

## **Guidelines for CPD Accreditation**

### **(1) Purpose**

The Continuing Professional Development (“CPD”) Scheme is implemented pursuant to the objects and powers of the Bar Council under section 42(1) of the Legal Profession Act 1976, as well as section E(1) of the resolutions adopted at the Annual General Meetings of the Malaysian Bar. Under this mandate, the Bar Council is authorised to take all necessary steps to implement and enforce the CPD Scheme — including accrediting CPD activities, encouraging participation among Members of the Malaysian Bar (“Members”) and pupils in chambers, and undertaking measures to ensure the success and continued improvement of the Scheme.

As part of this mandate, accreditation by the Malaysian Bar CPD Department — with the Bar Council Professional Standards and Development Committee (“PSDC”) approval where required — serves as a key mechanism to uphold the quality, relevance, and integrity of CPD activities.

### **(2) Eligibility for Accreditation**

To be considered for CPD accreditation, both the organiser and the proposed activity are required to meet the following criteria:

#### **(2.1) Organiser Requirements**

- (a) The organiser may be a company, an organisation, or a law firm\*.
- (b) The organiser is expected to demonstrate prior experience in conducting CPD activities.
- (c) For the organiser submitting an application for the first time, the following documents — unless otherwise stated — are required for verification purposes, in addition to the event details:
  - (i) Documents showing particulars of directors and shareholders (previously Forms 24 and 49 under the Companies Act 1965; now filed under Sections 58 and 78 of the Companies Act 2016)
  - (ii) Memorandum and articles of association
  - (iii) Business license

*\*Only Malaysian law firms or qualified foreign law firms approved by the Bar Council are exempt from submitting the required documents outlined in clause 2.1(c).*

#### **(2.2) Activity Requirements**

- (a) Include clear learning objectives and structured content.
- (b) Feature qualified speakers with relevant expertise in the subject matter.
- (c) Maintain neutrality and professionalism in the content; self-promotion and commercial elements are to be avoided.
- (d) Adhere to ethical standards applicable to the legal profession.
- (e) Fulfil the requirements set out in the CPD Guidelines.

#### **(2.3) Title and Content of a Proposed CPD Activity**

For all proposed CPD activities — including webinars, seminars, talks, workshops, and conferences — CPD point(s) may not be awarded if PSDC is of the view that the title or content is potentially inappropriate or misleading in relation to the identity, nature, objectives, or purpose of the activity.

This includes instance where the proposed title or content may reasonably be construed as suggesting that the organisers or speakers are endorsed by, or represent, the Malaysian Bar or State Bar Committees

in matters pertaining to the legal profession or its interests, whether at the regional, state, national, or international level.

### **(3) Audit and Monitoring**

- (a) The Malaysian Bar CPD Department reserves the right to audit any accredited CPD activity.
- (b) Accreditation may be revoked if an accredited CPD activity is found to be non-compliant with audit requirements, and future applications from the organiser may not be considered. Examples of non-compliance may include the following:
  - (i) the content presented is different from what was approved at the time of accreditation;
  - (ii) changes to key details in the accreditation application — such as the date, duration, or organisers — are made without informing the Malaysian Bar CPD Department in advance; or
  - (iii) promotional materials are inconsistent with the details provided in the approved accreditation application.
- (c) Organisers are required to provide attendance lists once the accredited CPD activity is concluded. If requested, they may also need to submit additional materials — such as participant feedback — to assist the Malaysian Bar CPD Department in assessing whether the accredited CPD activity meets the requirements outlined in the CPD Guidelines.

### **(4) Accreditation and the Use of Logos**

- (a) The Malaysian Bar does not, under any circumstances, endorse or assume responsibility for the content of any accredited CPD activity.
- (b) Accreditation does not imply endorsement of the organiser's brand or commercial interests.
- (c) A unique accreditation code will be assigned to each accredited CPD activity, and it may not be used for any other activity.
- (d) Unless otherwise stated, the use of any logo of the Malaysian Bar, Bar Council, or Malaysian Bar CPD — whether in print, digital, or online materials — is not permitted without prior written approval from the Malaysian Bar CPD Department.

### **(5) Contact Information**

For any enquiries or assistance, please contact the Malaysian Bar CPD Department by email at [cpd@malaysianbar.org.my](mailto:cpd@malaysianbar.org.my), or by telephone at +6 03-2050 2111.

*The Guidelines for CPD Accreditation are subject to periodic review and may be amended at the discretion of the Malaysian Bar CPD Department, in accordance with the CPD Guidelines and the policies and practices established by the Malaysian Bar.*

*Approved at the Bar Council meeting on 15 Nov 2025.*