

**CPD Guidelines**

Category	CPD Activity	CPD Formula	Maximum CPD Points per Cycle
T1	Attend CPD accredited international courses, seminars, workshops, or conferences that are organised by private providers either by physical attendance or via distance learning, online, computer-based learning, audio, video, audio-visual, simultaneous broadcast, or any other formats.	1 CPD point for each contact hour (not inclusive of opening/closing ceremonies, breaks, meals, receptions, entertainment and sporting activities).	10
T2	Attend CPD accredited local courses, seminars, workshops, or conferences that are organised by private providers either by physical attendance or via distance learning, online, computer-based learning, audio, video, audio-visual, simultaneous broadcast, or any other formats.	1 CPD point for each contact hour (not inclusive of opening/closing ceremonies, breaks, meals, receptions, entertainment and sporting activities).	10
T3	Attend CPD accredited courses, seminars, workshops, or conferences that are organised by Bar Council/State Bar Committees.	1 CPD point for each contact hour (not inclusive of opening/closing ceremonies, breaks, meals, receptions, entertainment and sporting activities).	16
T4	Attend in-house trainings/roundtable discussions that are organised by law firms, or conducted by Members at the law firms. The criteria for accreditation of in-house trainings/roundtable discussions are:  (1) They are intended for professional educational purpose (2) They deal primarily with matters related to the practice of law (3) They have intellectual or practical content (4) The participants should not be charged with any fees	1 CPD point for each contact hour (not inclusive of opening/closing ceremonies, breaks, meals, receptions, entertainment and sporting activities).	10
T5	Attend CPD accredited courses by Bar Council/State Bar Committees via the following platforms: distance learning, online, computer-based learning, audio, video, audio-visual, simultaneous broadcast, or any other formats.	1 CPD point for each contact hour.	16
T6	Complete Part One and Part Two of the Yayasan Bantuan Guaman Kebangsaan ("YBGK") trainings.	5 CPD points once for lifetime.	5

Category	CPD Activity	CPD Formula	Maximum CPD Points per Cycle
T7	Attend Sijil Annual workshops.	1 CPD point once for lifetime.	1
T8	Attend Bar Council Ethics and Professional Standards Course.	4 CPD points upon successful completion of the assessment. Applicable once for lifetime.	4
A1	Postgraduate programmes (ie, Masters and PhD) offered by institutions registered with the Ministry of Education of the country of origin of the institution, and accredited by Bar Council, that are completed via the following platforms: face-to-face, distance learning, online, computer-based learning, audio, video, audio-visual, simultaneous broadcast, or any other formats.	CPD points will be awarded upon completion of the postgraduate programmes by considering the university, qualifications, and details of how the qualifications are obtained.  Notes: (a) The number of CPD points to be assigned to each postgraduate qualification will be determined by the CPD Department on a case-by-case basis. (b) Undergraduate and diploma courses are not included and will be considered on a case-by-case basis.	16
A2	University of London postgraduate law programme.	1 CPD point for each module successfully completed and passed; or 5 CPD points upon successful completion of the Postgraduate Certificate in Laws; or 10 CPD points upon successful completion of the Postgraduate Diploma in Laws; or 16 CPD points upon successful completion of the Master of Laws.	As per CPD formula
P1	Publish articles in books, journals, newspapers, blogs, websites or any other written platforms (either print copy or electronic format) that are approved by Bar Council, which are subject to the following:  (1) They comprised substantial legal contents; and (2) They are created for the purpose of legal, professional or community development.	1 CPD point for every 500 words. No CPD points will be awarded to publications of less than 500 words. The CPD point(s) for this activity is only claimable during the CPD cycle in which the publication is released for the first time.	10
S1	Conduct presentation as speakers or moderators at CPD accredited courses, workshops, seminars, or conferences that are organised by Bar Council/State Bar	2 CPD point for each hour of presentation, applicable where the speaker or moderator conducts a minimum of 60-minute training within a single session (not inclusive of	16

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	Committees/law firms either by physical attendance or via distance learning, online, computer-based learning, audio, video, audio-visual, simultaneous broadcast, or any other formats.	opening/closing ceremonies, breaks, meals, receptions, entertainment and sporting activities).	
S2	Conduct presentation as speakers or moderators at CPD accredited courses, workshops, seminars, or conferences that are organised by private providers either by physical attendance or via distance learning, online, computer-based learning, audio, video, audio-visual, simultaneous broadcast, or any other formats.	2 CPD point for each hour of presentation, applicable where the speaker or moderator conducts a minimum of 60-minute training within a single session (not inclusive of opening/closing ceremonies, breaks, meals, receptions, entertainment and sporting activities).	10
S3	Work as part-time lecturers on undergraduate or postgraduate courses that are accredited by Bar Council.	1 CPD point for each hour of presentation, and tabulated on the basis of the number of taught hours per CPD cycle at the relevant institution.	10
S4	Work as examiners/markers on Ethics and Professional Standards Course.	Setting questions: 1 CPD point for 5 questions set for each subject. Marking scripts: 1 CPD point for every 20 scripts.	5 5
S5	Work as examiners/markers for professional or academic bodies with approval from Bar Council.	1 CPD points per subject.	2
B1	Attend Annual General Meetings ("AGMs") and/or Extraordinary General Meetings ("EGMs") of the Malaysian Bar/State Bar Committees.	1 CPD point for each attendance.	4
B2	Attend Bar Council/State Bar committees and/or subcommittees meetings.	1 CPD point for each meeting.  Note: (a) Pupils in chambers may only attend committee/subcommittee meetings as observers and no CPD points will be allocated for attendance. The only exception is the Bar Council Human Rights Committee.	3

Category	CPD Activity	CPD Formula	Maximum CPD Points per Cycle
B3	Handle files from Legal Aid Centres.	1 CPD point for the lawyer on record for each file when the file is concluded. No further CPD points will be assigned if the file is transferred to another Member.	7
B4	Sit as Chairman or member of the Disciplinary Committee ("DC") of the Advocates and Solicitors Disciplinary Board.	Chairman of DC: 3 CPD points on the conclusion of the file. Member of DC: 2 CPD points on the conclusion of the file.	6
B5	Hold watching briefs, conduct inquiries, assist in getting injunctions, act as intervening solicitors, handle appeals on behalf of Bar Council/State Bar Committees, sit on adjudication panels or represent Bar Council/State Bar Committees in court.	3 CPD points for the lawyer on record upon conclusion of the file.	6
B6	Conduct legal research or write opinions upon the written request of Bar Council/State Bar Committees.	1 CPD point for each completed activity. Bar Council may award up to 2 CPD points for this activity at its discretion, and on case-by-case basis.	6
B7	Sit as member of the Advocates and Solicitors Disciplinary Board ("ASDB") who attends the ASDB Board Meeting.	1 CPD point for each meeting.	6

### Exclusion and Exemption

Category	CPD Activity	CPD Formula	Maximum CPD Points per Cycle
E1	Speak at luncheon or act as Master of Ceremonies at any event.	Excluded	Not Applicable
E2	Represent Bar Council/State Bar Committees for the admission of pupils in chambers to the Malaysian Bar as advocates and solicitors.	Excluded	Not Applicable
E3	Participate in entertainment, annual dinners, and/or sporting activities that are organised by Bar Council/State Bar Committees.	Excluded	Not Applicable
EX1	Members aged 75 years and above on 1 July 2012, and have been in legal practice for an aggregate of 10 years, may apply for exemption. Written confirmation will be provided when the applications have been approved by Bar Council.	Exempted	Not Applicable
EX2	Members suffer from serious illness may apply for exemption with relevant medical documentation to confirm that their medical condition would prevent them from participating in the CPD Scheme. Written confirmation will be provided when the applications have been approved by Bar Council.	Exempted	Not Applicable
EX3	Members who have been in legal practice for 30 years or more on 1 July 2012 may apply for exemption. Written confirmation will be provided when the applications have been approved by Bar Council.	Exempted	Not Applicable

**Detailed Explanatory Table for the CPD Scheme (Applicable 1 July 2014 to 30 June 2016)**

<b>No</b>	<b>Summary</b>	<b>Particulars</b>
Note 1	Criteria for accreditation	<p>Activities that allow the CPD points to be obtained are required to be CPD accredited. The criteria for accreditation include:</p> <p>(1) The activity relates to the immediate/long-term educational development of Members;</p> <p>(2) The activity meets the standards and requirements stipulated in this CPD Guidelines; and</p> <p>(3) The activity deals primarily with matters related to the practice of law and the legal profession.</p> <p>The calculation of CPD points shall exclude time allocated for opening/closing ceremonies, breaks, meals, receptions and sporting activities.</p>
Note 2	Pupils in chambers are required to obtain a minimum of 8 CPD points before they are admitted to the Malaysian Bar.	<p>Pupils in chambers are required to obtain a minimum of 8 CPD points during pupillage.</p> <p>In addition to the mandatory 8 CPD points obtained during pupillage, a maximum of 5 excess CPD points may be carried forward to the CPD cycle in which pupils in chambers are admitted as Advocates and Solicitors of the High Court of Malaya.</p> <p>Newly-called Members must also obtain the mandatory CPD points on a prorated basis in the CPD cycle in which they are admitted as Advocates and Solicitors of the High Court of Malaya.</p>
Note 3	Participation in activities for a minimum of 60 minutes will be awarded with 1 CPD point. If the activities are conducted for less than 60 minutes, no CPD points will be awarded.	<p>The number of CPD points to be awarded shall be based on the contact hours of the training session, and shall not include time allocated for opening/closing ceremonies, breaks, meals, receptions and sporting activities.</p>
Note 4	Members are allowed to carry forward a maximum 5 excess CPD points obtained from the current CPD cycle to the next cycle of the CPD Scheme.	<p>The onus shall be on Members to inform Bar Council at the end of each CPD cycle of the CPD Scheme.</p>
Note 5	Eligibility for CPD points.	<p>CPD points assigned to the activities that are organised by Bar Council/State Bar Committees will not be awarded to Members who arrive more than 15 minutes late, are not present throughout the duration, or leave before the scheduled end.</p>

Note 6	Members are required to maintain their own records of CPD points. Bar Council will track Members' CPD points based on the activities that are within the knowledge of Bar Council/State Bar Committees.	Bar Council will maintain its own records of Members' CPD points. While Members might be provided with information about the status of their CPD points for each CPD cycle of the CPD Scheme, they should not rely on it exclusively as it merely serves as a guide.
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