

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

GUIDELINES

STATUTORY DECLARATION

(Individual – English)

I, NRIC No.
whose address is at

do solemnly and sincerely declare that:

1. The contents of my Complaint Form dated ('the Complaint Form')
 and attachment(s) thereto relating to the complaint to the Advocates & Solicitors Disciplinary

Board against

.....of Messrs.

.....whose address is at.....

.....

.....are true to the best of my knowledge or from the records which I have access to or derived from the documents placed before me.

2. I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1960.

Subscribed and solemnly declared by)
 the abovenamed)
 at)
 on this day of)

.....

Before me,

.....
 (Commissioner for Oaths)

GUIDELINES

STATUTORY DECLARATION
(Organization/Company – English)

I/We,NRIC No.....
whose address is at.....
.....
.....

Representative's name

Representative's IC number

Representative's address

do solemnly and sincerely declare that:

1. I am duly authorized by ('principal')
to make the complaint dated to the Advocates & Solicitors Disciplinary
Board against of
Messrs whose address is at
.....
.....

Your company's name

Name of Advocate & Solicitor

Name of the firm

Address of the firm

Date of the Complaint Form as per Item 2.9

2. The contents of the Complaint Form signed by me on behalf of
dated..... ('the Complaint Form') and
attachment(s) thereto relating to the complaint are true to the best of my knowledge or from
the records to which I have access or derived from the documents placed before me.

Your company's name

Date of the Complaint Form as per Item 2.9

3. I make this solemn declaration conscientiously believing the same to be true, and by virtue of
the provisions of the Statutory Declarations Act 1960.

Subscribed and solemnly declared by)
the abovenamed Representative's name)
at Place)
on this day of Date)

Representative's signature

Before me,

.....
(Commissioner for Oaths)