Please submit the application form based on the steps below:

1. Refer to Appendix One for a list of accredited CPD activities to be included in the CPD Record Sheet.
2. Complete **Section A, B, and D**, and return the form to the CPD Department.

Kindly send the duly completed form to the CPD Department by email at [cpd@malaysianbar.org.my](mailto:cpd@malaysianbar.org.my).

*Please note that you do not have to submit the CPD Record Sheet if you have received written confirmation that you have been exempted from the CPD Scheme.*

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| --- | --- |
| **(A) PARTICULARS** | |
| Name (per NRIC) |  |
| Bar Council Membership No |  |
| Email (for main correspondence) |  |
| Mobile |  |
| Telephone (office) |  |
| Fax (office) |  |

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| **(B) CPD ACTIVITIES**  *Please complete the CPD activities that you would like to claim for CPD points* | | | |
| **CPD Category** | **Description of the CPD Activity** | **Date** | **Organiser** |
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| **(C)PERSONAL DATA PROTECTION ACT 2010** |
| 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 research, audit, and maintenance of database for communication, and such ancillary services as may be relevant. |

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| --- | --- |
| **(D) DECLARATION** | |
| I hereby confirm that all the information provided is correct and I am aware that any false declaration on my part may lead to disciplinary proceedings being instituted against me by the Bar Council. | |
| Signature |  |
| Name |  |
| Designation |  |
| Date |  |

**Appendix One: List of Accredited CPD Activities**

| **Category** | **CPD Activity** | **Maximum CPD Points per CPD Cycle** | **To be Included in CPD Record Sheet** |
| --- | --- | --- | --- |
| T1 | Attended international courses organised by private providers. | 10 | Yes |
| T2 | Attended local courses organised by private providers. | 10 | Yes |
| T3 | Attended courses organised by Bar Council/State Bar Committees. | 16 | No |
| T4 | Attended in-house training/roundtable discussions organised by law firms. | 10 | Yes |
| T5 | Participated in online courses organised by Bar Council/State Bar Committees | 16 | Yes |
| T7 | Completed Part 1 and Part 2 of Yayasan Bantuan Guaman Kebangsaan (“YBGK”) training. | 5 | No |
| T8 | Attended Sijil Annual workshop. | 1 | No |
| T9 | Attended Bar Council Ethics and Professional Standards Course | 4 | No |
| A1 | Completed any additional undergraduate or postgraduate programme. | 16 | Yes |
| A2 | Completed University of London postgraduate law programme/module accredited by Bar Council. | 1 – 16 | Yes |
| P1 | Authored approved publications. | 10 | Yes |
| S1 | Conducted courses organised by Bar Council/State Bar Committees. | 16 | No |
| S2 | Conducted courses organised by commercial course providers. | 10 | Yes |
| S3 | Worked as part-time lecturer on courses accredited by Bar Council. | 10 | Yes |
| S4 | Worked as examiner/markers for Ethics and Professional Standards Course | 5 | No |
| S5 | Worked as examiner/assessor for professional/academic bodies with approval from Bar Council. | 2 | Yes |
| B1 | Attended the Annual General Meeting (“AGM”)/Extraordinary General Meeting (“EGM”) organised by Bar Council/State Bar Committees. | 4 | No |
| B2 | Attended committee and subcommittee meetings organised by Bar Council/State Bar Committees. | 3 | No |
| B3 | Handled files from the Legal Aid Centres. | 7 | Yes |
| B4 | Sat as chairman/member of the Disciplinary Committee. | 6 | No |
| B5 | Held watching briefs, conducted inquiries, assisted in getting injunctions, acted as intervening solicitors, handled appeals, and sat on adjudication panels representing or on behalf of Bar Council/State Bar Committees. | 6 | Yes |
| B6 | Conduct legal research or write opinions upon the written request of Bar Council/State Bar Committees. | 6 | Yes |
| E1 | Spoke at luncheon or acted as Master of Ceremonies. | Not applicable | Not applicable |
| E2 | Represented Bar Council/State Bar Committees for admissions of pupils in chambers to the Malaysian Bar. | Not applicable | Not applicable |
| E3 | Participated in entertainment, annual dinners, and/or sporting activities. | Not applicable | Not applicable |
| EX1 | Aged 75 years old and above. | Not applicable | Submit application for exemption |
| EX2 | Suffer from serious medical illness. | Not applicable | Submit application for exemption |
| EX3 | Have at least 30 years of legal practice. | Not applicable | Submit application for exemption |