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No. 4. Green Hall,
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JAWATANKUASA PEGUAM PULAU PINANG PENANG BAR COMMITTEE

Circular 10/22

4 Apr 2022

To Members and Pupils-In-Chambers of the Penang Bar,

Operations of Penang Bar Secretariat, Penang Bar Library, Penang Bar Auditorium and Penang Legal Aid Centre from 1 Apr 2022

Kindly be informed that the Penang Bar Secretariat, Penang Bar Library and Penang Legal Aid Centre will resume physical operations effective 1 Apr 2022.

The salient points of the Standard Operating Procedures ("SOP") for Members and Pupils' 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. A maximum of 2 visitors will be allowed into the Secretariat at a time.
3. The Secretariat Conference Room will be available for Disciplinary Committee Proceedings and meetings with prior appointment made at least 1 day earlier (via e-mail 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. The number of persons permitted in the Conference Room shall be kept to a maximum of six (6) persons at any one time.
4. All visitors and users of the Secretariat Conference Room must:
 - a. Be fully vaccinated.
 - b. Wear face masks when entering the Secretariat. Anyone not wearing a face mask will be refused entry.
 - c. Undergo temperature checks at the Secretariat entrance on the first floor. Anyone with a temperature reading of 37.5°C and above will be refused entry.
 - d. Register their attendance using the *MySejahtera* app.
 - e. Observe physical distancing with other visitors and Secretariat staff.
 - f. Practice good hand and personal hygiene at all times and use the hand sanitiser provided.

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 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 20 users at a time only.
3. All library users must:
 - a. Be fully vaccinated.
 - b. Wear face masks when entering into the Library. Anyone not wearing a face mask will be refused entry.
 - c. Undergo temperature checks at the entrance. Anyone with a temperature reading of 37.5°C and above will not be allowed to enter and use the Library.
 - d. Register their attendance using the *MySejahtera* app.
 - e. Observe physical distancing with other library users and Secretariat staff.

- f. 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 and meetings with prior appointment made at least 1 day earlier (via e-mail 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. The number of persons permitted in the Conference Room shall be kept to a maximum of six (6) persons at any one time.

Auditorium

1. The Penang Bar Auditorium will be available for Disciplinary Committee Proceedings and meetings with prior appointment made at least 1 day earlier (via e-mail 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. The Penang Bar Auditorium will be available for talks and seminar with prior appointment made at least 1 month earlier (via e-mail 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.
3. The number of persons permitted in the Auditorium shall be kept to a maximum of forty-five (45) persons at any one time.
4. All Auditorium users must:
 - a. Be fully vaccinated.
 - b. Wear face masks before they are admitted into the Auditorium. Anyone not wearing a face mask will be refused entry.
 - c. Undergo temperature checks at the entrance. Anyone with a temperature reading of 37.5°C and above will not be allowed to enter the Auditorium.
 - d. Register their attendance using the *MySejahtera* app.
 - e. Observe physical distancing with other Auditorium users and Secretariat staff.
 - f. Practice good hand and personal hygiene at all times and use the hand sanitiser provided.

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. All Meeting Room users must:
 - a. Be fully vaccinated.
 - b. Wear face masks when entering into the Meeting Room. Anyone not wearing a face mask will be refused entry.
 - c. Undergo temperature checks at the entrance. Anyone with a temperature reading of 37.5°C and above will not be allowed to enter and use the Meeting Room.
 - d. Register their attendance using the *MySejahtera* app.
 - e. Observe physical distancing with other users and LAC staff.
 - f. Practice good hand and personal hygiene at all times and use the hand sanitiser provided.
4. Pupils-In-Chambers
 - a. Duty roster for Apr 2022 can be accessed [here](#).
5. 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.



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- 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
2. Correspondence should be sent via e-mail to 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 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 at all times.

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