**MALAYSIAN BAR CPD ACCREDITATION FORM**

Please read the following to understand the steps you need to take for accreditation of events:

1. Who you are: If you are:
	1. an external provider: a corporate or commercial entity, or a law firm or any other body that is organising any Continuing Professional Development (“CPD”) event where you will be charging participants registration fees to participate at the event;
	2. a law firm organising an in-house training event exclusively for the benefit of the staff at the law firm or the benefit of lawyers generally;
	3. a lawyer organising a CPD Roundtable;

please complete all the particulars below. If the required sections are not filled completely, the application for accreditation cannot be processed.

1. Additional information: Please include:
	1. a detailed event programme as a separate document, which specifies time slots for each session, tea breaks, lunch break, question and answer sessions etc.
	2. where the speaker / trainer is a Member of the Bar, their full name and Bar Council Membership (“BC”) Number; and
	3. the number of minutes of training for each speaker / trainer must be included so that CPD points can also be allocated to them.
2. Calculating CPD points for participants: As a general rule, each 60 minute training session (not including breaks, opening and closing speeches and ceremonies, question & answer sessions) will result in one CPD point being awarded to each participant.
3. Calculating CPD points for speakers / trainers: This shall include speakers, moderators, trainers, panellists, and will not include emcees. As a general rule, each 60 minute training session will result in two CPD points being awarded to the trainer (unless the content is pre-provided by the organiser in which case the speaker will only receive one CPD point per 60 minutes of training). Where more than one trainer shares a training session, each trainer will be apportioned an equal amount of time from the total training duration, and will be awarded CPD points accordingly, unless the training duration per trainer is for less than 60 minutes.
4. Accreditation fees: If the organisation is not a Malaysian law firm[[1]](#footnote-1), where the event entails the payment of any registration fee by participants, the organiser[[2]](#footnote-2) will be required to pay accreditation fees per event, which are calculated as follows:

Application fee

RM150

Accreditation fee

1-3 hours: RM300

4-6 hours: RM600

7-9 hours: RM800

10 or more: RM1200

1. Duration for accreditation process: The accreditation process may take between 5-10 working days, and you must ensure that all relevant documentation is submitted as part of the accreditation submission.
2. Upon accreditation: Once the event has been accredited, you will receive
3. CPD Code: for single use per event only;
4. CPD points;
5. This information can be published as part of your marketing and publicity materials for the event. All accreditation information must be displayed on marketing and publicity materials as follows:

*Bar Council Malaysia CPD Accreditation Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; CPD points: \_\_\_*

1. The Bar Council Malaysia logo cannot, under any circumstances, be used for any marketing and publicity materials for any event not directly organised by the Malaysian Bar.
2. You will receive an invoice from Bar Council, and will be required to make payment within the stipulated time.
3. CPD publicity: Information about the event can be published on the CPD website and the CPD Facebook page, and we will provide potential participants with access to your contact details in order to register for the event. In order to do this, please send us an A4 sized jpeg file with the link for registration in the e-flyer. A fee of **RM100** will be charged for one publication of an event for publicity on the CPD website and the CPD Facebook page.
4. Attendance records: Please [download](https://cpd.malaysianbar.org.my/wp-content/uploads/2018/09/CPD-Accreditation-Attendance-Form.xlsx) and fill in the particulars of participants who are Members of the Malaysian Bar or pupils in chambers in Malaysia, in the attendance form for the event. Please also be advised that on the conclusion of the event, a completed attendance list will have to be returned to us, in editable format, with the full name and BC / NRIC numbers of Members and pupils in chambers. This is to allow us to track the participants at each training event.

As a matter of policy, Members and pupils are required to attend the full event, regardless of how many days the event is for, in order to receive CPD points. If the Member or pupil does not attend the full event, please include a comment in the Remarks column of the Attendance records.

1. Evaluation form: Please [download](https://cpd.malaysianbar.org.my/wp-content/uploads/2018/09/CPD-Accreditation-Evaluation-Form.xls) the form and ask participants to fill in the Evaluation Form to obtain feedback from participants. A soft copy of the same may be returned to us for our records as well.

Terms and Conditions

1. The CPD Department retains an absolute discretion to determine whether to accredit any event, and the number of CPD points to be allocated for each event.
2. Failure to provide complete attendance records with the full names of Members and pupils in chambers, including their BC Number / NRIC number within 14 days of the conclusion of the event, may result in future accreditation not being granted. If no Members of the Bar / pupils in chambers have participated in the event, the CPD Department must be informed of the same.
3. Once the attendance list has been provided to us after the conclusion of the event, no further names may be added to the attendance records under any circumstances.

Please submit the softcopy of the application form in MS Word format to the CPD Department by email at cpd@malaysianbar.org.my.

**MALAYSIAN BAR CPD ACCREDITATION FORM**

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| --- |
| **(A) PARTICULARS**  |
| Name of Provider/Curator |  |
| Address  |  |
| Person-in-Charge |  |
| Designation |  |
| Email  |  |
| Telephone |  | Fax |  |
| Website |  |

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| **(B) PRE-EVENT ACCREDITATION** |
| Title of event |  |
| Event date |  |
| Start Time / End Time |       /       |
| Duration (minutes) not inc breaks |   |
| Event Venue |  |
| Event Address |  |
| Event State |  | Country |  |
| Event Itinerary | Yes [ ]  | Date of submission  |  |
| Proposed Topic *(for CPD Roundtable only)* |  |
| Number of Proposed Participants *(for CPD Roundtable only)*  |  |

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| **(C) REGISTRATION FEE**  |
| **Lawyers (less than 5 years of practice)** | **Lawyers (more than 5 years of practice)** | **Pupils in Chambers** | **Others** |
|  |  |  |  |

*\*If there is no difference in the registration fee, please insert the same for all categories*

| **(D) SPEAKER/MODERATOR** (\*please ensure that this information is provided in this form otherwise the application will not be processed) |
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| **No** | **Name (per NRIC)** | **Lawyer/Other** | **Bar Council Membership No (if applicable)** | **Duration (minutes)** |
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| **(E) FOR LAW FIRM ONLY** *(please tick if this is applicable)* |
| [ ]  I agree to allow our in-house legal training to be attended by lawyers and/or staff from other law firm(s) for free.  |

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| **(F) ACCREDITATION\*** *(this section will be completed by the CPD Department)* |
| Date Received |  |
| Date Approved |  |
| CPD Category |  |
| CPD Point(s) |  |
| CPD Code  |  |
| Application Fee |  |
| Accreditation Fee |  |
| Total  |  |
| Remarks | Please pay when invoice is received. |

*\* An invoice will be issued for each approved accreditation application.*

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| **(G) 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. |
| **(H) DECLARATION** |
| I have read, understood, and agree that any records held by the Bar Council may be accessed and used in considering this application. I also certify that the information I have provided in this application form is accurate and correct. |
| Name |  |
| Designation |  |
| Date |  |

1. Law firms pay a flat administrative fee of RM50 per event. [↑](#footnote-ref-1)
2. Note a flat fee of RM75 will be payable by academic institutions and non-government organisations where the event charges a registration fee. If it is a free event organised by academic institutions and non-government organisations, there will be no registration fee payable. The organiser of any collaboration event where participants are required to pay a registration fee will be charged commercial accreditation rates. [↑](#footnote-ref-2)