



**Badan Peguam Malaysia
Malaysian Bar**

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**NOTICE TO ALL PUPILS IN CHAMBERS ("PUPILS")
[except for pupils under the Johore Bar Committee]**

Pupils are advised to observe the following requirements and guidelines issued by the Malaysian Bar in order not to jeopardise their admission as an advocate and solicitor of the High Court of Malaya:

QUALIFICATION OF MASTER

A Master must have not less than 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 who practises at a different branch of the 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, Hajj, 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 prior written consent of the Master and the Malaysian Bar (Refer to Circular No. [067/2010](#)). 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.

BAHASA MALAYSIA QUALIFYING EXAMINATION

The Legal Profession 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 filing their final papers for admission as an advocate and solicitor of the High Court of Malaya.

SHORT CALLS

An application under subsection 36 (2) of the LPA (*Borang-borang* 3, 4 and 5 - colloquially known as "Short Call" application) is required to be e-filed with the Court within thirty (30) days from the commencement of the pupillage (from the filing date of *Borang* 1 with Affidavit and *Borang* 2). Pupils cannot appear in Court in respect of any matter until the Order under Section 36 (2) of the LPA has been granted by the Court. (Refer to Circular No. [233/2026](#) for the amended format for *Borang* 3).

After the expiry of the 30 days, the pupil-master shall not be permitted to proceed with the application unless with the leave of the Court [Section 36 (2A) of the LPA].

APPEARANCE IN COURT WHERE PERMITTED

Pupils who have obtained the short call orders and are appearing in court 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 Pupils as such. Pupils appearing in Court are required to observe the relevant Court Attire (Refer to Circular No. [267/2019](#)).

COMPULSORY ETHICS AND PROFESSIONAL STANDARDS COURSE

The Malaysian Bar has introduced an Online Course as part of the Ethics and Professional Standards ("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 Ethics Face-to-Face Training (EFFT) component of the EPS Course.

The EFFT is conducted once a month in Kuala Lumpur and once a year in Penang. The dates for the EFFT 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 EFFT provided the pupils have completed the EPS Online course as required.

Pupils may log in to the EPS Online Course as stipulated in a separate Malaysian Bar communication with the pupil, upon payment of RM150 via the online payment portal on the official Malaysian Bar website.

Please strictly follow the steps outlined below to make the said payment(s):

1. Go to <https://www.malaysianbar.org.my/>
2. Select the menu "Online Shop"
3. Choose "Pupil" and Submit
4. Key in NRIC No. in the "NRIC No." and "Password" on Pupil Login, and you will be redirected to the Online Payment Portal.
5. Scroll down to find the "Admission – Chambering" menu under the "Enquiry" section.
6. Click "Enquiry" and proceed with the necessary requests.
7. You will later receive an email with a link to make the payment.

All pupils are required to complete the EPS Course during the period of pupillage.

PAYMENT TO THE DISCIPLINE FUND

Please ensure that the following payments have been completed before filing your final papers for admission:

1. **Admission Fee (RM200):** Payable to the Advocates & Solicitors Disciplinary Board (for any payment inquiries, please email secretariat@asdb.org.my). Please ensure you obtain the payment receipt, which is required to be uploaded when applying for the Instrument of Admission.
2. **Instrument of Admission Fee (RM30):** Payable online via the official Malaysian Bar website (please refer to the payment steps mentioned above).

EMPLOYMENT DURING PERIOD OF PUPILLAGE

Pursuant to Section 12(3) of the LPA, 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 Malaysian Bar.

MANDATORY TRAINING

Pursuant to the Bar Council Continuing Professional Development ("CPD") motion, which was approved at the Annual General Meeting of the Malaysian Bar on 19 March 2016, 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. The pupils may obtain the remaining four CPD points by participating 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 by accessing CPD on Demand at www.lawprez.com.

BAR COUNCIL DISCRETION FOR PUPIL ADMISSION AS AN ADVOCATE AND SOLICITOR OF THE HIGH COURT OF MALAYA

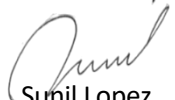
The Bar Council reserves the right to determine whether the petitioner shall be admitted as an advocate and solicitor of the High Court of Malaya, taking into account, including but not limited to the following:

- Feedback from any medical professional about the mental state of the pupil (wherein the Bar Council reserves the 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 LPA, or contrary to the Legal Profession (Practice and Etiquette) Rules 1978; and
- Any conduct or misconduct by the pupil which, in the view of the Bar Council, may affect the good standing of the pupil-master and/or legal firm, and/or the Malaysian Bar generally.

Should you require any clarification or assistance with regard to the above, please contact Mr. Saiful/Ms. Zurina (Admission Department) at 03-2050 2136/2140 or admissionstaff@malaysianbar.org.my.

Thank you.

Yours sincerely,


Sunil Lopez
Chief Executive Officer