

**ADVOCATES ORDINANCE  
(CAP.2)**

**ADVOCATES (LETTERHEAD AND STATIONERY) RULES 2019  
(G.N.S 2 of 2019)**

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ARRANGEMENT OF RULES

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Rule

1. Citation and commencement
2. Use of colours in letterhead
3. Names on letterhead and stationery
4. "Managing Partner" and "Senior Partner" allowed on firm's letterhead
5. Descriptions or statements not permitted on letterhead and stationery
6. Logo etc., elaborate or decorated script or style permitted
7. Designations
8. Display of addresses, contact, email and website addresses of law firm
9. Particulars on business cards
10. Effect of non-compliance
11. Power of waiver

## **ADVOCATES ORDINANCE (CAP.2)**

### **ADVOCATES (LETTERHEAD AND STATIONERY) RULES 2019**

In exercise of the powers conferred by section 17 of the Advocates Ordinance (*Cap. 2*), the Law Society in consultation with the Chief Judge and the State Attorney-General makes the following rules:

#### **Citation and commencement**

1. (1) These rules may be cited as the **Advocates (Letterhead and Stationery) Rules 2019**.
- (2) These Rules comes into operation on 1 May 2019.

#### **Use of colours in letterhead**

2. The use of colours in the letterhead or stationery of a law firm is permitted so long as the colours are used in a manner that is not incompatible with the dignity of the legal profession.

#### **Names on letterhead and stationery**

3. (1) The name of the sole proprietor or every partner in a law firm must be stated on the firm's letterhead.

(2) (a) The names of the legal assistants in a firm, if stated, must be distinguished from those of the sole proprietor or partners of the firm.

(b) The names of legal assistants in a firm may be listed in categories provided that it is not done in a manner incompatible with the dignity of the legal profession.

(c) No person should be described as a legal assistant unless he/she is an Advocate holding a valid certificate to practise.

(3) (a) A Syariah Court Practitioner shall not be a sole proprietor, a partner or a legal assistant of a law firm unless he/she is also an Advocate and holds a valid certificate to practise.

(b) The name of a Syariah Court practitioner, who is either a sole proprietor, partner or legal assistant of a law firm, may appear on the letterhead and stationery of the law firm.

(4) (a) A Native Court Lawyer shall not be a sole proprietor, a partner or a legal assistant of a law firm unless he/she is also an Advocate and holds a valid certificate to practise.

(b) The name of a Native Court Lawyer, who is either a sole proprietor, partner or legal assistant of a law firm, may appear on the letterhead and stationery of the law firm, may appear on the letterhead and stationery of the law firm.

(5) The name of an Advocate who has left a firm shall not appear on any letterhead or stationery of the firm.

(6) An Advocate who is temporarily not practising shall not be described as being "on leave".

(7) The name of any person who is not an Advocate shall not appear on the letterhead and stationery of a law firm.

(8) The name of a registered patent, trade mark and/or industrial design agent who is not an Advocate shall not appear on the letterhead and stationery of a law firm.

**"Managing Partner" and "Senior Partner" allowed on firm's letterhead**

4. The inclusion of the designations "Managing Partner" and "Senior Partner" on a law firm's letterhead and stationery is permitted.

**Descriptions or statements not permitted on letterhead and stationery**

5. The following descriptions or statements are not permitted on the letterhead or stationery of a law firm:

- (a) “Articled clerk”;
- (b) “Counsel”;
- (c) “High Court lawyer” or any other similar vernacular laudatory description of an Advocate;
- (d) “Senior Advocate”;
- (e) “Consultant”;
- (f) “Associate”;
- (g) That the law firm is or has been a member of any association and/or organisation and/or affiliation or that is associated or in strategic alliance with any person or organisation or law firm in Malaysia or outside Malaysia;

**Logo etc., elaborate or decorated script or style permitted**

6. (1) The use of any approved logo, insignia, seal of the firm and any elaborate or decorated script or style on a law firm’s letterhead and stationery in a manner which is unobtrusive and not incompatible with the dignity of the legal profession is permitted.

(2) The use of a Malay, Chinese, Indian, Native seal is permitted provided it is limited to the name of the law firm and is discreet, unobtrusive and not incompatible with the dignity of the legal profession.

**Designations**

7. The use of the designations, “Advocate and Solicitor”, “Commissioner for Oaths”, “Notary Public”, “Justice of the Peace”, “Industrial Design Agent”, “Trade Mark Agent” and/or “Patent Agent” on a firm’s letterhead is permitted.

**Display of addresses, contact, email and website addresses of law firm**

8. A law firm shall incorporate the firm's addresses (including its branch offices in Sabah or Federal Territory of Labuan), contact details including telephone and facsimile numbers, and email and website addresses in the firm's letterhead and stationery.

**Particulars on business cards**

9. An advocate in practice shall only be permitted to include the following particulars on his business card:

- (a) full name and alias including any honorific and academic titles;
- (b) the name of the law firm;
- (c) academic and professional qualifications;
- (d) designation as an advocate and solicitor;
- (e) the law firm's address, contact details including telephone and facsimile numbers and email and website addresses;
- (f) designations as "Commissioner for Oaths", "Notary Public", "Justice of the Peace", "Industrial Design Agent", "Trade Mark Agent" and/or "Patent Agent", if he is so appointed; and
- (g) designations as Senator, Member of Parliament (or M.P) or Member of State Legislative Assembly (or ADUN), if he is so elected or appointed.

**Effect of non-compliance**

10. An advocate who fails to comply with these Rules shall be liable to disciplinary proceedings taken against him and shall not be entitled to the issuance or renewal of his or her Annual Certificate and certificate to practise unless exempted by the Law Society.

**Power of waiver**

11. The Law Society may, in writing, waive any of the provision of these Rules.

Sabah LawNet