

JOHORE BAR COMMITTEE

JAWATANKUASA PEGUAM NEGERI JOHOR

No. 5, Jalan Tun Abdul Razak, Susur 1/1 80000 Johor Bahru, Johor Darul Ta'zim

Tel: 07-276 3888 Fax: 07-276 1188 Email: secretariat@johorebar.org.my

Website: <http://www.johorebar.org.my>

CIRCULAR NO. 19/17

FOR MEMBERS ONLY
Internal Circulation

1st June 2017

PRIVATE & CONFIDENTIAL

TO ALL MEMBERS OF THE JOHORE BAR

BY COURT BOX/EMAIL/FAX/JBC WEBSITE

(Note: As the circular is distributed via email/fax, in the event it is forwarded to one person in a firm, Kindly print the same and distribute amongst the other lawyers and pupils in your office)

SEMINAR FOR LAWYERS ON MANAGING OFFICE & CLIENTS' ACCOUNTS

Please be informed that the Continuing Professional Development Sub-Committee is organising a seminar for lawyers on managing office & clients' accounts.

Particulars of the Seminar are as follows:

Date	14th June 2017 (Wednesday)
Time	9.00 a.m. to 5.00 p.m. (Registration at 8.30 a.m.)
Venue	Level 1, Abdullah A. Rahman Auditorium Johore Bar Building No. 5 Jalan Tun Abdul Razak Susur 1/1 80000 Johor Bahru
Fees	RM 100.00 for Members of the Johore Bar; RM 50.00 for Members Admitted from 1 July 2011; RM 50.00 for Pupils-in-Chambers Law Students; and RM 120.00 for Non-Members (Fees are inclusive of 6% GST)
CPD code	T3/14062017/JHB/JHB172378/6 (6 CPD points)

The workshop will cover the following topics:

- Managing Accounts of Legal Firm
- What it takes to manage these accounts
- Managing Partnership Accounts
- Principle of Accrual
- Managing Office Accounts
 - Laws & Regulations
 - Accounting Reports as Management Tools
 - Personnel Performance Evaluation, Debtors' Aging Schedule, Bank Recon, Credit Notes, Cancelled Invoices & Bad Debts, etc.
- Managing Clients' Accounts
 - Laws & Regulations
 - Accounting Reports as Management Tools
 - Clients' Ledger & Fiduciary Duty
 - Auditors' Report & Sijil Annual

Rule 6 of the Solicitors' Accounting Rules, 1991 Effective supervision of accounting staff & staff dealing with monies.

- System of internal Controls, as check and balance.
- Pitfalls to avoid
 - Taking positive advantages of Income Tax Act 1967 Revenue & its taxability
 - Expenses & its "allow-ability"

About the Speaker

Lim Kien Chai, a legal practitioner is a Chartered Accountant and an Advocate and Solicitor of the High Court of Malaya and has a multi-disciplinary professional and career background spanning over a period of more than 30 years. He holds the following academic and professional qualifications: Bachelor Degree of Accounting from the University of Malaya (Hons); Bachelor Degree of Law from the University of London (Hons); Chartered Institute of Management Accountants from the United Kingdom; Post-graduate professional qualification in Certified Internal Auditor from the United States of America; and Certificate of Legal Practice from Malaysia. He was a Past President of the Institute of Internal Auditors Malaysia.

Registration must be accompanied with payment to guarantee your place and is on a first-come first served basis.

CPD points and Certificate of attendance will be given upon completion of the whole session to participants who have attended until the end of the event.

Cash/Cheque should be crossed and made payable to JOHORE BAR HOUSE & LIBRARY FUND. Fee paid is non-refundable unless the event is cancelled.

Please direct all correspondence (including completed registration form and proof of payment) to the Johore Bar Secretariat not later than Tuesday, 13th June 2017.

Santhi a/p Balachandran
Chairperson
Continuing Professional Development
Sub-Committee

(This is a computer-generated letter. No signature is required)

REGISTRATION FORM

SEMINAR FOR LAWYERS ON MANAGING OFFICE & CLIENTS' ACCOUNTS 14TH JUNE 2017

JOHORE BAR COMMITTEE
No.5 Jalan Tun Abdul Razak
Susur 1/1, 80000 Johor Bahru
Johor Darul Ta'zim
Tel: 07-276 3888
Fax: 07-276 1188
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The following person would be attending the seminar.

1	Name	1. _____ <input type="checkbox"/> Member of the Bar <input type="checkbox"/> Pupil <input type="checkbox"/> Law Student <input type="checkbox"/> Non-Member 2. _____ <input type="checkbox"/> Member of the Bar <input type="checkbox"/> Pupil <input type="checkbox"/> Law Student <input type="checkbox"/> Non-Member
2	Membership No. (for Members of the Bar only)	1. _____ 2. _____
3	Name of firm	
4	Office Tel No.	
5	Office Fax No.	
6	H/P No.	
7	Email	

Date: _____

Signature: _____

The personal information that you provide to the Johore Bar Committee, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Johore Bar Committee for the purposes of facilitation and organisation of this event, research and audit, and maintenance of a participant database for the promotion of this event, and such ancillary services as may be relevant.