

# JOHORE BAR COMMITTEE JAWATANKUASA PEGUAM NEGERI JOHOR

No. 5 Jalan Tun Abdul Razak Susur 1/1 80000 Johor Bahru

Tel: 07-276 3888 Fax: 07-276 1188 E-mail: [secretariat@johorebar.org.my](mailto:secretariat@johorebar.org.my)

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

CIRCULAR NO. 13/15

FOR MEMBERS ONLY  
Internal Circulation

22nd April 2015

## PRIVATE & CONFIDENTIAL

TO ALL MEMBERS OF THE JOHORE BAR

BY COURT BOX/EMAIL/FAX/JBC WEBSITE

(Note: As the circular is distributed via e-mail/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 AND CLIENTS' ACCOUNTS**

The Continuing Professional Development Sub-Committee of the Johore Bar is organizing a seminar for Lawyers on Managing Office and Clients' Accounts.

This seminar aims to give a general yet good insight into the following areas:

- 1) Accounting for Legal Firm & Practices
- 2) Specific to Office & Client Accounts
- 3) Pitfalls to avoid
- 4) Revenue and expenses and its taxability or "allow-ability"
- 5) The Capital and Current Accounts of a Partnership Accounts
- 6) Effective supervision of accounting staff and staff dealing with monies etc.

Particulars of the Seminar are as follows:

<b>Date</b>	<b>Friday, 8th May 2015</b>
<b>Time</b>	<b>3.00 p.m. to 5.30 p.m. (Registration at 2.30 p.m.)</b>
<b>Venue</b>	<b>Level 1, Johore Bar Auditorium No. 5 Jalan Tun Abdul Razak Susur 1/1 80000 Johor Bahru</b>
<b>Registration Fees</b>	<b>RM 63.60 for Members of the Bar; RM 31.80 for Pupils in Chambers; and RM 79.50 for law firm staff.</b>
<b>CPD code</b>	<b>T3/08052015/JHB/JHB152252/2 (2 CPD points) Fees are inclusive of 6% GST</b>

Objective:

To introduce lawyers into the world of accounting and finance of a legal firm, which is so intertwined, in the legal practice as accounting is the eye of the needle through which all transactions, as if they were threads, must pass through in order to sew and/or piece the transactions together. By analogy, all transactions of whatsoever nature must pass the Accounting Department as a check and balance of the practice.

### **Background:**

It is ironical that while lawyers are trained and qualified in law yet law does expect and "burden" lawyers to know accounting and finance to better manage the office and clients' accounts.

A critical misstep in managing the clients' accounts could be fatal to the lawyer's practice as its effect on the issuance of the Sijil Annual is a known fact. Similarly, a misadventure in handling the office accounts could invite not only unwelcome visits from the Inland Revenue Board but also put a strain in the inter and intra relationship of partners and lawyers. As the profession gets more and more regulated including the advent of the GST, a good working knowledge and experience in accounting and finance of a law firm is not only essential but could give lawyers an unfair competitive edge.

### **About the speaker**

**Lim Kien Chai @ KC** is a Chartered Accountant and an Advocate & Solicitor of the High Court of Malaya has more than 30 years of relevant working experience of which more than 20 years is in legal practice. Throughout his illustrious career Mr. Lim was active in various professional bodies like the MIA, MICPA, IIA and MAICSA in various roles and capacities and currently a member of the Public Practice Committee of the MICPA. He was the Past President of the Institute of Internal Auditors Malaysia, with its world body based in the USA. Presently, he practices law from KL City Centre.

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

Cash/Cheque should be crossed and made payable to **JOHORE BAR HOUSE & LIBRARY FUND**

Fee paid is non-refundable unless the event is cancelled by the Organisers. If a participant is unable to attend, a replacement is allowed provided that the Secretariat of the Johore Bar is notified in writing of the name of the new participant(s) at least 48 hours prior to the commencement of the event.

Certificate of attendance will be given upon completion of the whole event to participants who have attended until the end of the event. However, certificate of attendance shall not be awarded to those participants who attend this event after 15 minutes upon its commencement.

Please be advised that certain supplies of goods and services that we make may be subject to GST, and we are required to levy GST on such taxable goods and services from 1 Apr 2015. Kindly also note that we reserve the right to implement any necessary changes to our policies on goods and services that we may supply or on supplies we may receive from vendors.

Please direct all correspondence (including completed registrations forms and proof of payment) to the Johore Bar Secretariat not later than **Thursday, 7th May 2015.**

**SANTHI 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 AND CLIENTS' ACCOUNTS 8th May 2015

JOHORE BAR COMMITTEE  
No. 5 Jalan Tun Abdul Razak  
Susur 1/1  
80000 Johor Bahru  
Tel: 07-276 3888  
Fax: 07-276 1188  
Email: [secretariat@johorebar.org.my](mailto:secretariat@johorebar.org.my)

The following person would be attending the seminar.

1	Name	1. _____ 2. _____ 3. _____
2	Membership No. (for Members of the Bar only)	1. _____ 2. _____ 3. _____
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.