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## **JAWATANKUASA PEGUAM PULAU PINANG PENANG BAR COMMITTEE**

Circular 4/21

10 Mar 2021

To Members and Pupils in Chambers of the Penang Bar,

### **Standard Operating Procedures for Penang Bar Secretariat, Penang Bar Library and Penang Legal Aid Centre during Conditional Movement Control Order from 5 Mar 2021 to 18 Mar 2021**

In view of the Conditional Movement Control Order (CMCO) announced by the Government of Malaysia on 2 Mar 2021 for the State of Penang and several other States nationwide, the Penang Bar Committee has put in place a series of Standard Operating Procedures (SOP) with immediate effect for the Penang Bar Secretariat, Library and Penang Legal Aid Centre until 18 Mar 2021 or until such time as determined by the relevant authorities.

The salient points of the SOP for members' information and attention are as follows:

#### Penang Bar Secretariat

1. The Secretariat operating hours will be from 8:30 am to 5:30 pm (Mon to Fri).
2. No visitors will be allowed into the Secretariat (including but not limited to dispatch riders, courier service representatives, postmen, pupils in chambers, members of the public, lawyers, etc).
3. All documents/correspondence/payments/packages, etc sent to the Secretariat must be placed in a box at the grill door landing area at the top of the staircase for the PBC staff to collect without personal contact with the sender.
4. Any documents/correspondence/payments/packages, etc which are to be collected from the Secretariat will be handed over by the PBC staff at the grill door landing area at the top of the staircase without personal contact with the recipient.
5. The Secretariat Conference Room will not be available for Disciplinary Committee Proceedings or any meetings.

#### Library

1. The Penang Bar Library will only be available for use by members and pupils between the hours of 9:00 am and 5:00 pm with prior appointment made at least 1 day earlier (via e-mail [secretariat@penangbar.org](mailto:secretariat@penangbar.org) or phone 04-261 5669) with the date and time of intended use. Walk-ins and last-minute requests will not be entertained.
2. Use of the Library will be limited to a maximum of 2 users at a time only.
3. All library users must
  - a. Wear face masks before they are admitted into the Library. Anyone not wearing a face mask will be refused entry.
  - b. Undergo temperature checks will be carried out on all library users at the entrance. Anyone with a temperature reading of 37.5°C and above will not be allowed to enter and use the Library.
  - c. Register their attendance using the MySejahtera app or manually in the registration book provided.
  - d. Observe social distancing with other library users and Secretariat staff.

- e. Practice good hand and personal hygiene at all times and use the hand sanitiser provided.
4. The Library Conference Room will be available for Disciplinary Committee Proceedings or any meetings. The number of persons attending shall be kept to a maximum of six (6) persons including the panel at any one time.

#### Auditorium

1. The Penang Bar Auditorium will remain closed until further notice.

#### Legal Aid Centre

1. The Penang Legal Aid Centre operating hours will be from 8:30 am to 5:30 pm (Mon to Fri).
2. The Legal Aid Centre Meeting Room will be available for Disciplinary Committee Proceedings or any meetings. The number of persons attending shall be kept to a maximum of six (6) persons including the panel at any one time.
3. Pupils in Chambers
  - a. No pupils will be rostered for duty until further notice (see Bar Council Circular 395/2020).
  - b. All external programmes e.g. Tenaganita, Prison Visits and Legal Aid Clinics in Courts are put on hold until further notice.
4. Volunteer Lawyers
  - a. Only 2 lawyers are allowed at a time for collecting/returning assignment files or submitting YBGK claims.
  - b. Must wear face masks and will have their temperature checked and recorded. Hands must be sanitised upon entering and before interacting with the staff.
  - c. Anyone with a body temperature of 37.5°C or more and/or have respiratory symptoms e.g. cough, running nose, cold, etc will not be allowed in.
  - d. Upon entering, lawyers will be guided to the Interview Room and should remain there. They will not be allowed access to other common areas of the Centre, including the staff office area, meeting room, washrooms, etc.
  - e. Are to hand over files/claims to the Staff and leave the Centre immediately thereafter. If there are any discrepancies in the paperwork, the staff will contact the lawyers concerned to collect their files/claims and they must make the relevant corrections away from the Centre and re-submit later.
  - f. Are not permitted to use the Centre to prepare YBGK claims.
  - g. Must give prior notice by phone call when intending to visit the Centre.

#### General and Miscellaneous Matters

1. In an effort to minimise movement and ensure social distancing, we request that payments to the Penang Bar Committee (for Subscriptions, Locker fees, Registration fees for Webinars, etc.) be made via online banking/fund transfer whenever possible (PENANG BAR COMMITTEE, Account: Public Bank Berhad 3060545211) and the relevant proof of payment and other related information must be submitted via e-mail to [secretariat@penangbar.org](mailto:secretariat@penangbar.org)
2. Correspondence should be sent via e-mail to [secretariat@penangbar.org](mailto:secretariat@penangbar.org) whenever possible.
3. In addition to the SOPs stated above, additional measures have also been put in place for the staff of the Secretariat, Library and Legal Aid Centre to observe and comply with as required by the Ministry of Health, National Security Council and other relevant authorities.

We therefore request for members and pupils' cooperation, understanding and compliance of the above.

***Kindly take note that the above information is subject to change or variation depending on any further directives or announcements by the relevant authorities.***

**Ravi Chandran**  
Chairman