



SUB-COMMITTEE REPORT

SECRETARIAT, FINANCE, LIBRARY & INFORMATION TECHNOLOGY



Yu Ai Ting

SECRETARIAT

The Secretariat office of the Selangor Bar is located on the First Floor of No. 37, Jalan Bola Jaring 13/15, Seksyen 13, 40100 Shah Alam, Selangor.

With effects from 8 May 2023 (Circular SBC/CIR/035/2023), the operation hours are from 8.00 am to 6.00 pm from Mondays to Fridays. The secretariat can be reached as follows: -

Telephone Lines:

03-55196219 (Hunting Line)
03-55116541
03-55130211

Fax:

03-55199037

Email:

secretariat@sgorbar.org

Website:

www.selangorbar.org

Facebook:

www.facebook.com/selangorbar/

WhatsApp:

011-51760578 (only texts communication from the SBC to members of the Selangor Bar)

The Secretariat is manned by the following eight (8) personnel and one (1) personnel at the bar room:



<i>N.K. Thinnagaran</i>	<i>Executive Secretary</i> • <i>In charge of the administration and operations of the Secretariat.</i> • <i>Attends to all correspondences.</i> • <i>Attends all committee meetings and prepares the minutes.</i> • <i>Officer in charge of the Secretariat, Finance & Library, Human Rights, Environment & Gender Equality, Social, Charity & Welfare, Sports, Recreation & Health sub-committees.</i>
<i>Nor Syuhada binti Nordin</i>	<i>Deputy Executive Secretary</i> • <i>Officer in charge of human resources department</i> • <i>Attends meetings and prepares the minutes.</i> • <i>Officer in charge of Civil Practice & Court Liaison Sub-Committee, Criminal Practice & Court Liaison and Publication Sub-Committee</i> • <i>Assists in processing the subscriptions paid by Members.</i>
<i>Shariza Binti Mohamad</i>	<i>Accounts Executive</i> • <i>Administration of Secretariat finances, preparation of Secretariat accounts.</i> • <i>Officer in charge of processing the subscriptions paid by Members.</i> • <i>Officer in charge of Conveyancing Practice, Social, Charity & Welfare and Syariah dan Bahasa Melayu sub-committees.</i>
<i>Vasanth Kumari</i>	<i>Executive Officer</i> • <i>Assist in reception duties.</i> • <i>Maintains Secretariat diary for the reservation of the auditorium and the conference room for meetings for the various Sub Committees and for DC Hearings</i> • <i>Officer in charge of Human Rights & the Environment & Gender Equality and Professional Development sub-committees</i>
<i>Tulasi Aparahu</i>	<i>Executive Officer and DBGS</i> • <i>Officer in charge of the Selangor Bar's Library</i> • <i>Officer in charge of Publication Sub-Committees</i> • <i>Officer in charge of the LexisNexis Online Membership for</i>



	Selangor Bar. • Officer in charge of Conveyancing Practice, Human Rights, Environment & Gender Equality, Publication and Social, Charity & Welfare sub- committees. • Assists in processing the subscriptions paid by Members. DBGS • Provide quality administrative, registration and preliminary legal advice/aid to clients in need for Family and Employment matter. • Managing day-to-day running of Dana Bantuan Guaman Selangor (DBGS) Programme. • Liaising with Selangor State Governments. • Assisting in programmes conducted by DBGS Programme. • Providing other support and performing other duties as assigned by the Chairman, Selangor Bar Committee and Chairperson of DBGS in keeping with the policies. • Provide regular reports, briefings and update detailed work plans regarding administrative to the Selangor Bar Committee's on progress of cases and other related DBGS matters.
Gunaan	Administrative Clerk Pupils Affair and Despatch • Officer in charge of Pupils Affairs and all matters in relation to pupils in chambers, their introduction sessions and matters pertaining to their 'Short Call' and 'Long Call' sub-committees. • Officer in charge of Professional Development and Young Lawyers & Pupils sub- committee • Assist in despatch duties • Assist in issuance of circulars/notices
Farizan Binti Abdul Satar	Web Administrator Cum Admin at the reception counter • In charge of the reception counter and issuance of circulars/notices • Reception duties, general correspondences and e-mails. • Assist in Pupils Affairs and all matters in relation to pupils in chambers, their introduction sessions and matters pertaining to their 'Short Call' and 'Long Call' sub-committees. • Officer in charge of Professional Development and Syariah & Bahasa Melayu sub-committees



<i>Khairul Nizam</i>	<i>General Clerk Cum Despatch</i> • <i>Main despatch personnel.</i> • <i>Officer in charge of Sports, Recreation & Health, District Representative, Syariah & Bahasa Melayu and Young Lawyers & Pupils sub- committees</i> • <i>Assists in processing the subscriptions paid by Members.</i> • <i>Assist at the reception counter or Shah Alam Court Bar Room</i>
<i>Sree Kumare</i>	<i>General Clerk in charge in the Shah Alam Court Complex Bar Room</i> • <i>In charge of administration of the Shah Alam Court Complex Bar Room, the Bar Room and its facilities for members of the Bar.</i>

The numbers of members of the Selangor Bar as at to date stand at 7,699 members.

The Selangor Bar disseminates the latest news, information, circulars, and events to all members of the Selangor Bar via WhatsApp, email, our website, and Facebook. However, the Ad Rem will still be printed in hard copies, and a copy will be posted to the firm.

LIBRARY

The Selangor Bar library is located at the First Floor, No. 41, Jalan Bola Jaring 13/15, Seksyen 13, 40100, Shah Alam.

The library houses all the major law reports including MLJ, CLJ, AMR, ILR, All England Law reports and Halsbury's Laws of Malaysia.

There are 3 desktop computers available to conduct research online at CLJ (including Industrial Law Reports) and LexisNexis.

The Selangor Bar is constantly updating the library by purchasing contemporary law books. Also to note is the support and generous donations of books and journals by the late Dato Sri Gopal Sri Ram.

The library has photocopying facilities at 10 cents/page for black & white and 60 cents for colour printing for the benefit of members and scanning facility is provided free to members and pupils.

The Selangor Bar hopes that more members and pupils will make full use of the facilities provided at the library as the record shows that the library is underutilized.



FINANCE

The SBC derives its income from members' annual subscriptions of RM200.00 and talks/forums organized and held throughout the year.

1. Additional income of RM25,547.99 is derived from the Selangor Bar Civil Law Conference 2023 after taking into account the income from the sales of tickets and generous sponsorship and the expenditure for the conference.
3. The period between 1st March 2023 until 31st December 2023, the average monthly expenditure for Selangor Bar's secretariat is approximately RM65,000.00 and if inclusive of the loan repayment to Malaysian Bar is approximately RM77,000.00.
4. The yearly sizeable expenditures are for the Annual Dinner & Dance, Sports Events such as Interstate Bar Games, and the printing and posting of the Ad Rem Magazine.
5. This term Selangor Bar Committee has, for the benefit of Selangor Bar Members, undertaken the task of paying the balance payment for the subscriptions to LexisNexis Online services amounting to **RM150,520.00** after taking into account the reimbursement from the Malaysian Bar amounting to RM400,680.00 of the total subscription fees of RM551,200.00 inclusive of 6% service tax which was approved during the 58th Selangor Bar AGM held on 22 February 2023.
6. Cashless Payment Methods

A circular (SBC/CIR/110/2023) dated 13 October 2023 has been issued to inform Members that the Selangor Bar Committee will no longer accept cash payment. All payments must be made via cheque, online banking, and bank draft.
7. The detailed income and expenditure can be found in the Auditor's Report.

BUILDING

The Secretariat is located at the First Floor of No. 39-1, Jalan Bola Jaring 13/15, Seksyen 13, 40100 Shah Alam, Selangor.

The Auditorium is located on the Ground Floor of Building No. 39, Jalan Bola Jaring 13/15, Seksyen 13, 40100 Shah Alam, Selangor which can accommodate a maximum of 100 audiences.

The Legal Aid Centre and YBGK office are on the Ground Floor of No. 41, Jalan Bola Jaring 13/15, Seksyen 13, 40100, Shah Alam.

Our main conference room with a capacity of twenty-four (24) persons and one (1) meeting room with a capacity of up to 10 persons are located on the top floor of building No. 41, Jalan Bola Jaring 13/15, Seksyen 13, 40100, Shah Alam.

The exterior of the buildings had been painted with a fresh coat of paint, and the cost of the repainting is borne by the Malaysian Bar as registered proprietor of the building.

BAR ROOM

1. Shah Alam Court Bar Room

For the comfort of the members, we have replaced some of the broken chairs, sofas, and cabinets. For cleanliness, we also arranged for the carpet to be cleaned twice a year.

2. Petaling Jaya Court

The bar room was not fit for use and had a foul smell. We have obtained the approval from the court and refurbished the bar room.

Before:



After:





3. **Klang Court**

Upon conducting a survey and response from the Members, we have furnished the bar room with a partition, photocopier and printer, tables, and chairs to cater to members' need for a place to rest or to conduct research and printing of materials.

On 5 February 2024, we obtained approval from the court to place a staff member to manage the bar room from 8.00 am until 1.00 p.m. We are hiring a part-time staff for that purpose.

ACKNOWLEDGMENT

I extend my greatest gratitude to our Chairman, Mr. M K Thas, and my fellow Committee Members for entrusting me with this role as the Honorary Secretary of the Selangor Bar.

I also wish to thank all the secretariat staff for their assistance and hard work in ensuring the smooth running of the Secretariat.

I wish the incoming committee the best and success for the incoming term of office.

Report submitted by:

Yu Ai Ting
Honorary Secretary
Selangor Bar Committee