



LEGAL SERVICES SECTOR

Encompasses

All legal firms for corporate and conveyancing. The scope for litigation is subject to the Government order for Courts to commence operations

Operational Hours

6 hours (if the relevant Government Offices and Courts are still closed)
8 hours (if the relevant Government Offices and Courts are open)

Customer Service Hours

Subject to the Bar Council Orders

Work Capacity

20-30% (if Courts are still closed)
100% (if Courts are open)

All activities are permitted except

Please refer to the items in the list of prohibited activities

Fixed Orders

- Subject to the orders of the relevant Local Authority
- Operations in PKPD areas are not permitted

ACTIVITY AND PROTOCOL

Activity	Brief Description
Amendment to the Bar Circular	The Malaysian Bar Council, Sabah Law Society and the Sarawak Bar Association must amend the Circular Bar which was issued during the MCO period in line with the latest Government policies including the MOH SOP
Attendance of employees to the firm premises	Body temperature screening must be conducted daily at the entrance to the premises Not permitting sick employees or those with body temperatures of 37.5 degree Celsius and above, or those under MOH observation, to attend
Worker attendance records	Employee attendance is recorded in a special list containing their name, identification card number, body temperature, check-in time, sign-in signature, check-out time and sign-out signature. Attendance records must be kept for a minimum of six (6) months from the date of expiry of the MCO



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ACTIVITY AND PROTOCOL

Activity	Brief Description
Meetings / transactions with clients in the legal firm office	The attendance of clients must be limited and body temperature recorded together with their name, identification card / passport number, address, telephone number, time of entry, entry signature, time of exit, exit signature and purpose, kept for a minimum of six (6) months from the end of the MCO
Social distancing	Ensuring a social distance of 1 meter while on the premises
Usage of hand sanitizers	Providing hand sanitizers or hand washing areas with soap
Usage of face masks	Providing face masks for employees. All staff dealing with customers must wear a face mask.
Notice of public health measures on the front door of the firm	Preparing a notice on social distancing, usage of hand sanitizers, face masks, etc.
Cleaning and Sanitization	Using appropriate cleaning detergents.