



**Circular No 215/2013
Dated 8 Oct 2013**

To Members of the Malaysian Bar

Update on the Submission of the Continuing Professional Development Record Sheet

To provide greater clarity about the submission of the Continuing Professional Development (“CPD”) Record Sheet, kindly take note of the following:

- (1) The CPD Department has access to all attendance records of CPD activities organised by Bar Council and State Bar Committees. Thus, Members **do not** have to submit the CPD Record Sheet if they have only participated in the CPD activities organised by Bar Council and State Bar Committees;
- (2) Members have to submit only the CPD Record Sheet in respect of CPD activities that are **not organised** by Bar Council and State Bar Committees, as indicated in the table below;
- (3) Members are advised to download the latest CPD Record Sheet [here](#). We also attach here for your convenience the Record Sheet;
- (4) Members seeking exemption from the CPD Scheme **will not** be granted exemption automatically. A formal application for exemption must be submitted to the CPD Department. The exemption categories are listed in the table below. Click [here](#) to download the “Exemption From the CPD Scheme” form; and
- (5) The CPD Scheme is **voluntary** for the **first CPD cycle**, which commenced on 1 July 2012 and will be completed on 30 June 2014.

Refer to the following table for more details:

Category	CPD Activity	Maximum CPD Points per CPD Cycle	To be Included in CPD Record Sheet
T1	Attended international training courses organised by commercial course providers.	10	Yes
T2	Attended local training courses organised by commercial course providers.	10	Yes
T3	Attended training courses organised by Bar Council / State Bar Committees.	16	No
T4	Attended in-house training courses organised by own law firm.	8	Yes
T5	Participated in non-face-to-face training courses organised by commercial course providers.	7	Yes
T6	Participated in non-face-to-face training courses organised by Bar Council / State Bar Committees.	10	No

Category	CPD Activity	Maximum CPD Points per CPD Cycle	To be Included in CPD Record Sheet
T7	Completed the Yayasan Bantuan Guaman Kebangsaan (“YBGK”) training.	5	No
T8	Attended the Sijil Annual workshop.	1	No
A1	Completed any additional undergraduate or postgraduate programme.	16–32	Yes
A2	Completed the University of London postgraduate law programme / module accredited by Bar Council.	32	Yes
P1	Authored approved publications.	10	Yes
P2	Conducted legal research at the written request of Bar Council / State Bar Committees.	10	Yes
S1	Conducted training courses organised by Bar Council / State Bar Committees.	16	No
S2	Conducted training courses organised by commercial course providers.	10	Yes
S3	Conducted in-house training courses organised by law firms.	16	Yes
S4	Worked as part-time lecturer on law / non-law courses accredited by Bar Council.	10	Yes
S5A	Worked as external examiner / assessor with approval from Bar Council.	5	Yes
S5B	Worked as marker with approval from Bar Council.	5	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
B4A	Sat as Chairman of the Disciplinary Committee.	6	No
B4B	Sat as 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	Wrote opinions / letters 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 making admissions to the Malaysian Bar.	Not applicable	Not applicable
E3	Participated in sport activities / annual dinners.	Not applicable	Not applicable

Category	CPD Activity	Maximum CPD Points per CPD Cycle	To be Included in CPD Record Sheet
E4	Attended the Ethics and Professional Standards Course, or any related programmes undertaken by pupils in chambers.	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

Members without access to the Internet may contact the CPD Department to obtain copies of the relevant forms.

For enquiries, kindly contact the CPD Department by telephone at 03-2050 2031, or by email at cpd@malaysianbar.org.my.

Thank you.

Santhi Latha
Director
Continuing Professional Development Department

CPD Record Sheet

Please complete the CPD Record Sheet if you have:

- (a) participated in CPD activities that are **NOT** organised by Bar Council or State Bar Committees;
or
- (b) received written confirmation on exemption from the CPD Scheme.

The table below shows a list of CPD activities stipulated under the current CPD Guidelines (applicable for the 1st CPD Cycle from 1 July 2012 to 30 June 2014):

Category	CPD Activity	Max. Points per Cycle	Instruction
T1	Attended international training courses organised by commercial course providers.	10	Inform CPD Department
T2	Attended local training courses organised by commercial course providers.	10	Inform CPD Department
T3	Attended training courses organised by Bar Council/State Bar Committees.	16	N/A
T4	Attended in-house training courses organised by your own law firm.	8	Inform CPD Department
T5	Participated in non-face-to-face training courses organised by commercial course providers.	7	Inform CPD Department
T6	Participated in non-face-to-face training courses organised by Bar Council/State Bar Committees.	10	N/A
T7	Completed the Yayasan Bantuan Guaman Kebangsaan ("YBGK") training.	5	N/A
T8	Attended the Sijil Annual workshop.	1	N/A
A1	Completed any additional undergraduate or postgraduate programme.	16–32	Inform CPD Department
A2	Completed the University of London postgraduate law programme/module accredited by Bar Council.	32	Inform CPD Department
P1	Authored approved publications.	10	Inform CPD Department
P2	Conducted legal research at the written request of Bar Council/State Bar Committees.	10	Inform CPD Department
S1	Conducted training courses organised by Bar Council/State Bar Committees.	16	N/A
S2	Conducted training courses organised by commercial course providers.	10	Inform CPD Department
S3	Conducted in-house training courses organised by law firms.	16	Inform CPD Department
S4	Worked as part-time lecturer on law/non-law courses accredited by Bar Council.	10	N/A
S5A	Worked as external examiner/assessor with approval from Bar Council.	5	N/A
S5B	Worked as marker with approval from Bar Council.	5	N/A
B1	Attended the Annual General Meeting ("AGM")/Extraordinary General Meeting ("EGM") organised by Bar Council/State Bar Committees.	4	N/A

Category	CPD Activity	Max. Points per Cycle	Instruction
B2	Attended committee and subcommittee meetings organised by Bar Council/State Bar Committees.	3	N/A
B3	Handled files from the Legal Aid Centres.	7	Inform CPD Department
B4A	Sat as Chairman of the Disciplinary Committee.	6	N/A
B4B	Sat as Member of the Disciplinary Committee.	6	N/A
B5	Held watching briefs, conducted inquiries, assisted in getting injunctions, acted as intervening solicitors, and handled appeals on behalf of Bar Council/State Bar Committees, sit on adjudication panels, or represent Bar Council/State Bar Committees in court.	6	Inform CPD Department
B6	Wrote opinions/letters upon the written request of Bar Council/State Bar Committees.	6	Inform CPD Department
E1	Spoke at luncheon or acted as Master of Ceremonies at any training courses.	N/A	N/A
E2	Represented Bar Council/State Bar Committees for admission to the Malaysian Bar.	N/A	N/A
E3	Participated in sport activities/annual dinners organised by Bar Council/State Bar Committees.	N/A	N/A
E4	Attended Ethics and Professional Standards Course, or any related programmes undertaken by pupils in chambers.	N/A	N/A
EX1	Aged 75 years old and above, provided you have applied for and been granted with written exemption.	N/A	Inform CPD Department
EX2	Suffer from serious illness, provided you have applied for and been granted with written exemption.	N/A	Inform CPD Department
EX3	Have 30 years' legal practice or more, provided you have applied for and been granted with written exemption.	N/A	Inform CPD Department

**N/A = Non-applicable*

For more information about the CPD Guidelines, please visit the CPD website at http://www.malaysianbar.org.my/cpd/?page_id=7. If you have any queries, please contact the CPD Department by telephone at 03-2050 2031, or by email at cpd@malaysianbar.org.my.

CPD Record Sheet

Name (as per I/C): _____

Bar Council Membership No: _____

Telephone (Office): _____

Fax (Office): _____

Mobile: _____

Email: _____

Exemption *: _____

**Please provide the reference code if you have received written confirmation on exemption from the CPD Scheme.*

Instructions:

- (1) Please list **ONLY** the relevant CPD activities from pages 1 and 2 (where applicable). Kindly provide as much details as possible for each CPD activity.
- (2) Please **DO NOT** list the CPD activities for which you have received written confirmation on CPD points.
- (3) Please submit **ONLY** page 3 of the CPD Record Sheet to the CPD Department by fax at 03-2050 2112, or by email at cpd@malaysianbar.org.my.

Category	Particulars of CPD Activity	Date of Activity	Organiser

**The CPD Department will contact you via the email address provided to verify the CPD activities that you wish to claim CPD points.*