and submit the SAPC application, please refer to **Appendix E** on **pages 35 to 55** below.

(B) Applying for Your First SAPC

If you are a newly-called applicant and you are applying for your SAPC for the first time, the authorised representative of your law firm can assist you once you have received the email notification from the Bar Council containing your membership number (please refer to section (B)(8) of **Appendix C**, on **page 25** above).

The authorised representative can then proceed to create your SAPC application by following the steps outlined in section (A) (entitled “Renewing Your SAPC”) of this **Appendix D**, on **pages 30 to 34** above.

(C) Applying for Your SAPC in Order to Resume Practice

If you ceased practice in 2019 or prior to the issuance of SAPC 2019, and you are applying for your SAPC in order to resume practice; **or** you are submitting an application for SAPC 2020 after 31 Jan 2020, the authorised representative of your law firm can assist you once you have received the email notification from the Bar Council confirming your membership number (please refer to section (C)(8) of **Appendix C**, on **page 29** above).

The authorised representative can then proceed to create your SAPC application by following the steps outlined in section (A) (entitled “Renewing Your SAPC”) of this **Appendix D**, on **pages 30 to 34** above.

How to Prepare and Submit Your SAPC Application

The SAPC application form is the same in both the Member Online Portal and the Law Firm Online Portal.

You can prepare your own SAPC application using the Member Online Portal. Alternatively, the authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal.

However, please note that ultimately, **you** must submit **your own** SAPC application through the Member Online Portal.

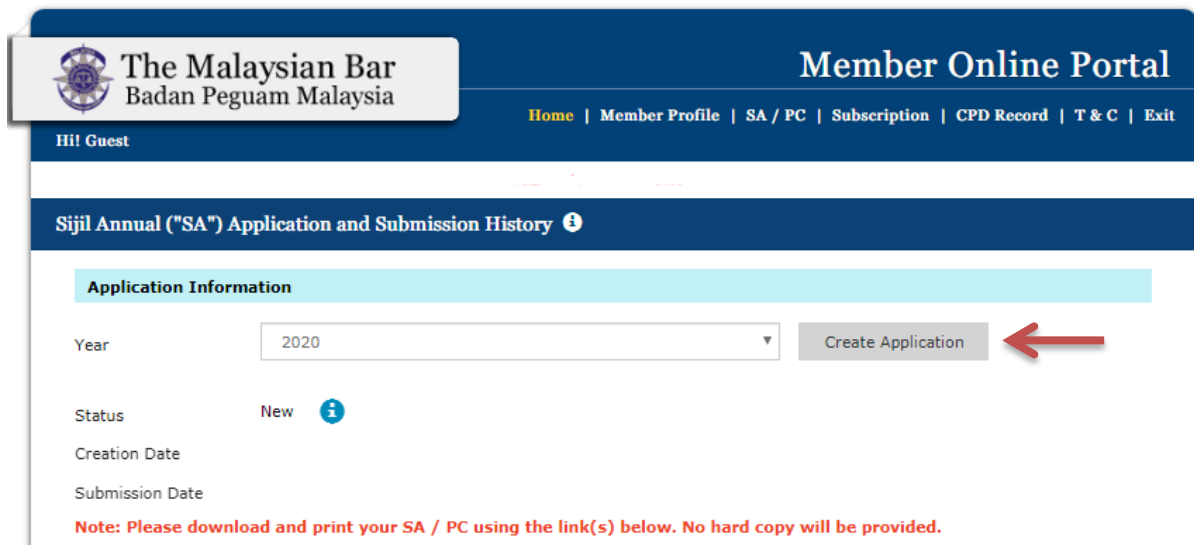
Please note the following key points:

- (1) There are seven tabs in the SAPC application form that have to be completed.
- (2) In each tab, all applicable sections must be completed, and scanned copies of the required supporting documents must be uploaded.
- (3) When each tab turns green in colour, this indicates that all the required sections in that tab have been completed. If any section is not complete, the tab will be red in colour.
- (4) Please click the “Save” button at the bottom of every section, in order to save all the information provided or changes made.
- (5) Once the sections in Tab 1 to Tab 6 have been completed and those tabs are green in colour, the SAPC application is ready to be submitted. **Only the applicant himself/herself** can submit the SAPC application, through the Member Online Portal.
- (6) Once the SAPC application has been submitted, Tab 7 (“Declaration”) will also turn green in colour.

For a step-by-step pictorial guide on how to create your SAPC application, please refer to:

- (1) **Appendix C** (pages **17 to 29** above), if you are preparing your SAPC application through the Member Online Portal; or
- (2) **Appendix D** (pages **30 to 34** above), if your law firm’s authorised representative is assisting you to prepare your SAPC application through the Law Firm Online Portal.

To begin preparing your SAPC application, select the applicable year carefully and click “Create Application”.



The Malaysian Bar
Badan Peguam Malaysia


Member Online Portal

Home | Member Profile | SA / PC | Subscription | CPD Record | T & C | Exit

Hi! Guest

Sijil Annual ("SA") Application and Submission History ⓘ

Application Information

Year: 2020 

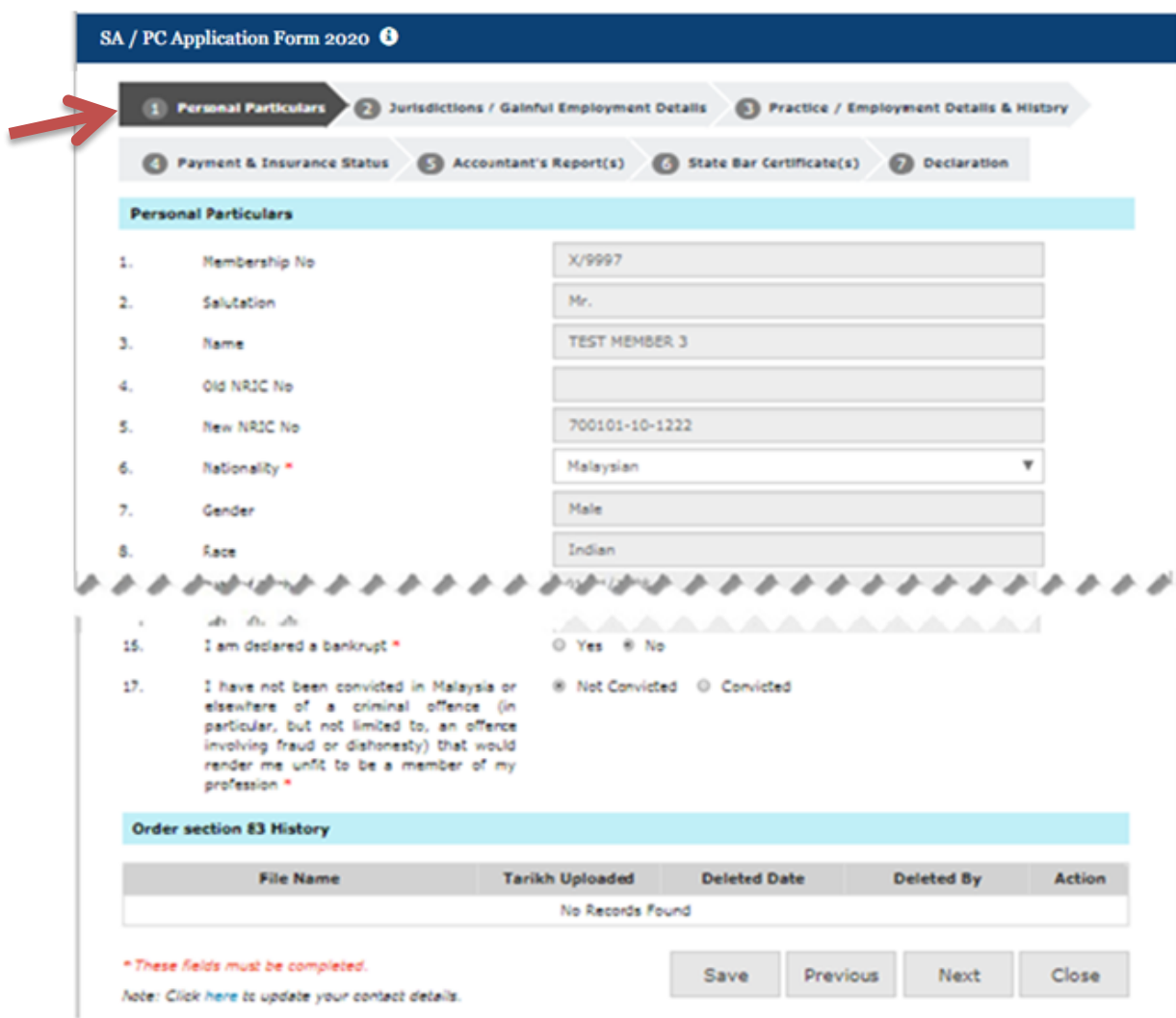
Status: New ⓘ

Creation Date

Submission Date

Note: Please download and print your SA / PC using the link(s) below. No hard copy will be provided.

(A) Tab 1: Personal Particulars



SA / PC Application Form 2020 ⓘ

1 Personal Particulars 2 Jurisdictions / Gainful Employment Details 3 Practice / Employment Details & History

4 Payment & Insurance Status 5 Accountant's Report(s) 6 State Bar Certificate(s) 7 Declaration

Personal Particulars

1. Membership No: X/9997

2. Salutation: Mr.

3. Name: TEST MEMBER 3

4. Old NRJC No:

5. New NRJC No: 700101-10-1222

6. Nationality: Malaysian

7. Gender: Male

8. Race: Indian

15. I am declared a bankrupt: Yes No

17. I have not been convicted in Malaysia or elsewhere of a criminal offence (in particular, but not limited to, an offence involving fraud or dishonesty) that would render me unfit to be a member of my profession: Not Convicted Convicted

Order section E3 History

File Name	Tarikh Uploaded	Deleted Date	Deleted By	Action
No Records Found				

** These fields must be completed.*

Note: Click [here](#) to update your contact details.

You may edit any details that are not in the grey-coloured fields under “Personal Particulars”.

Please save the edits you make, so that the new details will be reflected in the SAPC online application form.

Applying for Your First SAPC

If you are a newly-called applicant and you are applying for your SAPC for the first time, you are required to upload the Order of Admission as an advocate and solicitor, and a copy of the official receipt for the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board, at the “Newly-Called Member” section at the bottom of the page. Click “Browse” where applicable, locate and select the relevant documents, and click “Upload” where applicable.

Newly-Called Member

I attach here with a copy of the Order of Admission as an Advocate and Solicitor:

a) If extracted by way of e-filing, under the seal of the High Court of Malaya;
b) If not extracted by way of e-filing, certified true copy by the Registrar of the High Court of Malaya.

Upload Order of Admission as an Advocate and Solicitor * Browse Upload

I attach here with a copy of the official receipt of the RM200 admission fee paid to the Advocates and Solicitors Disciplinary Board.

Upload Advocates and Solicitors Disciplinary Board Admission Fee Receipt * Browse Upload

** These fields must be completed.*

Note: Click [here](#) to update your contact details.

Save Previous Next Close

If you are gainfully employed elsewhere (other than as an advocate and solicitor in your law firm), please click “Add More”, and provide details of the employment and position held.

Gainful Employment Details

Gainful Employment * I am not gainfully employed elsewhere. I am gainfully employed.

+ Add More

Date Joined	Date Left	Organisation	Full Address	Position	Contact No	Fax No	Email	Action
-------------	-----------	--------------	--------------	----------	------------	--------	-------	--------

Gainful Employment

Date Joined

Date Left

Organisation *

Full Address *

Position *

Contact No *

Fax No

Email

* These fields must be completed.

(C) Tab 3: Practice / Employment Details & History

Please note that your Statutory Declaration will be generated by the SAPC online application system, based on the information you provide. Once you have printed your Statutory Declaration and affirmed it in the presence of a Commissioner for Oaths, you must upload it online in order to be able to submit your SAPC application.

SA / PC Application Form 2020 ⓘ

1 Personal Particulars 2 Jurisdictions / Gainful Employment Details 3 Butiran & Sejarah Amalan/Pekerjaan

4 Payment & Insurance Status 5 Accountant's Report(s) 6 State Bar Certificate(s) 7 Declaration

Practice Details

1.	Firm name	Test Firm
2.	Position	Sole Proprietor
3.	Actual Address of Practice	123 456 53000 KUALA LUMPUR WILAYAH PERSEKUTUAN KUALA LUMPUR MALAYSIA
4.	Telephone No 1	2050-2050
5.	Telephone No 2	
6.	Telephone No 3	
7.	Fax No	03-12345
8.	Email	
9.	Website	

Please provide details of your employment / unemployment history, with reference to the applicable scenarios below.

(1) Scenario 1: Renewing Your SAPC

You are in possession of a valid SAPC 2019, and are submitting an application for renewal.

Please provide details of your employment / unemployment history from 1 Jan 2018 until the date of the Statutory Declaration.

or

(2) Scenario 2: Applying for Your First SAPC

You are applying for SAPC for the first time.

Please provide details of your employment as paralegal or confirmation that you were not in practice, from your date of admission until the date of the Statutory Declaration.

or

(3) Scenario 3: Applying for Your SAPC in Order to Resume Practice

You ceased practice in 2019 or prior to the issuance of SAPC 2019, and are applying for your SAPC in order to resume practice.

Please provide details of your employment / unemployment history from 1 January of the year preceding the year that you were last issued a valid SAPC until the date of cessation of practice, and from the date of cessation of practice to the date of the Statutory Declaration.

or

(4) Scenario 4: Applying After the Expiry of the Validity of Practising Certificate 2019

Your Practising Certificate 2019 expired on 31 Dec 2019 pursuant to section 29(2) of the LPA, and you are applying for SAPC 2020 on or after 1 Jan 2020.

You are required to provide:

- (a) details of your employment / unemployment history from 1 Jan 2018 until 31 Dec 2019; and
- (b) confirmation that you were not in practice since 1 Jan 2020.

Maintain Client Account(s)
(Applicable to sole proprietors and partners only)

Employment History

2018

Period From * 1/1/2018 Period To * 28/02/2018 Position * Partner

Firm Name * Test Firm - MELAKA **Maintain Client Account**

Period From * 01/03/2018 Period To * 31/07/2018 Position * Consultant

Firm Name * Test Firm - MELAKA **Remove**

Period From * 01/08/2018 Period To * 31/12/2018 Position * Sole Proprietor

Firm Name * Test Firm - MELAKA **Maintain Client Account** **Remove**

+ Add More

2019

Period From * 1/1/2019 Period To * Present Position * Sole Proprietor

Firm Name * Test Firm - WILAYAH PERSEKUTUAN KUALA LUMPUR **Maintain Client Account**

+ Add More

- (1) If you practised as a sole proprietor or partner under the same name and style for the accounting period from 1 Jan to 31 Dec 2018, or any part thereof (hereinafter referred to as “Accounting Period”), pursuant to rule 13 of the Solicitors’ Account Rules 1990 you must affirm a Statutory Declaration declaring that during the Accounting Period you maintained the client account(s) listed in the Accountant’s Report. **Thereafter you must list any additional client account(s) maintained from 1 Jan 2019 to the date of the Statutory Declaration. Please upload a copy of the Accountant’s Report(s) for all offices.**

If you did not maintain any client account(s) during the Accounting Period, and/or from 1 Jan 2019 to the date of the Statutory Declaration, kindly declare so.

You may opt to prepare your own list of the client account(s) maintained, instead of keying in all the particulars of the account(s). This list must be uploaded online, together with your Statutory Declaration, during the application process.

- (2) The requirements in item (1) above also apply if you practised as a sole proprietor / partner under the same name and style for the accounting period from 1 January of the year preceding the year that you were last issued a valid SAPC, until the date of cessation of practice, or any part thereof.
- (3) In the event that a client account was only opened / closed in the current year, or if the account number changed, please detail these in the Statutory Declaration.

- (4) If you practised under more than one name and style (eg as a sole proprietor and then in partnership, or in more than one partnership) during the Accounting Period, please list the details of **all** client account(s) maintained by **each** of the firms in the Statutory Declaration.
- (5) If you were a legal assistant during the entire Accounting Period but have since set up practice either as a sole proprietor or in partnership, please narrate in the Statutory Declaration that you were employed as a legal assistant during the entire Accounting Period until the date of your change in the status of practice from being a legal assistant, and then declare that you were a sole proprietor or partner from that date until the date of the Statutory Declaration. You must also provide a list of **all** client account(s) currently maintained by your practice.
- (6) If your firm has/had more than one branch during the Accounting Period, you are required to **upload all the relevant** Accountant's Report(s) that list(s) the client account(s) maintained by **all** branches of the firm.

How to Preview and Print Your Statutory Declaration

You must complete the employment history section in order to print the Statutory Declaration.

Once you have completed that section, click "Save" at the bottom of the page, and then click "Preview & Print SD" to preview your Statutory Declaration.

Employment History

2018

Period From * Period To * Position *

Firm Name * Maintain Client Account

✓

+ Add More

2019

Period From * Period To * Position *

Firm Name * Maintain Client Account

✓

+ Add More

I would change my place of practice in 2020 & would like to apply my Sijil Annual and Practising Certificate 2020 under the new firm.

Upload Statutory Declaration ("SD")

Preview & Print SD Save SD

Upload duly affirmed SD * Browse Upload

Statutory Declaration ("SD") History

File Name	Uploaded Date	Deleted Date	Deleted By	Action
No Records Found				

* These fields must be completed.
Note: Please contact your firm's authorised representative to update your firm's contact details.

Save
Previous
Next
Close

The following is an example of a preview of a Statutory Declaration.

STATUTORY DECLARATION

I, Guest (NRIC No 999999999998), am a Malaysian citizen and an Advocate and Solicitor of the High Court in Malaya. I do hereby solemnly affirm and declare as follows:-

1. I am practising as a Partner under the name of:-
Messrs test firm 123 at 123, 12345 ALOR GAJAH, KEDAH MALAYSIA and hereby undertake that I shall not practise in 2020 until I have been issued with a valid Sijil Annual and Practising Certificate for 2020 in accordance with the provisions of Part III of the Legal Profession Act 1976.
2. I am not gainfully employed elsewhere.
3. I am practising as an advocate and solicitor only in West Malaysia.
4. I was practising as a partner under the name of Messrs Test Firm from 01.01.2018 to 31.12.2018 ("Accounting Period"). I maintained the client account(s) as listed in my Accountant's Report(s) exhibited hereto.
5. I have been practising as a partner under the name of Messrs test firm 123 from 01.01.2019 until the date of this Statutory Declaration. I did not maintain any client account during the said period.
6. I undertake to notify the Bar Council in writing of any changes to my client account(s) above, as provided under rule 13 of the Solicitors' Account Rules 1990.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act 1960.

Affirmed by the said Guest)

at _____ the)
_____ day of _____ 2019/2020)

If the information in the Statutory Declaration is in order, please do the following:

- (i) Print the Statutory Declaration ;
- (ii) Sign the Statutory Declaration;
- (iii) Ensure the Statutory Declaration is affirmed in the presence of a Commissioner for Oaths; and
- (iv) Ensure the Statutory Declaration is dated.

Next, scan and save the duly affirmed Statutory Declaration in your computer. Click “Browse” to locate and select the Statutory Declaration, and click “Upload”.

Employment History

2018

Period From * 01/01/2018 Period To * 31/12/2018 Position * Partner

Firm Name * Test Firm - MELAKA

2019


Period From * 01/01/2019 Period To * Present Position * Partner

Firm Name * test firm 123 - KEDAH

I would change my place of practice in 2020 & would like to apply my Sijil Annual and Practising Certificate 2020 under the new firm.

Upload Statutory Declaration ("SD")

Upload duly affirmed SD *



(D) Tab 4: Payment & Insurance Status

You are reminded to do the following, to ensure smooth processing of your SAPC application:

(1) Ensure the following payments have been made:*

- (i) (2019) Annual Subscription: RM450;
- (ii) (2019) Building Fund (Levy): RM250;
- (iii) (2019) Legal Aid Fund (Levy): RM100;
- (iv) (2019) Sports Fund (Levy): RM20;
- (v) (2019) LawCare Fund (Levy): RM100;
- (vi) (2020) Compensation Fund (Contribution): RM100;
- (vii) (2020) Discipline Fund (Prescribed Fee): RM60; and
- (viii) Penalty pursuant to section 46(6) of the LPA (if applicable): RM450.

**The years specified above are applicable to Members who have a valid SAPC 2019 and are submitting an application for SAPC 2020.*

The annual subscription of RM450 for 2019 was to have been paid on or before 30 June 2019. If this payment was not made by 30 June 2019, and you were in practice from 1 Jan to 30 June 2019 or any part thereof, an additional penalty payment of RM450 must be made, pursuant to section 46(6) of the LPA.

You will not be able to submit your SAPC application until you have settled all outstanding payments. It may take up to five working days for your payments to be processed.

For details about making payment, kindly refer to [Circular No 079/2019](#) dated 23 Apr 2019, entitled “2019 Malaysian Bar Payments Required under the Legal Profession Act 1976”. For enquiries, please contact the Bar Council Finance Department by telephone at 03-2050 2128 or by email at finance@malaysianbar.org.my.

The “Payment & Insurance Status” tab indicates whether there is any outstanding payment. **Please note that you cannot submit your SAPC application if there is any outstanding payment.**

For details about payment status and methods of payment, click “Click here for details”.

SA / PC Application Form 2020 ⓘ

1 Personal Particulars 2 Jurisdictions / Gainful Employment Details 3 Practice / Employment Details & History

4 **Payment & Insurance Status** 5 Accountant's Report(s) 6 State Bar Certificate(s) 7 Declaration

Payment(s) to Bar Council

Payment Status [Click here for details](#)

Payment Record [Click here for details](#)

Professional Indemnity Insurance ("PII") Policy

PII Cover Yes No

Upload PII *

Please ensure that you have a PII Insurance policy, **failing which you cannot submit your application**. If you have paid for your PII, but the system still indicates that you do not have a PII cover, please upload a copy of your PII cover for our verification. Kindly ignore the "Yes" and "No" buttons if you have uploaded a copy of your PII cover.

For enquiries, please contact JLT directly by telephone at 03-2723 3241 or by email at mbar@jltasia.com.

Professional Indemnity Insurance ("PII") Policy History

File Name	Uploaded Date	Deleted Date	Deleted By	Action
No Records Found				

Receipt: (1) Payment of fine (to Disciplinary Board), or (2) Payment of cost for injunction proceedings (to Bar Council)

This section is only applicable to Members with outstanding fine to the Disciplinary Board or with outstanding payment of cost for injunction proceedings.

Upload Receipt

Receipt History

File Name	Uploaded Date	Deleted Date	Deleted By	Action
No Records Found				

- (2) Obtain the Professional Indemnity Insurance cover (2020) from Jardine Lloyd Thompson Sdn Bhd (“JLT”). You are encouraged to complete your renewal online, as the online renewal system is more convenient and, barring any previous notifications of claims / circumstances against the law firm, the firm’s invoice will be produced instantly and sent to the firm by email.

Please **contact JLT directly** for all enquiries pertaining to Professional Indemnity Insurance, at:

Jardine Lloyd Thompson Sdn Bhd
 Level 42-01A (West Wing)
 Q Sentral, 2A Jalan Stesen Sentral 2
 50470 Kuala Lumpur

Tel: 03-2723 3241 (dedicated for Malaysian Bar)
 03-2723 3388 (general line)
 Fax: 03-2723 3301
 Email: mbar@jltasia.com

Please scan and upload your Professional Indemnity Insurance Schedule (2020) from JLT. Kindly ignore the “Yes” and “No” buttons once you have uploaded a copy of your Schedule.

- (3) If you have fines that are due and payable to the Advocates and Solicitors Disciplinary Board, your SAPC will only be issued once you upload a copy of the official receipt in respect of your payment.

(E) Tab 5: Accountant's Report(s)

SA / PC Application Form 2020 i

1 Personal Particulars 2 Jurisdictions / Gainful Employment Details 3 Practice / Employment Details & History

4 Payment & Insurance Status 5 Accountant's Report(s) 6 State Bar Certificate(s) 7 Declaration

Accountant's Report(s) ("AR")

1. Are there two review dates in the Accountant's Report? * Yes No

2. Is the Accountant's Report duly signed and dated by the accountant(s)? * Yes No

3. Are the particulars of the accountant(s) provided in the Accountant's Report? * Yes No

Please ensure that your uploaded Accountant's Report adheres to the requirements in Questions 1 to 3, and the same must be answered 'Yes' to ensure smooth processing of the SA/PC Application Form and to avoid complications.

Details of Accountant's Report(s) i

Please declare the client account(s) maintained in page 3: "Practice / Employment History" before uploading the respective Accountant's Report(s).

Firm Name	Branch	Status	Action
Test Firm	56 Jalan Batu Tujuh 44, AMPANG, MELAKA	Pending Upload	Upload Master AR

Please note that once you have uploaded your AR, you will not be able to re-upload the document, as your AR is a shared document among your firm's partners. If you wish to re-upload a correction document, you may do so by checking the box below.

I would like to upload an **individual** copy of the Accountant's Report as the version uploaded earlier is an inaccurate version.

Details of Uploaded Accountant's Report(s)

File Name	Type	Report Date	Firm	Branch	AR Figures in Agreement	Action
No Records Found						

Accountant's Report(s) History

File Name	Type	Report Date	Firm	Branch	AR Figures in Agreement	Deleted Date	Action
No Records Found							

* These fields must be completed.

To apply for SAPC 2020, each sole proprietor / partner must submit a copy of the Accountant's Report for the period from 1 Jan to 31 Dec 2018, unless exempted by the Bar Council under rule 6 of the Accountant's Report Rules 1990, for the following:

- (i) Main office; **and**
- (ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

The Accountant's Report must be issued in the name of individual Members.

If you have more than one office, please ensure that the Accountant's Report covers **all** offices and/or branches, **or** separate Accountant's Reports are submitted for every office.

Please ensure that the Accountant's Report contains the following:

- (i) Details of **all** partners during the Accounting Period, and the dates on which any partner joined or left the firm;
- (ii) Client account(s) maintained by the office, including the dates on which any client account was newly opened or closed;
- (iii) The two review dates selected by the accountant;
- (iv) Particulars and signature of the accountant, and date of the Accountant's Report;
and
- (v) If the client account(s) of any office was opened or closed in 2018, kindly ensure that the details are provided in the Accountant's Report.

If you are resuming practice and you were a sole proprietor / partner before ceasing practice, the Accountant's Report for the relevant accounting period during which you were practising as a sole proprietor / partner until the date of cessation or until 31 Dec 2018, whichever is later, must be submitted.

(F) Tab 6: State Bar Certificate(s)

SA / PC Application Form 2020 **4**

1 Personal Particulars 2 Jurisdictions / Gainful Employment Details 3 Practice / Employment Details & History

4 Payment & Insurance Status 5 Accountant's Report(s) 6 State Bar Certificate(s) 7 Declaration

State Bar Certificate(s)

1. Have you paid the State Bar subscription for 2019? * Yes No

2. If any branch office was relocated to a different state or closed in 2019, please confirm if the State Bar subscription was paid * Yes No

[+ Add More](#)

Firm Name	Branch	Type	Date of Closure/Relocation	Relocated To	Relocated From	Remarks	Action
No Records Found							

[View Sample State Bar Certificate](#)

JOHORE *

WILAYAH PERSEKUTUAN KUALA LUMPUR *

State Bar Certificate(s) History

File Name	State	Year	Uploaded Date	Deleted Date	Deleted By	Action
No Records Found						

* These fields must be completed.

Where a firm has offices in more than one state, the sole proprietor / every partner of that firm must be a member of all the State Bars where the offices are located.

You must upload scanned copies of State Bar certificates confirming that there are no arrears in subscription(s) for 2019, for the following:

- (i) Main office; **and**
- (ii) Branch office(s) (only applicable to a sole proprietor / partner with branch office(s)).

If you are resuming practice, you must submit the State Bar certificate for:

- (i) the last year of practice in which you were issued an SAPC; **and**
- (ii) for the current year or the year of the SAPC that you intend to apply for (as the case may be).

The online application system will indicate which State Bar certificate(s) must be provided, based on the practice details provided in the employment history section under Tab 3 (see pages 40 to 41 above).

JOHORE *	File Name	Uploaded Date	Action
	Test.pdf	23/08/2019	View Delete

WILAYAH PERSEKUTUAN KUALA LUMPUR *	File Name	Uploaded Date	Action
	Test.pdf	23/08/2019	View Delete

State Bar Certificate(s) History

File Name	State	Year	Uploaded Date	Deleted Date	Deleted By	Action
No Records Found						

* These fields must be completed.

(G) Tab 7: Declaration

You will submit your SAPC application in this section.

Please note that you must submit your own SAPC application through the Member Online Portal. The authorised representative of your law firm can assist you to prepare your SAPC application through the Law Firm Online Portal, **but ultimately you must submit your own SAPC application through the Member Online Portal.**

Check the box next to the words “I hereby make the declaration set as above”, and click “Submit”.

SA / PC Application Form 2020

1 Personal Particulars

2 Jurisdictions / Gainful Employment Details

3 Practice / Employment Details & History

4 Payment & Insurance Status

5 Accountant's Report(s)

6 State Bar Certificate(s)

7 Declaration

Declaration

Personal Information Provided to the Bar Council
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 facilitating the issuance of your Sijil Annual and Practising Certificate, research and audit, and maintenance of a database relating to the membership of the Malaysian Bar, and such ancillary functions and services as may be relevant.

Maklumat Peribadi yang Diberikan kepada Majlis Peguam
Maklumat peribadi yang telah anda berikan kepada Majlis Peguam, sama ada sekarang atau pada masa hadapan, mungkin diguna, direkod, disimpan, diungkapkan atau diproses oleh atau bagi pihak Majlis Peguam bagi maksud memudahkan pengeluaran Sijil Tahunan dan Sijil Amalan anda, kajian dan audit, dan penyelenggaraan pangkalan data yang berhubung dengan keahlian Badan Peguam Malaysia, dan fungsi dan khidmat sampingan sebagaimana yang berkaitan.

Declaration
I shall ensure that I am in possession of a Sijil Annual / Practising Certificate at all times especially when I have pupils in chambers undergoing pupillage with me. Should I at any time for whatever reason, not have a Sijil Annual / Practising Certificate, I shall inform my pupil accordingly to enable him/her to make the necessary arrangements to continue his/her pupillage with another master.

I shall comply with all the requirements set out in the Solicitors' Account Rules 1990, Solicitors' Account (Deposit Interest) Rules 1990 and Accountant's Report Rules 1990. I shall ensure that if I have more than one office, I will keep separate books of accounts and ensure that the Accountant's Report covers all offices and/or branch offices, or have separate reports for each office / branch. Consequently, I shall be responsible for producing clean Accountant's Reports for all my offices, and it is not acceptable for me to say that I am the Partner in charge of the office of one town and have nothing to do with the branch office in another town.

I hereby declare that I shall be personally responsible for the contents of this application and any information submitted herein in support of the application. I further declare that all information and documents contained in this application are accurate. In the event of any change of details or circumstances affecting the information provided here, I will inform the Bar Council of such change(s) within fourteen (14) days. I fully understand that if I do not provide complete and accurate information herein and in support of this application, or if the undertaking provided in connection with this application is found to be false in any respect or if there is a breach of the undertaking, the Bar Council shall be at liberty to initiate disciplinary proceeding due to such falsity or breach.

Pengakuan
Saya akan memastikan bahawa saya mempunyai Sijil Tahunan / Sijil Amalan pada setiap masa terutamanya apabila saya mempunyai pelajar dalam bilik saya yang menjalani latihan dengan saya. Sekiranya pada bila-bila masa dengan apa saja alasan, saya tidak mempunyai Sijil Tahunan / Sijil Amalan, saya akan memaklumkan pelajar saya dengan sewajarnya untuk membolehkan dia membuat perancangan untuk meneruskan latihannya dengan pengajar yang lain.

Saya akan mematuhi semua kehendak yang dinyatakan di dalam Keadahd-Keadahd Akaun Peguamara 1990, Keadahd-Keadahd Akaun Peguamara (Keadahd Deposit) 1990 dan Keadahd-Keadahd Laporan Akaun 1990. Saya akan memastikan bahawa sekiranya saya mempunyai lebih daripada satu pejabat, saya akan menyimpan buku akaun yang berasingan dan memastikan Laporan Akaun meliputi semua pejabat dan/atau pejabat cawangan, atau menyediakan laporan yang berasingan untuk setiap pejabat/cawangan. Oleh yang demikian, saya akan bertanggungjawab untuk menyediakan Laporan Akaun yang bersih untuk semua pejabat saya dan adalah tidak boleh diterima untuk saya menyatakan bahawa saya adalah Rekan Kangkal yang bertanggungjawab untuk pejabat di satu bandar dan tidak ada kaitan dengan pejabat cawangan di bandar lain.

Saya dengan ini membuat pengakuan bahawa saya akan bertanggungjawab secara sendiri bagi kandungan permohonan ini dan apa-apa maklumat yang dihantar bagi menyokong permohonan ini. Saya akan memastikan bahawa semua maklumat dan dokumen yang terkandung di dalam permohonan ini adalah lengkap dan tepat. Sekiranya terdapat apa-apa perubahan butiran atau hal keadaan yang menyakutkan maklumat yang diberikan di sini, saya akan memaklumkan Majlis Peguam dalam masa empat belas (14) hari berikunya perubahan itu. Saya faham dengan sepenuhnya bahawa sekiranya saya tidak memberikan maklumat yang penuh dan tepat di dalam permohonan ini dan bagi menyokong permohonan ini, atau sekiranya aku/jaya yang diberikan berhubung dengan permohonan ini didapati palsu dalam apa-apa segi atau sekiranya terdapat pelanggaran terhadap aku/jaya itu, Majlis Peguam adalah bebas untuk memulakan prosiding disiplin disebabkan oleh kepalsuan atau pelanggaran tersebut.

I hereby make the declaration set as above *

Date: _____

An authorized firm representative can assist applicants to complete the application via the Firm Online Portal, but final submission of the application can only be done by applicants through the Member Online Portal.

* These fields must be completed.

Previous
Submit
Close

(H) How to Retrieve Your SAPC

(1) How do I check my application status?

You can check the status of your SAPC application at the “Sijil Annual (“SA”) Application and Submission History” page.

The screenshot shows the Member Online Portal interface. At the top, there is a header for 'The Malaysian Bar Badan Peguam Malaysia' and 'Member Online Portal'. Below the header, there is a navigation menu with links: Home, Member Profile, SA / PC, Subscription, CPD Record, T & C, and Exit. The user is logged in as 'Hi! Guest'. The main content area is titled 'Sijil Annual ("SA") Application and Submission History'. Underneath, there is a section for 'Application Information' with a dropdown menu for 'Year' set to '2020' and a 'Create Application' button. The 'Status' is 'New', and there is a blue information icon next to it, which is highlighted by a red arrow. Below the status, there are fields for 'Creation Date' and 'Submission Date'. A red note at the bottom states: 'Note: Please download and print your SA / PC using the link(s) below. No hard copy will be provided.'

When you click on the little “information” symbol beside the description of the status, a new window will appear, with information regarding the status that is displayed:

Status Information	
Status	Description
New	New application that is yet to be saved as a draft.
Draft in Progress	Application that has been saved as draft but still incomplete.
Submission Failed	Incomplete form(s). Please recheck pages marked in red.
Submission Required	Application is ready for submission and all the mandatory fields have been completed.
Application in Process	Application is pending review by Membership Department.
Pending Resubmission	Incomplete form(s). Please recheck pages marked in red.
Pending at High Court	Pending at High Court to generate PC.
SA / PC Issued	Application is complete and SA and PC are issued.

Close

(2) Where can I download my SAPC?

You can download your SAPC from the “Sijil Annual (“SA”) Application and Submission History” page, and print the documents by clicking “Click Here” in the “Download” column.

No hard copies of the SAPC will be provided.

Sijil Annual (“SA”) Application and Submission History ⓘ

Application Information

Year: [View Application](#)

Status: SA / PC Issued ⓘ

Creation Date: 10/10/2019, 04:03:30 PM

Submission Date: 17/10/2019, 01:00:30 PM

Note: Please download and print your SA / PC using the link(s) below. No hard copy will be provided.

Sijil Annual / Practising Certificate (“SA / PC”) / Statutory Declaration

Document	Download
Sijil Annual (“SA”)	Click Here
Practising Certificate (“PC”)	Click Here
Statutory Declaration	Click Here
SA Form	Click Here
PC Form	Click Here

(22 Sept 2019)

Sijil Annual 2020 | State Bar Committee Help Desks

No	State Bar Committee	Person-in-Charge	Telephone No	Operation Hours for Help Desk	Email Address
1	Johore	Nurhuda Mohd Fadzil	07-276 3888	8:30 am – 5:30 pm Monday – Friday	secretariat@johorebar.org.my
		Rosita bt Abdul Razak	06-953 2468	Sunday – Thursday 8:30 am – 5:00 pm	
2	Kedah	Zahidah Hanim bt Zainul Abidin	04-730 8305	Thursday: 2:00 pm – 5:00 pm	kedahbarcomm@gmail.com
3	Kelantan	Rosnani Abdullah	09-774 5777	Tuesday: 2:00 pm – 5:00 pm Wednesday: 2:00 pm – 5:00 pm	kelantanbar@yahoo.com
4	Melaka	Kennies Cheong / Desiree Teh	06-230 9507 / 09	Friday: 3:00 pm – 5:00 pm	mccabar@gmail.com
5	Negeri Sembilan	Noraini bt Hj Bakar	06-601 3843 / 44	Friday: 2:30 pm – 4:30 pm	nsbarnoraini@yahoo.com.my
6	Pahang (Kuantan)	Noor Hassikin Hamsah	09-515 9244	Friday: 2:30 pm – 4:30 pm	pahang.bar.com@gmail.com
	Pahang (Temerloh)	Habibah Ahmad	09-296 9410		
7	Penang	Nur Habibah Abdul Jalil	04-261 5669	Thursday: 2:30 pm – 4:30 pm	secretariat@penangbar.org
8	Perak	K Charen / Nur Aziela bt Zamri (Azie)	05-241 5457	Friday: 3:00 pm – 5:00 pm	perakbar@gmail.com
9	Perlis	Rushilla bt Ahmad Abdul Rashid	04-977 0272	Friday: 3:00 pm – 5:00 pm	perlisbar@gmail.com
10	Selangor	Shariza Mohamad	03-5519 6219	Friday: 2:00 pm – 4:30 pm	secretariat@sgorbar.org
11	Terengganu	Rosniza Musa / Munirah bt Salleh	09-623 1729	Thursday: 10:00 am – 1:00 pm	trgbar@yahoo.com