

**ADVOCATES & SOLICITORS DISCIPLINARY BOARD**

**COMPLAINT FORM**

*(We recommend that you read our Guidelines to Lodge A Complaint before completing this form)*

**To:**

**Director of Complaints Secretariat  
Advocates & Solicitors Disciplinary Board  
Unit 5.02, Level 5, Wisma Badan Peguam Malaysia  
(formerly known as Straits Trading Building)  
No. 2, Leboh Pasar Besar  
50050 Kuala Lumpur**

**1. Particulars of the Complainant**

1.1 Full name (as stated in the Identity Card/Passport):

---

---

1.2 Home Address:

---

---

---

E-mail address : \_\_\_\_\_

Telephone No : \_\_\_\_\_ Mobile No: \_\_\_\_\_

Employer : \_\_\_\_\_

1.3 Office Address : \_\_\_\_\_

---

---

Telephone No : \_\_\_\_\_

1.4 Current correspondence address:

---

---

---

1.5 Name of contact person:

---

Address:

---

---

---

Telephone No : \_\_\_\_\_

1.6 Particulars of the advocate and solicitors representing the complainant (if any):

---

---

---

---

1.7 Particulars of payment for processing fees. Please tick at the appropriate column.

Cheque No: \_\_\_\_\_ Bank: \_\_\_\_\_

Money Order No: \_\_\_\_\_

Cash: \_\_\_\_\_

1.8 Please state whether you or any other person have lodged a complaint to the Disciplinary Board based on similar/related facts. If yes, please state the complaint no.

---

**2. Particulars of the advocate and solicitor concerned and/or the legal firm**

2.1 Full name of the advocate and solicitor concerned and/or the legal firm:

---

2.2 Name and address of the firm at the time the alleged misconduct occurred:

---

---

---

---

2.3 Name and current address of the firm if different from 2.2:

---

---

---

---

Town/City: \_\_\_\_\_

State: \_\_\_\_\_

Telephone No: \_\_\_\_\_

2.4 When did you appoint the advocate and solicitors and/or the legal firm (if applicable)?

---

2.5 What were your instructions to the advocate and solicitors and/or the legal firm?

---

---

---

*Please use a separate sheet if the allocated space is not sufficient*

2.6 Please set out the details of your complaint. Please refer to annexure "A" for reference.

---

---

---

---

*Please use a separate sheet if the allocated space is not sufficient*

2.7 List of documents that must be attached:

- (a) the Statutory Declaration of the complainant affirmed before a Commissioner for Oaths verifying the facts of the complaint;
- (b) a copy of identity card/passport; and
- (c) cheque or money order.

2.8 Other supporting documents:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

2.9 Complainant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the duly completed form and all the supporting documents mentioned in three (3) sets to:

**Director of Complaints Secretariat**  
**Advocates & Solicitors Disciplinary Board**  
**Unit 5.02, Level 5, Wisma Badan Peguam Malaysia,**  
**(formerly known as Straits Trading Building)**  
**No. 2, Leboh Pasar Besar**  
**50050 Kuala Lumpur**  
**Phone : (603) 2697 3333**  
**Fax : (603) 2698 1111**  
**E-mail : [secretariat@asdb.org.my](mailto:secretariat@asdb.org.my)**

## **Annexure "A"**

### Example of breaches where disciplinary action can be taken against an Advocate and Solicitor

- A. Conviction of a criminal offence.
- B. Breach of duty to the Court.
- C. Dishonest or fraudulent conduct.
- D. Breach of professional practice and etiquette rules made under the Legal Profession Act 1976.
- E. A bankrupt and guilty of any acts mentioned in paragraph 33(6) (a)-(f), (h), (k) or (i) of the Bankruptcy Act 1967.
- F. Giving gratification to procure employment in any legal business.
- G. Procuring or attempting to procure the employment of himself or any other advocate and solicitor through or by instruction of the persons to whom any remuneration for obtaining such employment has been agreed.
- H. Touting.
- I. Allowed an unqualified person to carry out legal business in his name without his direct supervision.
- J. Involved in other employment incompatible with the legal profession or being employed for reward.
- K. Breach of Legal Profession Act 1976 or any ruling made by the Bar Council.
- L. Struck off, suspended, or censured by a foreign Bar Council or guilty of misconduct in a foreign jurisdiction.
- M. Charging excessive fees or costs.
- N. Gross disregard of client's interest.
- O. Unbefitting conduct with the image as an Advocate and Solicitor.
- P. Practising without a Sijil Annual.
- Q. Monetary dishonesty.