

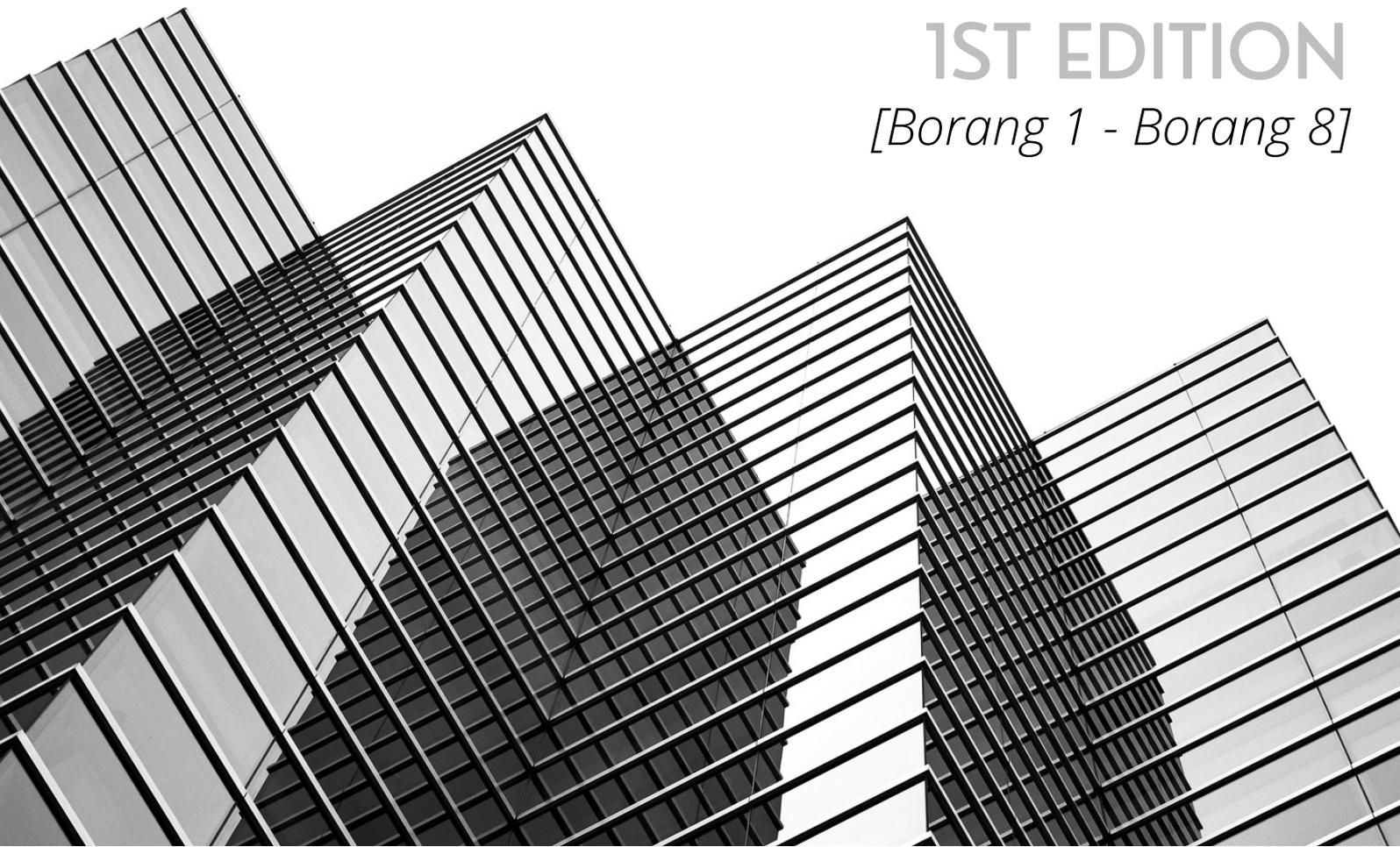


PUPILLAGE HANDBOOK

A STEP-BY-STEP GUIDE TO THE
FILING OF PETITION FOR
ADMISSION TO THE BAR

1ST EDITION

[Borang 1 - Borang 8]



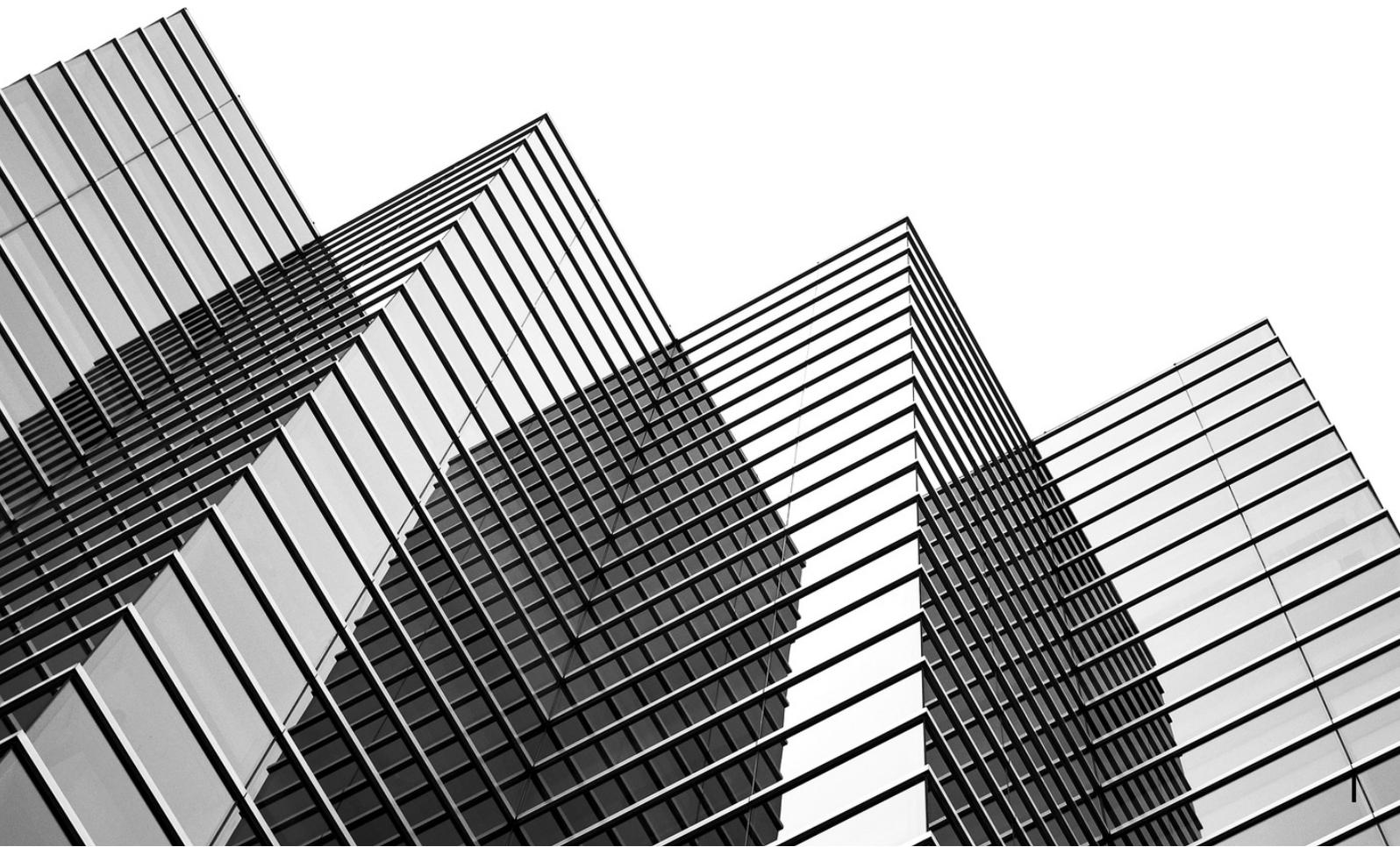


A publication of
Penang Bar Young Lawyers & Pupils Subcommittee 22/23
First Edition
Published on 8 Feb 2023

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Disclaimer

Filing of Petition Papers (Borang 1 & Borang 2)



FILING OF PETITION PAPERS

(Borang 1 & Borang 2)

Note: Borang 1, Borang 2 and Affidavit shall be filed on the 1st day of pupillage. The date of filing of Borang 1 will be the commencement date of pupillage.

BORANG 1

1. Log onto the e-filing system at <http://efs.kehakiman.gov.my> with your attached firm's ID and Password.

[page 8 of MANUAL PENGGUNA EFS]

2. Click **PEMFAILAN BAHARU** and insert the relevant details as stated below: -
 - a. Lokasi Mahkamah – Kompleks Mahkamah Kuala Lumpur
 - b. Bidang Kuasa – Mahkamah Tinggi
 - c. Bahagian – Rayuan dan Kuasa-Kuasa Khas
 - d. Dokumen Pemula Kes – Petisyen
 - e. Kod Kes – 18 – Petisyen Penerimaan Masuk Peguam Bela & Peguam Cara (Long Call)
 - f. Perihal Tindakan – Penerimaan Masuk dan Daftara Sebagai Peguam Bela dan Peguam Cara
 - g. Click – **TAMBAH**
 - h. Followed by – **TAMBAH PIHAK**
 - i. Insert the Petitioner's details:
 - Jenis Pihak – Pempetisyen
 - Jenis Pengenalan – No. Kad Pengenalan
 - No. Kad Pengenalan
 - Nama Penuh
 - Jantina
 - Umur
 - Warganegara
 - Bangsa

- No. Tel
 - No. Fax
 - No. Telefon Bimbit (This number must be valid for you to receive notification pertaining to PEMFAILAN NOTIS PENAMPALAN)
 - Alamat Emel (This email must be valid for you to receive notification pertaining to PEMFAILAN NOTIS PENAMPALAN)
 - Alamat-alamat: Click **TAMBAH ALAMAT**
 - Firma Guaman/Agensi – Search for your attached firm’s name and click **TAMBAH**
- j. Click **SIMPAN**.

[page 8 – 10 of MANUAL PENGGUNA EFS]

3. Click **MUAT NAIK DOKUMEN**.

- a. Jenis Dokumen – Search for “**Petisyen Penerimaan Masuk (Borang 1 LPA 1976)**”
- b. E-form Borang 1 will appear.
- c. Insert all details as follow:
 - Kerakyatan
 - Kelayakan di Negara
 - Universiti / Institusi / Badan
 - Sijil Kelayakan
 - Nama Pengajar
 - Firma Guaman
 - Tandatangan Pempetisyen [Upload your signature in PNG format]
- d. Click **PAPAR** to view the draft sample.
- e. Click **SIMPAN** confirming to upload the E-form Borang 1.
- f. A pop up bar will appear: “Sila pastikan ketepatan maklumat sebelum anda menandatangani e-Form. Adakah anda ingin menandatangani dan menyimpan e-Form?”
- g. Click **YA**.

[page 11 – 14 of MANUAL PENGGUNA EFS]

SAMPLE OF BORANG 1: Page 19 of MANUAL PENGGUNA EFS

BORANG 2

1. Click **MUAT NAIK DOKUMEN**.
2. Jenis Dokumen – Search for “**Notis (Borang 2 LPA 1976)**”.
3. Upload the scanned Borang 2.
4. Click **TAMBAH**.
5. Combine Affidavit with the *RELEVANT DOCUMENTS* as one (1) PDF file (hereinafter referred to as “the PDF”)
6. Affidavit must be affirmed before a Commissioner For Oath.
7. The *RELEVANT DOCUMENTS* must be certified of its original true copy (CTC) by a Senior Assistant Registrar or an Advocate and Solicitor except your Master.
8. List of *RELEVANT DOCUMENTS*:
 - a. NRIC (Front and back on the same page)
 - b. Birth Certificate
 - c. Legal Qualification
 - h. CLP/Bar Graduates – Degree Certificate and CLP Certificate/Certificate of Standing
 - i. Malaysian University Certificate (exempted from CLP) or “Surat Pengesahan Tamat Belajar”
 - d. Screenshot of your Pupil Master Profile (Key in your master’s name at the Malaysian Bar legal directory <https://legaldirectory.malaysianbar.org.my/>)
 - e. Screenshot of your attached firm’s Profile (Key in the name of your attached firm in the Malaysian Bar legal directory <https://legaldirectory.malaysianbar.org.my/>)
9. Upload the PDF.
10. Click **TAMBAH**.
11. Click **TAMBAH DALAM SENARAI**.
12. Click **SIMPAN KE PETI FAIL**.
13. A Pop Up Bar will appear: “Pemfailan anda telah Berjaya disimpan ke peti fail. Sila Rujuk kepada peti fail untuk meneruskan pembayaran.”
14. Click **OK**.
15. Click **PETI FAIL**.
16. Pay RM192.00 via FPX.

[page 15 – 18 of **MANUAL PENGGUNA EFS**]

SAMPLE OF AFIDAVIT

[PLEASE BE REMINDED TO COMBINE WITH THE RELEVANT DOCUMENTS AS ONE (1) PDF FILE]

WA-18- [REDACTED]

Encl No. 3

Kepada:

1. Yang Berbahagia [REDACTED] 11/10/2022 14:31:28
Peguan Negara Malaysia [REDACTED] TSA002.....16.00 x 1
Jumlah RM*****16.00
2. Setiausaha
Majlis Peguam
3. Setiausaha
Jawatankuasa Peguam

AFIDAVIT

Saya [REDACTED]
Pempetisyen yang bernama di atas, berikrar dan menyatakan bahawa kandungan Petisyen terdahulu adalah benar.

GEORGETOWN, PULAU PINANG

DIKRAR DI
padaharibulan **11 OCT 2022** } [REDACTED]



Alamat penyampaian Pempetisyen adalah di Tetuan [REDACTED]
B1-22-B&C Menara BHL, Jalan Sultan Ahmad Shah,
10050 Pulau Pinang



S/N tcQ9Ypo50EWEtjp7ZRb9jQ
**Note : Serial number will be used to verify the originality of this document via eFILING portal

SERVICE OF BORANG 1 & 2 ON THREE (3) BODIES

1. Upon filing of Borang 1, Borang 2 and Affidavit, wait for its endorsement by the Court.
2. Upon endorsement by the Court, extract and serve the sealed/endorsed Borang 1, Borang 2 and Affidavit on three (3) bodies as follows:
 - a. Attorney General's Chambers ("AGC")
 - Mode of Service: Upload documents in the AGC's portal (i-AGC) at <https://eservices.agc.gov.my/login.php?modulType=pbpc>
 - Registration is required before you can log Need to register the portal first then need to log in
 - After uploading the documents in the portal, AGC will send you an email to acknowledge their receipt of the documents.
 - Please refer to **Circular No. 378/2022 dated 28 Dec 2022.**
 - b. Malaysian Bar – Courier / Personal Service / Email to admissionstaff@malaysianbar.org.my
 - Please refer to **Circular No. 182/2020 dated 15 June 2022.**
 - c. Penang Bar Committee – Personal Service
3. Upon service on the three (3) bodies, prepare **Affidavit Penyampaian**.
4. Affirm the **Affidavit Penyampaian** and e-file it via the e-filing system accordingly.

SAMPLE OF AFIDAVIT PENYAMPAIAN: Page 1

WA-18- [REDACTED]

Encl No. 4

[REDACTED] 17/10/2022 15:53:06
WA-18- [REDACTED]
TSA043.....16.00 x 1
Jumlah RM*****16.00

DALAM MAHKAMAH TINGGI MALAYA DI KUALA LUMPUR
(BAHAGIAN RAYUAN DAN KUASA-KUASA KHAS)
PETISYEN UNTUK PENERIMAAN MASUK NO: [REDACTED]

Petisyen Untuk Penerimaan Masuk sebagai
Peguambela Dan Peguamcara
No: WA-18- [REDACTED]

Dalam Perkara [REDACTED]
(NO.K/P: [REDACTED])
yang beralamat di [REDACTED]
[REDACTED]

Dan

Dalam Perkara Seksyen 10 & 15 Akta
Profesion Undang-Undang 1976 (Akta
166)

[REDACTED]
(NO.K/ [REDACTED])

... Pempetisyen

AFIDAVIT PENYAMPAIAN

Saya [REDACTED] (NO.K/P: [REDACTED]) seorang
warganegara Malaysia yang cukup umur yang beralamat di [REDACTED]
[REDACTED] dengan sesungguhnya berikrar
dan menyatakan seperti berikut:-

1. Bahawa saya adalah Pempetisyen kepada Petisyen yang tersebut di atas dan segala fakta yang dideposkan disini adalah didalam pengetahuan peribadi saya dan/atau daripada rekod-rekod dan dokumen-dokumen dalam milikan dan/atau jagaan saya kecuali dinyatakan sebaliknya.



S/N 2SdyPhZra06cVw06hPbxcw

**Note : Serial number will be used to verify the originality of this document via eFILING portal

SAMPLE OF AFIDAVIT PENYAMPAIAN: Page 2

2. Bahawa saya telah pada 12 OKTOBER 2022 secara Perkhidmatan kourier dan melalui suatu surat bertarikh 12 OKTOBER 2022 menyampaikan sesalinan Petisyen Penerimaan Masuk Peguambela dan Peguamcara (Borang 1) bernombor WA-18- [REDACTED] yang bertarikh 11 OKTOBER 2022, satu salinan Afidavit [REDACTED] yang diikrarkan pada 11 OKTOBER 2022 dan Notis (Borang 2) berserta eksibit bertarikh 11 OKTOBER 2022 (selepas ini kolektifnya dirujuk sebagai "dokumen-dokumen tersebut") kepada Pejabat Majlis Peguam Malaysia ("Bar Council Malaysia") di No. 15 Lehu Pasar Besar, 50050 Kuala Lumpur

Sesalinan surat bertarikh 12 OKTOBER 2022 tersebut yang telah diakui terima dan dokumen-dokumen tersebut dan bersama-sama dengan slip kourier berserta bukti penerimaan dilampirkan di sini dan ditandakan secara kolektif sebagai Eksibit "NSAZ-1".

3. Bahawa saya telah pada 12 OKTOBER 2022 secara Perkhidmatan kourier dan melalui suatu surat bertarikh 12 OKTOBER 2022 menyampaikan dokumen-dokumen tersebut kepada Jabatan Peguam Negara yang beralamat di Bahagian Guaman, 45, Persiaran Perdana, Presint 4, 62100 Putrajaya.

Sesalinan surat bertarikh 12 OKTOBER 2022 tersebut, dokumen-dokumen tersebut dan bersama-sama dengan slip kourier berserta bukti penerimaan dilampirkan di sini dan ditandakan secara kolektif sebagai Eksibit "NSAZ-2".

4. Bahawa saya telah pada 12 OKTOBER 2022 melalui suatu surat bertarikh 12 OKTOBER 2022 menyampaikan sesalinan dokumen-dokumen tersebut kepada Jawatankuasa Peguam Negeri Pulau Pinang ("Penang Bar Committee") yang beralamat di No. 4, 1st



S/N 2SdyPhZra06cVw06hPbxcw

**Note : Serial number will be used to verify the originality of this document via eFILING portal

SAMPLE OF AFIDAVIT PENYAMPAIAN: Page 3

Floor, Greenhall, Jalan Greenhall, 10020 Georgetown Pulau Pinang melalui penyampaian sendiri dan Jawatankuasa Peguam Negeri Pulau Pinang telah menerima dan mengakui serta mengindorskan penerimaannya di salinan pendua surat bertarikh 12 OKTOBER 2022 tersebut.

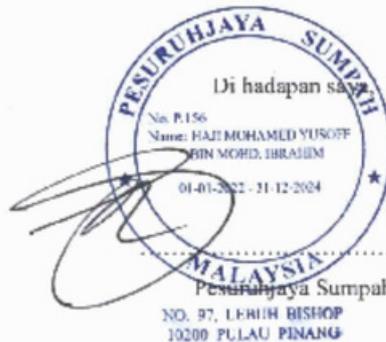
Sesalinan surat bertarikh 12 OKTOBER 2022 tersebut yang telah diakui terima oleh Jawatankuasa Peguam Negeri Pulau Pinang bersama-sama dengan sesalinan dokumen-dokumen tersebut tersebut dilampirkan di sini dan ditandakan secara kolektif sebagai Eksibit "NSAZ-3".

Berkcuaan dengan affidavit oleh deponen)

Bernama [REDACTED])

Diikrarkan pada 17 OCT 2022)

Di GEORGETOWN, PULAU PINANG)



AFIDAVIT PENYAMPATAN ini difailkan oleh [REDACTED], yang heralamat di 51-22-B & C, Menara BIIL, Jalan Sultan Ahmad Shah, 10050 Pulau Pinang.



S/N 2SdyPhZra06cVw06hPbxcw

**Note : Serial number will be used to verify the originality of this document via eFILING portal

Circular No. 378/2022 dated 28 Dec 2022: Page 1



**Majlis Peguam
Bar Council Malaysia**

www.malaysianbar.org.my

Wisma Badan Peguam Malaysia
2 Leboh Pacar Besar
50050 Kuala Lumpur, Malaysia
Tel : +603-2050 2050
Fax : +603-2050 2019
Email : council@malaysianbar.org.my

**Circular No 378/2022
Dated 28 Dec 2022**

To Members of the Malaysian Bar and pupils in chambers

Attorney General's Chambers' Legal Services Portal for Applications for Admission as Advocates and Solicitors

The Attorney General's Chambers ("AGC") has informed us that it has developed a Legal Services Portal (Portal Perkhidmatan Undang-Undang, "the portal") for applications for admission as advocates and solicitors. The portal enables petitioners to serve the relevant cause papers on the Attorney General via the online system without the need to serve physical copies at the AGC in Putrajaya. The AGC accepts this as good service.

The use of the portal for applications for admission as advocates and solicitors is set to take effect from **2 Jan 2023 (Monday)**. The portal can be accessed via <https://eservices.agc.gov.my>.

Should you have any enquiries, please contact Nur Faizah bt Zakaria (faizah.zakaria@agc.gov.my) or Jayashri Govindarajo (jayashri.govindarajo@agc.gov.my), or by telephone at 03-8872 2000 (ext 2427 / 2432).

The relevant portion of the notification is reproduced below for your reference.

Thank you.

**New Sin Yew and Sarah Yong Li Hsien
Co-Chairpersons
National Young Lawyers and Pupils Committee**

**PEMAKLUMAN PELAKSANAAN APLIKASI PORTAL PERKHIDMATAN
UNDANG-UNDANG, JABATAN PEGUAM NEGARA BAGI MODUL
PERMOHONAN PENERIMAAN MASUK SEBAGAI PEGUAM BELA/PEGUAM
CARA**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

IMLC 2023
11-13 JULY | SHANGRI-LA KUALA LUMPUR

Navigating the Present
Exploring the Future
www.imlc.com.my



Circular No. 378/2022 dated 28 Dec 2022: Page 2

2. Untuk makluman YBrs. Puan, Jabatan ini telah membangunkan Aplikasi Portal Perkhidmatan Undang-Undang bagi modul Permohonan Penerimaan Masuk Sebagai Peguam Bela/Peguam Cara untuk memudahkan semua pempetisyen menyerahkan kertas-kertas kausa berkaitan secara dalam talian (*online*). Melalui aplikasi ini, pempetisyen-pempetisyen tidak perlu lagi hadir ke Jabatan Peguam Negara untuk penyerahan kertas-kertas kausa berkaitan. Jabatan ini juga berpandangan bahawa mod serahan ini adalah tidak bertentangan dengan peruntukan seksyen 16 Akta Profesion Undang-Undang 1976.

3. Sehubungan itu, Jabatan ini memohon kerjasama pihak YBrs. Puan untuk membantu Jabatan ini memaklumkan kepada semua pempetisyen bagi Permohonan Penerimaan Masuk Sebagai Peguam Bela/ Peguam Cara mengenai penggunaan aplikasi portal di atas yang akan berkuatkuasa sepenuhnya mulai **2 Januari 2023**. Aplikasi portal di atas boleh dicapai melalui pautan <https://eservices.agc.gov.my>. Untuk makluman YBrs. Puan juga, Manual Pengguna bagi aplikasi portal di atas boleh didapati pada halaman utama modul berkenaan. Sebarang pertanyaan lanjut boleh dikemukakan secara e-mel kepada Cik Nur Faizah binti Zakaria (faizah.zakaria@agc.gov.my) atau Puan Jayashri Govindarajo (jayashri.govindarajo@agc.gov.my) atau melalui panggilan telefon di talian 03-8872 2000 ext: 2427/2432).

4. Kerjasama dan perhatian pihak YBrs. Puan dalam perkara ini amat dihargai dan diucapkan ribuan terima kasih.

Sekian.

**“WAWASAN KEMAKMURAN BERSAMA 2030”
“BERKHIDMAT UNTUK NEGARA”**

Saya yang menjalankan amanah,

t.t

(DATUK AHMAD TERRIRUDIN B MOHD SALLEH)

Circular No. 182/2020 dated 15 June 2022



**Majlis Peguam
Bar Council Malaysia**

www.malaysianbar.org.my

Wisma Badan Peguam Malaysia
2 Leboh Pasar Besar
50050 Kuala Lumpur, Malaysia
Tel : +603-2050 2050
Fax : +603-2050 2019
Email : council@malaysianbar.org.my

**Circular No 182/2020
Dated 15 June 2020**

To Members of the Malaysian Bar and pupils in chambers

Service of Pupillage Documents

Under section 16(1) of the Legal Profession Act 1976 ("LPA"), a petitioner who is applying to the High Court ("Court") for admission and enrolment as an advocate and solicitor is required to serve on, among others, the Bar Council a copy of the petition to Court, verified by an affidavit together with exhibits of documents (Forms 1 to 8) as enumerated in section 15 of the LPA ("pupillage documents").

Please take note that, effective immediately, the Bar Council will accept service of pupillage documents by email. Pupillage documents can be emailed to admissionstaff@malaysianbar.org.my.

The Bar Council will then acknowledge receipt of the pupillage documents by email to the petitioner. A copy of the Bar Council's email acknowledging receipt can then be exhibited by the petitioner in an affidavit of service for filing in Court.

The Chief Judge of Malaya has agreed to Bar Council's request regarding the new mode of service as described above.

Pupils who wish to serve pupillage documents by mail, courier service or hand delivery may continue to do so.

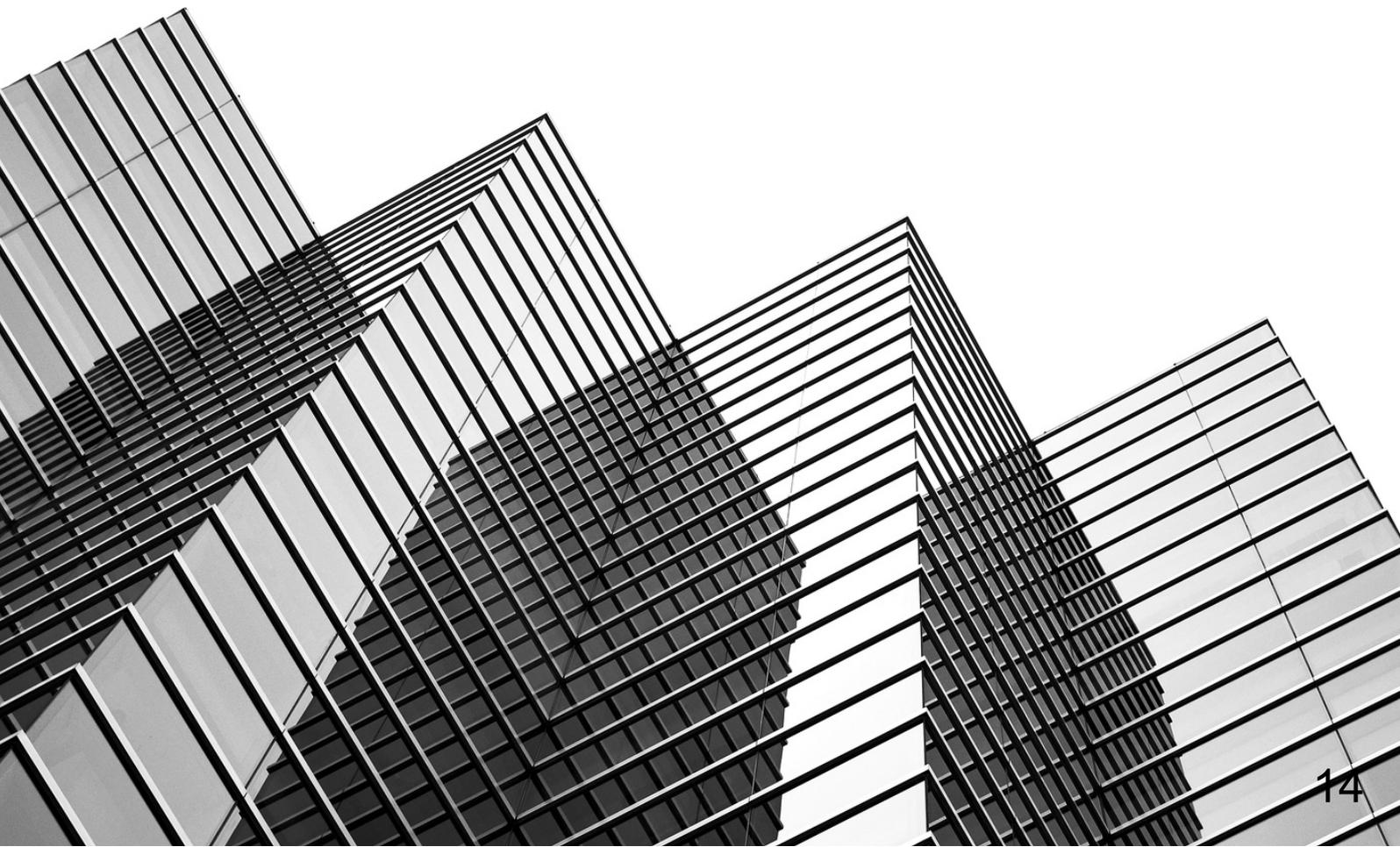
Should you have any enquiries or encounter any difficulties, kindly email admissionstaff@malaysianbar.org.my or call 03-2050 2145.

Thank you.

**A G Kalidas
Secretary
Malaysian Bar**

The Malaysian Bar upholds the rule of law

Filing of Short Call Papers (Borang 3 – Saman Pemula, Borang 4, Borang 5)



BORANG 3, 4 & 5

The significance of Borang 3, 4 and 5 is to provide pupils in chambers the locus to appear in Court. However, the scope of the said locus is limited to only as provided in Section 36(2) of the Legal Profession Act 1976.

Upon obtaining the appropriate Court Order which is commonly known as the ‘short call’ order under Section 36(2) of the Legal Profession Act, you will have rights of audience before a Judge or a Registrar **in chambers** in the High Court, Sessions Court and Magistrates Court. Three months after the date of the said Order, you will have additional rights of audience before a Magistrate in open court. You will not have any rights of audience in open Court matters in the High Court or in the Sessions Court during your pupillage. You are allowed to appear on behalf of your master to **mention** cases in chambers and open Court in the Industrial Court. You do not, however, have rights of audience in the Syariah Court.

Most importantly, you must identify yourself as a pupil-in-chambers or “pelatih-dalam-kamar” and state the name of your **pupil master** whenever you appear for cases in any Court in which you have a right of audience as a pupil.

11 main topics:

1. When to e-file Borang 3, 4 and 5?
2. Fill up Borang 3, 4 and 5.
3. E-file Borang 3, 4 and 5.
4. Service of the sealed Borang 3, 4 and 5 on 3 bodies.
5. E-file Affidavit of Service.
6. No-Objection Letter: Obtain & E-file.
7. Short Call Day.
8. Draft Order.
9. Fair Order.
10. Service of Fair Order on 3 bodies.
11. E-file Affidavit of Service.

1. WHEN TO E-FILE BORANG 3, 4 AND 5?

(a) E-file Borang 3, 4 and 5:

- after the endorsement of Borang 1 and 2 by the Court. In other words, after Borang 1 and 2 have been e-filed and the status is changed to “*Diluluskan*”.
- after confirming that Borang 1 and 2 contain no errors/mistakes. This is to ensure the smooth issuance of No Objection Letters by the Malaysian Bar and Penang Bar Committee.

(b) Borang 3, 4 and 5 (in 3 separate PDF) must be e-filed together, not separately.

(c) The Intitulement and Section in Borang 1 & 2 and Borang 3, 4 & 5 AOS are different.

2. FILL UP BORANG 3, 4 AND 5.

(a) Fill up Borang 3. Remember that for pupils other than the states of Kuala Lumpur and Selangor, your Borang 3 is DIFFERENT. You would use a **SAMAN PEMULA** instead of a SAMAN DALAM KAMAR.

(b) Fill up Borang 4 and affirm: Your Master must affirm before the Commissioner for Oath.

(c) Fill up Borang 5 and affirm: You need to affirm before the Commissioner for Oath.

(d) Affirm, date and e-file Borang 3, 4 and 5 **ON THE SAME DAY**. This would greatly assist you in the future and would minimize the risk of confusion in providing the dates.

[The remainder of this page is intentionally left blank]

Sample of Borang 3 (after endorsement by Court)

PA-17C- [REDACTED]

Encl No. 1

[REDACTED] 18/10/2022 16:16:33

BORANG 3

TSS034 160.00 x 1

Jumlah RM**PULAU PINANG*****160.00

DI MAHKAMAH TINGGI MALAYA DI PULAU PINANG

SAMAN PEMULA NO :

Dalam Perkara Di Mahkamah Tinggi di
KUALA LUMPURPetisyen
untuk Penerimaan Masuk Peguambela dan
Peguamcara No.WA-18- [REDACTED]

Dalam Perkara [REDACTED]
beralamat di [REDACTED]
[REDACTED]

Dan

Dalam Perkara Seksyen 36(2)(a) & (b) Akta
Profesion Undang-Undang 1976

Pemohon

(NO. R/P : [REDACTED])

SAMAN PEMULA

BENARKAN SEMUA PIHAK yang berkenaan hadir di hadapan Tuan Hakim dalam Kamar pada
.....haribulan 18-NOV-2022 9:00 AM pada pukul..... pagi/petang
untuk mendengarkan permohonan bagi pihak Pemohon di bawah Seksyen 36 (2) (a) & (b) Akta Profesion
Undang-Undang 1976, untuk suatu perintah bahawa [REDACTED] yang sedang
menjalani tempoh latihannya di kamar Pemohon dibenarkan hadir bagi pihak Pemohon atau Tetuan
[REDACTED]

- (a) dalam tempoh tiga (3) bulan dari tarikh Perintah ini :-
- (i) di hadapan Hakim atau Pendaftar Mahkamah Tinggi di dalam kamar;
 - (ii) di hadapan Hakim Mahkamah Sesyen atau Majistret di dalam kamar;
 - (iii) di hadapan Pendaftar Mahkamah-Mahkamah Rendah;
- bagi sebutan kes yang termasuk memasukan penghakiman ingkar atau untuk memohon jaminan
atau mengambil penghakiman persetujuan atau perintah; dan
- (b) pada akhir jangkamasa selama tiga(3) bulan tersebut di dalam kamar di Mahkamah Tinggi dan di
Mahkamah Rendah dan di hadapan mana-mana Majistret untuk mengendalikan sebarang kausa
atau perkara.

Bertarikh pada 18-Oktober-2022

Bertarikhharibulan



Timbalan Pendaftar
SHYHIRAH BINTI ABDUL SALIM
Pendahftar Kanan Pendaftar
Mahkamah Tinggi Malaya
Georgetown

Saman Pemula ini telah difailkan oleh Tetuan [REDACTED]
MEMBERA... B.H.L. ... JALAN SULTAN AHMAD SHAH 10050 PULAU PINANG

Saman Pemula ini disokong oleh Affidavit-Afidavit [REDACTED]
dan [REDACTED]kedua-duanya yang
telah diikrarkan pada 18 OKTOBER 2022 dan difailkan di sini.

- Kepada :
1. Yang Berbahagia, Peguam Negara Malaysia.
 2. Setiausaha, Majlis Peguam.
 3. Setiausaha, Jawatankuasa Peguam.



S/N pVV4K9zBYkaxDu8egFr2fA

**Note : Serial number will be used to verify the originality of this document via eFILING portal

Sample of Borang 4 (after endorsement by Court)

PA-17C-[REDACTED]

Encl No. 2

[REDACTED] 18/10/2022 16:16:33
BORANG 4
TSA004.....16.00 x 1
Jumlah RM*****16.00

DI MAHKAMAH TINGGI MALAYA DI PULAU PINANG

SAMAN PEMULA NO :

Dalam Perkara Di Mahkamah Tinggi di
KUALA LUMPUR.....Petisyen
untuk Penerimaan Masuk Peguambela dan
Peguamcara No.WA-18-[REDACTED]

Dalam Perkara [REDACTED]
beralamat di [REDACTED]
[REDACTED]

Dan

Dalam Perkara Seksyen 36(2)(a) & (b) Akta
Profesion Undang-Undang 1976

Pemohon

(NO. K/P: [REDACTED])

AFIDAVIT

Saya, [REDACTED] (NO. K/P: [REDACTED]) yang cukup umur dan mengamal
di bawah Tetuan [REDACTED] 51-22-BEC, MEMARA BHL,
JALAN SULTAN AHMAD SHAH, 10050 PULAU PINANG

dengan ini sesungguhnya berikrar dan menyatakan seperti berikut :-

1. Saya adalah seorang Peguambela dan Peguamcara Mahkamah Tinggi Malaya.
2. Saya adalah Peguambela dan Peguamcara pengamal Mahkamah Tinggi Malaya dan sedang menjalankan dan telah menjalankan amalan secara aktif dalam Malaysia bagi jumlah tempoh tidak kurang daripada (7) tujuh tahun sebelum sahaja tarikh latihan. [REDACTED] bermula.
3. [REDACTED] tersebut adalah seorang berkelayakan di bawah Akta Profesion Undang-Undang, 1976 dan sejak [REDACTED] 10.10.2022 menjalankan latihan guaman dan menerima arahan dan petunjuk dalam undang-undang di firma saya, Tetuan [REDACTED]
4. [REDACTED] tersebut telah memfailkan Petisyen di Mahkamah Yang Mulia ini pada [REDACTED] 10.10.2022 memohon supaya diterima masuk dan didaftarkan sebagai Peguambela dan Peguamcara Mahkamah Tinggi di Malaya.
5. Saya berhasrat, sementara menanti pendengaran Petisyen tersebut, [REDACTED] boleh dibenarkan mewakili saya dan firma saya, Tetuan [REDACTED] di Mahkamah sepertimana yang diperuntukan di bawah Seksyen 36 (2) (a) Undang-Undang, 1976.
6. Saya dengan hormatnya meminta Mahkamah Yang Mulia untuk Perintah seperti yang dipohon.

GEORGETOWN, PULAU PINANG

DIKRAR DI [REDACTED] }
pada [REDACTED] haribulan [REDACTED] 18 OCT 2022



NOTARIS MAHKAMAH TINGGI
10200 PULAU PINANG

Afidavit ini difailkan oleh Tetuan [REDACTED] yang mempunyai
alamat di 51-22-BEC, MEMARA BHL, JALAN SULTAN
AHMAD SHAH, 10050 PULAU PINANG



S/N bJ5PIpmq/Eai3muEziDHXA

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Sample of Borang 5 (after endorsement by Court)

PA-17C- [REDACTED]

Encl No. 3

[REDACTED] 18/10/2022 16:16:33

BORANG 5
TSA005.....16.00 x 1
Jumlah RM*****16.00

DI MAHKAMAH TINGGI MALAYA DI PULAU PINANG

SAMAN PEMULA NO :

Dalam Perkara Di Mahkamah Tinggi di
KUALA LUMPUR.....Petisyen
untuk Penerimaan Masuk Peguambela dan
Peguamcara No.WA-18-[REDACTED]

Dalam Perkara [REDACTED]
beralamat di [REDACTED]
[REDACTED]

Dan

Dalam Perkara Seksyen 36(2)(a) & (b) Akta
Profesion Undang-Undang 1976

Pemohon

[REDACTED]
(NO. K/P: [REDACTED])

AFIDAVIT

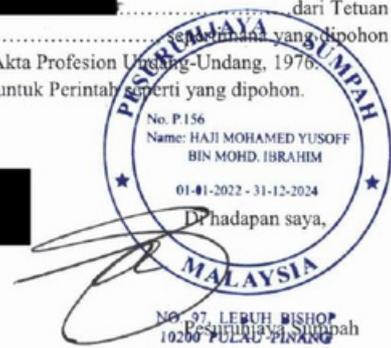
Saya, [REDACTED] (NO. K/P: [REDACTED]) yang cukup umur dan beralamat di [REDACTED]

dengan ini sesungguhnya berikrar dan menyatakan seperti berikut :-

1. Saya telah dari 11.10.2022 dan terus pada masa ini menjalani latihan guaman dan mencrima arahan dan petunjuk dalam undang-undang daripada Encik/Puan/Cik* [REDACTED] (NO. K/P: [REDACTED]), Peguambela dan Peguamcara beralamat di [REDACTED] yang mempunyai alamat penyampian di 51-22-B & C MENAKA BHL ZALAN SULTAN AHMAD SHAH 10050 PULAU PINANG
2. Saya telah pada 11.10.2022 hariulan. OKTOBER 2022 memfailkan Petisyen dalam Mahkamah Yang Mulia mengharapkan diterima masuk dan didaftarkan sebagai Peguambela dan Peguamcara di Mahkamah Tinggi Malaya. Satu salinan fotostat yang mana adalah dilampirkan di sini dan ditandakan sebagai exhibit "A".
3. Saya ingin hadir dan mewakili Encik/Puan/Cik* [REDACTED] dari Tetuan [REDACTED] sebagai Pemohon melalui Saman Pemula di bawah Seksyen 36(2) (a) & (b) Akta Profesion Undang-Undang, 1976.
4. Saya dengan hormatnya meminta Mahkamah Yang Mulia untuk Perintah [REDACTED] seperti yang dipohon.

GEORGETOWN, PULAU PINANG

DIKRAR DI [REDACTED] padaharibulan 18 OCT 2022



Afidavit ini difailkan oleh Tetuan [REDACTED] yang mempunyai alamat penyampian di 51-22-B & C MENAKA BHL ZALAN SULTAN AHMAD SHAH 10050 PULAU PINANG



S/N Qfb2DHmcLEijcFbfCQI/dA
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3. E-FILE BORANG 3, 4 AND 5.

- (a) Scan Borang 3, 4 and 5 and save them **SEPARATELY** in PDF format. You will have three (3) PDF documents.
- (b) It is advisable for you to rename your documents in a proper manner for ease of future references.
- (c) Log onto <https://efs.kehakiman.gov.my/> to e-file Borang 3, 4 and 5.
- (d) Buttons to click/select: Pemfailan Baru – Kompleks Mahkamah Tinggi Pulau Pinang – Sivil – Saman Pemula – Dokumen : Saman Pemula – Kod Kes 17C Permohonan Semasa Latihan – Penerimaan Jangka Masa Pendek / Short Call.
- (e) Insert the details of **PEMOHON** (The details of your Master, **not you**).
- (f) **REMEMBER:** In Borang 3, 4 and 5, the pupil's Master is the Applicant / Pemohon, as opposed to Borang 1 and 2 which the pupil is the Petitioner / Pempetisyen. Any mistake to this will invalidate the whole short-call filing process. In the event of such a mistake, you are obligated to file notice of withdrawal ("*notis pemberhentian*") and make a fresh registration/filing with additional payment incurred.
- (g) Click **MUAT NAIK DOKUMEN** and upload Borang 3 under the category of "Saman Pemula (Borang 3)", Borang 4 under the category of "Afidavit (Borang 4)" and Borang 5 under the category of "Afidavit (Borang 5)".
- (h) Filing fee:
 - Borang 3 – RM160.00
 - Borang 4 – RM16.00
 - Borang 5 – RM16.00

4. SERVICE OF THE SEALED BORANG 3, 4 AND 5 ON 3 BODIES.

- (a) Wait for the Court to process your application. Once it is complete, you may extract the sealed Borang 3.
- (b) Your Short-Call date will be stated on the sealed Borang 3.

(c) Serve the sealed Borang 3, 4 and 5 on three (3) bodies as follow:

- Attorney General’s Chambers (“AGC”)
 - Mode of Service: Upload documents in the AGC’s portal (i-AGC) with your registered username and password at <https://eservices.agc.gov.my/login.php?modulType=pbpc>
 - After uploading the documents in the portal, AGC will send you an email to acknowledge their receipt of the documents.
- Malaysian Bar – Courier / Personal Service / Email to admissionstaff@malaysianbar.org.my
- Penang Bar Committee – Personal Service

(d) Insert a paragraph in the cover letter to Malaysian Bar and Penang Bar Committee to request for No-Objection Letter for Short Call.

5. E-FILE AFFIDAVIT OF SERVICE (AFIDAVIT PENYAMPAIAN).

- (a) Upon service on the three (3) bodies, prepare **Afidavit Penyampaian with Sijil Perakuan Ekshibit (Certificate Certifying Exhibit (Proof of Service on 3 bodies))**.
- (b) Note: The sections in the intitulement and applicant must be similar to Borang 3, 4 and 5.
- (c) Affirm the **Afidavit Penyampaian** and e-file it via the e-filing system accordingly.
- (d) Filing Fee (**Afidavit Penyampaian**): RM16.00.
- (e) Please make sure that you complete the filing of **Afidavit Penyampaian** within fourteen (14) days from the date of extraction of Borang 3.

Extra Note: There must be 2 separate Affidavit of Service, one for Borang 1 & 2 and another one for Borang 3, 4 & 5. DO NOT FILE ONLY ONE Affidavit of Service for all 5 Borang! The sections cited are also different. In Borang 1 & 2, the correct Sections to be cited are section 10 and section 15 while in Borang 3, 4 & 5, the correct Sections to be cited are section 36 (2)(a) & (b). If you make this mistake, your Short Call will be postponed until everything is rectified which you will need to refile the corrected/revised Affidavit of Service and wait for another rescheduled Short Call date.

6. NO-OBJECTION LETTER: OBTAIN & E-FILE.

- (a) After one (1) week from the date of filing Affidavit Penyampaian, contact the Malaysian Bar and Penang Bar Committee to enquire on the status of your Letter of No Objection (“LNO”).
- (b) You will need to e-file the LNO (from the Malaysian Bar and Penang Bar Committee) two (2) weeks before your Short-Call. Failure to do so may cause your application to be postponed. Remember to inform the Malaysian Bar and State Bar officer regarding your date of short call so that they can prepare your LNO on time.
- (c) Upon receipt of the LNO from the Malaysian Bar and Penang Bar Committee, e-file them forthwith under the category of **SURAT (DARIPADA PEGUAM)**.
- (d) Filing Fee: FREE (Although its free, you would still have to click on the money icon as if you are going to make payment, but do not worry, as no payment would be required/incurred eventually.)

7. SHORT CALL DAY.

Attend the High Court Short Call Hearing with your master and/or other lawyers at your firm, to be short-called at the Hearing (either via Physical Hearing or Zoom Hearing). You must be in Chamber attire.

8. DRAFT ORDER.

- (a) After you have been short-called, prepare your draft order and e-file your draft order under the category of **DRAF PERINTAH**.
- (b) Filing Fee (Draf Perintah): FREE
- (c) Sample of **DRAF PERINTAH** as below:

PA-17C- [REDACTED] Encl No. 7

This is NON-PAYABLE document
H0272101 PA1322103410 01/12/2022 12:43:50
PA-17C-96-10/2022
TSD010.....0.00 x 1
Jumlah RM*****0.00

Deraf untuk kelulusan



SHAYHIRA BINTI ABDUL SALIM
Pegambela Kanan Pendaftar
Majlis Peguam Tadbir
Mahkamah Tinggi Malaya
Pulau Pinang Georgetown

Tetuan Zaid Ibrahim & Co
Peguambela & Peguamcara

DALAM MAHKAMAH TINGGI MALAYA DI PULAU PINANG

SAMAN PEMULA NO. : PA-17C- [REDACTED]

Petisyen untuk Penerimaan Masuk)
Peguambela dan Peguamcara No.)
WA- [REDACTED])

Dalam Perkara [REDACTED]
[REDACTED]
[REDACTED] yang beralamat di [REDACTED]
[REDACTED]

Dan

Dalam Perkara Seksyen 36 (2)(a) dan (b)
Akta Profesion Undang- undang 1976
(Akta 166)

[REDACTED]
(NO. K/P: [REDACTED])

... PEMOHON

DI HADAPAN PESURUHJAYA KEHAKIMAN

PADA [REDACTED]

DALAM KAMAR

PERINTAH

ATAS PERMOHONAN oleh Pemohon tersebut di atas melalui Saman Pemula
bertarikh 18 haribulan Oktober 2022 (Lampiran 1) **DAN SETELAH MEMBACA** Afidavit



S/N k2QHUNRN5KWmOB/1IHIEqQ

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██████████ (Lampiran 2) dan Afidavit ██████████ (Lampiran 3) yang kedua-duanya diikrar pada 18 haribulan Oktober 2022 dan difailkan di sini dan surat-surat tanpa bantahan dari Majlis Peguam Malaysia dan Jawatankuasa Peguam Pulau Pinang **DAN SETELAH MENDENGAR** Encik ██████████, Peguam bagi pihak Pemohon **MAKA ADALAH DIPERINTAHKAN** di bawah Seksyen 36 (2) (a) dan (b) Akta Profesion Undang-undang 1976, bahawa ██████████ yang sedang menjalani tempoh latihannya di dalam Kamar Pemohon dibenarkan hadir bagi pihak Pemohon atau Tetuan ██████████, yang beralamat di 51-22-B&C, Menara BHL, Jalan Sultan Ahmad Shah, 10050 Pulau Pinang:-

(a) dalam tempoh tiga (3) bulan dari tarikh Perintah ini:-

- (i) di hadapan Hakim atau Pendaftar Mahkamah Tinggi, di dalam kamar;
- (ii) di hadapan Hakim Mahkamah Sesyen atau Majistret, di dalam kamar;
- (iii) di hadapan Pendaftar Mahkamah-Mahkamah Rendah;

bagi sebutan kes yang termasuk memasukkan penghakiman ingkar atau untuk memohon jaminan atau untuk mendapat penghakiman persetujuan atau perintah; dan

(b) pada akhir jangkamasa selama tiga (3) bulan tersebut di dalam kamar di Mahkamah Tinggi dan di Mahkamah Rendah dan di hadapan mana-mana Majistret untuk mengendalikan sebarang kausa atau perkara.

Bertarikh pada 29 November 2022.

Perintah ini difailkan oleh Tetuan ██████████ yang mempunyai alamat penyampaiannya di 51-22-B&C, Menara BHL, Jalan Sultan Ahmad Shah, 10050 Pulau Pinang.



S/N k2QHUNRN5kW/mOB/1IHIEqQ

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DALAM MAHKAMAH TINGGI MALAYA DI PULAU PINANG

SAMAN PEMULA NO. : PA-17C- [REDACTED]

Petisyen untuk Penerimaan Masuk)
Peguambela dan Peguamcara No.)
WA- [REDACTED])

Dalam Perkara [REDACTED]
[REDACTED]
[REDACTED] yang beralamat di [REDACTED]
[REDACTED]

Dan

Dalam Perkara Seksyen 36 (2)(a) dan (b)
Akta Profesion Undang- undang 1976
(Akta 166)

[REDACTED]
(NO. K/P: [REDACTED])

... PEMOHON

PERINTAH

Tetuan [REDACTED]
Peguambela & Peguamcara
51-22-B&C, Menara BHL
Jalan Sultan Ahmad Shah
10050 Pulau Pinang

Rujukan kami: WA- [REDACTED]

Difailkan pada:



S/N k2QHUNRN5kWmOB/1IHIEqQ

**Note : Serial number will be used to verify the originality of this document via eFILING portal

9. FAIR ORDER.

- (a) Allow the court to process your application and extract the Draf Perintah.
- (b) Once the Draf Perintah can be extracted, please amend your Perintah according to extracted Draf Perintah.
- (c) Once you have prepared the Perintah, please save it in a PDF format together with the extracted Draf Perintah. This is to allow the Court to check whether the amendments are made in accordance to their instructions. Hence, there will be one (1) PDF document containing the Perintah followed by the extracted Draf Perintah. Afterwards, e-file it under the category of **PERINTAH (DALAM KAMAR)**.

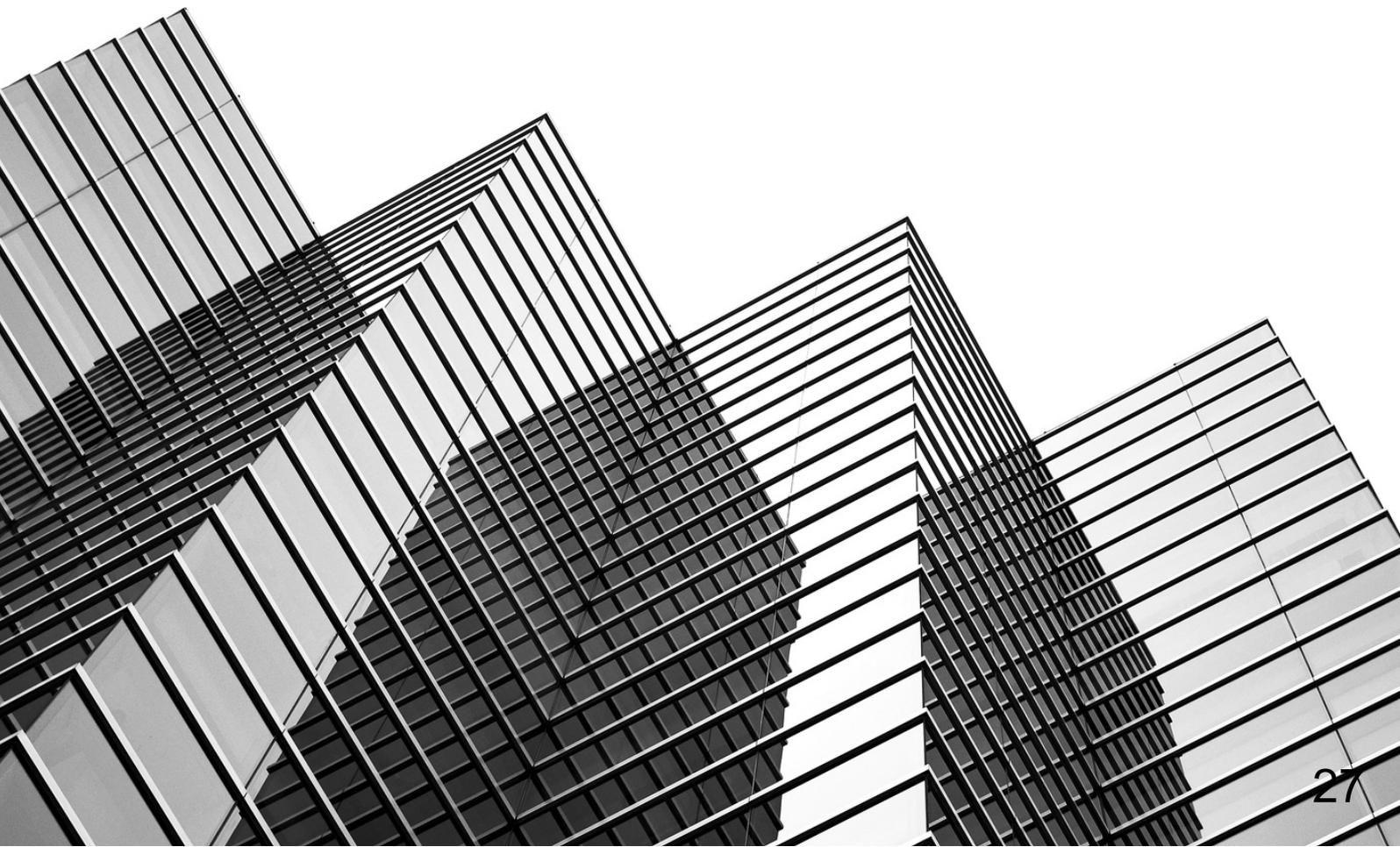
10. SERVICE OF FAIR ORDER ON 3 BODIES.

- (a) After filing the Perintah, please wait to allow the Court to process your application and extract the Sealed Perintah.
- (b) Serve a copy of the Sealed Perintah to the three (3) bodies in the same manner as mentioned in Clause 4 above.
- (c) The Sealed Perintah will be the evidence proving that you have locus as provided under the LPA1976.

11. E-FILE AFFIDAVIT OF SERVICE (SEALED PERINTAH).

- (a) Upon service on the three (3) bodies, prepare **Afidavit Penyampaian with Sijil Perakuan Ekshibit (Certificate Certifying Exhibit (Proof of Service of sealed Perintah on 3 bodies))**.
- (b) Affirm the **Afidavit Penyampaian** and e-file it via the e-filing system accordingly.
- (c) Filing Fee (**Afidavit Penyampaian**): RM16.00.
- (d) Please make sure that you complete the filing of **Afidavit Penyampaian** within fourteen (14) days from the date of extraction of PERINTAH.

Filing of Call Papers for Admission to The Bar (Borang 6, Borang 7, Borang 8)



BORANG 6, 7 & 8

BEFORE Borang 6, 7 & 8 can be filed, the following should be completed: -

1. Apply to obtain your **Bahasa Malaysia (BM) Exemption Cert** from Legal Profession Qualifying Board Malaysia (LPQB) through their website at <https://www.lpqb.org.my/>. It may take up to 1 month for your certificate to arrive, as such please ensure that this step is done approximately **2 MONTHS BEFORE YOUR LAST DAY OF PUPILLAGE** to prevent any delays.

Pupils who have not obtained a Credit in BM in SPM or any equivalent examination are required to pass an oral examination in BM conducted by the LPQB. Application for the oral examination is also to be made online via e-lpqb (<https://elpqb.agc.gov.my/CLP/bm/user/home.php>).

2. Complete your **Ethics & Professional Standards Course** which consists of an online Ethics Course, a written assessment and a Face-to-Face training (“the whole course”). You are advised **TO COMPLETE THE WHOLE COURSE 2 MONTHS BEFORE THE END OF YOUR PUPILLAGE**. Once you have completed the whole course, a Certificate of Completion will be issued to you where the certificate shall be one of your exhibits in Borang 6. You may collect the certificate from the Bar Council Secretariat or have it posted to you.
3. Obtain **Certificate of Completion of Legal Aid** from Penang Legal Aid Centre. It should be requested two (2) to three (3) weeks after the completion of your 14 days of legal aid duty.
4. Penang Bar Committee (PBC) will then email your **Confidential Report** to the Malaysian Bar Council. Documents needed by PBC for the preparation of the Confidential Report are: -

- (i) Courtesy Call letter duly signed by all current Penang Bar Committee members and the Bar Representative;
 - (ii) Photostat copies of certificates of attendance for any talk (for CPD Points) – or you can alternatively email the CPD points division @ cpd@malaysianbar.org.my to keep track of your accumulative CPD points. (Pupils need to collect a total of 8 CPD points by the end of 9 months' Pupillage).
 - (iii) Certificate of Completion of Legal Aid.
 - (iv) Malaysian Bar upon receiving your Confidential Report, will then forward it to the Kuala Lumpur High Court RKKK. Call Malaysian Bar to check if they have sent your Confidential Report to the Kuala Lumpur High Court RKKK. Upon affirmation, call the Kuala Lumpur High Court RKKK to check if they have received it.
5. To pay the **Discipline Fund** of RM 200-00, email to secretariat@asdb.org.my to obtain the relevant bank details for you to make payment. After the payment has been processed, you will receive an email attaching your receipt for payment of the Discipline Fund.
 6. E-file the Receipt of Discipline Fund [under the category of “Surat Daripada Peguam”]. Filing Fee: RM0. It is advisable for this filing to be completed before your filing of Borang 6, 7 & 8.
 7. To pay for your Instrument of Admission Fee of RM30.00, email to admissionstaff@malaysianbar.org.my attaching your receipt for payment of the Discipline Fund. To have your Instrument of Admission couriered to you, provide your address (either your house address or firm's address) in the email as well. Kindly take note that the Instrument of Admission will NOT BE REISSUED so it is advisable to have it sent to your firm to prevent any mishaps.
 8. E-file Receipt of the Instrument of Admission [under the category of “Surat Daripada Peguam”]. Filing Fee: RM0. It is advisable for this filing to be completed before your filing of Borang 6, 7 and 8.

9. 1 month before the filing of your Borang 6, you will receive an email/SMS notifying you that your Sijil Penampalan is ready to be e-filed. An example of the email/SMS and the step-by-step guide to upload and e-file the Sijil Penampalan can be found on **pages 20 to 34 of the MANUAL PENGGUNA EFS**. Extract the Sijil Penampalan once it has been sealed as it will be one of your exhibits in Borang 6.

10. Filing Fee (**SIJIL PENAMPALAN**): RM40-00

ONE DAY AFTER THE LAST DAY OF YOUR PUPILLAGE: FILL UP BORANG 6, 7 AND 8 CAREFULLY.

11. There will be two (2) copies of Borang 7 (Sijil Kelakuan Baik) as there will be 2 referees. Lawyers from your own firm and family members cannot be referees. Referees must be professionally qualified person or a person of similar standing and known the pupil for more than five (5) years.

12. Borang 8 (Sijil Kerajinan) is to be signed by your Master.

13. Make sure that Borang 6, 7 and 8 are affirmed/signed and dated **ONE DAY AFTER** your pupillage ends.

14. Prepare Borang 6 & its exhibits, each exhibit shall be duly accompanied by a “Sijil Perakuan Ekshibit”.

The exhibits for Borang 6 are as follows: -

- Birth Certificate - **A**;
- NRIC- **B**;
- Degree Certificate (Legal Qualification) - **C**;
- Borang 7 (Sijil Kelakuan Baik)- from 2 referees- **D & E**;
- Borang 8 (Sijil Kerajinan) and Certificate of Completion of Ethics and Professional Standards Course - **F**;

- Sijil Peperiksaan Bahasa Malaysia/Sijil Pengecualian dari Lembaga Kelayakan (LPQB)-
G;
- Sealed Sijil Penampalan - **H**.

Affirm Borang 6 and all the exhibits before a Commissioner for Oath **ONE DAY AFTER THE LAST DAY OF YOUR PUPILLAGE**.

15. For Notis Perbicaraan, the step by step guide to upload and e-file the Notis Perbicaraan can be found at **pages 35 to 47 of MANUAL PENGGUNA EFS**. Referring to **page 47 of MANUAL PENGGUNA EFS (Sample of Notis Perbicaraan)**, if you intend to have your Call held outside of Kuala Lumpur, you will be required to choose the location of the High Court at this juncture.

16. Sijil Pengesahan Dokumen: Pending Court's Latest Direction.

17. E-file the following documents separately **ON THE SAME DAY** according to the below chronological sequence:

- (a) your Borang 6 [under the category of “Afidavit (Borang 6)”]
- (b) Notis Perbicaraan [under the category of “Notis Perbicaraan (RKKK)”]
- (c) **Sijil Pengesahan Dokumen (Pending Court's Latest Direction)**

18. Filing Fee:

- (a) Borang 6 – RM16-00
- (b) Notis Perbicaraan – RM200-00
- (c) **Sijil Pengesahan Dokumen (Pending Court's Latest Direction) – RM40-00**

19. ALL of your Papers must be filed under the RKKK Kuala Lumpur High Court, where you first file your Borang 1, no matter in which state you completed your pupillage.

20. After e-filing, there is no need to wait for the documents to be sealed and extracted. To get your petition hearing/call date, call the High Court to inquire about the documents needed for them to allocate a hearing/call date to you. Head over to the High Court to pass the required documents to the officer in charge to get your hearing/cate date.

21. The Judge who will hear your call including your hearing/call date and time will be notified to you. Please take note of this when the Officer briefs you on what to do next.
22. After 1-2 weeks, extract your **Sijil Pengesahan Dokumen** and Notis Perbicaraan. Print out 4 copies of the sealed/extracted **Sijil Pengesahan Dokumen**, Notis Perbicaraan and Borang 6 (Borang 6 will not have extraction stamp.). Proceed to serve all of them on the Bar Council, Penang Bar Committee and AGC. In the letter of service to the Bar Council, also request for a Letter of No-Objection to be issued to you.
23. Mode of Service:
- (a) Attorney General’s Chambers (“AGC”)
- Upload documents in the AGC’s portal (i-AGC) with your registered username and password at
<https://eservices.agc.gov.my/login.php?modulType=pbpc>
 - After uploading the documents in the portal, AGC will send you an email to acknowledge their receipt of the documents.
- (b) Malaysian Bar – Courier / Personal Service / Email to
admissionstaff@malaysianbar.org.my
- (c) Penang Bar Committee – Personal Service
24. Prepare an Affidavit of Service, affirm and e-file. The sections in the intitulement and applicant must be similar to Borang 6.
25. Filing Fee (**Affidavit of Service**): RM16-00
26. E-file the Letter of No-Objection once it has been issued by the Bar Council. It is advisable for you to e-file the Letter of No-Objection **TWO (2) WEEKS BEFORE YOUR CALL DATE**. Failure to do so may cause your hearing to be postponed. Remember to inform the

Bar Council officer regarding your call date so that they can prepare your Letter of No-Objection on time.

27. Work with your Master to secure a mover. It is your Master's duty and prerogative to get a mover (he/she must be an advocate & solicitor of at least 7 years standing and cannot be from your firm). However, nowadays, some Masters allow pupils to choose their mentors or other lawyers whom they are friendly with to move their call. As such, it has become more of a partnership between Master and Pupil in finding a mover. **Nevertheless, the prerogative lies with the Master.**

IMPORTANT NOTE: NO PARENTS OF A PUPIL CAN BE A MOVER.

28. Prepare a speech for your Admission to the Bar. Forward a copy to your Master as well as your Mover for their review.
29. Buy a robe, if your Master is not buying you one.
30. Prepare your **Bundle of Cause Papers** for the admission proceeding,

- Cause Paper Bundle Index for your attention:

1.	Borang 1, 2 <ul style="list-style-type: none">• Salinan Kad Pengenalan Pempetisyen• Salinan Sijil Lahir Pempetisyen• Salinan Ijazah Pempetisyen• Butiran Pengajar	A
2.	Afidavit Penyampaian Borang 1 & Borang 2	B
3.	Borang 3, 4, 5 (Saman Pemula)	C
4.	Afidavit Penyampaian Borang 3, 4, 5	D
5.	Perintah	E

6.	Borang 6, 7, 8 <ul style="list-style-type: none"> • Salinan Sijil Lahir Pempetisyen • Salinan Kad Pengenalan Pempetisyen • Salinan Ijazah Pempetisyen • Sijil Kelakuan Baik (2 Salinan) • Sijil Kerajinan Dan Sijil Kursus Etika • Sijil Pengecualian Peperiksaan Bahasa Malaysia • Sijil Penampalan 	F
7.	Notis Perbicaraan	G
8.	Sijil Pengesahan Dokumen	H
9.	Afidavit Penyampaian Borang 6, 7, 8	I
10.	Surat Tiada Bantahan Oleh Majlis Peguam	J

31. **One (1) week before your call date**, serve the complete set of Cause Paper Bundle on Penang High Court with a cover letter. It is a good practice to also prepare a copy for your Master's review before your service on the Penang High Court.

32. Prepare one (1) copy of the Draft Order to be brought on the day of the hearing of the Admission to the Bar. ENSURE that the content of the Draft Order continues/flows to the second page together with the requisite signature from the respective bodies.

33. Sample of the Draft Order is provided in the next page.

SAMPLE OF THE DRAFT ORDER: Page 1

DALAM MAHKAMAH TINGGI MALAYA DI KUALA LUMPUR
(BAHAGIAN KUASA-KUASA KHAS)

PETISYEN PENERIMAAN MASUK NO: [insert Petition Serial Number]

Petisyen untuk Penerimaan Masuk
Peguambela dan Peguamcara
No: [insert Petition Serial Number]

Dalam Perkara [insert your name] (No.
K/P: [insert your NRIC number])

Dan

Dalam Perkara Seksyen 10 dan Seksyen
15 Akta Profession Undang-Undang
1976

[insert your name]

PEMPETISYEN

DIHADAPAN HAKIM

[insert the name of presiding Judge]

PADA [insert your Long-Call date]

MAHKAMAH TERBUKA

PERINTAH

PETISYEN INI telah ditetapkan untuk bicara pada hari ini dengan kehadiran [insert Mover's name] Peguam bagi Pempetisyen, [insert AGC's representative name] bagi pihak Y.B Peguam Negara Malaysia, [insert BC's representative name] bagi Majlis Peguam Malaysia, [insert Penang Bar's representative name] bagi Jawatankuasa Peguam Pulau Pinang **DAN SETELAH MEMBACA** Petisyen [insert your name] bertarikh [insert your Borang 1], Afidavit Pempetisyen yang diikrarkan pada [insert your Borang 6], laporan yang dibuat menurut Seksyen 14(1) Akta Profession Undang-Undang 1976 dan Sijil Pengesahan Dokumen bertarikh [insert date of your Sijil Pengesahan Dokumen] **DAN SETELAH MENDENGAR** Peguam bagi Pempetisyen dan semua pihak berkenaan tiada bantahan, **ADALAH DIPERINTAHKAN** bahawa [insert your name] diterima masuk dan didaftarkan sebagai seorang Peguambela dan Peguamcara Mahkamah Tinggi Malaya.

SAMPLE OF THE DRAFT ORDER: Page 2

Bertarikh pada *[insert your Long-Call date]*.

Penolong Kanan Pendaftar
Mahkamah Tinggi Malaya
KUALA LUMPUR

Untuk Kelulusan:-

Peguam bagi Pempetisyen

b/p Peguam Negara Malaysia

b/p Majlis Peguam Malaysia

b/p Jawatankuasa Peguam Pulau Pinang

PERINTAH ini difailkan oleh Tetuan *[insert Firm's name]* yang beralamat *[insert Firm's address]*.

34. On the day of hearing of Admission to the Bar, dress in open Court attire with your robe in hand (Guidelines on Open Court Attire can be found in **Circular No 267/2019**.)

Circular No 267/2019: Page 1



Bar Malaysia
Malaysian Bar

www.malaysianbar.org.my

15 Leboh Pasar Besar
50050 Kuala Lumpur, Malaysia
Tel : +603-2050 2050
Fax : +603-2026 1313, 2034 2825, 2072 5818
Email : council@malaysianbar.org.my

Circular No 267/2019
Dated 29 Nov 2019

To all Members of the Malaysian Bar

Dress Code for Advocates and Solicitors Attending Court

We are concerned about complaints from the Bench that some Members of the Bar and pupils in chambers are not properly attired when they appear in court.

In light of these complaints, please find reproduced below the relevant portion of the circular dated 1 Nov 2000, issued by the Federal Court, regarding the dress code for advocates and solicitors attending court.

Pupils in chambers are forewarned that if they fail to comply with the dress code at their call to the Bar, the Bar Council will not hesitate to object to their call.

Thank you.

Salim Bashir
Secretary
Malaysian Bar

PAKAIAN PEGUAM DI MAHKAMAH

1. PAKAIAN DALAM MAHKAMAH TERBUKA DI MAHKAMAH PERSEKUTUAN, MAHKAMAH RAYUAN, MAHKAMAH TINGGI DAN MAHKAMAH KHAS.

LELAKI

Kemeja

Lengan panjang warna putih dengan *wing collar* warna putih dan *bib*.

(*Shirt*)

White long sleeves with white wing collar and bib.

Seluar Panjang (Longgar)

Warna hitam/biru kelasi/kelabu gelap. Jalur-jalur dibenarkan.

(*Slacks - Loose*)

Black/navy blue/dark grey. Stripes permissible.

Jaket

Warna hitam. Butang bras tidak dibenarkan

(*Jacket*)

Black. Brass buttons not permitted

The Malaysian Bar upholds the rule of law

Circular No 267/2019: Page 2

Stoking

Warna hitam/biru kelasi/kelabu gelap
(Socks)
Black/navy blue/dark gray

Kasut

Warna hitam/biru kelasi/kelabu gelap
(Shoes)
Black/navy blue/dark gray

Jubah

Warna hitam
(Robe)
Black

Pakaian di Kepala

Serban dan songkok dibenarkan.
(Head-Dress)
Turban and songkok permitted.

WANITA

Blaus

Lengan panjang warna putih dengan *wing collar* warna putih dan *bib*.
(Blouse)
White long sleeves with white wing collar and bib.

Skirt

Warna hitam/biru kelasi/kelabu gelap dan labuhnya di bawah lutut. Jalur-jalur dibenarkan.
(Skirt)
Black/navy blue/dark gray and its length below the knee. Stripes permissible.

Seluar Panjang (Longgar)

Warna gelap, longgar dan tidak mendakap anggota badan
(Trousers - Loose)
Dark trousers and not body hugging

Pakaian Tradisional

Bukan berwarna garang dan tidak menjolok mata.
(Traditional Dress)
Not glaring colour and decent.

Jaket

Warna hitam. Butang bras tidak dibenarkan.
(Jacket)
Black. Brass buttons not permissible

Sarung Kaki Nilon – Pilihan

Hanya warna kulit sahaja yang dibenarkan.
(Nylon Socks - Optional)
Only skin-tones permissible

Circular No 267/2019: Page 3

Kasut

Warna hitam/biru/kelabu gelap. Sandal tidak dibenarkan di dalam Mahkamah.

(Shoes)

Black/navy blue/dark gray. Sandals are not permitted in Court.

Jubah

Warna hitam

(Robe)

Black

Pakaian di Kepala

Warna hitam/putih/biru kelasi/kelabu gelap. Bunga yang tidak keterlaluan atau corak bercap dibenarkan juga.

(Head-Dress)

Black/white/navy blue/dark gray. Subtle floral or patterned prints also permitted.

2. AKSESORI PAKAIAN

Semua peguam (lelaki dan perempuan) ditegah memakai apa-apa *emblem*, riben, lencana, ikatan dan lain-lain yang melambangkan mana mana parti politik atau bermotifkan politik.

(Costume Accessory)

All lawyers (male and female) are prohibited from wearing any emblem, ribbon, badge, band etc. which symbolizes any political party or political motive.

3. PAKAIAN DI MAHKAMAH SESYEN, MAHKAMAH MAJISTRET DAN DI DALAM KAMAR MAHKAMAH TINGGI

Bagi maksud ini pakaian adalah seperti di atas tetapi:

- a. Tanpa jubah
- b. Kemeja putih bertali leher yang tidak berwarna garang (*wing collar* dan *bib* dibenarkan)
- c. Bagi wanita yang memilih memakai tali leher hendaklah tali leher yang tidak berwarna garang (*wing collar* dan *bib* dibenarkan).

4. PERBICARAAN DI DALAM KAMAR MAHKAMAH TINGGI YANG DIJALANKAN DI MAHKAMAH TERBUKA

Di mana kes-kes di dalam kamar dijalankan di mahkamah terbuka, kes-kes itu masih kes-kes di dalam kamar dan pakaian hendaklah seperti yang ditetapkan, di perenggan 3.

35. Pictorial chart of Open Court Attire is as follows:

OPEN COURT ATTIRE MEN

Federal Court, Court of Appeal, High Court and Special Court



- White long sleeved shirt with white wing collar and bib
- Black/navy blue/dark grey loose slacks. Stripes permissible.
- Black jacket. Brass buttons not permitted.
- Black/navy blue/dark grey shoes.
- Black robe.
- Turban and songkok permitted.

IMPORTANT:

*All lawyers (male and female) are **PROHIBITED** from wearing any emblem, ribbon, badge, band etc, which symbolizes any political party or political motive.*

OPEN COURT ATTIRE WOMEN

Federal Court, Court of Appeal, High Court and Special Court



- White long sleeved shirt with white wing collar and bib.
- Black/navy blue/dark grey skirt. Length below the knee. Stripes permissible.
- Dark loose trousers, not hugging. Leggings not allowed.
- Traditional dress – Decent, no glaring colours.
- Black jacket. Brass buttons not permitted.
- Nylon Socks – Skin tones (optional).
- Black/navy blue/dark grey shoes. Open toed shoes / sandals are not permitted.
- Black robes.
- Black/white/navy blue/dark grey head-dress. Subtle floral or patterned prints are permitted

36. Upon being admitted to the Bar, your Mover will pray that your Master (or if your Master is not available, another advocate & solicitor of 7 years standing) to robe you. Note: Your parents are not permitted to robe you unless he/she is an advocate & solicitor of 7 years standing.
37. After the proceeding/hearing for the admission to the Bar, ask your Mover and the Counsel representing the respective three (3) bodies to sign the Draft Order.
38. E-file the Draft Order that has been filled up and signed by the representatives from each body.
39. Allow the court to process your application and extract the Draft Order. Once the Draft Order can be extracted, please amend your Perintah (Admission to the Bar Order) according to the extracted Draft Order.
40. Once you have prepared the Perintah, please save it in a PDF format together with the extracted Draft Order. This is to allow the Court to check whether the amendments are made in accordance to their instructions. Hence, there will be one (1) PDF document containing the Perintah followed by the extracted Draft Order. Afterwards, e-file it under the category of **PERINTAH (MAHKAMAH TERBUKA)**.
41. Filing Fee (**PERINTAH (MAHKAMAH TERBUKA)**): RM300-00.
42. After extracting your Fair Order, serve it on the Penang High Court, the Bar Council, Penang Bar Committee and AGC.

Mode of Service:

(a) Attorney General's Chambers ("AGC")

- Upload documents in the AGC's portal (i-AGC) with your registered username and password at

<https://eservices.agc.gov.my/login.php?modulType=pbpc>

- After uploading the documents in the portal, AGC will send you an email to acknowledge their receipt of the documents.

(b) Malaysian Bar – Courier / Personal Service / Email to admissionstaff@malaysianbar.org.my

(c) Penang Bar Committee – Personal Service

(d) Penang High Court – Personal Service

43. Upon service on the four (4) bodies, prepare **Afidavit Penyampaian with Sijil Perakuan Ekshibit (Certificate Certifying Exhibit (Proof of Service of Fair Order on 4 bodies))**.

44. Affirm the **Afidavit Penyampaian** and e-file it via the e-filing system accordingly.

45. Filing Fee (**Afidavit Penyampaian**): RM16.00.

46. Please make sure that you complete the filing of **Afidavit Penyampaian** within fourteen (14) days from the date of extraction of PERINTAH.

Meet the Team

"We are the members of the Penang Bar Young Lawyers & Pupils Subcommittee 22/23"

"Special thanks to the Chairman of the Penang Bar Committee as well as the Penang Bar Secretariat for all assistance and guidance rendered in the preparation process of this Handbook."



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Quin**



**Hong Liu Qi,
Natalie**



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If you are interested to join the PBYLPC or wish to contribute in the upcoming edition of the Pupillage Handbook, kindly direct your enquiries to secretariat@penangbar.org