

INTERNATIONAL FORUM ON LEGAL AID 2018

‘EXPANDING THE HORIZONS OF LEGAL AID’

**ORGANISED BY THE LEGAL AID
FOUNDATION, TAIWAN**

***SKELETAL OVERVIEW OF LEGAL AID IN
MALAYSIA***

AS AT AUGUST 2018

1. Please provide the following information about your country:

Your Country				
Country	Population	GDP	Poverty Line & Percentage of Population in Poverty	Total No. of Practicing Lawyers in the Country
MALAYSIA	32 MILLION	314.50 BILLION (US DOLLARS)	US\$1.90 per day 3.8%	18,471
Your Organisation				
Name of Legal Aid Organization(s)	Date of Establishment	Total No. of Applications Received in the Past Year	Total No. of Applications Approved in the Past Year	Total No. of Applications Rejected in the Past Year
BAR COUNCIL LEGAL AID CENTRE	1980	-	147,867	-
Total No. of Legal Aid Lawyers (including staff and private lawyers)	Total No. of Non-Legal Professionals (e.g. social workers, counselors, community/culture workers)	Government Budget for the Legal Aid Organisation in the Past Year	Total Legal Aid Expenses in the Past Year	Proportion of Legal Aid Budget Funded by the Government
1,958		As at 2013 – RM35 MILLION (US\$8.6 MILLION)	Bar Council – RM1.8 MILLION YBGK - ?	Govt – Fees & Disbursements Bar Council – Staff/Rental/Admin

2. Please describe the main provider(s) of legal aid services in your country:

(a) The main providers of legal aid are the Government and the Bar Council.

(b) There are 4 separate Legal Aid Schemes:

- (i) The Government Legal Aid Department – set up in the 1970s;
- (ii) The Bar Council Legal Aid Centre – set up in the 1970s;
- (iii) The National Legal Aid Foundation (YBGK) – set up in 2012;
- (iv) Court Assigned Counsel (for capital punishment offences).

(c) Features Of YBGK:

- (i) private company (not a statutory body);
- (ii) Board Of Directors consisting of the Attorney General, Bar President, Secretary General of the Treasury, et cetera.
- (iii) Legal representation from arrest until charge - no means test;
- (iv) Legal representation for trial & appeals – Means Test : <RM36,000 annual income
- (v) Bar Council Legal Aid Centres provide administrative support for the YBGK scheme
- (vi) Lawyers/Bar Council staff assist with training, marking test papers, auditing, et cetera

3. Please describe the legal aid organization and the recent business figures:

Legal Aid Schemes	Government Legal Aid	Bar Council Legal Aid Centre	National Legal Aid Foundation	Court Assigned Counsel
Services	*Minor Offences *Mitigation *Outreach	*Employment *Family *Public Interest *Criminal/Civil *Outreach	*Criminal (for citizens and juvenile foreigners)	*Criminal (only for capital punishment cases such as murder, drug trafficking)
Organisation	Statutory Body	Amending the Act to make it a Statutory Body	Private Company	Judiciary/Govt
Cases	15,905 (2013)	16,282	131,585	n/a
Why?	Access to justice, however very limited areas	Access to justice, wider areas of law, Trials/Appeals	Access to justice, increased number of people being represented	n/a

4. Please describe the legal aid funding arrangements of your country and your organization:

Government Legal	Bar Council Legal Aid	National Legal Aid	Court Assigned
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Aid	Centre	Foundation	Counsel
*Government *RM23.5 million for 2017 *in house/panel lawyers	*Lawyers *RM100 from each lawyer *Pro bono (lawyers are not paid)	*Government *RM35 million (2012 – 2018) *Mostly spent on legal fees & disbursements	*Government *RM6,000 per case

5. Please describe the legal aid service delivery models in your country (or organization):

Government Legal Aid	Bar Council Legal Aid Centre	National Legal Aid Foundation	Court Assigned Counsel
*civil service job *paid a salary	*strictly voluntary basis *availability *no payment to lawyers	*registration & undertaking *attend specific trainings *pass an Assessment/Test *rotation * nominal rates	*3 years in active criminal practice *has handled capital punishment matters *rotation/sign-up *nominal rates

6. Please describe the scope and types of legal aid services (e.g. legal education, information, advice, representation, advocacy and reform) provided in your country (or organization), and the types of matters aided.

The Bar Council Legal Aid Centre KL: New Initiatives

A. Thai Citizens Legal Aid Scheme (T-CLAS)

In providing for a dynamic and activist scheme of legal aid services, the KLLAC and the Royal Thai Embassy had risen to the occasion to form T-CLAS. T-CLAS is essentially a scheme where our lawyers provide free legal representation to Thai citizens in Malaysia whilst being paid with funding given by the Royal Thai Embassy in Kuala Lumpur. The

payment rates for lawyers largely incorporate the existing YBGK payment rates. T-CLAS was officially launched by the Ambassador of the Royal Thai Embassy in Kuala Lumpur on 29 November 2017, followed by a press conference to be held on 13 December 2017 at the Royal Thai Embassy alongside representative of Malaysian Bar. With the coming of this scheme, we remain hopeful in our vision that more Embassies will come forward to forge a similar scheme with the KLLAC so that we will be able to represent all foreigners within the justice system.

B. Malaysian Trades Union Congress (MTUC)

In addition to the many existing legal aid clinics we have established with our various partners, this year, we are happy to report on the creation of a new legal aid clinic in partnership with MTUC. MTUC is a federation of trade unions, with its objectives, *inter alia*, to improve the economic and social conditions of workers. We started the programme with ten (10) pupils for the first batch, and have gradually increased the number to fifteen (15) for the 2nd batch and twenty (20) pupils for the 3rd batch. This move was made as a result of positive feedback given by our pupils on this programme and the request from MTUC to increase the number of pupils. We are confident that our pupils who signed up for this legal aid clinic are now sensitised over the issues of employee rights violations, Malaysians and foreigners alike and we hope that more pupils can advocate for their rights in the near future. The pupils assist by examining/perusing employment contracts and advising, attend programmes by the International Labour Organisation, research, et cetera.

C. Universities

Our collaboration with Universities, notably KDU University College allows us to instil values to law students on the philosophy of legal aid, so that when they are indeed called to the Bar, they realise the importance of their position in being able to make changes in the lives of so many persons who otherwise have no access to justice. We hope therefore, that they will volunteer their services whether at KLLAC or in their own capacity to assist this group of persons. Further thereto, we also do our best to instil these values and sensitise pupils who commit to their fourteen (14) days legal aid duty on the hardships faced by communities who do not have access to justice. We inspire them (or at least we try to) by sharing with them real cases and how with our intervention, it has made an impactful difference in their lives. With this, we hope that more pupils when they complete their legal aid duty at the KLLAC will continue to do legal aid voluntarily.

Established Initiatives

- (i) Legal Awareness Programme – Orientation, Mid-Term Review & Exit

Evaluation

- (ii) Dock Brief - The pupils are trained to develop both advocacy and interview skills. The services for criminal cases provided under this program include mitigation, bail application and other related advices to walk in clients at Dock Brief Room.
- (iii) Research Programme - Each year, the Centre will assign pupils to conduct research covering various topics. This year, we had 2 batches of pupils that participated in our research program and one of the research topics this year was a comparison of Family Law in 3 different countries/jurisdictions. Thereafter, a workshop was held for family law practitioners.

7. Please describe application procedures and the criteria for granting legal aid.

Government Legal Aid	Bar Council Legal Aid Centre	National Legal Aid Foundation	Court Assigned Counsel
*Annual income of less than RM30,000.00 *co-pay RM300	*Means Test (see Attachment)	*Annual income of less than RM36,000.00	*capital punishment charges

8. Has your organization (or legal aid organizations in your country) developed services targeting specific underprivileged communities or other legal issues?

LAC/AWAM/WAO/SIS CLINIC

The Bar Council Legal Aid Centre (KL) works in partnership with the All Women's Action Society (AWAM), Women's Aid Organization (WAO) and Sisters In Islam (SIS) to provide legal assistance to vulnerable women who need legal assistance. These organizations primarily deal with various issues affecting women such as domestic violence, divorce proceeding, child custody, etc. SIS is more focused towards issues affecting Muslim women.

TABLE 1

PROGRAMME	BATCH 91	BATCH 92	BATCH 93	BATCH 94	Total
AWAM	2	2	2	2	8

WAO	4	4	5	3	16
SIS	2	2	3	2	9
TOTAL	8	8	10	10	36

Table 1: No of Pupils for Each Batch

A total of four batches of pupils were assigned to AWAM, WAO and SIS respectively between January to December 2017. The number of pupils assigned to the various organizations is summarised in the table above.

WAO was allocated the highest number of pupils followed by SIS and AWAM. The numbers of pupils allocated to the various NGOs are dependent on the number of duty days as well the number of clients seen by the respective NGOs. It is needs based.

TABLE 2

PROGRAMME	JAN	FEB	MAC	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
AWAM	28	26	35	14	23	15	13	14	6	19	14	57
WAO	34	32	47	16	31	32	37	31	34	62	48	24
SIS	50	45	52	44	52	44	65	64	39	54	40	49

Table 2: Number of clients handled each month by each NGO

Programme	Total Clients
AWAM	264
WAO	428
SIS	603

Table 3: Total Number of Clients handled by each NGO from January-December 2017

Among the NGOs, SIS has the highest amount of clients (603 clients) followed by WAO (428 clients) and AWAM (264 clients). The pupils provide legal advice to clients who walk in and call in to the NGOs office. They also assist in conducting research on cases and recent developments of the law. The pupils works are not confined to the office and occasionally they accompany clients to the police stations, immigration centres and to hospitals.

The pupils undergo training before starting their duty with the respective NGOs. Pupils were introduced to their scope of duties and trained on laws which were relevant to their scope in the respective NGOs. During the 7th week of each batch, a Mid-Term Review was conducted where the pupils shared their experiences and also any shortcomings they faced during their legal aid duty. The representatives from each NGOs also gave feedback regarding the performance of the pupils. Overall the pupils and NGO representatives were satisfied with LAC/AWAM/WAO/SIS clinic

The KLLAC had conducted a series of meetings with the NGOs individually to touch base with them and re-evaluate the current program. These meetings were held on 4th October 2017 with AWAM, represented by Ms Lee Wei San and Ms Louise, on 9th October 2017 with WAO, represented by Ms Charlene and Ms Erica, and 10th October 2017 with SIS represented by Ms Shazarina.

REPORT ON LAC/TENAGANITA CLINIC

Tenaganita is a non-governmental organization which aims to protect migrants, refugees, women and children from exploitation, abuse, and human trafficking. The Bar Council Legal Aid Centre (KL) works together with Tenaganita by providing pupils to Tenaganita.

Prior to their duty in Tenaganita the pupils undergo a two day training to equip them with the necessary skills for their duty in Tenaganita. The pupils are trained on the relevant laws and other soft skills such as communication skills, interviewing and negotiation skills.

Four batches of pupils were allocated to Tenaganita from January to October 2017. Table 1 summarizes the number of pupils allocated to Tenaganita for each batch. It could be seen during batch 93, there was a rise in the number of pupils assigned to Tenaganita. This was due to the fact the total number of pupils who signed up for legal aid duty during Batch 93 was more than expected and Tenaganita were able to make use of the Pupils.

TABLE 1

Batch	91	92	93	94
Number of Pupils	20	20	30	20

Table 1: No of Pupils for Each Batch

TABLE 2

Month	JAN	FEB	MAC	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
No Of Client	362	301	341	319	294	292	549	478	407	405	362	263	4,373

Table 2: No of Clients Seen Each Month

From January till December 2017, Tenaganita handled 4,373 cases. The pupils handled variety of issues. They take on cases with different parties such as the police force, immigration department, labour office and the courts. The pupils are constantly monitored by case officers who guide and assist the pupils during their duty in Tenaganita. The pupils are also involved in documentation of cases which also involves compilation of all evidences and relevant documents to the case. They assist in drafting settlement agreements, letters, and police reports and follow up reports on the

cases that they have handled. Overall, they play a proactive role in negotiating with employers, agents and government officials till the case is resolved.

During the 7th week of each batch the pupils attend a mid-term review conducted at the KLLAC office. The pupils are given a chance to raise any issues they face during their duty and to suggest and make any improvements in regards to their duty in Tenaganita. This also serves as a platform for representatives from Tenaganita to give feed back to the pupils with regards to their duty in Tenaganita.

The pupils and Tenaganita have been very happy with this programme. Many pupils continue to volunteer and give assistance to Tenaganita even after their pupillage ends.

REPORT ON UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) CLINIC

United Nations High Commissioner for Refugees (UNHCR) is an agency of the United Nations which is mandated to support and protect refugees in Malaysia. UNHCR help to register asylum seekers determine their refugee status and finally find a host country to resettle the refugees.

The Bar Council Legal Aid Centre (KL) assists UNHCR by providing pupils to UNHCR.

Batch	91	92	93	94
Number of Pupils	20	20	20	20

Table 1: No of Pupils for Each Batch

Three batches of pupils were assigned to UNHCR from January to December.

A total of 20 pupils were allocated to UNHCR during each batch.

Month	Number of Client
January	158
February	182
March	132
April	156
May	213
June	134
July	172
August	155
September	85
October	155
November	161

December	110
TOTAL	1,813

Table 2: No of Clients Seen Each Month

A total of 1813 clients were assisted by the pupils between January to December 2017. Clients went to UNHCR with various problems such as such as marital problem, domestic violence, robbery, wrongful detention, UNHCR card being stolen etc. The pupils interviewed the clients, recorded their finding and passed it to UNHCR officers for further action. Pupils also followed UNHCR officer to detention centre to seek release of refugees in detention centres.

The pupils underwent whole day training in UNHCR prior to commencement of their duty in UNHCR. During the training the pupils were trained on laws relating to refugees and migrants. They were also trained on other skills such as documentation, and interviewing skill which were relevant for their duty in UNHCR. At the 7th week of each batch the pupils had to attend a midterm review where they gave feedback of their duty and any improvement which can be made to the UNHCR-KLLAC clinic. During the midterm representatives from UNHCR also gave feedback to the pupils about their duty in UNHCR.

The UNHCR- KLLAC clinic was able to provide assistance to UNHCR in carrying out their daily work and also to provide insight to pupils of the problem faced by refugees in Malaysia.

9. Please introduce the quality assurance mechanisms in your organization/country (if any):

- (a) YBGK – An appointed auditor (who is also a practicing lawyer) will sit in Court and observe. If the evaluation is poor, the volunteer lawyer is asked to come in for a meeting where suggestions and advice is given and in some circumstances, the volunteer lawyer is directed to attend a refresher training.
- (b) Bar Council has a Complaints & Intervention Department for members of the public to lodge a complaint against a lawyer, including volunteer lawyers.

10. How does your organization (or legal aid organizations in your country) make legal aid resources known to the potential clients in need and improve their legal awareness so they may seek timely assistance? Do you use any different approaches to reach people in remote areas or groups with special legal needs?

Government Legal Aid	Bar Council Legal Aid Centre	National Legal Aid Foundation	Court Assigned Counsel
*Outreach initiatives *Website	*Outreach initiatives *Website	*National advertisements *National hotline number	*Court will automatically assign

GUIDELINES FOR MEANS TEST

- 1) **Income**
Net Monthly income must not exceed
 - a) Single person > RM 650
 - b) Married Couple > RM 900

- 2) **House**
(Low cost house only – subject to proof SPA Agreement) > RM 45,000

- 3) **Car** > RM 20,000

- 4) **Motorcycle** > RM 4,500

- 5) **Saving**
Cash and/or securities value together at less than RM5,000 (e.g. cash in bank, stocks, etc savings in Tabung Haji not taken into consideration)

- 6) **Other Deduction**
 - a) Housing (Rent) > RM 600
(Subject to proof of receipts etc)

 - b) Assessment, quit rent, water and electricity > RM 150

 - c) Personal Deduction (includes food, clothing, public transport (not taxi) to work, personal medical expenses) > RM 250

 - d) Deduction for dependants > RM 250
(Situation where applicant supports Parents, siblings)

 - e) Deduction for Medical Expenses -
Medical Deduction not considered unless in exceptional circumstances e.g. patients undergoing dialysis treatment etc.

 - f) Deduction for credit cards > RM 350

 - g) Felda Land not considered as property cannot be sold or mortgaged unless co-owned. -

- 7) **Juvenile**
Parents income and means test must be considered.

AS PER DATED 25TH SEPTEMBER 2008

BAR COUNCIL LEGAL AID CENTRE (KUALA LUMPUR)
LEGAL AID CENTRE CLINIC (Interview Sheet)

Date: Time started: Time finished: **REF NO:**

Supervising lawyer: Pupil assisting:

Firm: Firm:

Telephone no: Telephone no:

IMPORTANT: LEGAL ADVICE CANNOT BE GIVEN WITHOUT CONSULTING A VOLUNTEER LAWYER!!!

1 Applicant's details

(All information MUST BE FILLED CLEARLY)

SPECIAL/DISABILITIES:.....

JUVENILE/MWPC/DOCK BRIEF/SBULOH/KW PRISON
(write/circle- the referral and the urgency clearly)

Name: Age: Male/Female (circle)

New NRIC No: Occupation: Self- Employed/Not-Employed

Postal address: Held (Police Station):.....
 Remand No:..... (photocopy-visiting card)

Telephone nos: Home: Work: H/P:.....
 Unmarried Married Divorced
 No. of children: Age(s)/(Male/Female):.....

Other relevant info:

PLEASE DO NOT WRITE FAMILY MEMBER/FRIEND'S DETAILS IN "APPLICANT'S DETAILS"

2 Applicant must come personally, unless unable to come or for urgent cases only. If family member/friend came:

Name: Connection with applicant:

New NRIC No: Occupation: Can he/she post bail: Yes/No

Postal address:

Telephone nos: Home: Work: H/P:

3 List of copies of applicant's DOCUMENTS received – DO NOT TAKE/KEEP ORIGINALS!

Applicant must pay photocopy charges of 10 sent per page- receipt to be issued by LAC receptionist.

(1) (2) (3)

4 Interview summary (by category)- to be completed at/by the end of the interview

<input type="checkbox"/> Criminal-Capital Court Assigned Counsel-LAC does not handle <input type="checkbox"/> Criminal- others <input type="checkbox"/> Family <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Syariah <input type="checkbox"/> Harassment <input type="checkbox"/> Employment <input type="checkbox"/> Conveyancing <input type="checkbox"/> Housing/Tenancy <input type="checkbox"/> Motor Accident <input type="checkbox"/> Debt Collection <input type="checkbox"/> Consumer <input type="checkbox"/> Small Claims <input type="checkbox"/> Public Interest Litigation <input type="checkbox"/> Miscellaneous:	<input type="checkbox"/> URGENT! Hearing/Mention Date(s)/...../..... <input type="checkbox"/> Court/Number/Jurisdiction/: <input type="checkbox"/> Applicant's instruction to LAC: <input type="checkbox"/> ADVICE ONLY (only advice given and no follow up action) <hr/> <input type="checkbox"/> CLOSE MATTER (please inform applicant that interview sheets will be destroyed yearly) <hr/> <input type="checkbox"/> OPEN FILE (Date:...../Authorisation by LAC (Name/Signature)/.....) <hr/> <input type="checkbox"/> OTHER ACTION/KIV: (please see item 5 on the next page for details, please indicate clearly) <input type="checkbox"/> FILE AWAY UNTIL APPLICANT REVERTS (.....) <input type="checkbox"/> REJECTED, due to: <input type="checkbox"/> Being non-cooperative, insufficient information, etc. <input type="checkbox"/> Means Test <input type="checkbox"/> Income <input type="checkbox"/> Assets <input type="checkbox"/> Referral (.....) <input type="checkbox"/> Jurisdiction <input type="checkbox"/> Area of law <input type="checkbox"/> Other LAC (State:.....) <input type="checkbox"/> Merits <input type="checkbox"/> Referral to LAC Committee/volunteer lawyer- borderline/merit/appeal matters (Please prepare brief report on case prior to referring) *IMPORTANT: Please ensure you circle/ tick/complete all requested information before you hand over your interview sheet to your supervisor!!!
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IMPORTANT NOTICE

Except with the prior written approval of the Chairman or the Secretary of the Legal Aid Centre, matters in the following areas must **NOT** be accepted:

- 1 **Debt collection**
- 2 **Motor accidents**
- 3 **Any offence that carries a death or life sentence.**

Approval will only be given in exceptional circumstances and if the volunteer lawyer/pupil concerned makes a very strong case for it.

Table 1: Current monthly income

	Current monthly income	Applicant	Spouse	Office use
1	Income from employment (including overtime and commission, etc) and/or Self-employment Attach latest salary slip and income tax assessment			
2	Monthly value of free/subsidised meals/accommodation (whether provided by employee, family or others)			
3	Monthly value of other benefits (eg transport, meal allowances)			
4	Pension Attach pension card			
5	Rent and other income (eg share dividends, court awards) Attach receipts			
6	Contributions/support from other family members			
7	Monthly payments of Workmen's compensation/SOCSO(excluding lump sum payments)			
8	Monthly payments of annuities (eg EPF and gratuities)			
9	Maintenance received			
Total current monthly income				
Grand total monthly income (applicant + spouse)				

If applicant is not working or supported by relatives please state clearly (indicate how he/she supports him/herself. (Please be strict on administering the means test, MUST provide proof of income/expenditure to substantiate applicant's claims)

Table 2: Current monthly expenses

	Current monthly expenses	Applicant	Spouse	Office use
1	Income tax / withholding tax			
2	Zakat / Fitrah			
3	EPF / SOCSO deductions			
4	Housing <input type="checkbox"/> Rent <input type="checkbox"/> Housing loan repayments / charge in favour of lender Attach receipts / other documentation MAXIMUM total (both persons) deduction allowed: RM600			
5	Assessment, quit rent, water and electricity. Attach receipts or other documentation MAXIMUM total (both persons) deduction allowed: RM150			
6	Personal deduction (includes food, clothing, public transport (not taxi) to work, personal medical expenses MAXIMUM deduction allowed: RM250 per income earner			
7	Deduction for dependants MAXIMUM deduction allowed: RM250 per dependant			
8	Court-ordered maintenance payable Attach court order / relevant documents			
9	Medical expenses for dependants Attach receipts			
10	Other expenses (give details) eg: car loan/credit cards; please indicate in detail (MAXIMUM DEDUCTION CREDIT CARD :RM350)			
Total current monthly expenses				
Grand total monthly expenses (applicant + spouse)				
NET MONTHLY INCOME (Grand Total Monthly Income (Table 1) Minus the figure for Grand total monthly expenses immediately above)				

NET MONTHLY INCOME MUST NOT EXCEED (as a guide however, please take note that it varies from case to case basis):

Single person: RM650 AND Married couple: RM900

A series of horizontal dotted lines for writing, consisting of approximately 30 rows.

KIV SHEET

7 Advice given/Action taken or to be taken by lawyer and/or assisting pupil/staff/KIV
(Please refer to staff in charge before applicant leaves the BCLACKL)

No	Date (s)	Advice/Action/KIV	Supervisor/Staff/Pupil who attend
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Supervising lawyer's signature:

Assisting pupil's signature

LAC staff to complete if file is to be opened for the applicant to be represented by a volunteer lawyer

File opened (date):	Ref no:
Name of staff responsible:	Fee & disbursements collected:	RM
Means test documents checked	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of lawyer assigned:	Firm:
Telephone no:	Fax no:
Assigned by:	Assigned on:

Notes:

**PUSAT BANTUAN GUAMAN MAJLIS PEGUAM
(Kuala Lumpur)**

Syarat-syarat am untuk bantuan guaman untuk ditandatangani oleh penerima bantuan guaman

Saya (nama) beralamat di
.....
seorang dewasa *yang berwarganegara Malaysia mengaku dan menyatakan seperti berikut:

1. Saya faham dan mengaku bahawa bantuan guaman ini diberikan kepada saya dengan syarat saya mematuhi semua syarat-syarat tersebut di bawah ini.
2. Keterangan yang saya berikan di sini mengenai pendapatan dan hal peribadi lain saya adalah semua yang benar dan saya tidak ada menyembunyikan apa-apa maklumat atau mengelirukan Pusat Bantuan Guaman tentang pendapatan saya. **Saya faham dan mengaku bahawa Pusat Bantuan Guaman telah mengenal pasti bahawa saya adalah layak untuk menerima bantuan guaman ini berdasarkan kepada keterangan yang saya berikan di sini.**
3. Saya berjanji akan memaklumkan kepada pihak Pusat Bantuan Guaman mengenai apa-apa perubahan mengenai pendapatan DAN HAL PERIBADI LAIN saya. Saya faham yang dengan adanya maklumat-maklumat tentang perubahan itu sama ada diberikan oleh saya atau pun diperolehi dari mana-mana punca, pihak Pusat Bantuan Guaman boleh mengubah atau menarik balik bantuan yang diberikan kepada saya.
4. Saya memberi kebenaran pada pihak Pusat Bantuan Guaman untuk mengendalikan kes saya sama ada di dalam atau di luar Mahkamah.
5. Saya bersetuju :
 - (a) untuk membayar pada pihak Pusat Bantuan Guaman apa-apa bayaran yang dikenakan terhadap pengendalian kes saya;
 - (b) untuk menurut nasihat peguam yang mengendalikan kes saya;
 - (c) semua kos yang diberikan oleh Mahkamah pada saya atau pun dibayar oleh mana-mana pihak pada saya, akan saya bayar pada pihak Pusat Bantuan Guaman;
 - (d) sekiranya Mahkamah memberi perintah untuk saya membayar kos pada mana-mana pihak, sayalah yang bertanggungjawab membayarnya dan Pihak Pusat Bantuan Guaman tidak akan dikenakan membayarnya;
 - (e) yang pihak Pusat Bantuan Guaman boleh, dengan budi bicaranya sendiri, memberhentikan atau membatalkan bantuan yang telah diberikan kepada saya;
 - (f) **Jika sekiranya, dengan mengambil kira pengakuan saya dalam perenggan 2 di atas, didapati saya telah membuat pengakuan yang palsu atau memesongkan yang telah menyebabkan pihak Pusat Bantuan Guaman telah mengenal pasti saya sebagai layak untuk menerima bantuan guaman ini walaupun saya sebenarnya tidak layak , maka saya bersetuju untuk membayar semua kos guaman dan perbelanjaan yang biasa dikenakan kepada mana-mana pihak (atau pihak-pihak) yang tidak layak menerima bantuan guaman. Selanjutnya, saya sedia maklum bahawa mendapat bantuan guaman dengan memberi maklumat yang salah kepada pihak Pusat Bantuan Guaman, boleh membawa kepada kesalahan membuat pengakuan yang palsu atau penipuan.**
 - (g) Sekiranya diperlukan, saya akan membuat akuan berkanun bagi mengakui kandungan di atas. Saya juga mengesahkan bahawa saya menyedari akan akibat membuat pengakuan berkanun yang palsu.
 - (h) **Saya dengan ini faham dan bersetuju bahawa Pusat Bantuan Guaman (Kuala Lumpur) akan berusaha untuk melantik peguam bagi pihak saya untuk berurusan dalam semua perkara yang berkaitan dengan kehadiran di mahkamah. Walaubagaimanapun, jika Pusat Bantuan Guaman (Kuala Lumpur) dengan apa sebab sekalipun tidak dapat melantik peguam, saya dengan ini bersetuju dan berjanji untuk tidak mengambil apa-apa tindakan undang-undang terhadap Pusat Bantuan Guaman (Kuala Lumpur) di atas perkara tersebut.**

Tandatangan
Penerima bantuan
Nama :
No. K/P:
Tarikh:

Tandatangan saksi :
Nama :
No. K/P:
Tarikh: