

13 September 2010



Jardine Lloyd Thompson Sdn Bhd
(16674-K)
Suite 10.2 10th Floor
Faber Imperial Court
21A Jalan Sultan Ismail
50250 Kuala Lumpur
Tel **+603 2723 3388**
Fax **+603 2723 3301**
Email mbar@jltasia.com
Website www.myPII.com.my

Dear Sir / Madam,

MALAYSIAN BAR PROFESSIONAL INDEMNITY INSURANCE SCHEME 2011
PERIOD OF INSURANCE: 1st JANUARY 2011 TO 31st DECEMBER 2011
COMPLETION AND SUBMISSION OF PROPOSAL FORM 2011

We are pleased to inform you that the Bar Council and the Insurer, Pacific & Orient Insurance Co. Berhad, have finalised the renewal terms for 2011.

1. The Proposal Form for 2011 can be submitted via :-

a. Email

The Proposal Form can be completed online at www.myPII.com.my, using your **Firm Code** : and **2010 Schedule No : 2010/M/.....**. The details you provided in the 2010 Proposal Form for each question are in the system and will be copied for you on the online screen. You only need to click to confirm the details or amend them to reflect changes for 2011. Once the Proposal Form has been completed, you need to print a copy of the Proposal Form for your file. The last page needs to be signed, firm stamped and faxed to us at 03-2723 3301 for invoice processing. **Kindly send us the original last page ONLY, bearing the original signature and firm stamp.** User guide on the online proposal form is attached.

b. Hardcopy (by post)

Please complete the enclosed Proposal Form, sign it and send it to JLT at the address above. If you require another copy of the Proposal Form, you can download it from the website and print.

Submission of the hardcopy of 2011 Proposal Form

- Please read the attached "**Guide to the Proposal Form**" and fill up the Proposal Form accordingly.
- We can only process **Signed** Proposal Forms. You may fax it to us first for invoice processing and post us the original Proposal Form later.

2. **Additional Options available for 2011 – contact us if required**

- **Worldwide Territorial and Jurisdictional Limits** – subject to satisfactory Supplementary Proposal Form and an additional premium.
- **Reduction of Base Excess by 50%** – subject to an additional premium.

Please note that our office will be very busy during the renewal period and we may not be able to attend to your calls immediately. We therefore ask for your patience and understanding. Thank you.

Yours faithfully,
For and on behalf of
Jardine Lloyd Thompson Sdn Bhd

DILSHER SINGH
Vice President

GUIDE TO PROPOSAL FORM 2011 PROFESSIONAL INDEMNITY INSURANCE

PAGE	QUESTION	REMARKS								
Page 1	Question 1 DETAILS OF FIRM	(a) Indicate the name of the Firm as approved by the Bar Council via their "letter of no objection" (b) Indicate the date Bar Council unconditionally approved the Name of Firm. (c) Indicate latest correspondence address of the Main Office. (d) Indicate latest telephone numbers, facsimile and the Firm's e-mail address of the Main Office.								
Page 1	Question 2 (a) DETAILS OF LEGAL PRACTITIONERS	Please state name of each and every (1) Sole Proprietor/Partner (2) Consultant (3) Legal Assistant Other staff/personnel e.g. pupils in chamber, interns, office manager, clerical, secretarial, despatch, etc are NOT to be listed here and are to be part of the headcount in Question 3. <div style="border: 1px solid black; padding: 5px; text-align: center;"> Note: Please list the name of every legal practitioner who is currently with the Firm. </div>								
Page 2	Question 2 (b) INFORMATION ON PREVIOUS FIRM	You <i>NEED to REPEAT</i> the names indicated in Question 2(a) IF the legal practitioner was from another firm and JOINED your Firm AFTER 1 January 2006. Include details of the legal practitioner's previous firm, date joined and left and also the designation/status (e.g. partner, legal assistant, etc.) whilst he/she was at that previous firm.								
Page 2	Question 3 NON-ADMITTED STAFF	Indicate the number of staff on payroll excluding the names from Question 2 (a). <div style="border: 1px solid black; padding: 5px; text-align: center;"> Note: All staff who are <u>NOT</u> legal practitioners </div>								
Page 2	Question 4 GROSS ANNUAL LEGAL FEES	Please provide information based on the Gross Annual Legal Fees billed the last Financial Year (2010) and the estimate for the Current Year (2011).								
Page 3	Question 5 NATURE OF WORK	Please provide a breakdown of the Fees based on the type of work that your Firm is doing. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>(a) Company Work X 100%</u> Total Gross Annual Legal Fees </td> <td style="width: 50%; vertical-align: top;"> <u>(e) Taxation X 100%</u> Total Gross Annual Legal Fees </td> </tr> <tr> <td style="vertical-align: top;"> <u>(b) Insolvency Work X 100%</u> Total Gross Annual Legal Fees </td> <td style="vertical-align: top;"> <u>(f) Civil Litigation X 100%</u> Total Gross Annual Legal Fees </td> </tr> <tr> <td style="vertical-align: top;"> <u>(c) Conveyancing Commercial X 100%</u> Total Gross Annual Legal Fees </td> <td style="vertical-align: top;"> <u>(g) Criminal Litigation X 100%</u> Total Gross Annual Legal Fees </td> </tr> <tr> <td style="vertical-align: top;"> <u>(d) Conveyancing Residential X 100%</u> Total Gross Annual Legal Fees </td> <td style="vertical-align: top;"> <u>(h) All other work X 100%</u> Total Gross Annual Legal Fees </td> </tr> </table> <p style="text-align: right;">(Please describe 'All other work')</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Note: If you are a new firm, please complete based on estimates for the type of work you expect to do. </div>	<u>(a) Company Work X 100%</u> Total Gross Annual Legal Fees	<u>(e) Taxation X 100%</u> Total Gross Annual Legal Fees	<u>(b) Insolvency Work X 100%</u> Total Gross Annual Legal Fees	<u>(f) Civil Litigation X 100%</u> Total Gross Annual Legal Fees	<u>(c) Conveyancing Commercial X 100%</u> Total Gross Annual Legal Fees	<u>(g) Criminal Litigation X 100%</u> Total Gross Annual Legal Fees	<u>(d) Conveyancing Residential X 100%</u> Total Gross Annual Legal Fees	<u>(h) All other work X 100%</u> Total Gross Annual Legal Fees
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<u>(d) Conveyancing Residential X 100%</u> Total Gross Annual Legal Fees	<u>(h) All other work X 100%</u> Total Gross Annual Legal Fees									

<p>Page 3</p>	<p>Question 6 CLAIMS EXPERIENCE</p>	<p>(a) Please confirm the claims history of <i>BOTH the Firm and ALL</i> the legal practitioners named in Question 2 including any previous notifications to Insurers.</p> <p>(b) Please confirm as in (a) above.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: When completing this Question please note the following: -</p> <ul style="list-style-type: none"> ▪ If YES is ticked for (a) and/or (b), please provide details for each claim or threatened claim. ▪ Please declare the claims experience even if the claim was described in the 2010 Proposal Form or previously notified to Insurers from 1.1.2006 ▪ Please declare claims against your Firm and/or any of the legal practitioners named in Question 2. ▪ Please declare claims against any of the legal practitioners at his/her previous firm. ▪ The DECLARATION requires the firm to obtain WRITTEN CONFIRMATION from each legal practitioner named in this Form that he/she is aware and responsible for the accuracy of the answers. </div>
<p>Page 3</p>	<p>Question 7 NOTIFIABLE CIRCUMSTANCES</p>	<p>To declare any circumstances that the Firm/legal practitioners may be aware of and which may give rise to a claim. This includes any circumstance against the legal practitioner, any predecessor/principal/consultant/professional assistant, or the legal practitioner's previous firm and/or the firm's predecessor.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Please refer to the Note in Question 6 as a guide to complete this question. The same criteria apply to Notifiable Circumstances.</p> </div>
<p>Page 4</p>	<p>Question 8 TOP-UP QUOTATIONS</p>	<p>Complete this question if you wish to obtain quotations for Top-Up insurance.</p>
<p>Page 4</p>	<p>DECLARATION</p>	<p>EXCEPT for Sole Proprietorships, any one Partner/Principal may sign the Proposal Form on the Firm's behalf. However, ALL parties named in the Proposal Form must ensure that they are aware of all information stated in the Proposal Form.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Prior to signing the Declaration, the Partner/Principal signing should obtain WRITTEN CONFIRMATION from each of the persons named in Questions 2(a) and 2(b) for the answers to Questions 6 and 7. Subsequent claims of ignorance or inaccuracy with regard to the answers in the completed Proposal Form will not be accepted as all legal practitioners/partners are deemed to have sighted and declared the requisite information. Insurers reserve the right to deny any claim that is notified AFTER submission of the Proposal Form if it is established that you were aware of the claim/circumstance on or before the date when the Proposal Form was received by Insurers.</p> </div>
<p>Page 4</p>	<p>EXECUTION OF PROPOSAL FORM</p>	<p>Please ensure that the Proposal Form is signed by the Sole Proprietor/a Partner of the firm ensuring the following information is CLEARLY STATED:-</p> <ul style="list-style-type: none"> ▪ Full name of the signatory ▪ Date Proposal Form is signed ▪ Firm stamp must be legible <p>Please Post/Courier the ORIGINAL PROPOSAL FORM to JLT so we may process and send the Mandatory Invoice to your Firm.</p>

Question 5: Nature of Work: Please state estimated percentage of work based on the total gross annual legal fees debited in the last Financial Year to nearest whole number

(a) Company/Corporate/Commercial or Financial Work (e.g. acquisitions, takeover, share issues, general company and commercial work excluding conveyancing work, etc).....	_____ %
(b) Insolvency, Administration or Liquidations.....	_____ %
(c) Conveyancing of commercial real estate.....	_____ %
(d) Conveyancing of residential real estate.....	_____ %
(e) Taxation, Estate planning, Executorship and Trusteeship.....	_____ %
(f) Civil litigation.....	_____ %
(g) Criminal litigation.....	_____ %
(h) All other work (Please provide description).....	_____ %
<hr/>	
Total	100 %

Question 6: Claims Experience

	YES	NO
(a) Have any claims been made against the Firm or any legal practitioners named in Questions 2 (a) and 2 (b) including whilst at a previous firm since 1.1.2006? Please tick.	<input type="checkbox"/>	<input type="checkbox"/>
(b) Since 1.1.2006 has any letter of demand, notice of intended claim or any intimation or threat of a claim been received by the Firm?	<input type="checkbox"/>	<input type="checkbox"/>

If "YES" please provide the following details for each claim or threatened claim **(even if you have previously notified Insurers)**, attaching a separate page if necessary. (If there has been a claim which you have not notified, please write "Not notified" in the Date of Notification column.)

Date of Notification to Insurers (of writs, letters of demand or threat)	Claimant / Potential Claimant	Settled (Yes/No) (If 'Yes' please provide the date Insurers closed the file or copy of letter from Insurers/their agents)

Question 7: Circumstances which may reasonably be expected to give rise to a claim

Is any legal practitioner named in Questions 2 (a) and 2 (b), AFTER ENQUIRY, aware of any occurrence or circumstances which may reasonably be expected to give rise to a claim against him/her, any predecessor or any principal, consultant, or professional assistant including arising at that person's previous firm in or of the Firm or its predecessor/s? Please tick as appropriate.	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

If "YES" please provide full details of each occurrence or circumstances (attach a separate page if necessary). **If the circumstance has been notified to Insurers previously, please state if matter is settled or not and/or Insurers' confirmation on closure of notification.**

Question 8: Top-Up quotations

The Mandatory Limit of Indemnity starts at RM250,000 for a single-legal practitioner firm, increasing by RM50,000 for every additional legal practitioner up to a maximum of RM2,000,000. You may wish to obtain a quote to increase the Mandatory Limit. Please indicate the options you may need in the space below.

(i) RM	(ii) RM	(iii) RM
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AUTHORITY TO INSURERS AND OTHER PARTIES

Authorisation: I/We hereby authorise the Insurers and/or adjusters and/or claims managers to disclose to the Bar Council of the Malaysian Bar, from time-to-time such information arising from any claim under the insurance cover issued to me/us to enable the Bar Council to have access to the complete claims information and/or data for the sole purpose of the management of the Mandatory Master Policy Scheme and its Risk Management objectives.

Provided always that it is expressly understood and agreed between the Bar Council and the Firm that such information as disclosed by the Insurers and/or adjusters and/or claims managers shall not render the Firm and/or the Legal Practitioners concerned to any disciplinary action by the Bar Council.

DECLARATION:
I/We warrant that all the above statements are true and complete and, in relation to the answers to Questions 6 and 7, I/we have obtained written confirmation from each of the legal practitioners named in Questions 2 (a) and 2 (b). I/We agree that this completed Proposal Form shall be the basis of the contract between the Firm and the Insurers.

Signature of Partner/Sole Proprietor: _____

Name of signatory: _____

Date of signing: _____

Firm's Stamp: _____

Completion and signature of this Proposal Form does not bind the Proposer or the Insurers to complete a contract of insurance.



Jardine Lloyd Thompson Sdn Bhd (16674-K)
Suite 10.2, 10th Floor Faber Imperial Court, 21A Jalan Sultan Ismail, 50250 Kuala Lumpur
Tel: (603) 2723 3388 Fax: (603) 2723 3301/02/03/27