



Billing & Collections

CPD Code: T3/12042018/BC/MLK184241/2 | 2 CPD Points

Billing & Collections

Prompt payment by clients — every lawyer’s dream! Attend this brand new workshop to find out how you can keep your firm’s finances in the pink and avoid cash flow problems.

The workshop provides training on:

- ✓ managing cash flow;
- ✓ billing “how to’s”, tracking, systems etc;
- ✓ fee agreements;
- ✓ managing client expectations;
- ✓ ethical billing; and more!

Registration Fees (inclusive of 6% GST)
Members of the Bar RM26.50 | Non-Members RM42.40
Pupils in Chambers and Law Students RM26.50

12 Apr 2018 (Thursday) | 2:30 pm to 5:30 pm
Registration starts at 2:00 pm

Malacca Bar Auditorium

No 10, Jalan PPPS

Pusat Perniagaan Putra Sentosa

75150 Bukit Baru, Hang Tuah Jaya, Melaka

Payment Options:

- (1) Direct deposit to Alliance Bank Malaysia Berhad (Account No: 040 100 010 410 101); or
- (2) Cheque or bank draft, payable to “Malacca Bar Committee”; or
- (3) Cash payment, at the ground floor of the Malacca Bar Secretariat.

Terms and Conditions

1. Places are limited and registration is on a first-come, first-served basis.
2. All payments must be made in advance of the event. Registration will be confirmed once full payment is received.
3. Cancellations must be made in writing to the **Malacca Bar Committee**. There will be no refunds for cancellations made after **9 Apr 2018 (Monday)** but substitutions are allowed.
4. The promotional rate advertised in the START Planner and elsewhere is not applicable.
5. Registered participants can request for substitute attendees by writing to the **Malacca Bar Committee** by **9 Apr 2018 (Monday)**.
6. Certificates of attendance, and points for the Continuing Professional Development (“CPD”) Scheme, will not be given to participants who arrive more than 15 minutes late, do not attend the entire event, or leave before the workshop concludes. Certificates will be awarded to participants personally upon completion of the workshop; no representatives will be entertained.
7. Bar Council reserves the right to modify, cancel or postpone the event, should circumstances arise that make such action necessary. In the unlikely event of cancellation, all registration fees paid will be refunded.
8. 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.

Complete and submit this form by fax to **06-230 9340** or by email to **mccabar@gmail.com**.

Name:

BC Membership No:

Firm:

Address:

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Tel: Fax:

Email:



For more information, please contact:

Kennies Cheong

Malacca Bar Committee

No 10, Jalan PPPS

Pusat Perniagaan Putra Sentosa

75150 Bukit Baru

Hang Tuah Jaya, Melaka

Tel: 06-230 9507 / 230 9509 Fax: 06-230 9340

Email: mccabar@gmail.com

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