

16th APRIL 2010

Ms./Mr. _____

Re: SELANGOR BAR'S COMPULSORY PUPILAGE REQUIREMENT

This above matter refers.

Below are the special requirements of the Selangor Bar Committee with regard to Pupilage within the Selangor Bar, which shall be treated as **strictly compulsory**:

Service of 'Borang 1'

- a) The 'Borang 1' is required to be served personally by the chambering pupils themselves, not through your firm's dispatch clerk or friend,
- b) As you serve the 'Borang 1' on the Selangor Bar, you will received:
 - This letter
 - A Booklet for pupils
 - The Form for particular of Petitioner
 - The Referee Forms
 - A Checklist
 - An Introduction Form
- c) Please read each document carefully and keep them with you until you apply for long-call. The Introduction Form in particular must be kept safe and handed over to Secretariat, with other requirements explained below, at the completion of your pupilage.

Introduction Session

- c) An Introduction Session will be held (the date will be informed to you, for which attendance shall be compulsory.
- d) During the Introduction Session, you will get to meet and receive some advice concerning your pupilage from members of the Selangor Bar Committee. You shall also receive an overview into the different Legal Aid programmes available, into one of which you shall be allocated accordingly and be required to fulfill 14 days of Legal Aid during the tenure of your pupilage.
- e) You should also take the opportunity during the Introduction Session to ask any questions pertinent to your pupilage period, including any questions you may have concerning practice.
- f) You shall be required to obtain the signatures of at least 5 members of the Selangor Bar Committee present at the Introduction Session, on the Introduction Form.



**JAWATANKUASA
PEGUAM
SELANGOR**

**SELANGOR BAR
COMMITTEE**

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Town Representative
Rajpal Singh (Chairperson)
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Bar Council Representative
Kanarasan Ghandinesan
kanarasan@sgorbar.org

Legal Aid

- g) You must register with the Selangor Bar Legal Aid Centre on the 1st Floor of the Secretariat. You shall also receive an overview into the different Legal Aid programmes available during the Introduction session. You shall be allocated into one of the Legal Aid programmes (you may/may not have one of your choice, depending on the programmes availability) and you shall be required to fulfill a minimum of 14 days of Legal Aid during the tenure of your pupillage.
- h) A copy of the Letter issued by the Selangor Legal Aid Centre confirming the completion of the required number of Legal Aid duty dates must be handed to the Secretariat 1 month before the end of your pupillage.

Talks/Seminar/ Training and Continued Legal Education

- i) During the tenure of your pupillage , you shall be required are required to attend a minimum of 4 of talks/seminars/trainings held by the Selangor Bar Committee in addition to sports and/or social function organized by the Selangor Bar, for which a small participation fee mat be applicable. Certificates of attendance will provide for those who attend each full talk/seminar/training.
- j) A completed Introduction Form, containing notations and confirmations of talks/seminars/training and sports/social functions attended by you, must be handed in 1 month before the end of your pupillage, to the secretariat staff in charge of Chambering Pupils Affairs, together with the copies of the Attendance Certificates of the 4 talks/seminars.

Others

- k) You must periodically check with staff – in - charge of Chambering Pupils Affairs at the Secretariat, that your file is in order.
- l) Please contact the staff-in-charge of Chambering Pupils Affairs If there is any doubt or problem arising during your pupillage.

Good luck!

Thank you,

Selangor Bar Committee