



**Majlis Peguam  
Bar Council**

No. 13, 15 & 17, Leboh Pasar Besar, 50050 Kuala Lumpur.  
Tel: 03-20313003 Fax: 20261313, 20342825, 20725818.  
E-mail: [ethics@malaysianbar.org.my](mailto:ethics@malaysianbar.org.my) Website: <http://www.malaysianbar.org.my>

**NOTICE TO ALL PUPILS IN CHAMBERS (“PUPILS”)**

Pupils are advised to observe the following requirements and guidelines issued by the Bar Council in order to avoid any adverse consequences which might jeopardise their admission to the Malaysian Bar:

**QUALIFICATION OF MASTER**

A Master must have seven years of active practice as at the date of filing of the Petition and must hold a valid Practising Certificate throughout the period of pupillage.

**MASTER AND PUPIL TO BE IN THE SAME FIRM**

In the case of a legal firm with branch offices, the Pupil must ensure, at all times, that he or she is undergoing pupillage in the same office where the Master is practising. Pupillage done under a Master of a firm who practises at a different office of the same legal firm from the pupil will be invalid.

In addition, arrangements must be made for a suitable replacement Master in cases where the Master goes on any extended leave of two consecutive weeks or more (pregnancy, vacation, Haj, marriage, etc). Any period where the pupil is not supervised by the stipulated Master will not count towards the required period of pupillage.

**BREAK DURING PUPILLAGE**

The period of pupillage shall be continuous and uninterrupted, unless there are justifiable reasons why a break is necessary. A pupil intending to take a break must obtain the written consent of the Master and the Bar Council. If the break is allowed, the pupil will be required to make up for the break by continuing with his/her pupillage until such time as the period of nine months in total is completed. (Refer to Circular No. 067/2010)

**FORMAT FOR PETITIONS**

Petitions must be in the form prescribed under the Legal Profession Act 1976. Specimen forms can be purchased from the Secretariat at RM5 per set.

**BAHASA MALAYSIA QUALIFYING EXAMINATION**

The Qualifying Board will grant exemption to pupils who have obtained a Credit in the Sijil Peperiksaan Malaysia or its equivalent. Those who do not qualify for exemption are advised to apply to the Board to sit for the Bahasa Malaysia Examination immediately to avoid any delay in their Final Calls.

**SHORT CALLS**

Pupils cannot appear in Court in respect of any matter until the necessary Order, under Section 36 of the Legal Profession Act 1976, has been granted by the Court.

**APPEARANCE IN COURT WHERE PERMITTED**

Pupils who are permitted to appear in proceedings are required to indicate and identify themselves as Pupils before the commencement of any such proceedings and any Order issued in such proceedings must identify the Pupil as such. Pupils appearing in Court are required to observe the relevant Court Attire: Bar Council Circular No. 004/2012.

## **COMPULSORY ETHICS AND PROFESSIONAL STANDARDS COURSE**

The Ethics and Professional Standards (“EPS”) Course is conducted once a month in Kuala Lumpur, and once each year in Penang and Johore Bahru. The dates for the EPS Courses are published one year in advance, and pupils may, during the course of their pupillage, select the month in which they wish to attend the EPS Course provided the pupil has completed the EPS Online course as required.

The Bar Council has introduced the EPS Online Course to help pupils prepare for the EPS Course. This interactive online programme comes with a series of question and answer modules, and contains a self-assessment component to enable pupils to gauge their levels of competence before they attend the EPS Course, and will serve as a useful guide to help prepare for the EPS examination.

Pupils may login to the EPS Online Course as stipulated in other Bar Council communication with the pupil, upon payment of RM150 by way of cheque / money order / banker’s draft payable to **MALYSIAN BAR**.

All pupils are required to sit for and pass the EPS examination within 6 months from the conclusion of the EPS Course they have attended.

## **EMPLOYMENT DURING PERIOD OF PUPILLAGE**

Pursuant to Section 12(3) of the Legal Profession Act, pupils shall not hold any office or engage in any employment of any other kind, whether full-time or otherwise, during the period of pupillage, unless special leave has been granted in writing by the Bar Council.

## **MANDATORY TRAINING**

The Bar Council Continuing Professional Development (“CPD”) motion, which was approved at the Annual General Meeting of the Malaysian Bar on 19 March 2016, stipulates that the CPD schemes take effect on a staggered basis for a 24-month cycle from 1 July 2016 till 30 June 2018. All pupils who commence their pupillage on or after 1 July 2016 are required to obtain a total of eight (8) CPD points during the course of their pupillage.

Four CPD points will be allocated to pupils who successfully complete the EPS Course, and the pupils may obtain the remaining four CPD points by participation either in State Bar Committee training activities, as required by the individual State Bar Committees, and/or participation in any face-to-face training events organised by Bar Council including but not limited to CPD Camps, or by participating in online training (not including the EPS Online Course) by accessing CPD on Demand at [www.lawprez.com](http://www.lawprez.com).

## **PAYMENT TO THE DISCIPLINE FUND**

Please ensure that the Admission Fee of RM200 (made payable to **Bar Council - Discipline Fund**) payable to the Advocates & Solicitors Disciplinary Board at Unit 5.02, Level 5, Wisma Badan Peguam Malaysia (formerly known as Straits Trading Building), No. 2, Lebuhr Pasar Besar, 50050 Kuala Lumpur, and the sum of RM30 payable to the **MALYSIAN BAR** for the Instrument of Admission is settled, before you proceed to file your papers for admission to the Malaysian Bar.

## **BAR COUNCIL DISCRETION FOR PUPIL ADMISSION TO THE MALYSIAN BAR**

At all times and under all circumstances, Bar Council Malaysia reserves the right to determine whether the pupil shall be admitted to the Malaysian Bar, taking into account the following:

- Feedback by the pupil’s Master;
- Feedback by other Members in the legal firm where the pupil completed their pupillage;
- Feedback from any or all the trainers of the EPS Course;
- Feedback from any medical professional about the mental state of the pupil (wherein Bar Council Malaysia reserves a right to require the pupil to undergo a medical evaluation of their mental state);
- Pupil participation in and compliance with the CPD requirements;
- Any conduct or misconduct by the pupil contrary to the Legal Profession Act 1976, or contrary to the Legal Profession (Practice and Etiquette) Rules 1978;
- Any conduct or misconduct by the pupil which, in the view of Bar Council Malaysia, may affect the good

standing of the pupil's Master and/or legal firm, and/or the Malaysian Bar generally.

Should you require any clarification or assistance with regard to the above, please feel free to contact Ms. Zurina at 03-2050 2140, Mr. Saiful at 03-2050 2136, or Ms. Lilian at 03-2050 2135 at the Secretariat.

Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'R. Devaraj', written over a light blue horizontal line.

Rajen Devaraj  
Chief Executive Officer

Dated: 21 March 2016