



# PUPILLAGE IN SARAWAK

## HANDBOOK & CHECKLIST

[7<sup>th</sup> Edition]

### Introduction

Welcome to the wonderful world of pupillage. Over the next 12 months, you will be exposed to the local laws of Sarawak as you navigate through the legal profession in this great State. You will also be interacting with a myriad of personalities, from your master to fellow pupils to the Registrars and the Court Staff.

As you are probably aware, pupillage in Sarawak differs from pupillage in Sabah or Peninsula Malaysia. Kindly be reminded that as a pupil in Sarawak, you do not have any rights of audience *at all*. In addition, pupils in Sarawak are required to undergo pupillage for a period of at least twelve (12) months.

Pupillage in Sarawak is regulated by the Advocates Ordinance [Cap 110] (“**AO**”) and the Advocates (Pupillage and Admission) Rules 2014. You should have a copy of both the AO and the said Rules for easy reference throughout your pupillage.

This handbook is not intended to be exhaustive but only as a **guide** to help you navigate your journey in becoming an Advocate of the High Court in Sarawak. At all times the provisions of the AO and Pupillage and Admission Rules must be strictly complied with.

Information in this handbook/ checklist is correct as of **March 2026 [Seventh Edition]**. We invite feedback and comments to enable us to improve the contents.

Good luck!

*Amanda Yong Li Ling, Christine Lim Shiew Hsia,  
Henry Tan Shiua Hee, Jonathan Kuan Che Gie  
Young Lawyers Group Sub-Committee 2024/2026*

**This Pupillage Handbook comes into operation on 10<sup>th</sup> March 2026.**

**Guidelines in the Handbook do not apply retrospectively.**



**Credits:**

Appreciation and deepest gratitude recorded to all who contributed to this handbook.

*Puan Norzy binti Yahya, Gurvir Singh Sandhu, Antonio P K Sim  
David Teo Seng Wee*

*Ranbir Singh Sangha, Desmond Sahathevan*

*John Sim Por En*

*Clarice Chan Mei Chin, Hannah Patrick, Lynette Ajeng  
Chung Hui Ming (Nicole)*



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## COMMENCING PUPILLAGE

*You should be aware of and fulfill these conditions, ideally before you commence your pupillage.*

### Qualifications for admission of advocate

[s4(1) AO]

1. You should have **one of** the following qualifications:
  - A member of the Bar of England, Scotland, Northern Ireland or the Republic of Ireland;
  - A solicitor of the Supreme Court in England, Scotland, Northern Ireland or the Republic of Ireland or a Solicitor in Scotland;
  - You have been conferred any of the following degrees:
    - Bachelor of Laws from the University of Malaya
    - Bachelor of Laws (Honours) from the University Kebangsaan Malaysia
    - Advanced Diploma in Law from the Institut Teknologi MARA, Malaysia
    - Bachelor of Laws (Honours) from the Institut Teknologi MARA, Malaysia
    - Bachelor of Laws (Honours) from the Universiti Teknologi MARA, Malaysia
    - Bachelor of Laws from the International Islamic University, Malaysia
    - Bachelor of Laws from the National University of Singapore
    - Degree of Bachelor of Laws (Honours) from University Utara Malaysia
    - Degree of Bachelor of Laws (Honours) from Multimedia University
    - Degree of Bachelor of Laws (Honours) from University Sultan Zainal Abidin
    - Degree of Bachelor of Laws and Shariah (Honours) from Universiti Sains Islam Malaysia
  - You have been awarded a Certificate of Legal Practice by the Legal Profession Qualifying Board, Malaysia; OR
  - You are called to practise as a legal practitioner (by whatever name called) by a Supreme Court or High Court exercising jurisdiction in any Commonwealth territory.

2. You are **eligible to be admitted** as an advocate if:

[s4(2) AO]

- at date of application, you have not been disbarred, struck off, suspended or in any other manner disentitled to practise in any territory within the Commonwealth,
- not subject to any present/pending disciplinary proceedings re: practise as a legal practitioner
- not convicted
- not subject to any pending/present criminal proceeding involving dishonesty in any territory within the Commonwealth
- not an undischarged bankrupt or the subject of any bankruptcy proceedings; and



- you have Sarawak connections.

3. "Sarawak connections"

[s2(2) AO]

- born in Sarawak
- ordinarily resident in Sarawak for a continuous period of 5 years or more;
- satisfies the Chief Justice that he is, at the time when the question whether he has Sarawak connections is relevant, domiciled in Sarawak.

Usually this means you either are a Sarawakian by birth typically indicated by the letter "K" on your Identity Card, or you are a Permanent Resident in Sarawak. See [www.jpn.gov.my/my/kod-negeri](http://www.jpn.gov.my/my/kod-negeri).

If you are married to a Sarawakian, you will be required to obtain a work permit or a Visit Pass (Professional) [Pas Lawatan Ikhtisas] issued by the Immigration Department of Sarawak **before** you commence pupillage in Sarawak.

Do liaise with the Immigration Department of Sarawak for latest information:

**Jabatan Imigresen Malaysia  
Negeri Sarawak**

Tingkat 1 & 2, Bangunan Sultan Iskandar,  
Jalan Simpang Tiga,  
93550 Kuching, Sarawak.  
Tel: 082-245661

4. Your master must have been in practice in Sarawak for **at least 5 years** immediately prior to your becoming his/her pupil. [s4(1A) AO]
5. There is no limit as to how many pupils one master can take.
6. If at any time you wish to change masters, you will need to notify the Advocates Association of Sarawak ("AAS"), High Court Registrar and the Sarawak State Attorney-General's Chambers ("SAG") within 7 days of change. [Rules 5, 6 & 7, Pupillage and Admission Rules]
7. You cannot be otherwise employed during your pupillage. [Rule 8, Pupillage and Admission Rules]



## PUPILLAGE CHECKLIST

	<u>Requirement</u>	<u>Checklist</u>
1.	<p>Within <b>7 days</b> of commencing your pupillage, write in to the AAS Central Committee, the relevant AAS Branch (Kuching/ Sibul/ Miri/ Bintulu), High Court Registrar and SAG informing of your commencement of pupillage by cover letter <u>together with a <b>Notice of Pupillage</b></u>. (<b>Covering Letter and Notice of Pupillage are two separate documents</b>. Altogether 4 copies. Do not use c.c. option.)</p> <p>See “Samples/ Precedents” Page 28 – Covering letter for notice of commencement of pupillage Page 29 – Notice of Pupillage</p> <p>* Kind reminder to all pupils to <b>not</b> insert the words “Form 6” in the Notice of Pupillage.</p> <p><b>* Do check with your pupil master whether s/he has been in continuous practice in Sarawak of at least five (5) years with a valid Practising Certificate throughout the period prior to taking in you as a pupil.</b></p>	
2.	<p>Make sure all the <b>4</b> acknowledgment copies are returned to you. You will need to annex those acknowledgment copies to your Petition later on.</p>	
3.	<p>Formal Certificate of Admission to the Bar / Degree Certificate / Certificate in Legal Practice is required for commencement of pupillage. Refer to section 4(1)(ca) of the Advocates Ordinance.</p>	
4.	<p>If your name has been spelt or arranged differently from your legal name in several of your certificates / documentation, swear a Statutory Declaration confirming that you are one and the same person.</p> <p>E.g.: <i>“John Doe Cheng Long” and “John Cheng Long Doe” are one and the same person.</i></p> <p>See “Samples/ Precedents” page 55.</p>	



## **APPLICATION FOR EXEMPTION**

*This section is only applicable for pupils who are entitled to apply for exemption from part of any period of pupillage in Sarawak.*

### **S 4(1B) AO**

*The Chief Justice (now known as Chief Judge of Sabah and Sarawak) may, **in his sole discretion**, exempt a person from the whole or part of any period of pupillage or reading in chambers, upon an application made to him supported by satisfactory evidence that-*

- (a) there are special circumstances justifying the exemption;*
- (b) the application has for a period of not less than 6 months been a pupil, or read in the chambers of a legal practitioner in active private practice, in any territory within the Commonwealth, of not less than 5 years' standing; or*
- (c) the applicant has satisfactorily completed a post-graduate course of instruction in law organized by any institution that would render him eligible to be admitted to practise as a legal practitioner (by whatever name called) in any territory within the Commonwealth.*

### **Rule 10, Pupillage and Admission Rules**

1. Apply via petition supported by an affidavit.
2. Annex:
  - a. Proof of qualification and eligibility; and
  - b. 2 recent testimonials as to good character (The person signing must not be a bankrupt or has criminal conviction. Preferably someone in employment and not advocates or colleagues of the firm you are undertaking your pupillage).
3. Serve a copy on SAG, AAS and any other relevant party **at least 14 days** before the hearing of your application for exemption. Petitioners are advised to serve on the relevant parties as soon as the cause papers are sealed by the Court and not to wait for the Court to fix the hearing date.

### **Pupil-to-Pupil:**

(on when to apply)

- Ideally, as soon as you begin your pupillage. However, if you were practising in Peninsula Malaysia before, you will need to wait till your cessation of practice is fully processed and documentations are in order.

(on exemption of time)

- There is no prescribed schedule that “automatically” gives you a certain time exemption. You state the period of exemption you are applying for.
- The current “unofficial” practice is that if you have been called to the Malaysian Bar, you **may** be given 3 months exemption.
- The current “unofficial” practice is that if you have been called to another Commonwealth jurisdiction (outside Malaysia, for example those who have been called in Australia but not United Kingdom), you **may** be given 2 months exemption.
- These are the normal prayers sought when seeking exemption. The period of exemption is **always subject to discretion of the Chief Judge of Sabah and Sarawak.**



- Those seeking exemptions from the prescribed period of pupillage are usually expected to be more well versed with legal practice – so do expect and be prepared for a more challenging interview. Though unconfirmed, this is a view widely held amongst senior lawyers and past interviewees alike.

(on your petition)

- When / If you are faced with conflicting instructions on the filing of the affidavit, always refer to the rules and follow them strictly (Rule 10 requires an affidavit to be filed).
- **All supporting documents are annexed to your petition.** You will still need an affidavit verifying the truth of the contents of your petition.

(on your hearing date)

- There are usually 6 call dates per year. Although it is usually held in Kuching, there had been occasions where calls to the Bar had been heard outside of Kuching.
- Hearings for exemption are normally heard same day as admission hearing.
- Usually, the Chief Judge of Sabah and Sarawak will preside over these hearings. However, the Chief Judge of Sabah and Sarawak may delegate the matters to a High Court Judge.
- The Central Bar Room will usually know beforehand when the next exemption date is. Call them to find out and allow yourself sufficient time to comply with the prescribed time frame for filing and service of your petition and relevant documents.
- After you had filed your petition, check regularly through the e-Kehakiman Sabah and Sarawak (“e-KSS”) whether your call date has been adjourned/ postponed. Please check the listing under the Chief Judge of Sabah and Sarawak in Community Portal (login required via <https://ekss-cmsa.kehakiman.gov.my/apps/ekss/cap/share/login/>).
- Usually, the High Court Registry will inform you via a notice of adjournment of hearing, but you should always double check, particularly if you are from outside Kuching.



## APPLICATION FOR EXEMPTION CHECKLIST

	<u>Requirement</u>	<u>Checklist</u>
1.	<p>File your Petition and Supporting Affidavit. See “Samples/ Precedents” page 30-37.</p> <p>Annex the following (cancel where necessary, cross refer to the exhibits stated in Petition under “Samples/ Precedents”) in your <b>Petition</b>:</p> <ul style="list-style-type: none"> <li>- Sarawak connections (Birth Certificate/IC/Permanent Residency slip)</li> <li>- Copy of your Law Degree Certificate (as the case may be)</li> <li>- Copy of CLP certificate or Letter of Confirmation from the Legal Profession Qualifying Board (as the case may be)</li> <li>- Copy of any evidence of admission to the Bar (Malaysia or overseas). E.g., For Advocate and Solicitor of the High Court of Malaya, it would be the order for your admission.</li> <li>- (Applicable for those who practised in West Malaysia)               <ul style="list-style-type: none"> <li>• Copy of Practicing Certificates (for all years of practice),</li> <li>• Sijil Annual (for all years of practice),</li> <li>• Statutory Declaration (“<b>SD</b>”), Notice of Cessation of Practice (“<b>NCP</b>”),</li> <li>• Duly acknowledged cover letter to Malaysian Bar (enclosing the SD and NCP),</li> <li>• Letter/Email from Malaysian Bar informing on receipt of Notice of Cessation</li> </ul> </li> <li>- Notice of Commencement of Pupillage together with 4 copies of covering letters sent to and acknowledged by High Court, SAG, AAS Central and AAS Branch.</li> <li>- Two (2) Certificate of Good Character.               <ul style="list-style-type: none"> <li>• These people should know you for at least 5 years.</li> <li>• They should be Malaysian Citizens. Ideally, should be in Sarawak.</li> <li>• Family members are not allowed to sign.</li> <li>• The person must not be a bankrupt or has criminal conviction. Preferably someone in employment.</li> <li>• <b>Advocates or colleagues of the same firm are not allowed to sign your certificate.</b></li> </ul> </li> </ul> <p>(Reminder: do NOT use the “Borang 6” from your pupillage in West Malaysia. See “Samples/ Precedents” page 54.)</p>	

	<p>- Statutory Declaration (if there is any <u>name difference</u>)</p> <p>Ensure that the intitulement (including CJSS title) is accurate. Erroneous Petitions/ Affidavits may be rejected.</p> <p>Petition filing fee: <b>RM160.00</b></p> <p>Affidavit filing fee: <b>RM16.00</b></p>	
2.	<p>After extracting the sealed copy, serve all cause papers at least <b>14 days</b> prior to your hearing date on AAS and SAG. Petitioners are advised to serve on the relevant parties as soon as possible and not to wait for the Court to fix the hearing date.</p>	
3.	<p>Ensure that you have obtained the 3 acknowledgment copies from AAS Central, AAS branch and SAG. File in Affidavit of Service.</p> <p>Affidavit filing fee: <b>RM16.00</b></p>	
4.	<p>Check with the Court for your hearing date.</p>	
5.	<p>Ensure you have a mover for your petition. It can be any advocate from your firm or otherwise. It is <b>preferable</b> to engage a mover with at least 5 years of legal practice experience to move your call to the Bar.</p>	
6.	<p>Show up on the day of your hearing with your mover.</p> <p>Dress in chamber attire, i.e., black suit, white shirt collar, black tie (for gentlemen).</p>	
7.	<p>Obtain the names of the following people:</p> <p>Judge:</p> <p>Representative from SAG:</p> <p>Representative from AAS:</p>	
8.	<p>Ideally, if you have a draft order ready, you can have all parties sign on the day of hearing.</p> <p>Draft Order: see "Samples/ Precedents" page 38-39.</p> <p>Otherwise, obtain all signatures, then file your draft order with the Court. There is no filing fee for a draft order</p>	
9.	<p>Once approved by the Court, file your Fair Order.</p> <p>Filing Fee: <b>RM300.00</b></p>	
10.	<p>Once your Fair Order has been sealed by the Court, extract it and keep a copy. It is not necessary to serve on the relevant parties but if you want to, go ahead. A copy of your Fair Order is required to be exhibited to the Admission Petition in due course.</p>	



## ETIQUETTE COURSE

*This section explains the compulsory etiquette course every pupil has to undergo before s/he can be admitted/called.*

### **[Rule 9, Pupillage and Admission Rules]**

1. As pupils, you are required to attend an Etiquette Course. Attendance is **compulsory**.
2. Join the Young Lawyers Telegram Group. AAS Central will announce the date and venue of the next Etiquette Course in the Group. Register yourself through AAS.
3. Keep your Certificate of Attendance (subject to payment to AAS Central). You will need to annex it to your admission petition.

### Pupil-to-pupil:

- There may be a dress code imposed. If no direction is provided, it is always safer to dress in business attire. Check with the AAS if there is a participation fee payable or if further information is required.
- Ideally, you should bring with you:
  - Notebook;
  - Stationery;
  - Advocates Ordinance;
  - Sarawak Land Code; and
  - Please check with the AAS if you are to bring any other statutes.
- You will have mini lectures on the laws peculiar to Sarawak, conveyancing practices, etc. The Etiquette Course does not have a fixed syllabus though certain core topics will always be included. Do check with the AAS Central of the relevant materials before you attend the Etiquette Course.
- There will be a multiple-choice quiz/ exam **on the same day**, at the end of the Course. Finish the quiz and arrange to obtain your certificate of attendance. The Certificate of Attendance will be issued after payment.
- You will need to annex the Certificate of Attendance to your Petition for Admission.
- If you have given an undertaking to attend the Etiquette Course on day of your admission to the Bar, you are to file a **Supplementary Affidavit** annexing the Certificate of Attendance and serve the said Supplementary Affidavit on AAS (Central Committee) and SAG.



## **ADDITIONAL REQUIREMENTS**

*This section explains the additional requirements that pupils may be required to complete before their call.*

From time to time, the Chief Judge of Sabah and Sarawak (“CJSS”) may implement additional requirements that pupils must complete prior to being admitted to the bar. These additional requirements are **mandatory**.

These additional requirements may change pursuant to discretion and initiatives of the CJSS.

In the past, pupils have had to complete Assignments prior to their call.

Currently, pupils must undergo an **Advocacy Training Course** (“ATC”) organised by the AAS before admission. This is a requirement pursuant to the Directive of the CJSS dated 10<sup>th</sup> October 2019. Availability of the ATC will be made available by the AAS.

Please retain all certificate(s) issued pursuant to the fulfillment of these requirements/ courses/ assignments. It should be filed in support of your Petition for Admission.

Likewise, if you have given an undertaking to attend the ATC on day of your admission to the Bar, you are to file a **Supplementary Affidavit** annexing the Certificate of Attendance and serve the said Supplementary Affidavit on AAS (Central Committee) and SAG.

### **Yayasan Bantuan Guaman Kebangsaan [YBGK]**

YBGK provides free legal aid and advice in criminal matters, (including Syariah criminal matters), to all Malaysian citizens. This legal aid covers all criminal offences except those which carry the death penalty.

During your call, you will be required to take an oath, undertaking to complete **twenty (20)** individual YBGK cases upon getting called. It is a mandatory requirement that you shall complete the **twenty (20)** individual cases, failing which a letter to show cause may be issued to you, prior to renewal of your Practising Certificate.

NOTE: In order to undertake YBGK cases, you are required to attend and complete the YBGK training to be confirmed as a YBGK lawyer. Notification of these training sessions will be given from time to time. If there is uncertainty, it is best to contact the AAS and/or your local bar room, who may be able to point you in the direction of information.

For any inquiries, please contact [aascentral.ybgk@gmail.com](mailto:aascentral.ybgk@gmail.com).



## THE PRE-CALL INTERVIEW

*This section explains the interview every pupil has to undergo before s/he is admitted.*

### **[Rule 14, Pupillage and Admission Rules]**

- 14 (1) The Chief Judge may, before the hearing of any petition, interview the petitioner to determine whether or not he is a fit and proper person to be admitted as an advocate.  
(2) For the purpose of this rule, the Chief Judge may be assisted by the State Attorney-General and the Association.

#### Pupil-to-pupil:

##### (Preliminary issues)

- This interview is usually conducted a day before the call. Interviews are conducted at the Kuching High Court or at a High Court outside of Kuching subject to discretion of the Chief Judge of Sabah and Sarawak. If you are doing your pupillage outside of Kuching, please note you will need to make travel arrangements to Kuching for the interview [unless the Court directs that the interview be conducted virtually].
- When you file your petition for admission, the e-KSS will assign a “hearing date”. That hearing date will be your call date. The day before is usually your interview date.
- However, TAKE NOTE THAT postponements / adjournments do happen (for whatever reason), so be very clear about the date before making any travel plans/ informing your friends and family. Double, triple check with the Bar Room and the liaison in Court, Puan Norzy (as at March 2026).
- The Court’s usual practice is to issue a **written** notice via e-KSS, confirming the interview date **one week** before, so do keep a lookout for the notification.
- If the hearing date is postponed, an official notification **should** be issued by Court.

##### (The physical interview itself)

- All pupils will usually be asked to wait in the Court library or any other places as instructed by the Court.
- When your turn to be interviewed arrives, you are to leave your belongings in the library (or any other places as instructed by the Court) and enter the interview room. [If you feel the need to hold on to something (due to nerves), take with you a small object, i.e., a pen/ small water bottle.]
- You will usually be interviewed before a panel of three interviewers:-
  - a. The Chief Judge of Sabah & Sarawak or the Judge (usually a High Court Judge) designated by the CJSS to preside over the admission hearing;
  - b. a representative of the SAG; and
  - c. a representative from the AAS.
- You will usually be asked questions on the laws peculiar to Sarawak and on the areas of practice you have stated in your nature of pupillage. However, take note that there is no limit as to the types



of questions which may be posed. So be thoroughly prepared. Supplemental questions may also be asked until you are able to answer to the satisfaction of the panel.

- The questions posed by the panel may not solely be to test the pupil's actual knowledge. Instead, it may be an indicator of how well the pupil thinks on his/her feet, in dealing with the unknown.
- In the event you are unable to answer any of the questions posed by the panel during the interview, politely seek a short recess to equip yourself / do necessary research before re-entering the room with the appropriate answer. In this instance, it would be advantageous to have a "lifeline", i.e. a senior/ master/ friend's contact number handy.
- In the unlikely (but possible) event that you fail the interview, you will not be eligible to be called to the bar and you will have to wait for the next interview.

(Friendly reminders)

- Dress in chamber attire. Look presentable.
- Carry yourself with confidence (not to be confused with arrogance), humility and class. Attitude is everything.
- Politely acknowledge the panel when you enter/exit the interview room. It is proper decorum to acknowledge the Judge first.
- Unbutton your jacket when you sit. Button it up when you stand.
- Keep your phone on silent mode.
- Advisable not to cross your legs throughout the interview.



## **COMPLETING YOUR PUPILLAGE**

*This section explains the necessary procedural requirements upon the completion of your pupillage.*

### **[s5 AO, Part IV Pupillage and Admission Rules]**

1. Apply via petition.
2. Annex necessary documents
3. Serve at least 14 days prior to call date.
4. If there are any objections from the AAS/ SAG, they will serve a notice of objection 5 clear days prior to your call date.

### **Pupil-to-pupil:**

- pupillage ends on the same day 12 months after you commence your pupillage, i.e., if you commence pupillage on 1.2.2025, your final day of pupillage is on 1.2.2026. To be on the safe side, file your petition the following day, i.e., 2.2.2026.
- The filing of documents in relation to admissions and issuance/ renewal of Practising Certificates are now done online. Please familiarise yourself with the website.



## CALL/ ADMISSION CHECKLIST

	<u>Requirement</u>	<u>Checklist</u>
<b><u>About a week before pupillage ends</u></b>		
1.	<p>Get two (2) people to provide your certificate of good character.</p> <ul style="list-style-type: none"> <li>- These people should know you for at least 5 years.</li> <li>- They should be Malaysian Citizens. Ideally, they should be in Sarawak.</li> <li>- Family members are not allowed to sign.</li> <li>- The person must not be a bankrupt or has criminal conviction. Preferably someone in employment.</li> <li>- <b>Advocates or colleagues of the same firm are <u>not</u> allowed to sign your certificate.</b></li> <li>- The date on the Certificate should not be dated on a date prior to the completion of the pupillage.</li> </ul> <p>See "Samples/ Precedents" page 54.</p> <p>**you may not recycle the character certificates you used for your exemption application, as your intitlement is different.</p>	
2.	Prepare your Curriculum Vitae/ Resume and Nature of Pupillage at pages 57-58.	
<b><u>One day after your pupillage ends</u></b>		
3.	<p>Get your master to sign the Statutory Declaration.</p> <ul style="list-style-type: none"> <li>- The date on the Statutory Declaration should not be dated on a date prior to the completion of the pupillage.</li> <li>- Annex your master's Admission Order and Practising Certificates for past five years in the Statutory Declaration.</li> </ul> <p>See "Samples/ Precedents" pages 52-53.</p>	
4.	<p>File your Petition and Supporting Affidavit. Annex the following in your <b>Petition</b>:</p> <ul style="list-style-type: none"> <li>- Sarawak connections (Birth Certificate/ IC/ Permanent Residency slip)</li> <li>- Copy of your Law Degree Certificate (as the case may be)</li> <li>- CLP certificate or Letter of Confirmation issued by the Legal Profession Qualifying Board</li> <li>- Any Order of Admission to the Bar (Malaysia or overseas)</li> <li>- (Applicable for those who practised in West Malaysia) <ul style="list-style-type: none"> <li>• Copy of Practising Certificates (for all years of practice),</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Sijil Annual (for all years of practice),</li> <li>• Statutory Declaration (“SD”), Notice of Cessation of Practice (“NCP”),</li> <li>• Duly acknowledged cover letter to Malaysian Bar (enclosing the SD and NCP),</li> <li>• Letter/Email from Malaysian Bar informing on receipt of Notice of Cessation</li> </ul> <ul style="list-style-type: none"> <li>- Notice of Commencement of pupillage together with 4 copies of covering letters sent to and acknowledged by High Court, SAG, AAS Central and AAS Branch.</li> <li>- Two (2) Certificate of Good Character (<b>Advocates or colleagues from same firm should not sign your Good Character Certificate.</b>)</li> <li>- Bankruptcy Search (to be done after you have completed your pupillage. Check page 20 on how to do Bankruptcy Search)</li> <li>- Certificate of Attendance of Etiquette Course</li> <li>- Certificate of Attendance of Advocacy Training Course</li> <li>- Statutory Declaration (if there is any <u>name difference</u>)</li> <li>- Court Order for Exemption from Pupillage (if any)</li> <li>- Curriculum Vitae/ Resume</li> <li>- Statutory Declaration signed by your master</li> <li>- Your master’s Practising Certificate</li> </ul> <p>Ensure that the intitulement (including CJSS title) is accurate. Erroneous Petitions/ Affidavits may be rejected.</p> <p>Petition filing fee: <b>RM160.00</b>          Affidavit filing fee: <b>RM16.00</b></p>	
5.	After extracting the sealed copy, serve all cause papers at least <b>14 days</b> prior to your hearing date on AAS and SAG.	
6.	Ensure you obtain the acknowledgment copies from AAS and SAG. File in Affidavit of Service. Affidavit filing fee: <b>RM16.00</b>	
7.	The Court will then request for details of the nature of your pupillage. See “Samples/ Precedents” page 56. <i>** there is absolutely no guideline as to what to write in that form. You give a short brief on what you have learnt during your pupillage. Bear in mind that this</i>	



	<p><i>is very likely to be the scope of your interview by the Chief Judge prior to your call date.</i></p> <p>As instructed by the Court, please file in the Nature of Pupillage (page 1) together with your Curriculum Vitae/ Resume (page 2) in a single pdf file under 1 enclosure number.</p>	
8.	Ensure you have a robe. If you choose to have one made, the store/ tailor will need time to get it ready.	
9.	Check with the Court for your hearing date.	
10.	<p>Ensure you have a mover for your petition. It can be any advocate from your firm or otherwise. It is preferable to engage a mover with at least 5 years of legal practice experience to move your call to the Bar. S/he must have a valid Practising Certificate at the time of the hearing of the petition.</p> <p>Inform your master too (if your mover isn't already your master).</p>	
<b><u>The week of your call date</u></b>		
11.	Ensure that your hearing date has not been vacated/ adjourned. Double/ triple check with the Court if necessary.	
12.	Make necessary arrangements to be present for your interview and call date.	
<b><u>Day of your call</u></b>		
13.	<p>Be at Court early. There is usually a small briefing just prior to the hearing. Don't forget your robe and bib. Proper High Court open court attire is required.</p> <p>Family members and/or friends are to be in proper attire.</p> <p>You are only to wear your robe when the presiding Judge grants the order for admission and directs accordingly.</p>	
14.	<p>Obtain the names of the following people:</p> <p>Judge:</p> <p>Representative from SAG:</p> <p>Representative from AAS:</p>	
15.	<p>Have a pen ready with you.</p> <p>During the hearing, you will take the YBGK oath. Upon completing that oath, you will sign the documents handed out to you, regarding your YBGK pledge.</p>	
<b><u>After your call</u></b>		
16.	The court will prepare the admission order. It will be viewable on you firm's e-KSS. The following payment will be required.	



	<ul style="list-style-type: none"><li>- <b>RM 200.00</b> (enrolment fee)</li><li>- <b>RM 300.00</b> (filing fee for order of admission)</li></ul>	
--	---	--

**Congratulations, you are now an Advocate of the High Court in Sabah and Sarawak  
in the State of Sarawak.**



## PRACTISING CERTIFICATES

*This section explains the procedure in obtaining/ renewing your Practising Certificate.*

1. Your firm may or may not assist you in obtaining your Practising Certificate. It is best to enquire with your colleagues whether they provide said assistance (financial or otherwise). If they do, you may ignore this section.
2. If you do not actively practise law after your admission, you may not be able to obtain your Practising Certificate (“**PC**”), as it requires you to first be employed with a firm. A letter of employment is **mandatory** in order to obtain your PC.  
See “Samples/ Precedents” page 55.
3. Once you have obtained your practicing certificate, it is best to inform the support staff at your firm, so they will know when/ if/ how to renew your Practising Certificate annually.
4. First issuance of the PC is now free of charge and valid up to the last day of the year of admission.
5. The filing of documents in relation to admissions and issuance/ renewal of Practising Certificates can now be done online (as of 2020).

### Peer-to-peer:

(generally)

- If you have changed your place of work after your admission, your previous office will be filing the Order for Admission on your behalf. No physical copy of Order for Admission will be issued.

(on your Bankruptcy/ Insolvency Search)

- You will need to do a bankruptcy search on your name. Fee: **RM 10.00**.
- Your firm should be able to direct you on the procedure or have an online account at <https://e-insolvensi.mdi.gov.my/>. Alternatively, you may create your own account and conduct the search on <http://www.mdi.gov.my>.

(on the Letter of No Objection)

- This letter will be uploaded directly from the AAS Central to the Kuching High Court via e-KSS. This means you will not get a copy of this letter.



## PRACTISING CERTIFICATE CHECKLIST

	<u>Requirements</u>	<u>Checklist</u>
1.	<p>Annex the following documents in the application:-</p> <ul style="list-style-type: none"> <li>- Bankruptcy Search</li> <li>- Accountant's Report (Please ensure that the Report is issued in your individual name and not in joint names with Advocates of your firm. Contact Central Bar Room for Accountant's Report sample.)</li> <li>- Business Name Registration (from District Office)</li> <li>- Firm Name Registration Certificate (issued by AAS)</li> <li>- Firm Search (For Partners Applicant)</li> <li>- For Young Lawyers who have yet to fulfil their YBGK Pledge, write a <u>covering letter</u> to explain on non-fulfilment of 20 YBGK cases and undertake to fulfil the pledge <b>within a year</b>.</li> </ul>	
2.	<p>Document verification by AAS Central - Letter of No Objection</p> <ul style="list-style-type: none"> <li>- (Non-member) make payment of <b>RM200.00</b> to the AAS Central for issuance of the Letter of No Objection.</li> <li>- (AAS member) make payment of <b>RM50.00</b> to the AAS Central for issuance of the Letter of No Objection.</li> </ul> <p>[Contact your nearest AAS branch for membership enquiries.]</p>	
3.	<p>Once notified by the Court that the Letter of No Objection has been issued, make payment to Court via e-Kehakiman Sabah &amp; Sarawak Advocates Community System (CMS-A) for renewal of practicing certificate.</p> <p>Payment: <b>RM 100.00</b></p>	
4.	<p>Once notified by the Court that the Practising Certificate is ready for extraction, print/ download/ save a copy for your record.</p>	
5.	<p>Application for Authorisation of Attestation under S.215 of Sarawak Land Code</p> <p>Liaise with AAS Central Bar Room for the application procedure.</p>	



## **IMPORTANT CONTACT NUMBERS**

### **CENTRAL**

**The Advocates Association of Sarawak [Central]**

**The Bar Room**

Kompleks Mahkamah Miri,  
Jalan Merdu,  
98008 Miri, Sarawak.

Tel/Fax: 085-430 476

Email: [aascentral2018@gmail.com](mailto:aascentral2018@gmail.com) / [contact@sarawakadvocates.com.my](mailto:contact@sarawakadvocates.com.my)

### **MIRI**

**Kompleks Mahkamah Miri**

Jalan Merdu,  
98008 Miri

Tel: 085-427 248 / 085-411 139 / 085-418 118

Fax: 085-423 263

**Bar Room Miri**

@Kompleks Mahkamah Miri

Tel/Fax: 085-430 476

Email: [aasmiribar@gmail.com](mailto:aasmiribar@gmail.com)



## **SIBU**

### **Kompleks Mahkamah Sibu**

Jalan Tun Abang Haji Openg  
96000 Sibu

Tel: 084-333 788 / 084-330 442  
Fax: 084-328 110

### **Bar Room Sibu**

@ Kompleks Mahkamah Sibu

Tel/Fax: 084-343411  
Email: [sibubarroom@gmail.com](mailto:sibubarroom@gmail.com)

## **KUCHING**

### **Kompleks Mahkamah Kuching**

Jalan Gersik  
93050 Petra Jaya, Kuching

Tel: 082-442 228 / 082-449 782 / 082-446 830 / 082-446 597  
Fax: 082-311 575

### **Bar Room Kuching**

Kompleks Mahkamah Kuching

Tel: 082-448 077  
Fax: 082-449 427  
Email: [aas@sarawak-advocates.org.my](mailto:aas@sarawak-advocates.org.my)



## **BINTULU**

### **Kompleks Mahkamah Bintulu**

Jalan Pisang Mas  
97000 Bintulu

Tel: 086-334 189 / 086-336 940 / 086-337 308 / 086-335 694  
Fax: 086-334 135

### **Bar Room Bintulu**

@ Kompleks Mahkamah Bintulu

*The Bar Room is unmanned. All documents may be faxed/served on the AAS (Bintulu branch) via Branch Secretary:*

**Rozy Tijan Robinson**  
**Karen Sulah Ngu & Co. Advocates (Bintulu)**  
8137, Bintulu Sentral,  
Jalan Tanjung Kidurong,  
97000 Bintulu, Sarawak

Tel: 086-345000  
Email: [rozyrobin@gmail.com](mailto:rozyrobin@gmail.com) / [aasbtu2023@gmail.com](mailto:aasbtu2023@gmail.com)

## **SAG**

**The State Attorney General of Sarawak**  
The State Attorney General's Chambers,  
16<sup>th</sup> Floor, Wisma Bapa Malaysia,  
93502 Petra Jaya, Kuching, Sarawak

Tel: 082-446 159  
Fax: 082-440 525

## **THE ADVOCATES ASSOCIATION OF SARAWAK**



The Advocates Association of Sarawak is not a statutory body. It is an association registered with the Registrar of Societies.

All Advocates who have been called in Sarawak are encouraged to join as a member of the Advocates Association of Sarawak to enjoy the support services that are exclusively provided to the Members.

There are four branches of the AAS:-

1. Miri
2. Bintulu
3. Sibü
4. Kuching

The Central Committee is elected once every two years. At the last delegates' conference, the central committee was elected, with the president and secretary coming from the Miri branch. As such, the current administrative venue of the AAS Central Committee is the Bar Room in Miri.

President	:	Gurvir Singh Sandhu (Miri)
Honorary Secretary	:	Christine Lim Shiew Hsia (Sibu)
Treasurer	:	Kay Ting Huang Kheng (Bintulu)

(Term will end at the end of 2026)

Correspondences should be directed to the following address:-

**The Honorary Secretary**

The Advocates Association of Sarawak [Central]  
The Bar Room  
Kompleks Mahkamah Miri  
Jalan Merdu, 98008 Miri.

Tel/ Fax: 085-430 476

Email : [aascentral2018@gmail.com](mailto:aascentral2018@gmail.com) / [contact@sarawakadvocates.com.my](mailto:contact@sarawakadvocates.com.my)

Not all members are allowed to vote at the Annual Delegates Conference (ADC) of the AAS (Central). Each branch will send their representative(s) (a.k.a. delegates) to the ADC, whereby their votes will represent their specific Branch.

Membership

Membership is **not automatic** upon admission to the Sarawak Bar. For further information on how to apply for membership, kindly contact your AAS Branch.

For more information, contact the Central Bar Room.



## SAMPLES/ PRECEDENTS

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*DISCLAIMER: These samples/ precedents are not rigid templates. Reliance thereon is at the pupil's own discretion. Care and caution ought to be taken to ensure that all papers are in order and that instances of typographical errors are minimized or eliminated. Please consult your respective Masters at all times and to amend/ edit as necessary.*



*Always ensure the following details are accurate:*

1. *Full designation of CJSS*
2. *Particulars of Petitioner/Applicant*
3. *Address of intended recipient*
4. *Correct headings*
5. *Accurate payment of fees*



**COVERING LETTER**

[firm letterhead]

[date]

**[Kuching High Court/ AAS/ SAG address]**

*By Hand/ Fax/ Email*

Dear Sirs,

**RE: COMMENCEMENT OF PUPILLAGE**

**PUPIL : [name]**

**IC NO. : [IC No.]**

-----  
I, [name of advocate] of [name of firm] do hereby write to inform you that [pupil name and IC No.] has commenced pupillage with the firm under [name of master] with immediate effect from [date of commencement].

Kindly acknowledge receipt of this letter by signing and returning to us the duplicate copy hereof.

Thank you.

Yours sincerely,

.....  
[firm name]

Covering letters to be served on:-

- 1) High Court, Kuching
- 2) Sarawak State Attorney General's Chambers
- 3) Advocates Association of Sarawak (Central)
- 4) AAS Kuching / Sibul / Miri / Bintulu

Do type out the addresses separately in each letter. **DO NOT use c.c. option.**



## NOTICE OF PUPILLAGE

- To : (1) **Registrar of the High Court**  
High Court in Sabah and Sarawak, Kuching  
Kompleks Mahkamah Kuching  
Jalan Gersik, 93050 Petrajaya, Kuching, Sarawak
- (2) **The State Attorney General**  
**State Attorney-General's Chambers,**  
Level 15 & 16, Wisma Bapa Malaysia  
93502 Petra Jaya, Kuching, Sarawak
- (3) **The Honorary Secretary**  
**Advocates' Association of Sarawak (Central Committee)**  
The Bar Room  
Kompleks Mahkamah Miri  
Jalan Merdu, 98000 Miri, Sarawak
- (4) **The Secretary**  
**Advocates' Association of Sarawak**  
**(Sibu/Kuching/Bintulu/Miri Branch)**  
c/o [insert bar room's address]

**TAKE NOTICE** that I, ..... (WN.KP. ....) of .....address..... Sarawak have on ..... commenced pupillage for the purpose of Section 4(1A) of the Sarawak Advocates Ordinance (Cap.110) with **MR.** .....*pupil master's name*..... (WN.KP. ....) of **Messrs.** .....*firm's name*..... whose chambers is at .....address..... Sarawak.

Dated this .....

.....  
[*Pupil's name*]  
(PUPIL)

I, **MR.** .....*pupil master's name*..... (WN.KP. ....), the Pupil Master, confirm that the aforesaid Pupil has on ....., commenced pupillage in my chambers at **Messrs.** .....*firm's name*....., whose chambers is at .....address..... Sarawak. I also declare and confirm that I have been in continuous practice of at least five (5) years with a valid Practising Certificate throughout the period immediately prior to taking in the aforesaid ..... as my Pupil.

Dated this .....

.....  
[*Pupil Master's name*]  
(PUPIL MASTER)



**MALAYSIA**  
**IN THE HIGH COURT OF SABAH AND SARAWAK AT KUCHING**  
**APPLICATION FOR EXEMPTION**  
**PETITION NO. \_\_\_\_\_**

In the matter of Section 4(1B) of the Advocates Ordinance (Sarawak Cap.110);

AND

In the matter of [name] [IC No.] of [residential address]

[petitioner's full name]  
(NRIC No. : \_\_\_\_\_ ) ... PETITIONER

**TO: THE RIGHT HONOURABLE DATUK HAJAH AZIZAH BINTI HAJI NAWAWI, K.M.N., P.M.W., CHIEF JUDGE OF THE HIGH COURT IN SABAH AND SARAWAK IN THE NAME AND ON BEHALF OF SERI PADUKA BAGINDA YANG DI-PERTUAN AGONG [CHECK CURRENT TESTE]**

**PETITION**

The Humble Petition of the abovenamed [name and IC No] (Petitioner) showeth as follows:-

1. That the Petitioner is a citizen of Malaysia and has Sarawak connections being born in [place in Sarawak]. S/he has not lost his/her status as a Sarawakian.

*A copy of the Petitioner's Birth Certificate and Identity Card annexed hereto and marked as Exhibits "1" and "2" respectively.*

[For Permanent Resident of Sarawak, please state so and annex supporting documents thereof.]

2. That the Petitioner has been conferred the degree of Bachelor of Laws from the [university] on [date].

*A copy of the Degree of Bachelor of Laws certificate is annexed hereto and marked as Exhibit "3".*



[Skip this paragraph if you have been conferred any degrees specified in the Schedule in Advocates Ordinance (local universities).]

3. That the Petitioner is qualified for admission to be an Advocate under Section 4(1)(a) / (4(1)(d) of the Advocates Ordinance (Cap.110) in that the Petitioner was called to [the bar of Commonwealth jurisdiction (commonly Australia)] on [date].

A copy of the Certificate of Admission and a Statutory Declaration on the discrepancy in the names dated [date] are collectively marked and referred to as Exhibit "4".

**OR**

That the Petitioner is qualified to be an Advocate under Section 4(1)(ca) of the Advocates Ordinance (Cap.110) in that the Petitioner has been conferred the degree of Bachelor of Laws from the [local university].

A copy of the Degree Certificate is annexed hereto and marked as Exhibit "3".

**OR**

That the Petitioner is qualified to be an Advocate under Section 4(1)(cb) of the Advocates Ordinance (Cap.110) in that the Petitioner has been conferred with the Certificate in Legal Practice by the Legal Profession Qualifying Board on [date].

A copy of the Certificate in Legal Practice is annexed hereto and marked as Exhibit "4".

4. That the Petitioner commenced a nine (9) months period of pupillage at. [firm anywhere else in West Malaysia. Include address.] During the Petitioner's term of pupillage, s/he read in the chambers of [name of master] who is an Advocate and Solicitor of the High Court of Malaya who has been, at the time of the Petitioner's pupillage, practicing in such capacity for a period of not less than seven (7) years in the legal profession.
5. That the Petitioner on [date] was admitted and enrolled as an Advocate and Solicitor of the High Court of Malaya before [name of judge].

*A copy of the Order dated [date] is annexed hereto and marked as Exhibit "5".*



6. Thereafter, the Petitioner practiced as a lawyer in Messrs. [firm name] from [date] to [date].

*A copy of the Petitioner's Practicing Certificates and Sijil Annual for the year 2014, 2015 and 2016 as well as the Statutory Declaration together with the Notice of Cessation of Practice and acknowledgment receipt from the Bar Council as an advocate and solicitor of High Court of Malaya are annexed hereto and marked as Exhibits "6", "7", "8" and "9".*

[Exclude this paragraph if you do not practise in West Malaysia after getting called].

7. That the Petitioner had commenced his/her pupillage on [date] in the Chambers of [name of master] of [firm name] [address]. [Name of master] is an Advocate who has been enrolled on the Rolls of Advocates at the High Court of Sabah and Sarawak in the State of Sarawak and h/she is actively practising as an Advocate in the State of Sarawak for a period of more than five (5) years prior to the commencement of the Petitioner's pupillage in his/ her chambers.
8. That the Petitioner had served a notice of commencement of pupillage (Covering letter together with Notice of Pupillage) on the State Attorney General of Sarawak, the Honorary Secretary of the Advocates Association of Sarawak (Central Committee), the Branch Secretary of the Advocates Association of Sarawak (Kuching/Sibu/Bintulu/Miri Branch) and the Registrar of the High Court of Kuching respectively on [date].

*A copy each of the duly acknowledged letters together with the Notice of Pupillage are annexed hereto and marked as Exhibits "10", "11", "12" and "13" respectively.*

9. That the Petitioner is of good character.

*A copy each of the Testimonials of the Petitioner's good character furnished by [name1] and [name2] are annexed hereto and marked as Exhibits "14" and "15" respectively.*

10. That the Petitioner is desirous of applying to be exempted from a part of the pupillage period that is prescribed under Section 4(1A)(a) of the Advocates Ordinance (Cap.110) and upon completion thereof to petition for admission as an Advocate of the High Court of Sabah and Sarawak in the State of Sarawak.



11. In the premises, the Petitioner humbly prays for the following prayers:

- 11.1. That the Court exercises its discretion pursuant to Section 4(1B) of the Advocates Ordinance (Cap.110) to grant the Petitioner an exemption of [number of months] months from the whole twelve (12) months period of pupillage that is prescribed under Section 4(1A)(a) of the Advocates Ordinance (Sarawak Cap.110); or
- 11.2. Alternatively that the Petitioner be exempted from such part of the abovementioned prescribed period of pupillage as this Honourable Court may deem fit; and/or
- 11.3. Any such other orders that this Honourable Court may deem fit to grant.

Dated this [filing date]

.....  
[name of Petitioner]  
**PETITIONER**

**NOTE:-**

It is intended to serve this petition on:

1. **The State Attorney General of Sarawak**  
The State Attorney General's Chambers,  
16<sup>th</sup> Floor, Wisma Bapa Malaysia,  
Petra Jaya, 93502 Kuching, Sarawak.
2. **The Honorary Secretary**  
The Advocates Association of Sarawak (Central Committee)  
The Bar Room,  
Kompleks Mahkamah Miri,  
Jalan Merdu, 98000 Miri, Sarawak.
3. **The Branch Secretary**  
The Advocates Association of Sarawak (Kuching/Sibu/Bintulu/Miri Branch)  
[bar room address]

This PETITION is filed for and on behalf of the Petitioner abovenamed by [firm name] with an address for service at [address].

Tel: Fax:



# TAKE NOTE

## Application for Exemption

- **Exhibits** of the Application of Exemption are to be **annexed together in the Application of Exemption and not on the separate affidavit.** Treat it like how you do Divorce Petition with exhibits annexed.
- Exhibits annexed in Application of Exemption are to be certified by an advocate with active Practising Certificate in Sarawak who is not from the same firm as the firm you did your pupillage at.
- Exhibits annexed in Application of Exemption need not be attested by Commissioner for Oaths.
- Ensure that all your exhibits are clear, especially your Identity Card.
- Certificate identifying Exhibits need not be prepared for Application of Exemption.

## Affidavit

- As for the Affidavit, there will only be **one (1)** exhibit annexed which is the Application of Exemption itself together with its exhibits therein (which should be sealed by Court).
- Certificate identifying Exhibit is needed for Affidavit.



**MALAYSIA**  
**IN THE HIGH COURT OF SABAH AND SARAWAK AT KUCHING**  
**APPLICATION FOR EXEMPTION**  
**PETITION NO. \_\_\_\_\_**

In the matter of Section 4(1B) of the Advocates Ordinance (Sarawak Cap.110);

AND

In the matter of [name] [IC No.] of [residential address]

[petitioner's full name]  
(NRIC No. : \_\_\_\_\_ ) ... PETITIONER

**AFFIDAVIT**

I, [name & IC No.], a Malaysian citizen of full age and having address at [address] do hereby solemnly and sincerely declare and affirm as follows:-

1. I am the abovenamed Petitioner and unless otherwise stated, all matters deposed herein are true and they are within my personal knowledge and/or derived from the records in my possession, and the same is true and correct.
  
2. I affirm that the statements and contents of the Petition dated [date] are true.

*A copy of the Petition is annexed herewith and marked as Exhibit "1".*

Affirmed by the said Petitioner )  
[name of deponent] )  
[WN.KP.....] )  
at [place] , Sarawak )  
on [date] )  
[Interpretation not required]

**Petition is to be verified by the Court before annexing it as an Exhibit.**



Before me,

.....  
Commissioner for Oaths

This **AFFIDAVIT** is filed for and on behalf of the Petitioner abovenamed by [firm name] with an address for service at [address].  
Tel:                      Fax:



**MALAYSIA**  
**IN THE HIGH COURT OF SABAH AND SARAWAK AT KUCHING**  
**APPLICATION FOR EXEMPTION**  
**PETITION NO. \_\_\_\_\_**

In the matter of Section 4(1B) of the Advocates Ordinance (Sarawak Cap.110);

AND

In the matter of [name] [IC No.] of [residential address]

[petitioner's full name]  
(NRIC No. : \_\_\_\_\_ ) \_\_\_\_\_ ... PETITIONER

**CERTIFICATE IDENTIFYING EXHIBIT**

I hereby certify that this is the exhibit marked "1" referred to in the Affidavit of [name of deponent] affirmed before me on [date].

Before me,

.....  
Commissioner for Oaths

This **AFFIDAVIT** is filed for and on behalf of the Petitioner abovenamed by [firm name] with an address for service at [address].  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_



**MALAYSIA**  
**IN THE HIGH COURT OF SABAH AND SARAWAK AT KUCHING**  
**APPLICATION FOR EXEMPTION**  
**PETITION NO. \_\_\_\_\_**

In the matter of Section 4(1B) of the Advocates Ordinance (Sarawak Cap.110);

AND

In the matter of [name] [IC No.] of [residential address]

[petitioner's full name]  
(NRIC No. : \_\_\_\_\_ ) ... PETITIONER

**BEFORE THE [HONOURABLE CHIEF] JUDGE OF THE HIGH COURT IN SABAH AND SARAWAK [judge]**

OR

**BEFORE THE HIGH COURT JUDGE**

**[name of judge]**

**ON [date]**

**IN OPEN COURT**

**DRAFT ORDER**

**UPON THE APPLICATION** of the Petitioner above-named having been called up for hearing on [date] in the presence of [name of mover] of Counsel for the Applicant abovenamed, State Legal Officer [name] for the State Attorney-General, Sarawak, and [name] for and on behalf of the Advocates Association of Sarawak **AND UPON READING** the Petition dated [date] and the Affidavit in Support dated [date] all filed herein **AND UPON HEARING** the Applicant's counsel, the State Legal Officer and Counsel for the Advocates Association of Sarawak as aforesaid **IT IS HEREBY ORDERED** that this Application be allowed and the Applicant be exempted [three (3) months] from the requisite twelve (12) months of pupillage as prescribed under Section 4(1A)(a) and Section 4(1B) of the Advocates Ordinance (Sarawak Cap.110) commencing from [pupillage commencement date].



Dated this [date of order]

.....  
**DEPUTY REGISTRAR**

High Court, [venue]

---

To be approved by:-

.....  
Deputy Registrar,  
High Court, Kuching

.....  
Counsel for the Petitioner

.....  
State Legal Officer on behalf of the State Attorney General's Chambers

.....  
Counsel for and on behalf of the Advocates Association of Sarawak

This **Draft Order (for exemption)** is filed for and on behalf of the Petitioner abovenamed by [firm name] with an address for service at [address].

Tel:                      Fax:



**MALAYSIA**  
**IN THE HIGH COURT IN SABAH AND SARAWAK AT KUCHING**  
**PETITION FOR ADMISSION NO.**

**IN THE MATTER OF** Sections 4, 5 and 6 of the  
Advocates Ordinance (Sarawak Cap. 110);

**AND**

**IN THE MATTER OF** [name & IC No.] of [address] for  
petition for admission and enrollment as an Advocate  
of the High Court in Sabah and Sarawak in the State of  
Sarawak.

[petitioner's full name]  
(NRIC No. : ) ... PETITIONER

**TO: THE RIGHT HONOURABLE DATUK HAJAH AZIZAH BINTI HAJI NAWAWI, K.M.N., P.M.W.,  
CHIEF JUDGE OF THE HIGH COURT IN SABAH AND SARAWAK IN THE NAME AND ON  
BEHALF OF SERI PADUKA BAGINDA YANG DI-PERTUAN AGONG [CHECK CURRENT  
TESTE]**

**PETITION**

The humble petition of the abovenamed [name & IC No. of petitioner] ("**Petitioner**") showeth as follows:

1. The Petitioner is a citizen of Malaysia domiciled in Sarawak. The Petitioner is a Sarawakian born in [place] in the state of Sarawak on the [birth date] and has not lost his/her status.

*A copy of the Petitioner's Identity Card and Birth Certificate are collectively marked and referred hereto as Exhibit "1".*

[For Permanent Resident of Sarawak, please state so and annex supporting documents thereof.]

2. The Petitioner has been conferred the degree of Bachelor of Laws from the [university name] on [date].

*A copy of the Degree of Bachelor of Laws is marked and referred hereto as Exhibit "2".*



3. The Petitioner was admitted to the legal profession as an Australian lawyer in the Supreme Court of Victoria, Australia on [date].

*A copy of the certificate of admission and a Statutory Declaration regarding the discrepancy in names dated [date] are collectively is marked and referred hereto as Exhibit “3”.*

**OR**

The Petitioner was enrolled and duly admitted as a Barrister at Law of England & Wales on [date] at the Honourable Society of [Inn’s name], London, England.

*A copy of the Certificate of Admission dated [date] is marked and referred hereto as Exhibit “3”.*

**OR**

The Petitioner obtained the Certificate in Legal Practice (*Sijil Amalan Guaman*) issued by the Legal Profession Qualifying Board, Malaysia on [date].

*A copy of the Certificate is marked and referred hereto as Exhibit “3”.*

4. The Petitioner affirms that the person referred to as “[your name in certificate]” in Exhibits “2” and “3” and “[your name in your IC]” is the same person, i.e. the Petitioner.

A copy of the Statutory Declaration on the discrepancy in the names dated [date] is marked and referred to as Exhibit “4”.

[For pupils who have two masters during pupillage period, please cross-refer to pages 46-47.]

5. The Petitioner has attended and served his/her pupillage for an aggregate period of six (6)/ nine (9) / twelve (12) months commencing on [date] until [date] in the Chambers of [name of master] in [firm name] at [address]. [Name of master] is an advocate who has been in active private practice in state of Sarawak for a period of not less than five (5) years prior to the commencement of the Petitioner’s pupillage in his/her Chambers.



*A copy of the Statutory Declaration duly executed by the Petitioner's pupil master is marked and referred to as Exhibit "5".*

[Pupillage ends on the **same day** 12 months after the commencement of pupillage, i.e., if the commencement of pupillage is on 01.01.2022, pupillage ends on 01.01.2023.]

6. A copy of the covering letter together with the Notice of Commencement of Pupillage dated [date] were extended to the State Attorney General of Sarawak, the Honorary Secretary of the Advocates Association of Sarawak (Central Committee), the Branch Secretary of the Advocates Association of Sarawak (Kuching/Sibu/Bintulu/Miri Branch) and the Registrar of the High Court of Kuching.

*Copies of the Notice of Commencement of Pupillage addressed to the State Attorney General of Sarawak, the Honorary Secretary of the Advocates Association of Sarawak (Central Committee), the Branch Secretary of the Advocates Association of Sarawak (Kuching/Sibu/Bintulu/Miri Branch) and the Registrar of the High Court of Kuching are collectively marked and referred to as Exhibit "6".*

7. On [date], the Petitioner was granted a [three (3)] month exemption from the total period of twelve (12) months pupillage.

*A copy of the Court Order dated [date] is marked and referred to as Exhibit "7".*

[Exclude this paragraph if you do not apply for exemption.]

8. The Petitioner practised as a lawyer in Messrs. [firm name] from [date] to [date].

*A copy of the Petitioner's Admission Order of the High Court of Malaya, Practising Certificates and Sijil Annual for the year 2014, 2015 and 2016 as well as the Statutory Declaration together with the Notice of Cessation of Practice as an advocate and solicitor of High Court of Malaya are annexed hereto and marked as Exhibits "8", "9", "10" and "11".*



[Exclude this paragraph if you do not practise in West Malaysia after getting called].

9. On [date], the Petitioner attended and completed the Etiquette Course conducted by the Advocates Association of Sarawak. / [If you have yet to attend the Etiquette Course] The Petitioner has yet to attend the required Etiquette Course. Therefore, the Petitioner undertakes to attend and complete the Etiquette Course conducted by the Advocates' Association of Sarawak as required under Rule 9 of the Advocates (Pupillage and Admission) Rules 2014. The Petitioner undertakes to attend and complete the Etiquette Course and to file the Certificate of Attendance after attending the course.

*A copy of the Certificate of Attendance dated [date] is marked and referred to as Exhibit "12".*

10. On [date], the Petitioner attended and completed the Advocacy Training Course conducted by the [organiser]./ [If you have yet to attend the Advocacy Training Course] The Petitioner has yet to attend the required Advocacy Training Course. Therefore, the Petitioner undertakes to attend and complete the Advocacy Training Course as required by the Directive of the Right Honourable Chief Judge of Sabah and Sarawak dated 10.10.2019 (Ref: RHC/C/89 Jld3(50)). The Petitioner undertakes to attend and complete the Advocacy Training Course and to file the Certificate of Attendance after attending the course.

*A copy of the Certificate of Attendance (Advocacy Training Course) dated [date] is marked and referred to as Exhibit "13".*

11. The Petitioner satisfies the requirement of s.4(2)(a) of the Advocates Ordinance (Sarawak Cap. 110) as the Petitioner has not at the date hereof been disbarred, struck off, suspended or in any other manner disentitled to practise as an advocate or legal practitioner by whatsoever name and style designated, in any territory within the Commonwealth and is not subject to any present or pending disciplinary proceedings in connection with his/her practice and has not been convicted in and is not subject to any pending or present criminal proceedings involving dishonesty in any territory within the Commonwealth or elsewhere.



12. The Petitioner also satisfies the requirement of s.4(2)(b) of the Advocates Ordinance (Sarawak Cap. 110) as the Petitioner is not an undischarged bankrupt or the subject of any bankruptcy proceedings within the Commonwealth or elsewhere.

*A copy of the Petitioner's Bankruptcy Search dated [date] is marked and referred to as Exhibit "14".*

13. The Petitioner is a person of good character and a fit and proper person to be admitted and enrolled as an Advocate of the High Court in Sabah and Sarawak in the State of Sarawak.

*Certificates of Good Character from [name1] and [name2] are marked and referred hereto as Exhibits "15" and "16". The Petitioner's Curriculum-Vitae is also marked and referred to as Exhibit "17".*

[Follow the CV template at pages 56-57].

14. The Petitioner is qualified under the s.4(1)(a) / (ca) / (cb) / (d) of the Advocates Ordinance (Sarawak Cap. 110) and has satisfied all necessary requirements under r.9(1) of the Advocates (Pupillage and Admission) Rules 2014, and is in all aspects a fit and proper person and is desirous of being admitted as an Advocate of the High Court in Sabah and Sarawak in the State of Sarawak. /

[If you have yet to attend the Etiquette Course] The Petitioner is qualified under the s.4(1)(a) / (ca) / (cb) / (d) of the Advocates Ordinance (Sarawak Cap. 110) and undertakes to satisfy all necessary requirements under r.9(1) of the Advocates (Pupillage and Admission) Rules 2014, and is in all aspects a fit and proper person and is desirous of being admitted as an Advocate of the High Court in Sabah and Sarawak in the State of Sarawak.

15. The Petitioner therefore humbly prays for an Order that upon payment of the prescribed fee, the Registrar shall admit and enroll the Petitioner as an Advocate of the High Court in Sabah and Sarawak in the State of Sarawak.



Dated this [filing date]

.....  
[name of petitioner]

PETITIONER

To:

1. **The State Attorney-General of Sarawak**  
The State Attorney General's Chambers,  
16<sup>th</sup> Floor, Wisma Bapa Malaysia,  
Petra Jaya, 93502 Kuching, Sarawak.
2. **The Honorary Secretary**  
The Advocates Association of Sarawak (Central Committee)  
The Bar Room,  
Kompleks Mahkamah Miri,  
Jalan Merdu, 98000 Miri, Sarawak.
3. **The Branch Secretary**  
The Advocates Association of Sarawak (Kuching/Sibu/Bintulu/Miri Branch)  
[bar room address]

This PETITION FOR ADMISSION is filed for and on behalf of the Petitioner abovenamed by [firm name] with an address for service at [address]

Tel:                      Fax:



# TAKE NOTE

## Petition for Admission

- **Exhibits** of the Petition are to be **annexed together** in the Petition and not on the separate affidavit. Treat it like how you do Divorce Petition with exhibits annexed.
- Exhibits annexed in Petition are to be certified by an advocate with active Practising Certificate in Sarawak who is not from the same firm as the firm you did your pupillage at.
- Exhibits annexed in Petition need not be attested by Commissioner for Oaths.
- Ensure that all your exhibits are clear, especially your Identity Card.
- Certificate identifying Exhibits need not be prepared for Admission Petition.

## Affidavit

- As for the Affidavit, there will only be **one (1)** exhibit annexed which is the Petition itself together with its exhibits therein (which should be sealed by Court).
- Certificate identifying Exhibit is needed for Affidavit.



### For pupils with two masters during pupillage period:-

- The Petitioner has attended and served his/her pupillage for an aggregate period of six (6)/ nine (9) / twelve (12) months commencing on [date] until [date] in the Chambers of [name of master] in [firm name] at [address]. [Name of master] is an advocate who has been in active private practice in state of Sarawak for a period of not less than five (5) years prior to the commencement of the Petitioner's pupillage in his/her Chambers.

*A copy of the Statutory Declaration duly executed by the Petitioner's first pupil master [Name of master] is marked and referred to as Exhibit "1".*

- A copy of the covering letter together with the Notice of Commencement of Pupillage dated [date] were extended to the State Attorney General of Sarawak, the Honorary Secretary of the Advocates Association of Sarawak (Central Committee), the Branch Secretary of the Advocates Association of Sarawak (Kuching/Sibu/Bintulu/Miri Branch) and the Registrar of the High Court of Kuching.

*Copies of the Notice of Commencement of Pupillage addressed to the State Attorney General of Sarawak, the Honorary Secretary of the Advocates Association of Sarawak (Central Committee), the Branch Secretary of the Advocates Association of Sarawak (Kuching/Sibu/Bintulu/Miri Branch) and the Registrar of the High Court of Kuching are collectively marked and referred to as Exhibit "2".*

- The Petitioner had served a Notice Of Cessation of Pupillage in the Chambers of [name of master] in [firm name] dated [date] to the State Attorney General of Sarawak, the Honorary Secretary of the Advocates Association of Sarawak (Central Committee), the Branch Secretary of the Advocates Association of Sarawak (Kuching/Sibu/Bintulu/Miri Branch) and the Registrar of the High Court of Kuching.

*Copies of the Notice of Cessation of Pupillage in the Chambers of [name of master] in [firm name] dated [date] the addressed to the State Attorney General of Sarawak, the Honorary Secretary of*



*the Advocates Association of Sarawak (Central Committee), the Branch Secretary of the Advocates Association of Sarawak (Kuching/Sibu/Bintulu/Miri Branch) and the Registrar of the High Court of Kuching are collectively marked and referred to as Exhibit “3”.*

- The Petitioner then continued his/her pupillage on [date] in in the Chambers of [name of master] in [firm name] at [address]. [Name of master] is an advocate who has been in active private practice in state of Sarawak for a period of not less than five (5) years prior to the commencement of the Petitioner’s pupillage in his Chambers.

*A copy of the Statutory Declaration duly executed by the Petitioner’s second pupil master [Name of master] is marked and referred to as Exhibit “4”.*

- A copy of the covering letter together with the Notice of Commencement of Pupillage dated [date] were extended to the State Attorney General of Sarawak, the Honorary Secretary of the Advocates Association of Sarawak (Central Committee), the Branch Secretary of the Advocates Association of Sarawak (Kuching/Sibu/Bintulu/Miri Branch) and the Registrar of the High Court of Kuching.

*Copies of the Notice of Commencement of Pupillage addressed to the State Attorney General of Sarawak, the Honorary Secretary of the Advocates Association of Sarawak (Central Committee), the Branch Secretary of the Advocates Association of Sarawak (Kuching/Sibu/Bintulu/Miri Branch) and the Registrar of the High Court of Kuching are collectively marked and referred to as Exhibit “5”.*



**MALAYSIA**  
**IN THE HIGH COURT IN SABAH AND SARAWAK AT KUCHING**  
**PETITION FOR ADMISSION NO.**

**IN THE MATTER OF** Sections 4, 5 and 6 of the  
Advocates Ordinance (Sarawak Cap. 110);

**AND**

**IN THE MATTER OF** [name & IC No.] of [address] for  
petition for admission and enrollment as an Advocate  
of the High Court in Sabah and Sarawak in the State of  
Sarawak.

[petitioner's full name]  
(NRIC No. : ) ... **PETITIONER**

**AFFIDAVIT**

I, [name & IC No.], a Malaysian citizen of full age and having address at [address] do hereby solemnly and sincerely declare and affirm as follows:-

3. I am the abovenamed Petitioner and unless otherwise stated, all matters deposed herein are true and they are within my personal knowledge and/or derived from the records in my possession, and the same is true and correct.
4. I affirm that the statements and contents of the Petition dated [date] are true.

*A copy of the Petition is annexed herewith and marked as Exhibit "1".*

**AFFIRMED BY** the said Petitioner )  
[name of deponent] )  
[WN.KP.....] )  
at [place] , Sarawak )  
on [date] )  
[Interpretation not required]

**Petition is to be verified by the  
Court before annexing it as an  
Exhibit.**



Before me,

.....  
Commissioner for Oaths

This **AFFIDAVIT** is filed for and on behalf of the Petitioner abovenamed by [firm name] with an address for service at [address].  
Tel:                      Fax:



**MALAYSIA**  
**IN THE HIGH COURT IN SABAH AND SARAWAK AT KUCHING**  
**PETITION FOR ADMISSION NO.**

**IN THE MATTER OF** Sections 4, 5 and 6 of the  
Advocates Ordinance (Sarawak Cap. 110);

**AND**

**IN THE MATTER OF** [name & IC No.] of [address] for  
petition for admission and enrollment as an Advocate  
of the High Court in Sabah and Sarawak in the State of  
Sarawak.

[petitioner's full name]  
(NRIC No. : ) ... **PETITIONER**

**CERTIFICATE IDENTIFYING EXHIBIT**

I hereby certify that this is the exhibit marked "1" referred to in the Affidavit of [name of deponent] affirmed  
before me on [date].

Before me,

.....  
Commissioner for Oaths

This **AFFIDAVIT** is filed for and on behalf of the Petitioner abovenamed by [firm name] with an address for service at [address].  
Tel: Fax:



## STATUTORY DECLARATION

I, [name & IC No.], a Malaysian citizen of full age with an address at [address] do solemnly and sincerely state that:-

1. I was admitted as an Advocate of the High Court of Sabah and Sarawak in the State of Sarawak on [date] and enrolled onto the Rolls of Advocates under Roll No. [roll number].
2. I had commenced legal practice since [date] and have been in continuous active legal practice in Sarawak since then. I am currently an Advocate (and Partner) of Messrs. [firm name] whose address for service is at [firm address].
3. The Petitioner namely [pupil's name] had applied to Messrs. [firm name] to commence his/her pupillage. Upon an interview and due consideration, I had accepted the said [pupil's name] as my pupil. I aver and declare herein that I have been in active and continuous legal practice for at least five (5) years with a valid Practising Certificate prior to my acceptance of the said [pupil's name] as my pupil. I also aver and declare that I had accumulated sufficient and requisite knowledge in order to provide training and/or teachings to the said [pupil's name] as my pupil. My Admission Order and my Practising Certificates from year [2021 to 2026] are annexed herewith and marked as "A-1" collectively.
4. I hereby aver and declare that I am the Pupil Master of [pupil's name] who had diligently and continuously attended at my chambers throughout his period of pupillage under my supervision for a continuous period of not less than twelve (12) months commencing from [date] and ending on [date].
5. I do hereby confirm that my pupil has ceased practice at [previous firm's name] on [date].

*[Add in this paragraph for pupils who had practised in West Malaysia or other Commonwealth jurisdictions prior to returning to Sarawak for pupillage.]*





**MALAYSIA**  
**IN THE HIGH COURT IN SABAH AND SARAWAK AT KUCHING**  
**PETITION FOR ADMISSION NO.**

**IN THE MATTER OF** Sections 4, 5 and 6 of the  
Advocates Ordinance (Sarawak Cap. 110);

**AND**

**IN THE MATTER OF** [name & IC No.] of [address] for  
petition for admission and enrollment as an Advocate  
of the High Court in Sabah and Sarawak in the State of  
Sarawak.

[petitioner's full name]  
(NRIC No. : ) ... **PETITIONER**

**CERTIFICATE OF GOOD CHARACTER**

This is to certify that I, [NAME] of [ADDRESS] have known [name & IC No. of Petitioner] for not less than five (5) years. I consider [him/her] to be a person of good character and a fit and proper person to be admitted and enrolled as an Advocate of the High Court of Sabah and Sarawak.

Signature : .....  
Name :  
NRIC No. :  
Mobile No. :  
Occupation : *Sarawakian. Preferably person in employment.*  
*Advocates and Colleagues from same firm are not allowed.*  
*For advocates, stamp the certificate with the advocate's chop.*  
Date :

**Amend the intitulement  
accordingly for Application for  
Exemption.**



## STATUTORY DECLARATION

I, [name & IC No.], a Malaysian citizen of full age with an address at [address] do solemnly and sincerely state that:-

1. My name is [full name as stated on IC / John Doe Cheng Long]. This name appears in my national registration identity card, as well as other Malaysian documents.
2. I am occasionally known as [full name stated on other documents/ John Cheng Long Doe]. In certain countries, e.g. Australia, it is normal practice to have the family name, i.e. "[Doe]" placed at the back of the given name(s) of a person.
3. My English name, i.e. "[John]" and my Chinese name, i.e. "[Cheng Long]" are classified as "given names" in certain countries, and are placed before the family name.
4. [John Doe Cheng Long] and [John Cheng Long Doe] are one and the same person.

I am also aware of the penal consequences for a false declaration in respect of the above; I may be punishable under the Penal Code [Act 574] read together with Section 3 of the Statutory Declaration Act 1960 [Act 13] or any other applicable law in Malaysia.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act 1960 [Act 13].

Subscribed and solemnly )  
Declared by the abovenamed )  
[name ] at )  
[place] )  
on [date] )

Before me,

.....  
Commissioner for Oaths



Name:

NRIC No.:

Petition Number:

**Nature of Pupillage:**

Civil Litigation

- assisted in drafting documents for interlocutory applications
  - o O. 29 (injunctions)
  - o O. 14A (summary disposal)
  - o O. 18 r19 (striking out)
  - o O. 24 (discovery)
- attended and observed court proceedings
- Assisted in preparing and drafting cause papers for amendment application
- Assisted in preparing and drafting cause papers for taxation proceeding
- Assisted in preparing and drafting cause papers for appeal to Judge in Chambers
- Assisted in preparing and drafting submissions
- Assisted in preparation for trials and attending trials

Criminal Litigation

- assisted in remand hearings
- assisted in drafting
- attended and observed court proceedings

Conveyancing

- assisted in drafting Sale and Purchase Agreements
- assisted in obtaining extract of title from Land and Survey Department

[As instructed by the Court, please file in the Nature of Pupillage (page 1) together with your Curriculum Vitae/ Resume (page 2) in a single pdf file under 1 enclosure number.]



Name :  
Address :  
Mobile No. :  
Email :

---

### **ADMISSION TO THE BAR**

[date] Admitted as Advocate and Solicitor of the High Court of Malaya /  
Admitted as a Barrister at Law of England & Wales at the Honourable Society of [Inn's name], London, England /  
Admitted to the legal profession as an Australian lawyer in the Supreme Court of [Victoria, Australia]

### **PUPILLAGE**

Duration : [number] months [1<sup>st</sup> February 2025 – 1<sup>st</sup> February 2026]  
Exemption period [if any] : [specify duration]  
Firm :  
Master :  
Description of Work Scope: (1)  
(2)  
(3)

### **PROFESSIONAL QUALIFICATION**

2021 – 2022 Certificate in Legal Practice (CLP) / Bar Professional Course / GDLP etc  
[University / Course Provider Name], [place]

### **ACADEMIC QUALIFICATION**

2018 – 2021 Bachelor of Laws with Honours  
[University Name], [place]

2017 – 2018 Cambridge A Levels / Foundation in Law  
[College Name], [place]

2012 – 2016 Sijil Pelajaran Malaysia (SPM) / Cambridge O Levels / United Examination Certificate  
[University Name], [place]

### **PRIOR WORK EXPERIENCE (IF ANY)**

Jan – Dec 2022 [Job Title] at [Workplace]  
• Work done  
• Work done

### **PARENTS' NAMES AND OCCUPATION**

[Name of Father] – [Occupation]

[Name of Mother] – [Occupation]

---



**EXTRA CURRICULAR ACTIVITIES / HOBBIES (IF ANY)**

**MEMBER(S) OF ASSOCIATION(S), BODY(IES) (IF ANY)**

**PERSONAL ACHIEVEMENT(S) (IF ANY)**

**ASPIRATION FOR PRACTICE OF LAW**

**REFERENCES (IF ANY)**

Name :  
Position :  
Contact :

**CV not more than 2 pages.**



**COVERING LETTER**

[firm letterhead]

[date]

**[Kuching High Court/ AAS/ SAG address]**

*By Hand/ Fax/ Email*

Dear Sirs,

**RE: NOTICE OF CESSATION OF PUPILLAGE**  
**PUPIL : [name]**  
**IC NO. : [IC No.]**

-----

I, [name of advocate] of [name of firm] do hereby write to inform you that [pupil name and IC No.] has withdrawn from my pupillage with effect from [date of withdrawal of pupillage].

Kindly acknowledge receipt of this letter by signing and returning to us the duplicate copy hereof.

Thank you.

Yours sincerely,

.....  
[firm name]

---

Covering letters to be served on:-

- 5) High Court, Kuching
- 6) Sarawak State Attorney General's Chambers
- 7) Advocates Association of Sarawak (Central)
- 8) AAS Kuching / Sibul / Miri / Bintulu

Do type out the addresses separately in each letter. **DO NOT use c.c. option.**



**COVERING LETTER**

[firm letterhead]

[date]

[Kuching High Court address]

*By Hand/ Fax*

Dear Sir,

**RE: APPLICATION FOR PRACTISING CERTIFICATE**

**APPLICANT : [name]**

**FIRM : [name of firm]**

-----  
We refer to the abovementioned matter.

We are pleased to inform you that the abovenamed Applicant has been admitted as an Advocate of the High Court of Sabah and Sarawak in the State of Sarawak on [date].

We wish to inform the Court that the Applicant has joined our firm, [name of firm] as a Legal Assistant on [date].

We appreciate your kind assistance herein.

Thank you.

Yours sincerely,

.....  
[firm name]



**COVERING LETTER**

[firm / personal letterhead]

[date]

**Yayasan Bantuan Guaman Kebangsaan Sarawak**  
**The Advocates Association of Sarawak [Central]**  
**The Bar Room**  
Kompleks Mahkamah Miri,  
Jalan Merdu,  
98008 Miri, Sarawak.

*By Hand/ Courier*

Dear Sir,

**RE: SUBMISSION OF YBGK CLAIMS FOR [month] to [month] [year]**

---

We refer to the abovementioned matter.

Please find enclosed herewith the following documents for your further action:-

1. [number] original copies of the Arrest & Remand Claim Form; (one claim form per **duty date**)
2. [number] original copies of Remand Interview Sheets; and (write down remand case number on **top right corner of the Interview Sheets**)
3. [number] copies of Remand Application Forms (**if any**).

Relevant particulars and bank account details are as follows:-

**NAME** :  
**FIRM** :  
**NRIC NO.** :  
**ROLL NO.** :  
**YBGK SERIAL NO.** : [fill in if you know your number, if not, leave blank]  
**BANK NAME** :  
**BANK ACCOUNT NO.** :

Kindly acknowledge receipt by signing and returning the duplicate copy of this letter hereof.

Thank you.

Yours faithfully,

**Please email**  
[aascentral.ybgk@gmail.com](mailto:aascentral.ybgk@gmail.com) for  
samples on how to fill in YBGK forms.

.....  
[name]



**COVERING LETTER**

[firm / personal letterhead]

[date]

**Yayasan Bantuan Guaman Kebangsaan Sarawak**  
**The Advocates Association of Sarawak [Central]**  
**The Bar Room**  
Kompleks Mahkamah Miri,  
Jalan Merdu,  
98008 Miri, Sarawak.

**By Hand/ Courier**

Dear Sir,

**RE: FULFILLMENT OF 20 YBGK CASES AS PER YBGK PLEDGE**

-----

We refer to the abovementioned matter.

**NAME** :  
**FIRM** :  
**NRIC NO.** :  
**ROLL NO.** :  
**YBGK SERIAL NO.** : *[fill in if you know your number, if not, leave blank]*

Please be informed that [name] has fulfilled the 20 cases as per YBGK Pledge shown herein below:-

No.	Duty Date(s)	Matter	Case Number(s)	Name of Suspect(s)
1		Remand		
2		Bail		

[and so on]

Please find attached herewith following documents for your record:-

1. [number] remand interview sheets/mitigation interview sheets/bail interview sheets;
2. A copy of [name]'s Practising Certificate for year [number]; and
3. A copy of [name]'s "A Promise to Participate in YBGK Programme".

We would like to inform that [name] will **not** be making any YBGK claims for the abovementioned cases. **(For YBGK counsels who submitted the claims for YBGK record purposes without making claims)**

Kindly acknowledge receipt by signing and returning the duplicate copy of this letter hereof.

Thank you.

Yours faithfully,

.....  
[name]



## **NOTICE OF CESSATION OF PUPILLAGE**

- To : (1) **Registrar of the High Court**  
High Court in Sabah and Sarawak, Kuching  
Kompleks Mahkamah Kuching  
Jalan Gersik, 93050 Petrajaya, Kuching, Sarawak
- (2) **The State Attorney General**  
**State Attorney-General's Chambers,**  
Level 15 & 16, Wisma Bapa Malaysia  
93502 Petra Jaya, Kuching, Sarawak
- (3) **The Honorary Secretary**  
**Advocates' Association of Sarawak (Central Committee)**  
The Bar Room  
Kompleks Mahkamah Miri  
Jalan Merdu, 98000 Miri, Sarawak
- (4) **The Secretary**  
**Advocates' Association of Sarawak**  
**(Sibu/Kuching/Bintulu/Miri Branch)**  
c/o [insert bar room's address]

**TAKE NOTICE** that I, ..... (WN.KP. ....) of .....address..... Sarawak have on ..... withdrew my pupillage with **MR.** .....pupil master's name..... (WN.KP. ....) of **Messrs.** .....firm's name..... whose chambers is at .....address..... Sarawak.

Dated this .....

.....  
[Pupil's name]  
(PUPIL)

I, **MR.** .....pupil master's name..... (WN.KP. ....), the Pupil Master, confirm that the aforesaid Pupil has on ....., withdrawn his/her pupillage from my chambers at **Messrs.** .....firm's name....., whose chambers is at .....address..... Sarawak.

Dated this .....

.....  
[Pupil Master's name]  
(PUPIL MASTER)



## PAKAIAN PEGUAM DI MAHKAMAH

### 1. PAKAIAN DALAM MAHKAMAH PERSEKUTUAN, MAHKAMAH RAYUAN, MAHJANAH TINGGI DAN MAHKAMAH KHAS.

#### LELAKI

##### **Kemeja**

Lengan panjang warna putih dengan *wing collar* warna putih dan *bib*. (*Shirt*)  
*White long sleeves with white wing collar and bib.*

##### **Seluar Panjang (Longgar)**

Warna hitam/biru kelasi/kelabu gelap. Jalur-jalur dibenarkan.  
(*Slacks - Loose*)  
*Black/navy blue/dark grey. Stripes permissible.*

##### **Jaket**

Warna hitam. Butang bras tidak dibenarkan  
(*Jacket*)  
*Black. Brass buttons not permitted*

##### **Stoking**

Warna hitam/biru kelasi/kelabu gelap  
(*Socks*)  
*Black/navy blue/dark gray*

##### **Kasut**

Warna hitam/biru kelasi/kelabu gelap  
(*Shoes*)  
*Black/navy blue/dark gray*



### **Jubah**

Warna hitam

*(Robe)*

*Black*

### **Pakaian di Kepala**

Serban dan songkok dibenarkan.

*(Head-Dress)*

*Turban and songkok permitted.*

### **WANITA**

#### **Blaus**

Lengan panjang warna putih dengan *wing collar* warna putih dan *bib*. *(Blouse)*

*White long sleeves with white wing collar and bib.*

#### **Skirt**

Warna hitam/biru kelasi/kelabu gelap dan labuhnya di bawah lutut. Jalur-jalur dibenarkan.

*(Skirt)*

*Black/navy blue/dark gray and its length below the knee. Stripes permissible.*

#### **Seluar Panjang (Longgar)**

Warna gelap, longgar dan tidak mendakap anggota badan

*(Trousers - Loose)*

*Dark trousers and not body hugging*

#### **Pakaian Tradisional**

Bukan berwarna garang dan tidak menjolok mata.

*(Traditional Dress)*

*Not glaring colour and decent.*



### **Jaket**

Warna hitam. Butang bras tidak dibenarkan.

*(Jacket)*

*Black. Brass buttons not permissible*

### **Sarung Kaki Nilon – Pilihan**

Hanya warna kulit sahaja yang dibenarkan.

*(Nylon Socks - Optional) Only skin-tones permissible*

### **Kasut**

Warna hitam/biru/kelabu gelap. Sandal tidak dibenarkan di dalam Mahkamah.

*(Shoes)*

*Black/navy blue/dark gray. Sandals are not permitted in Court.*

### **Jubah**

Warna hitam

*(Robe)*

*Black*

### **Pakaian di Kepala**

Warna hitam/putih/biru kelasi/kelabu gelap. Bunga yang tidak keterlaluan atau corak bercap dibenarkan juga.

*(Head-Dress)*

*Black/white/navy blue/dark gray. Subtle floral or patterned prints also permitted.*

## **2. AKSESORI PAKAIAN**

Semua peguam (lelaki dan perempuan) ditegah memakai apa-apa *emblem*, riben, lencana, ikatan dan lain-lain yang melambangkan mana mana parti politik atau bermotifkan politik.

*(Costume Accessory)*

*All lawyers (male and female) are prohibited from wearing any emblem, ribbon, badge, band*



*etc. which symbolizes any political party or political motive.*

### **3. PAKAIAN DI MAHKAMAH SESYEN, MAHKAMAH MAJISTRET DAN DI DALAM KAMAR MAHKAMAH TINGGI**

Bagi maksud ini pakaian adalah seperti di atas tetapi:

- a. Tanpa jubah
- b. Kemeja putih bertali leher yang tidak berwarna garang (*wing collar* dan *bib* dibenarkan)
- c. Bagi wanita yang memilih memakai tali leher hendaklah tali leher yang tidak berwarna garang (*wing collar* dan *bib* dibenarkan).

### **4. PERBICARAAN DI DALAM KAMAR MAHKAMAH TINGGI YANG DIJALANKAN DI MAHKAMAH TERBUKA**

Di mana kes-kes di dalam kamar dijalankan di mahkamah terbuka, kes-kes itu masih kes-kes di dalam kamar dan pakaian hendaklah seperti yang ditetapkan, di perenggan 3.