

ADVOCATES & SOLICITORS DISCIPLINARY BOARD

GUIDELINES TO LODGE A COMPLAINT

1. Each Complainant(s) is required to:-
 - (a) Complete each Item in the Complaint Form;
 - (b) Attach a Statutory Declaration (“SD”) to the Complaint Form. The SD has to be affirmed before a Commissioner for Oaths. The affirmation date can be the same date as the Complaint Form or after **but** not before;
 - (c) Provide a copy of his/her Identity Card or Passport. If the Complainant is not an individual and the complaint is lodged on behalf of a Company / Organization/ Society, the Identity Card or Passport of the representative is required.
 - (d) Provide us with supporting documents i.e. Proof in support of your allegations against the Advocate(s) and Solicitor(s) concerned e.g. documents, agreements, receipts etc (refer to in Item 2.8 of the Complaint Form) (“**Supporting Documents**”);
 - (e) Furnish the name of the lawyer / Advocate(s) and Solicitor(s) you wish to complaint against (Item 2.1 of the Complaint Form).

***If the Complainant(s) was dealing with the firm, the name of the lawyer in charge of the particular file can be obtained by contacting the firm and by citing the file reference number.

2. The Complaint Form and the Supporting Documents are to be submitted in three (3) sets.
3. A processing fee of Ringgit Malaysia Two Hundred (RM200.00) (**NON REFUNDABLE**) is to be made either in cash/money order or cheque made payable to “**BAR COUNCIL -DISCIPLINE FUND**”. Alternatively, you may make payment by way of online transfer to the Bank Account as follows:-

Ambank (M) Bhd
A/C No: 023-201-200087-6
Name: Bar Council- Discipline Fund

LEMBAGA TATATERTIB PEGUAM BELA & PEGUAM CARA

GARIS PANDUAN UNTUK MENGEMUKAKAN ADUAN

1. Setiap Pengadu dikehendaki untuk:-

(a) Melengkapkan Borang Aduan.

(b) Melampirkan Surat Aduan bersama Borang Aduan. Surat Aduan tersebut hendaklah diikrarkan di hadapan Pesuruhjaya Sumpah. Tarikh ikrar hendaklah sama dengan tarikh Borang Aduan atau selepas tarikh Borang Aduan. **Tetapi**, tarikh ikrar tidak boleh sebelum tarikh Borang Aduan;

(c) Memberi Sesalinan kad pengenalan/passport. Jikalau Pengadu adalah bukan seorang Individu dan pengaduan ini dibuat atas pihak Syarikat/ Organisasi/ Persatuan, sesalinan kad pengenalan/passport wakil yang dilantik adalah diperlukan.

(d) Melampirkan dokumen sokongan- sila kemukakan bukti dakwaan/tuduhan contohnya seperti salinan dokumen, perjanjian, resit dan sebagainya (sila rujuk perenggan 2.8 Borang Aduan "Dokumen-Dokumen Sokongan").

(e) Memberikan nama Peguam Bela dan Peguam Cara yang anda ingin mengadu terhadap (sila rujuk perenggan 2.1 Borang Aduan).

***Jika Pengadu telah membuat urusan dengan pihak firma guaman, nama Peguam Bela dan Peguam Cara boleh didapati dengan menghubungi pihak firma guaman and merujuk kepada nombor rujukan pihak firma.

2. Borang Aduan dan Dokumen Sokongan hendaklah dikemukakan di dalam 3 salinan.

3. Yuran pemprosesan sebanyak RM200.00 (**tidak boleh dikembalikan**) hendaklah dibayar sama ada melalui bayaran tunai atau kiriman wang ataupun dalam bentuk cek di atas nama "**BAR COUNCIL-DISCIPLINE FUND**". Secara alternatifnya, bayaran boleh dibuat melalui kiriman wang online kepada Akaun Bank yang berikut:-

Ambank (M) Bhd

A/C No: 023-201-200087-6

Nama: Bar Council- Discipline Fund