

GUIDE TO CLERKING

(as at 12th July 2024)

Daniel Tan Wee Xian

(Senior Associate - Messrs Tommy Thomas)

With contributions from :

Haikaldin Mahyidin (Senior Associate - Messrs Tommy Thomas)

Khoo Sher Rynn (Associate - Messrs Tommy Thomas)

Siah Ching Joe (former Associate - Messrs Tommy Thomas)

Tan Yoong Chang (former pupil - Messrs Tommy Thomas)



FOREWORD

Twenty-eight chapters, each a careful record of a painstaking journey to learning to be the best. Daniel's journeys, generously shared so that another does not have to hit the pitfalls that he probably had. And, Daniel, being the diligent perfectionist that he is, would have reestablished and redefined many procedures, simplifying them so that even the most uninformed and uninitiated, can walk through his "*yellow pages*".

Having had Daniel interned with me many moons back and having witnessed and experienced the quality of his work, I know that he would have spared no effort in making sure that he is understood; and that the reader need not google anymore on the general topics discussed in this Guide. From a perusal of this Guide, it is readily evident that Daniel has spent much time and thought on every process.

Each chapter is a "*must know*" of every clerk, legal assistant or associate and it is wonderful how Daniel has patiently explained each internal procedure, general and basic process and its interface with external process and procedure, be it the Court, client or some other organization. He takes the inquirer along with him, adding pictorials for easier comprehension.

Aside from explaining the process, Daniel sets out the rationale for each step and process, indicating how and where any particular action is in relation to the whole process. It is quiet subtle education on shared responsibility with the whole office benefiting from consistency; standards are maintained and emulated; and I believe, to some extent, this helps reduce if not eliminate needless stress and tensions over the most mundane but what are in actuality, critical tasks. These seemingly innocuous tasks, are in reality, arduous but necessary preparations to successful completion of a brief which must be carried out competently, responsibly and timeously, if reputation and sterling standards are to be enjoyed.

The chapters are arranged in a logical and sensible sequence; guiding the reader from taking instructions, opening a "*file*" to attendance in Court, be it on an interlocutory application or for trial.

The reader is also guided on how to schedule and conduct virtual meetings and prepare documentation for use at every level of legal process, with Daniel offering templates to boot.

The firm, Tommy Thomas is to be envied in having and retaining a wise and tech-savvy counsel in Daniel. This publication is most laudable and it would be interesting to see the e-version with animated versions of Daniel, the instructor. My sincere congratulations, Daniel.

*Justice Dato' Mary Lim Thiam Suan
Federal Court Judge (retired)
Putrajaya
January 2024*



In the legal profession, efficiency and precision are paramount. It is with great pride that I introduce the Guide to Clerking, a meticulously curated resource developed by Daniel Tan, our senior associate, alongside a dedicated team of associates.

At Messrs Tommy Thomas, we recognize the pivotal role clerking plays in supporting lawyers and optimizing our firm's workflows. We applaud Daniel's initiative in compiling this comprehensive Guide, acknowledging its potential to streamline our processes and enhance our collective effectiveness.

Covering fundamental tasks such as naming documents for easy reference and automated chronological sorting, compiling bundles of documents and authorities, and organizing electronic documents for Zoom hearings and trials, the Guide to Clerking provides step-by-step guidance for preparing for critical litigation activities. It has empowered our team in navigating these tasks with confidence and proficiency, made all the more crucial in the post-Covid litigation regime.

Beyond our firm, we acknowledge the broader impact this guide could have on the Malaysian litigation community, and hope that it is able to assist litigation lawyers at all experience levels. That is why we have decided to make this an open-source initiative, and we hope that as you delve into the pages of this Guide, you embrace the spirit of innovation and collaboration that defines our profession.

Ganesan Nethi
Messrs Tommy Thomas
Partner



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7. All procedural explanations and screenshots printed in this Guide are accurate as of 26th June 2024. Messrs Tommy Thomas shall seek updated views / advice from the Office of the Chief Registrar of the Federal Court of Malaysia in the event of any enhancements to the Systems provided through e-Kehakiman.



1. OPENING OF BLUE FOLDERS

1.1 A secretary is to open a blue folder for :-

- (i) a matter (originating summons, writ of summons, winding up petitions and bankruptcy petitions); and
- (ii) for each interlocutory application filed in that matter.

1.2 If the contents of a letter relate to the main suit and an interlocutory application / several interlocutory applications, then that letter should be copied and pasted in the correspondence folders of the main suit and all relevant interlocutory applications.

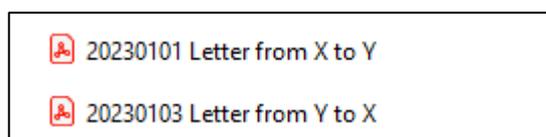
1.3 A blue folder for any new matter can only be opened with **a partner's approval.**



2. ARRANGEMENT OF LETTERS IN THE SERVER

2.1 Any letters issued or received by _____ are to be named in the following manner :-

“20210402 [year, month, date] Letter from [Sender] to [Recipient] - [Subject Matter].”



2.2 Naming the letters in this manner enables them to be automatically arranged in chronological order. This saves valuable time and costs for both the lawyer and the secretary assigned to that lawyer.

2.3 A correspondence folder (in the server) should be opened for the main matter (originating summons, writ of summons, winding up petitions and bankruptcy petitions) and for every interlocutory application.



3. PREPARATION OF BUNDLE(S) OF DOCUMENTS

3.1 Any documents (except for letters) received by the lawyers will be arranged by the lawyer in charge or pupil(s) assigned to carry out this specific task.

3.2 The cover page of a bundle of documents comprises the following :-

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR
(CIVIL DIVISION)
CIVIL SUIT NO: WA-22NCC-001-01/2023

BETWEEN

ABC SDN BHD
(Company No.: 100001-A) ... PLAINTIFF

AND

DEF SDN BHD
(Company No.: 100001-B) ... DEFENDANT

This is the intitlement of a suit. Please adjust it according to the file for which you are preparing the bundle of documents.

This text box outlines the purpose of the bundle of documents.

There are primarily 3 types of bundles :-

- **Common Bundle of Documents** (agreed to by all parties)
- **Plaintiff's Bundle of Documents**
- **Defendant's Bundle of Documents**

COMMON BUNDLE OF DOCUMENTS
VOLUME 1

This portion sets out :-

- the name of the firm
- who are we acting for
- the firm's address
- the firm's reference number for the matter

Messrs GH & Co
[Solicitors for the **Plaintiff**]
No 100-3, Jalan IJK
50490 Kuala Lumpur
[Our Ref: *[insert]*]



3.3 Secretaries or pupils are to take note of the following formatting rules :-

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR
(CIVIL DIVISION)
CIVIL SUIT NO: WA-22NCC-001-01/2023

BETWEEN

ABC SDN BHD
(Company No.: 100001-A) ... PLAINTIFF

AND

DEF SDN BHD
(Company No.: 100001-B) ... DEFENDANT

This can be taken from the pleadings.

Copy & paste the intitlement and ensure that the formatting does not run.

COMMON BUNDLE OF DOCUMENTS

VOLUME 1

Make sure that the text box is centred on the page.

Ensure that the font size is proportionate to the text box (an art and not a science).

Ensure that the words are centred within the text box.

Font size 12.

No spacing between the lines.

The last line (The firm's reference number) is to be italicized.

Messrs GH & Co
[Solicitors for the **Plaintiff**]
No 100-3, Jalan IJK
50490 Kuala Lumpur
[Our Ref: *insert*]



3.4 Secretaries are to prepare the contents page of the bundle(s) of documents after the documents are arranged in sequence.

3.5 The header of a table of contents of a bundle of documents would normally consist of the following :-

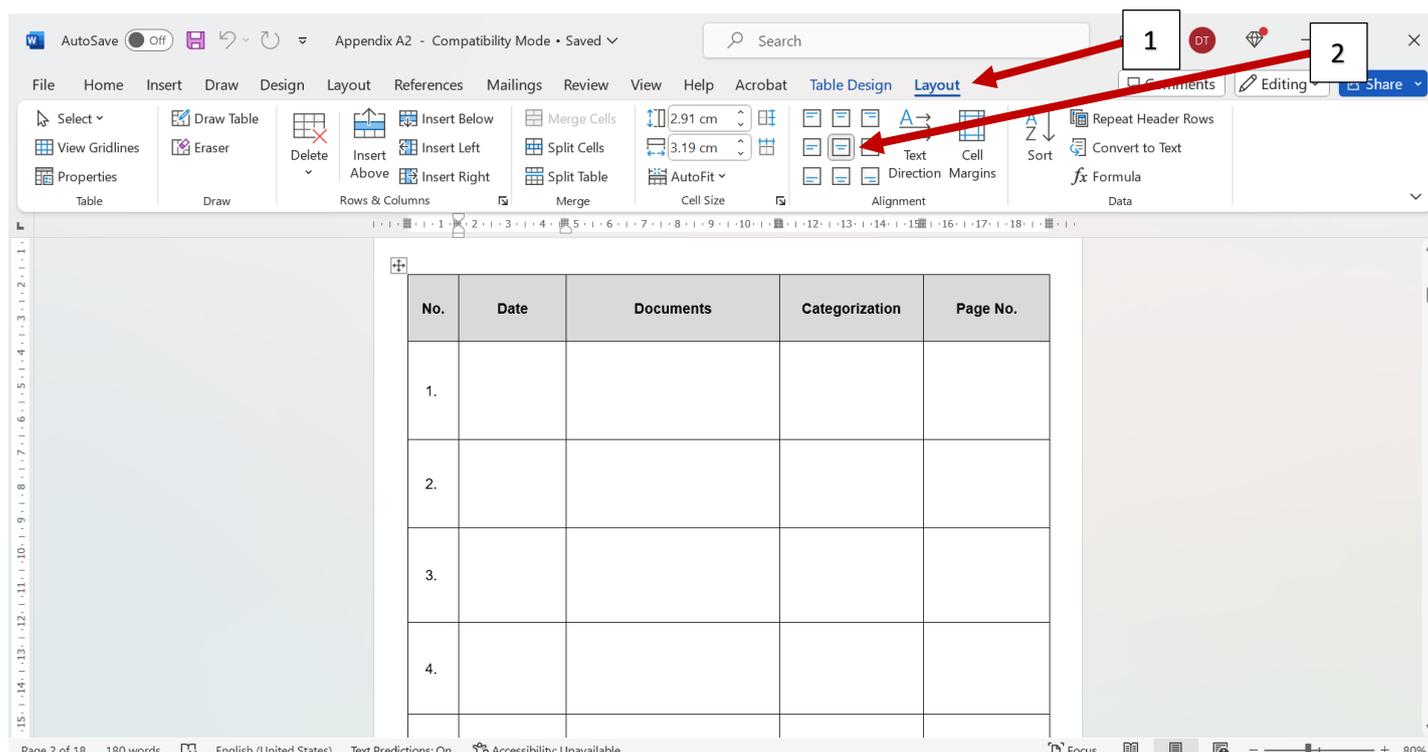
No	Date	Documents	Page No

However, the table may contain an additional column entitled “*Categorization*” if the categorization of documents in that bundle is not uniform :-

No	Date	Documents	Categorization	Page No

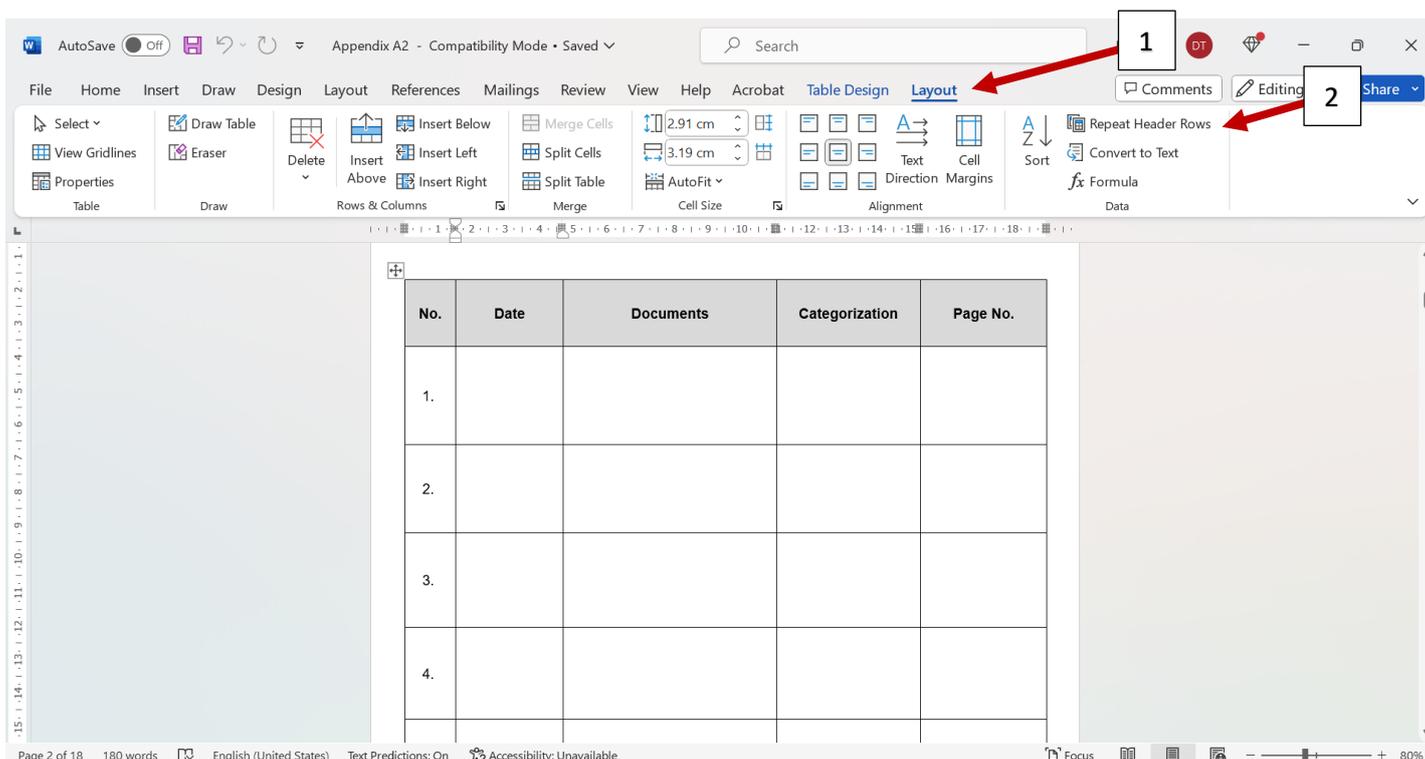
3.6 As shown above, please ensure that :-

- (i) the fonts are aligned to the centre (Click on “*Layout*” > Click on “*Align Centre*”)





- (ii) the table header is in bold and shaded in “White, Background 1, Darker 15%”
- (iii) the table header is repeated at the top of each subsequent page by clicking on “Repeat Header Rows” (Click on “Layout” > Click on “Repeat Header Rows”)





Potential issue : There may be instances when the table header is not repeated after clicking on “Repeat Header Rows”. This issue can be resolved by following the steps below :-

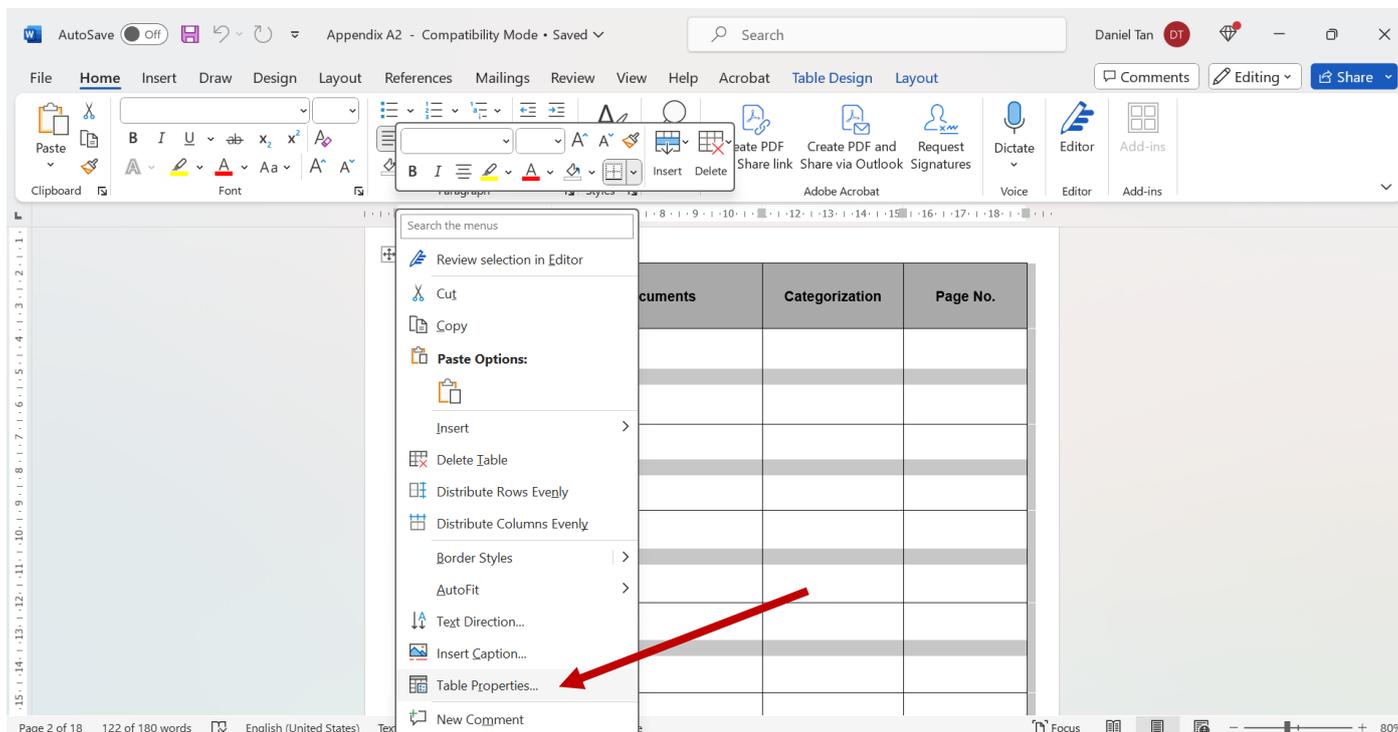
(a) Click on the table

The screenshot shows the Microsoft Word interface with the 'Table Design' and 'Layout' ribbons. The 'Repeat Header Rows' option is highlighted in the 'Data' group of the 'Layout' ribbon. A red arrow points to the top-left corner of the table in the document, which is the first row of the header. The table has five columns: 'No.', 'Date', 'Documents', 'Categorization', and 'Page No.'. The first row of the table body contains the numbers 1, 2, 3, and 4 in the 'No.' column.

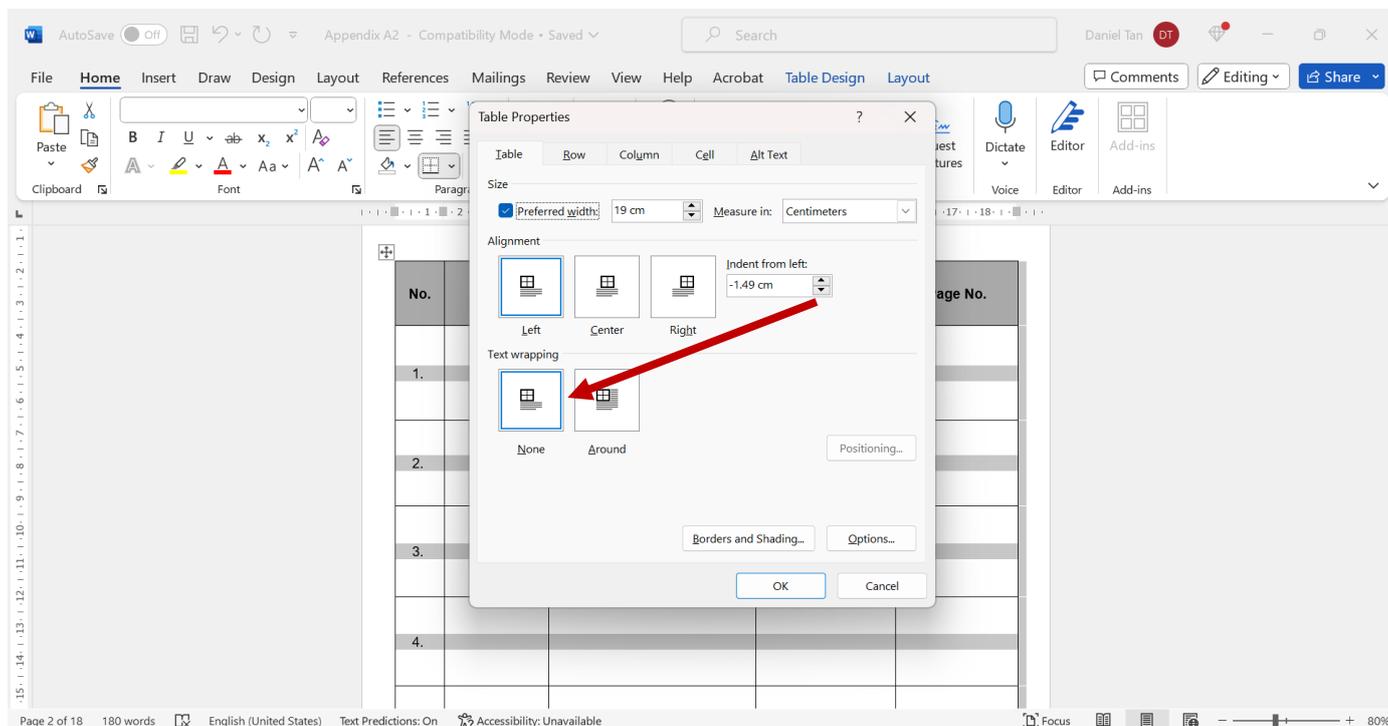
No.	Date	Documents	Categorization	Page No.
1.				
2.				
3.				
4.				



(b) Right-click on the table and select “*Table Properties*”



(c) In the “*Table*” section, make sure that “*Text wrapping*” is set to “*None*”





3.7 The contents of the table are to be formatted in the following manner :-

- Include headings where necessary
- Discuss with lawyer-in-charge if in doubt

- Dates are to be centred within the column
- Arial Font
- Font size 12

- Names of the documents are to be justified within the column
- Arial Font
- Font size 12
- Spacing 1.0

- Page numbers (like Dates) are to be centred within the column
- Arial Font
- Font size 12

The numbers are to be centred within the column

No.	Date	Documents	Page No.
B. [INSERT]			
1.	1-2-2023	Letter from X to Y	1 – 3
2.	2-3-2023	Letter from Y to X	4 – 6
3.	3-4-2023	Letter from X to Z	7 – 9
4.	4-5-2023	Letter from Z to X	10 – 12
5.	5-6-2023	Letter from X to A	13 - 15
6.	6-7-2023	Letter from A to X	16 - 19



3.8 A bundle of documents can be :-

- (i) paginated;
- (ii) tabbed; or
- (iii) paginated and tabbed.

For more information on pagination and merging, please refer to Paragraphs 10 and 11 below.

3.9 Templates for a table of contents of a bundle of documents are attached as **Appendix A**.



4. ENCLOSURE LIST

4.1 The secretary or pupil is responsible for preparing an enclosure list for reference during interlocutory hearings or trials.

4.2 The table of contents for an enclosure list includes the following :-

No	Document	Enclosure No

4.3 The templates for an enclosure list are attached as **Appendix B**.



5. MARKING LIST

5.1 The secretary or pupil is responsible for preparing a list setting out the markings of all documents relied upon at trial.

5.2 The table of contents for a marking list includes the following :-

No	Document	Enclosure No	Marking

5.3 The secretary or pupil should list all the relevant trial documents filed in the suit and their corresponding enclosure numbers.

5.4 The lawyer-in-charge will be responsible for filling out document markings when in Court.

5.5 The template for a marking list is attached as **Appendix C**.



6. BUNDLE OF AUTHORITIES

6.1 The secretary or pupil is responsible for assisting the lawyer in charge in compiling a bundle of authorities.

6.2 The cover page of a bundle of authorities consists of the following :-

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR

(CIVIL DIVISION)

CIVIL SUIT NO: WA-22NCC-001-01/2023

BETWEEN

ABC SDN BHD

(Company No.: 100001-A)

... PLAINTIFF

AND

DEF SDN BHD

(Company No.: 100001-B)

... DEFENDANT

This is the intitulement of a suit. Please adjust it according to the file for which you are preparing the bundle of authorities.

This text box sets out whose bundle of authorities it is and for what purpose the bundle is filed (state this if it is for an interlocutory application / post-trial submissions).

PLAINTIFF'S BUNDLE OF AUTHORITIES

[in resisting the Defendant's Application for a stay of execution of Judgment delivered on 25-9-2020]

Arial Font
Font size 12
Italicize
Spacing 1.0

This portion sets out :-

- the name of the firm
- who are we acting for
- the firm's address
- the firm's reference number for the matter
- hearing date of the interlocutory application (if applicable)

Messrs GH & Co
[Solicitors for the Plaintiff]
No 100-3, Jalan IJK
50490 Kuala Lumpur
[Our Ref: *[insert]*]



6.3 The header of the table of contents of a bundle of authorities includes the following :-

CONTENTS

(Arial, Font size 16, Bold and Underlined)

NO	AUTHORITIES	PAGE NO. / TAB / BOTH
-----------	--------------------	------------------------------

(Arial, Font size 12, Bold and Underlined)

6.4 Please ensure that :-

- (i) the table header is repeated (See Paragraph 3.6(iii) above) and that the header font is in bold and in caps (See Paragraph 6.3 above);



(ii) the contents are formatted in the following manner :-

<u>TAB NO.</u>	<u>AUTHORITIES</u>	<u>PAGE NO</u>
	<i>Court of Judicature Act, 1964</i> Section 73	1 - 2
2.	<i>Evidence Act, 1950</i> Sections 42 - 44	3 - 10
3.	<i>Sarkar on Evidence</i> Sections 42 - 44	11 - 44
4.	<i>Takako Sakao (f) v Ng Pek Yuen (f) & Anor (No 3)</i> [2010] 2 MLJ 141 [FC]	45 - 58
5.	<i>Kosma Palm Oil Mill Sdn Bhd & Ors v Koperasi Serbausaha Makmur Bhd</i> [2004] 1 MLJ 257 [FC]	59 - 72
6.	<i>Associated Cover Sdn Bhd v MCIS Insurance Bhd</i> [2004] 4 MLJ 408 [HC]	73 - 79

Refer to Paragraph 6.6 below for more details.
Ensure that the description is justified within the column

No spacing between the description of the authority and the specific section / citation, as the case may be

Ensure that there is some space between one authority and the next

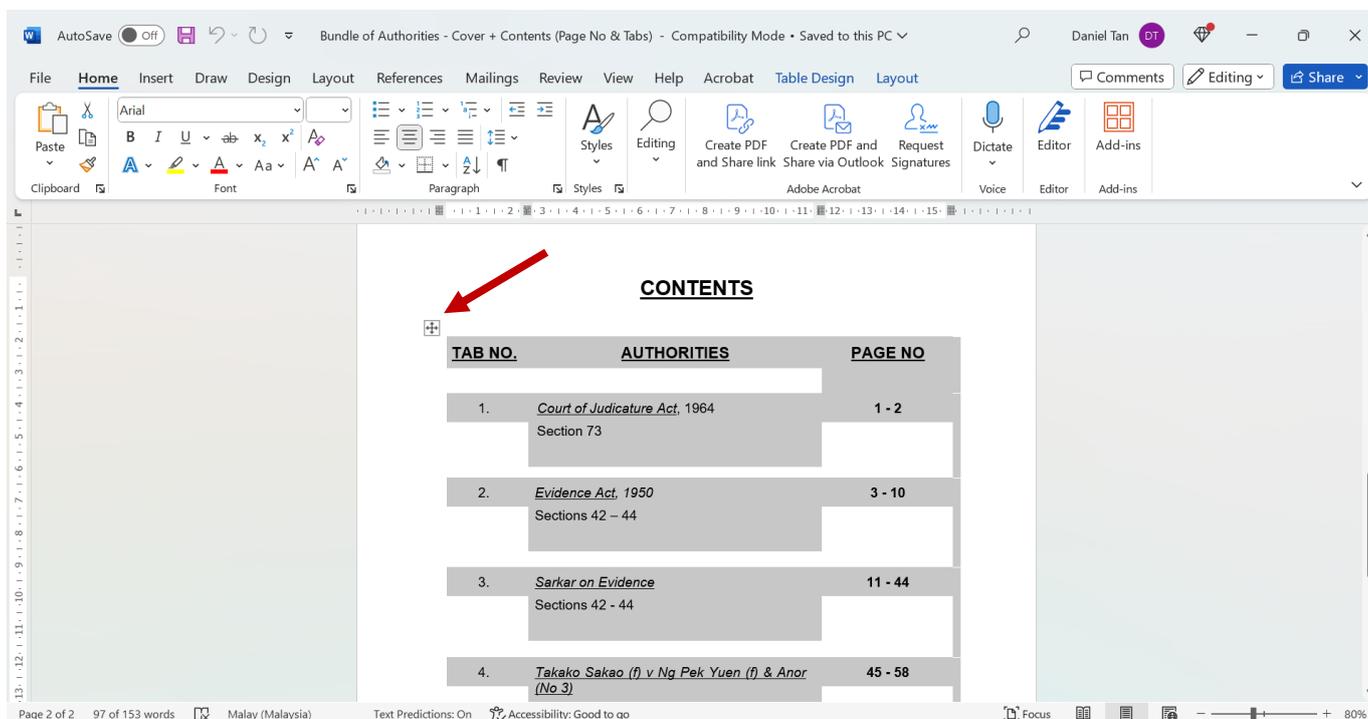
Ensure that the page numbers are centred in the column and are aligned with the 1st line of the description of the authorities

Ensure that the numbers are centred in the column

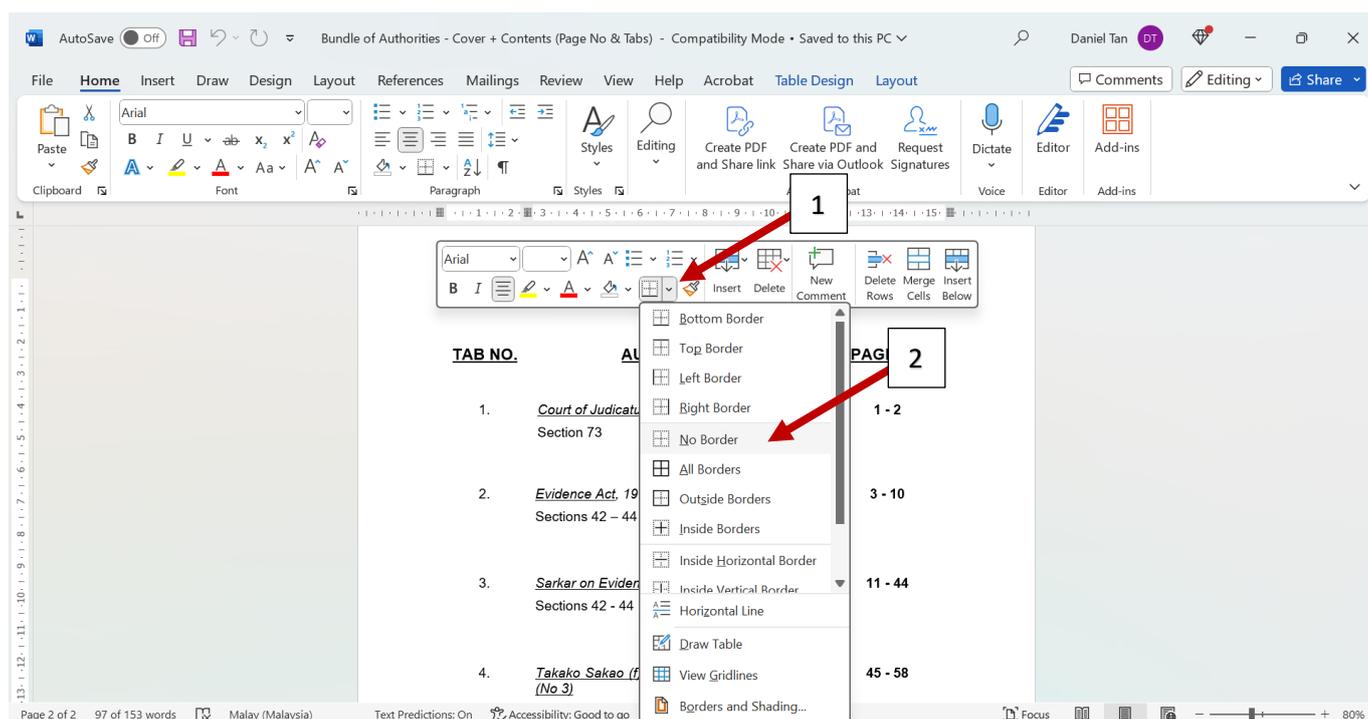


(iii) the borders of the table of contents should be made invisible once you are done typing in all the authorities. To do this :-

(a) Move your cursor over the table and click on the 4-way arrow cursor that will appear at the top-left corner of the table

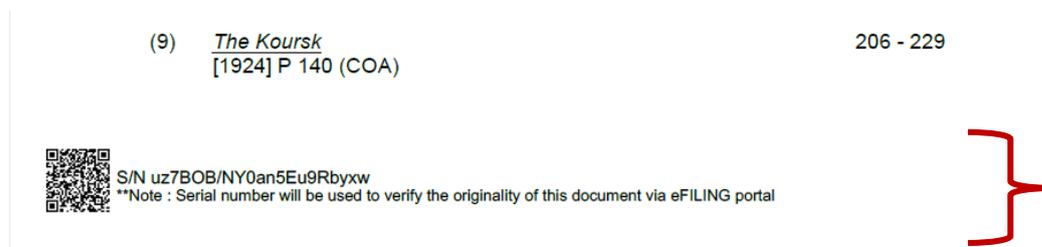


(b) A mini toolbar will appear. Click on the "Borders" icon and select "No Border"



- (iv) there is sufficient spacing at the bottom of the page so that the Court's serial number and QR Code on the e-filing copy of the bundle of authorities placed at the bottom left corner of each PDF document can be clearly seen :-

QR Code on the e-filing copy of a PDF document



6.5 The order in which the authorities are to be arranged differ from lawyer to lawyer. For this reason, the lawyer in charge should specify the order of the authorities before instructing the secretary / pupil to compile the bundle of authorities.

6.6 The following authorities should be cited in the contents page in the following manner :-

- (i) Legislation :-

Competition Act [Italicize and underline], [comma] 2010 [year]

Section 3 [cite the relevant sections]

- (ii) Cases :-

Associated Cover Sdn Bhd v MCIS Insurance Bhd [Italicize and underline]

[2004] 1 MLJ 257 [citation of the case] [FC] [level of Court]

- (iii) Textbook / Practitioner's text :-

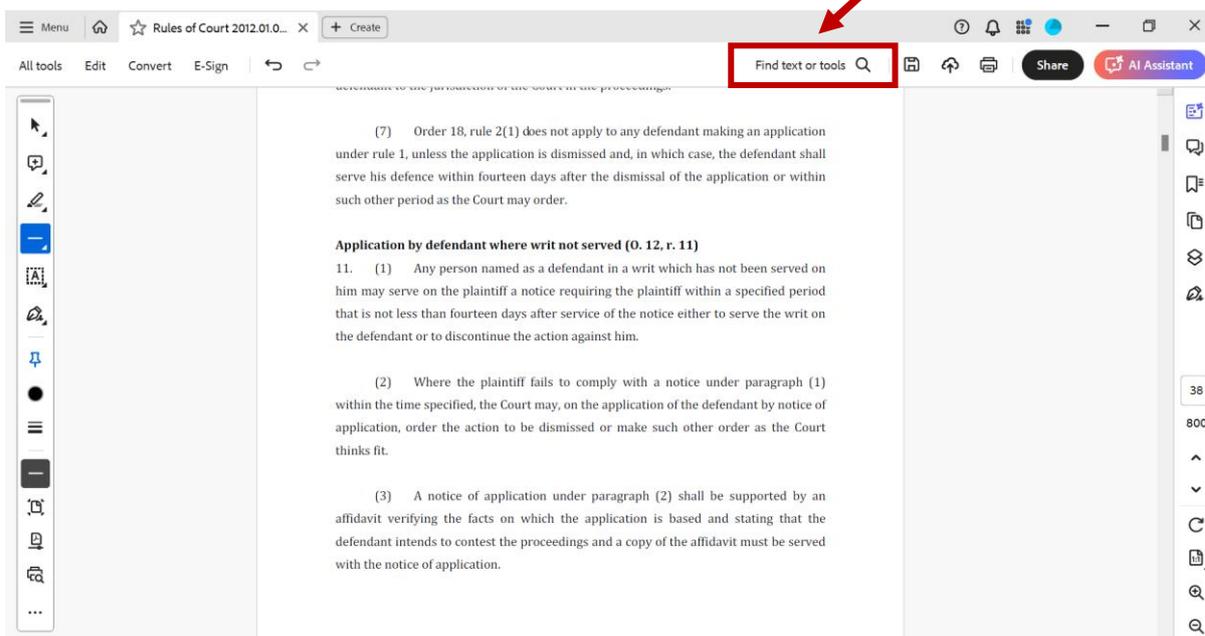
Sarkar on Evidence [Italicize and underline] (2nd edn, 2019) [state the edition of the book and the year of publication]

[State the chapter / sub-chapter of the book referred to]

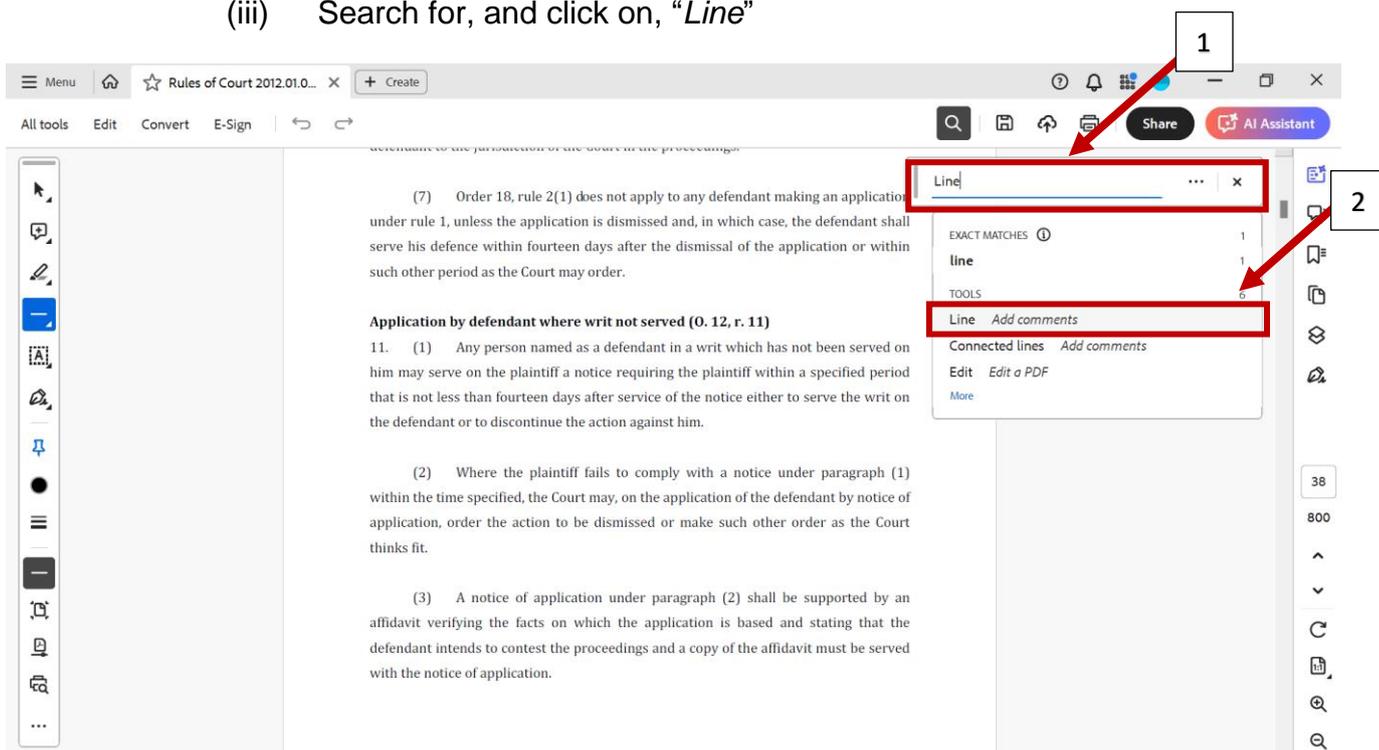


6.7 The excerpts of authorities referred to in the written submissions should also be sidelined and highlighted in yellow. If this is not already done by the lawyer in charge, the authorities can be sidelined by following the steps below :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “*Find text or tools*” in the top-right corner of the Adobe® Acrobat® Pro DC software interface

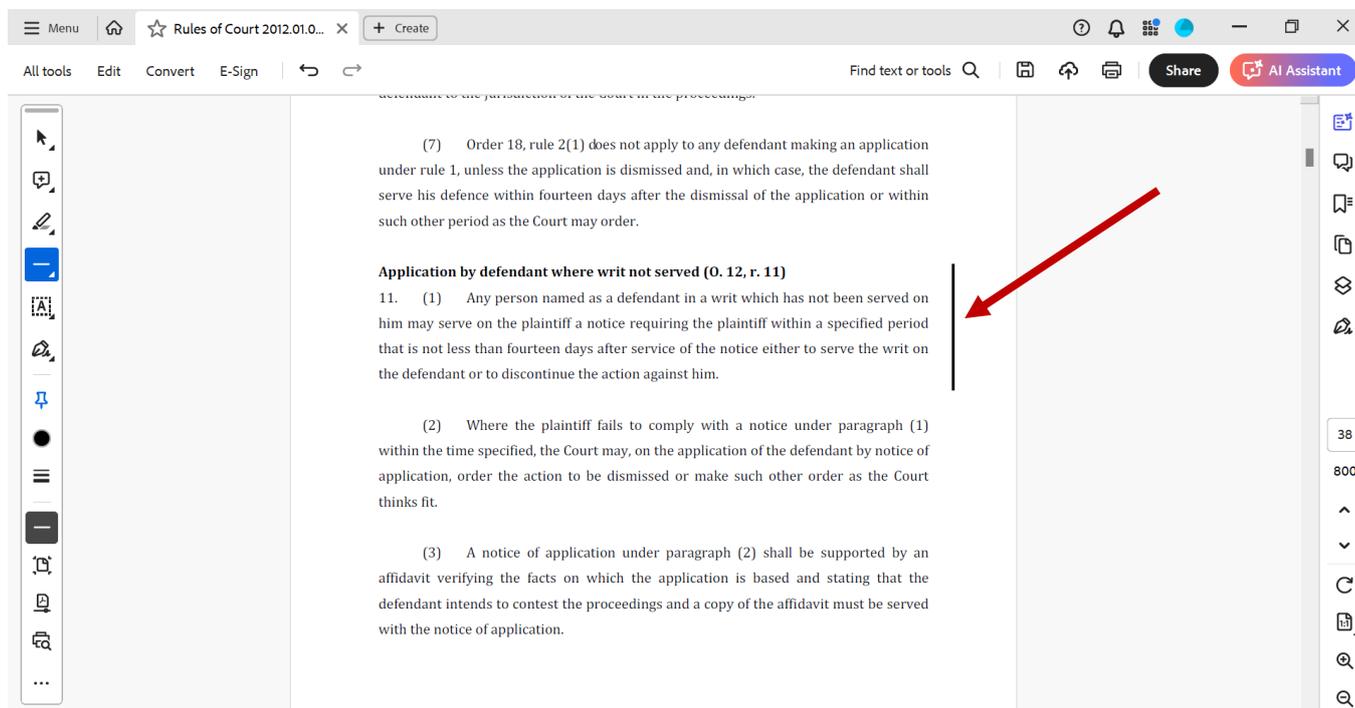


- (iii) Search for, and click on, “*Line*”

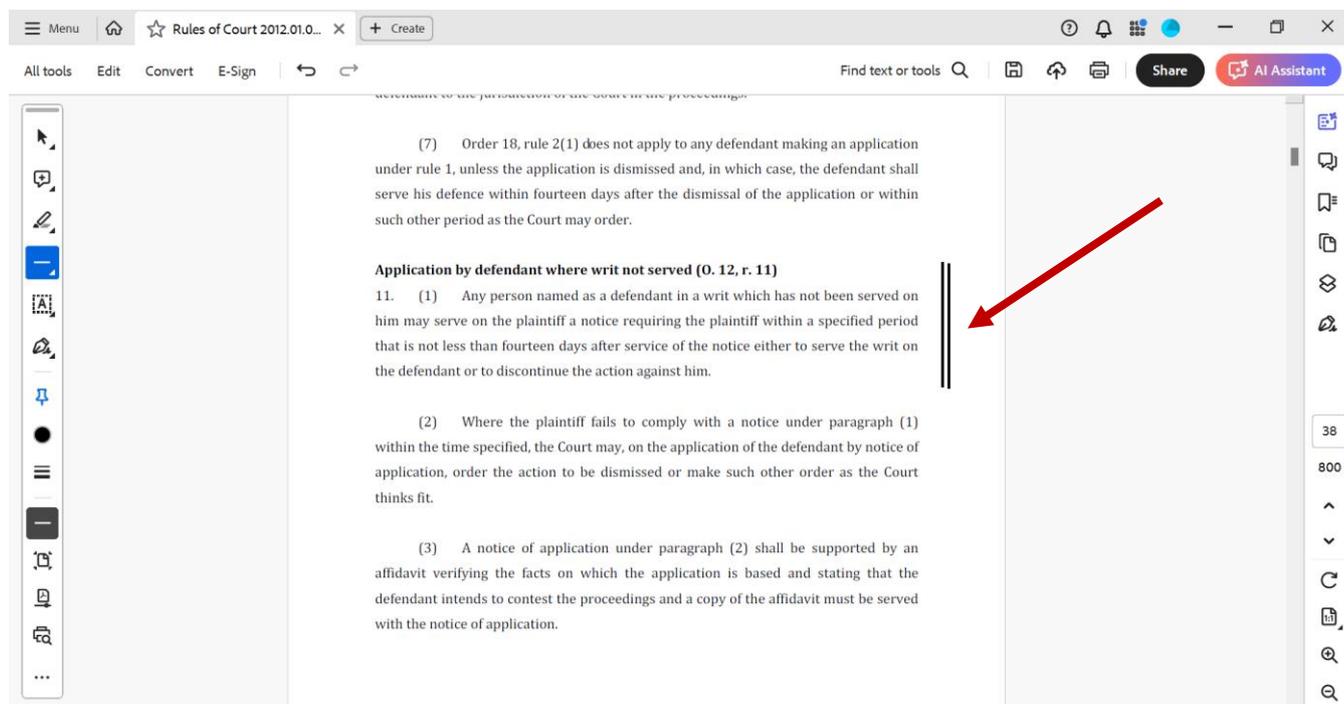




- (iv) Draw a vertical line while simultaneously pressing “CTRL” + “SHIFT” to ensure a straight vertical line



- (v) Select the drawn line and press “CTRL” + “C” and “CTRL” + “V” to copy another line to complete the side line





Format of the Sideline

Colour : Black

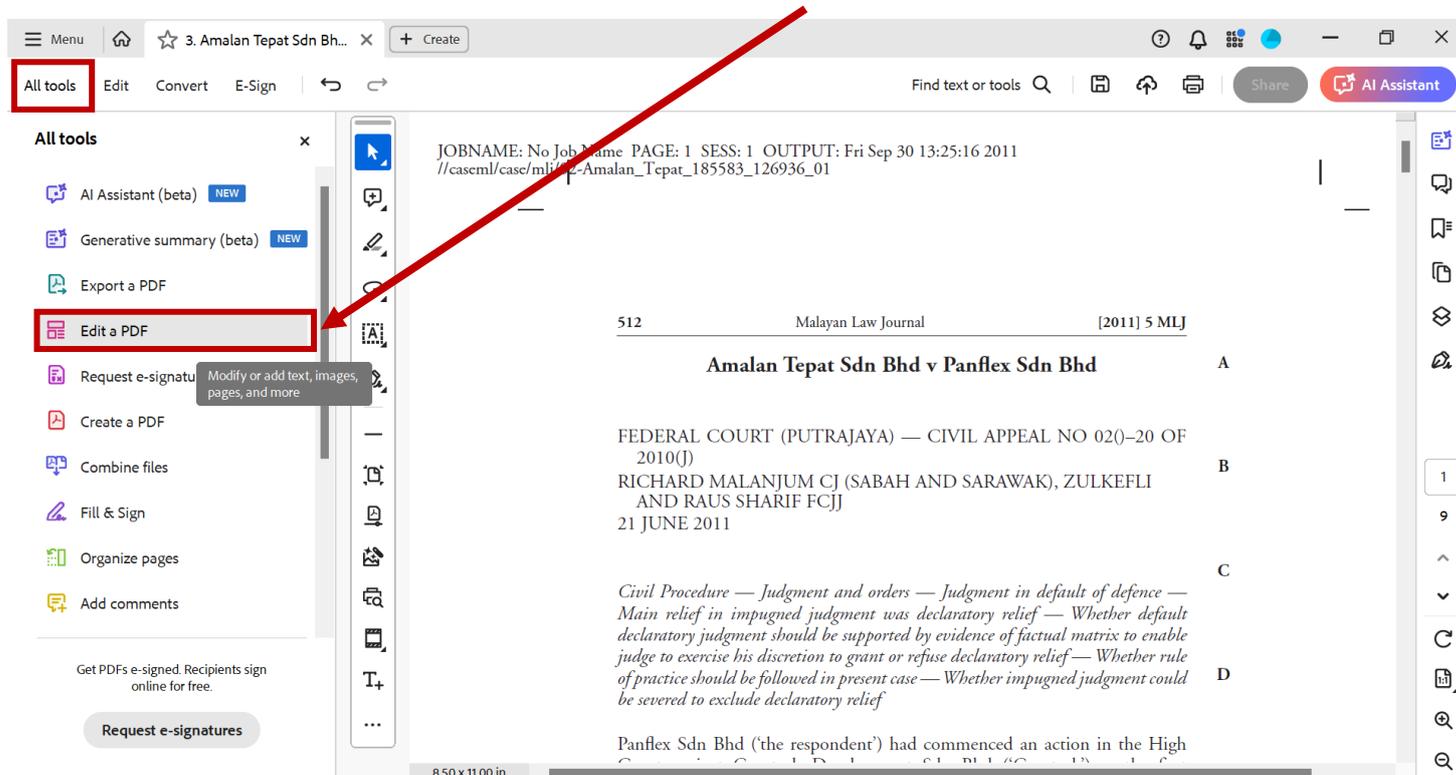
Thickness : 2 pt

To configure the properties of the sideling :-

- (i) Select the Sideline;
- (ii) Right-click;
- (iii) Select Properties; and
- (iv) Configure settings accordingly

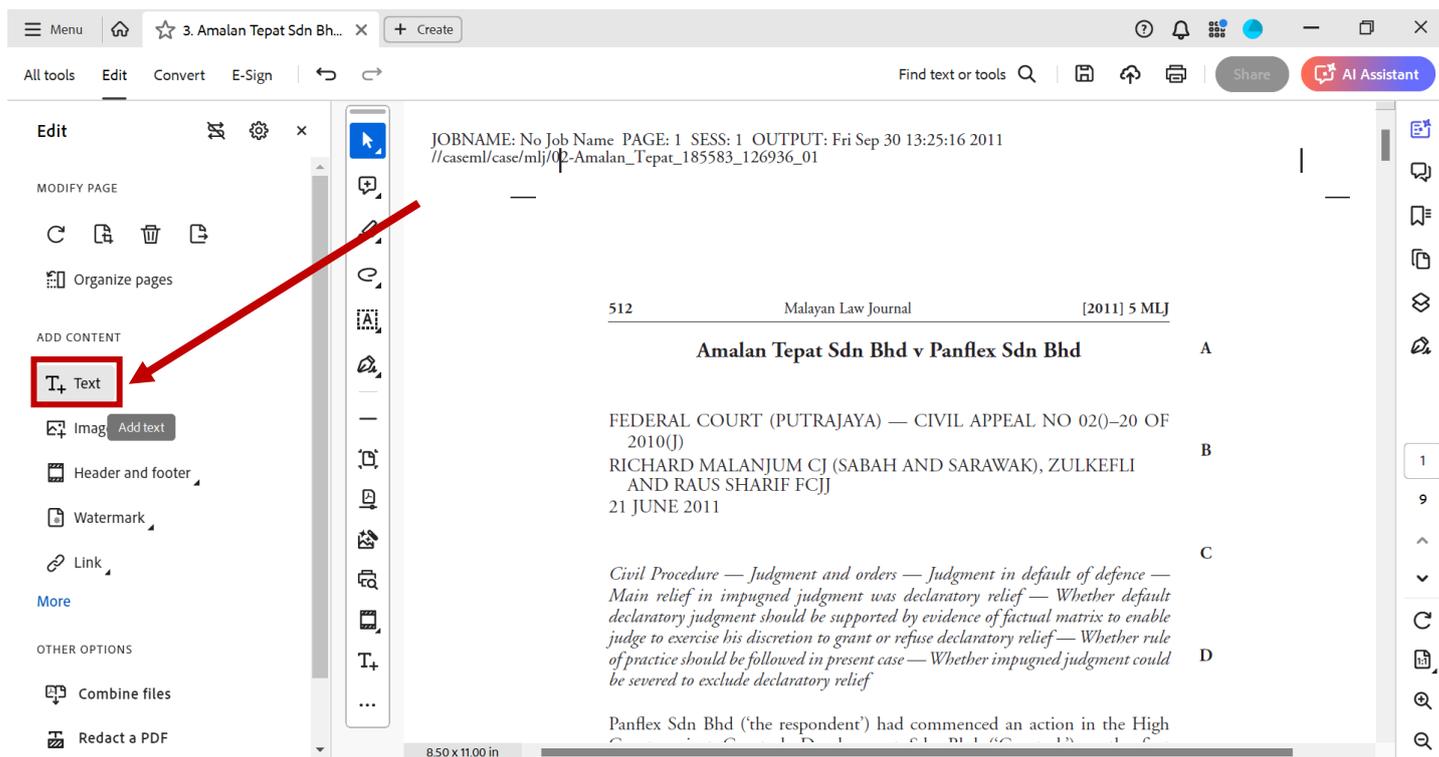
6.8 The cases can be marked by following the steps below :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “*All tools*” at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select “*Edit a PDF*”

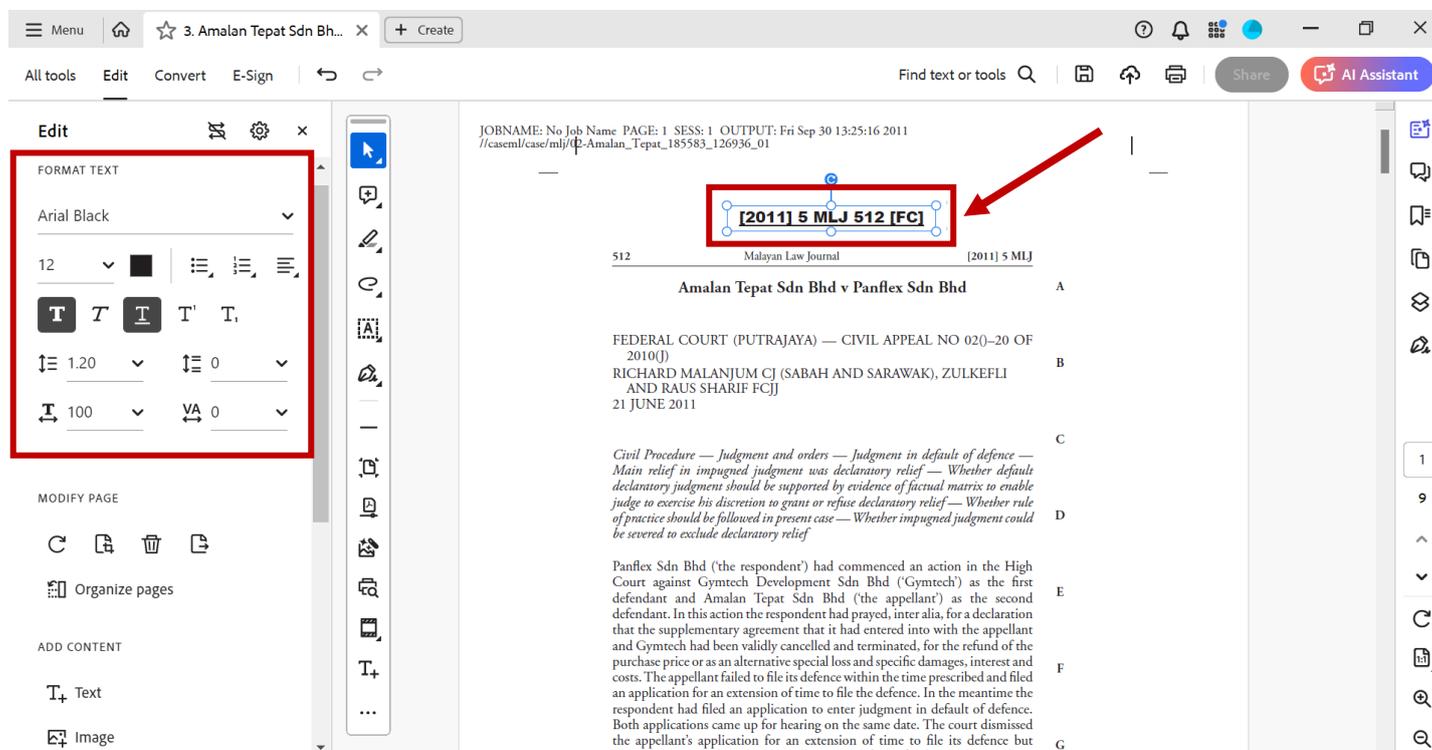




(iii) Select "+ Text"



(iv) Type out the citation of the case at the top of the first page





Format of the Text

Font : Arial Black

Font Size : 12 – 18 (depending on the space available)

The “*FORMAT*” panel below can be found on the left-hand side of the Adobe® Acrobat® Pro DC software.

6.9 A bundle of authorities can either be:-

- (i) paginated;
- (ii) tabbed; or
- (iii) paginated and tabbed.

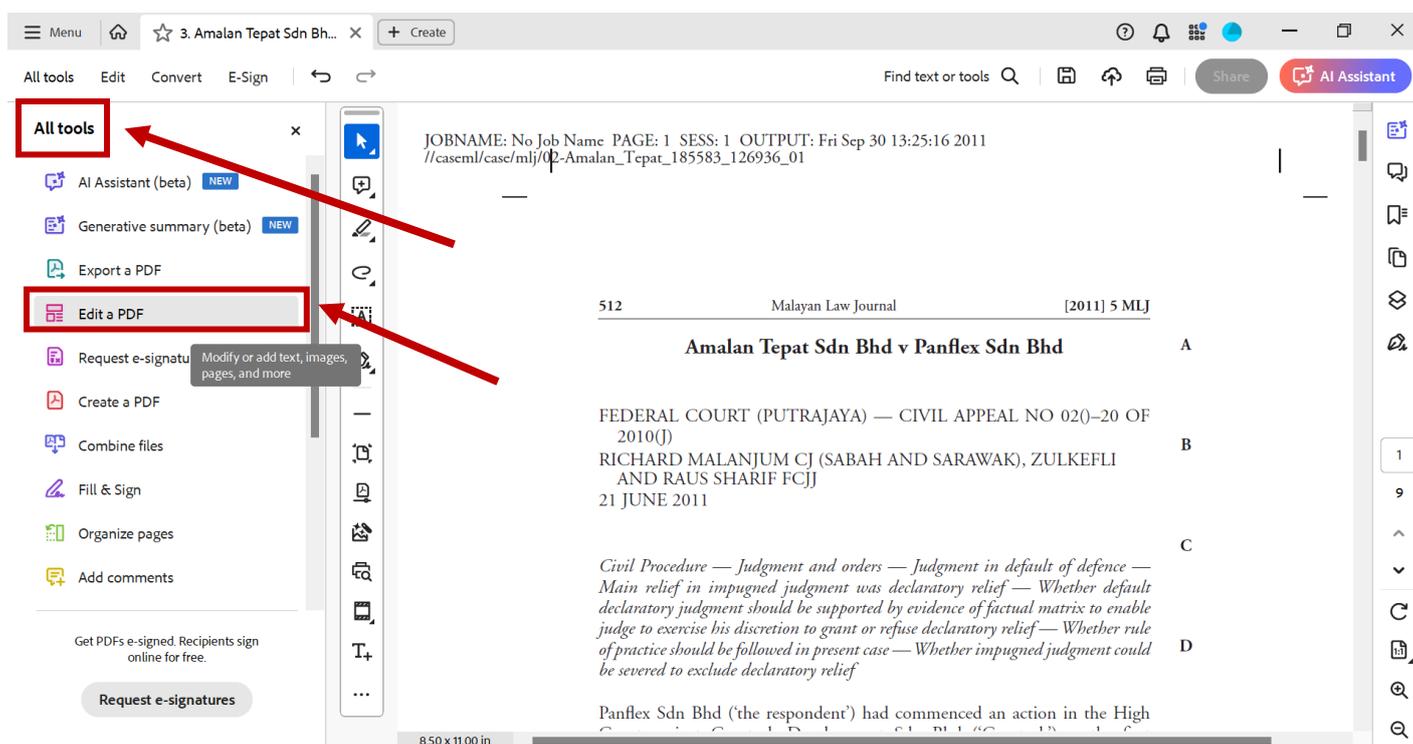
For more information on pagination and merging, please refer to Paragraphs 10 and 11.

6.10 Templates for a table of contents of a bundle of authorities are attached as **Appendix D**.



6.11 For authorities with excessively large margins, use the crop function so that the words do not appear too small in the middle of the page :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “*All tools*” at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select “*Edit a PDF*”

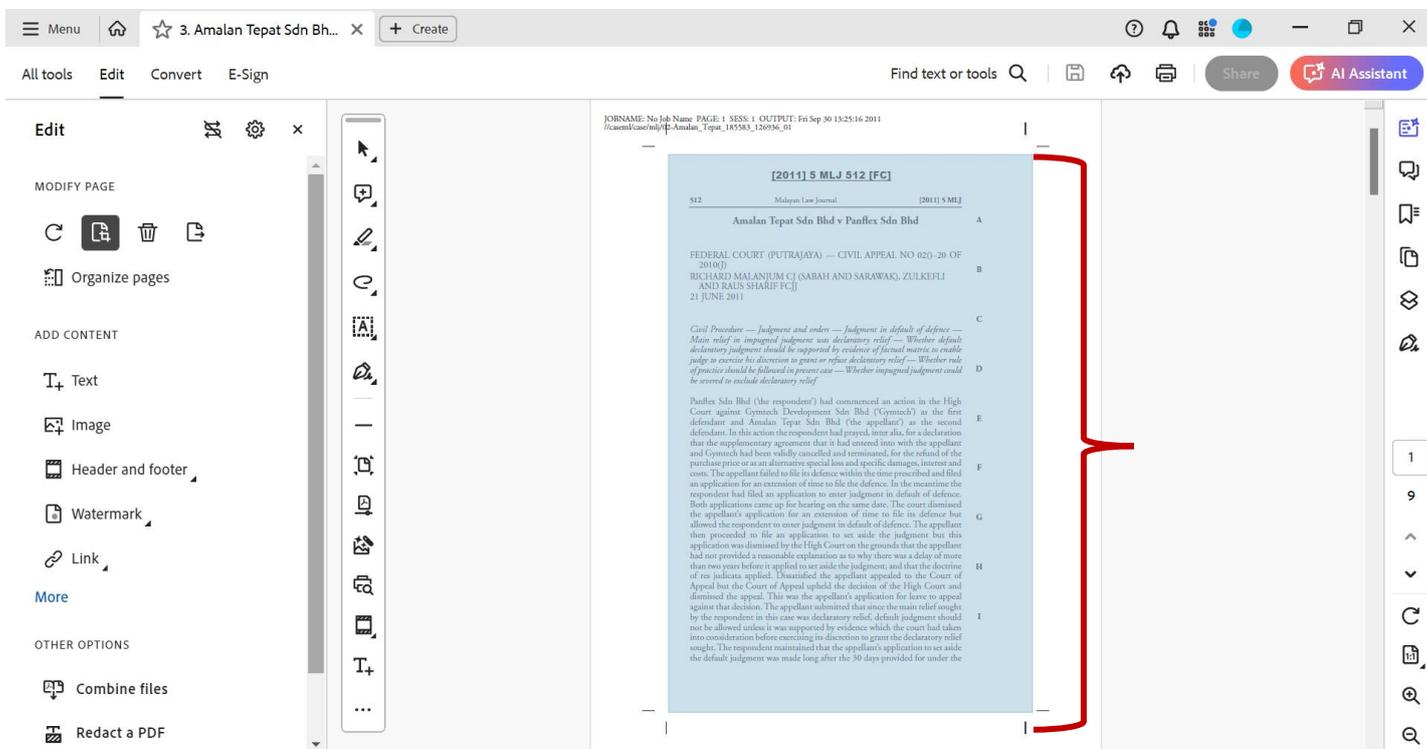




(iii) Select the “Crop Pages” icon

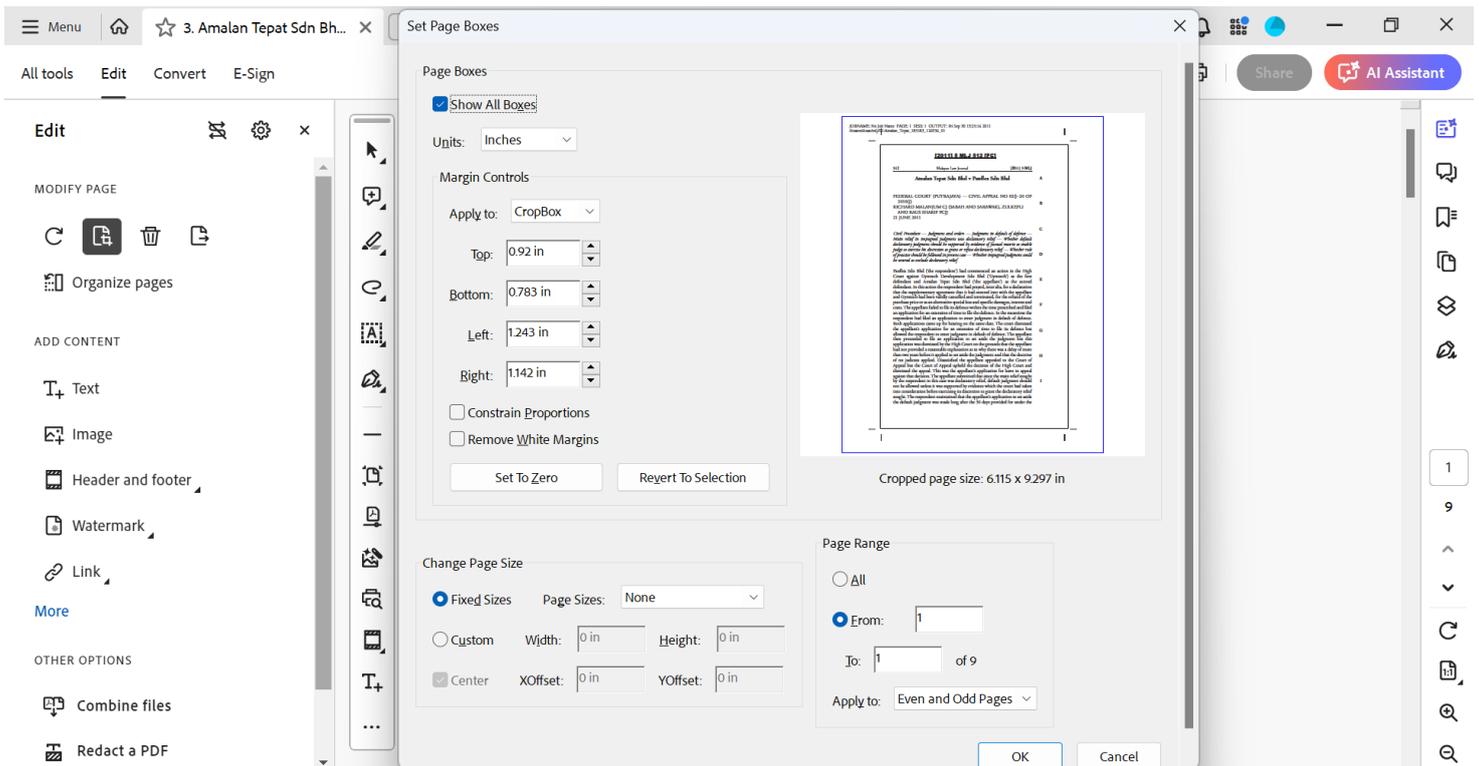


(iv) Place the mouse cursor over any corner of the page, then press and hold the left mouse button to create a blue box over the text of the PDF document (see the blue box below)

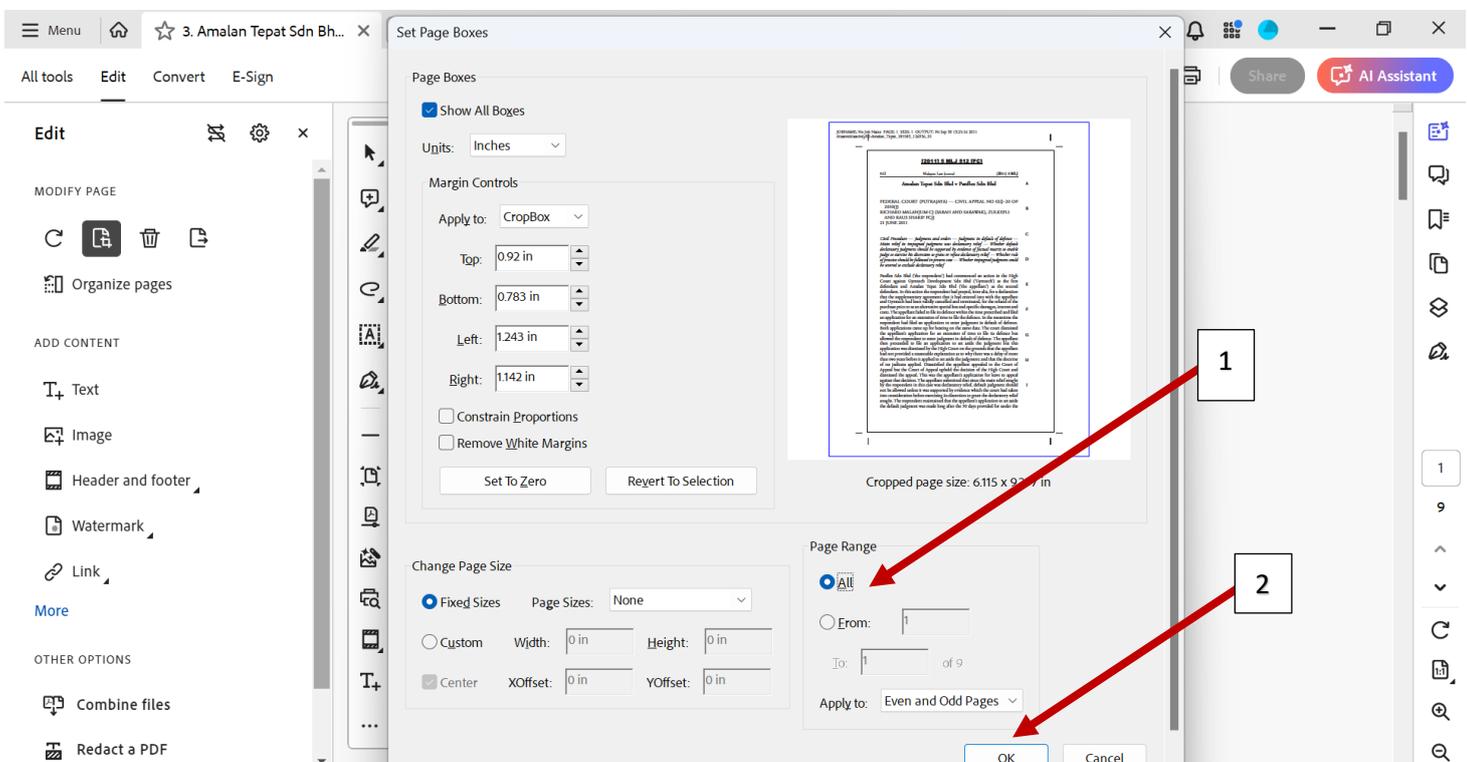




- (v) Once satisfied with the selection, press “Enter” on the keyboard, and the following pop-up window will appear



- (vi) Select “All” under the “Page Range” heading and click on “OK” :-





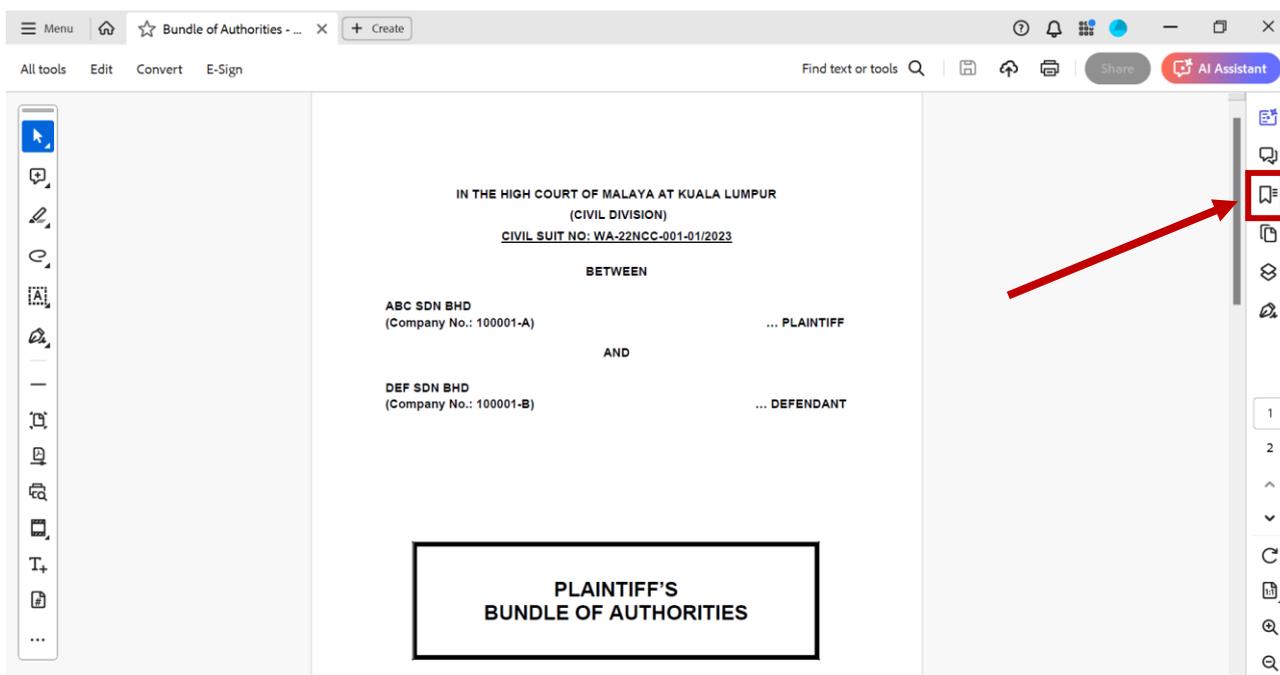
- (vii) Once the cropping process is complete, scroll through the rest of the document to make sure that no parts of the authority or sideline(s) have been accidentally cropped out.



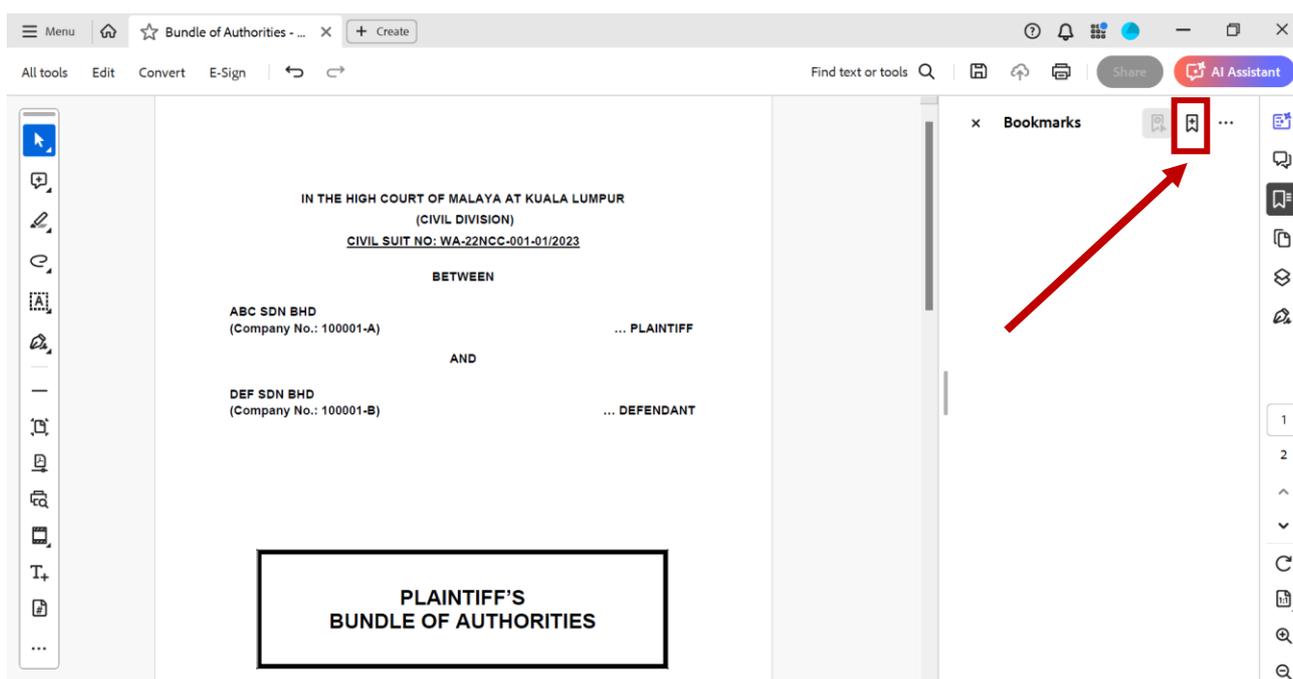
7. BOOKMARKING PDF DOCUMENTS

7.1 Documents can be bookmarked by following the steps below :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on the bookmark icon on the right-hand side of Adobe® Acrobat® Pro DC software interface



- (iii) Navigate to the page to be bookmarked and click on the “add bookmark” icon





- (iv) Rename the bookmarked page accordingly (please consult with the lawyer in charge regarding how they want the bookmarked pages to be named) :-

Example 1 (Identifying cases in a bundle of authorities by Tab No.)

The screenshot shows a web browser window with a document titled 'Bundle of Authorities'. The document contains a table of contents with the following data:

TAB NO.	AUTHORITIES	PAGE NO
1.	<i>Court of Judicature Act, 1964</i> Section 73	1 - 2
2.	<i>Evidence Act, 1950</i> Sections 42 - 44	3 - 10
3.	<i>Sarkar on Evidence</i> Sections 42 - 44	11 - 44
4.	<i>Takako Sakao (f) v Ng Pek Yuen (f) & Anor (No 3)</i> [2010] 2 MLJ 141 [FC]	45 - 58
5.	<i>Kosma Palm Oil Mill Sdn Bhd & Ors v Koperasi Serbausaha Makmur Bhd</i> [2004] 1 MLJ 257 [FC]	59 - 72

The browser's bookmark bar shows a single bookmark named 'Tab 1'. A red arrow points from the 'Tab 1' bookmark to the fourth entry in the table of contents, which is the case 'Takako Sakao (f) v Ng Pek Yuen (f) & Anor (No 3)'.

Example 2 (Identifying cases in a bundle of authorities by name)

The screenshot shows the same web browser window as in Example 1. The document content is identical, including the table of contents. However, the browser's bookmark bar now shows a bookmark named 'Takako Sakao'. A red arrow points from the 'Takako Sakao' bookmark to the fourth entry in the table of contents, which is the case 'Takako Sakao (f) v Ng Pek Yuen (f) & Anor (No 3)'.



- (v) Save the PDF document once all bookmarks are inserted.
- (vi) Although the examples given are on bookmarking pages in a bundle of authorities, the same can be done on any other PDF documents, including affidavits. For an affidavit, it is good practice to bookmark each exhibit in that document for easy reference.



8. INSERTING REFERENCES IN WRITTEN SUBMISSIONS

8.1 The secretary or pupil is responsible for assisting the lawyer in charge in inserting the references into the Written Submissions.

8.2 Authorities should be cited in the footnotes in the following manner :-

Paginated

1st citation :-

Page 425 of the Plaintiff's Bundle of Authorities ("**PBA / 425**")

Subsequent citations :-

PBA / 425

Tabbed

1st citation :-

Tab A of the Plaintiff's Bundle of Authorities at page 2 (this refers to the natural page numbers of the case in Tab A) ("**PBA / Tab A / 3**")

Subsequent citations :-

PBA / Tab A / 3

Paginated and Tabbed

1st citation :-

Tab A of the Plaintiff's Bundle of Authorities at page 425 ("**PBA / Tab A / 425**")

Subsequent citations :-

PBA / Tab A / 425



[Note: To change according to the party you are acting for]

8.3 Affidavits should be cited in the footnotes in the following manner :-

Exhibit TT-1 of the Affidavit [or Affidavit in Reply] affirmed by [insert] on 17-3-2024 at Page 133 (“**Exhibit TT-1 / [insert]’s Affidavit / Page 133**”)



9. FINALIZING AFFIDAVITS

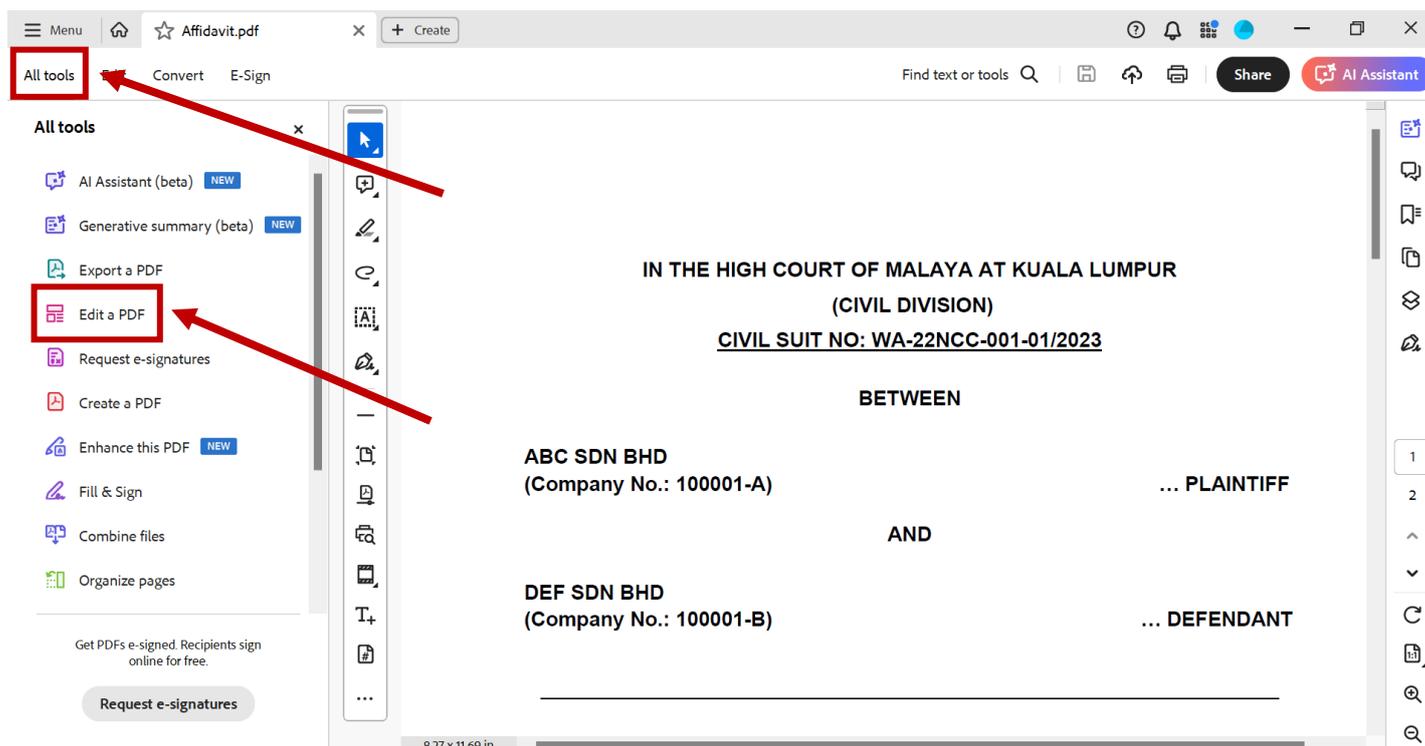
9.1 The secretary or pupil is responsible for assisting the lawyer in charge in finalizing an affidavit by :-

- (i) paginating and marking the exhibits referred to in the affidavit;
- (ii) preparing the exhibit certificates for each exhibit; and
- (iii) merging the affidavit with the exhibit certificates and the paginated exhibits.

9.2 The lawyer in charge should specify the order of the exhibits before instructing the secretary or pupil to finalize the affidavit.

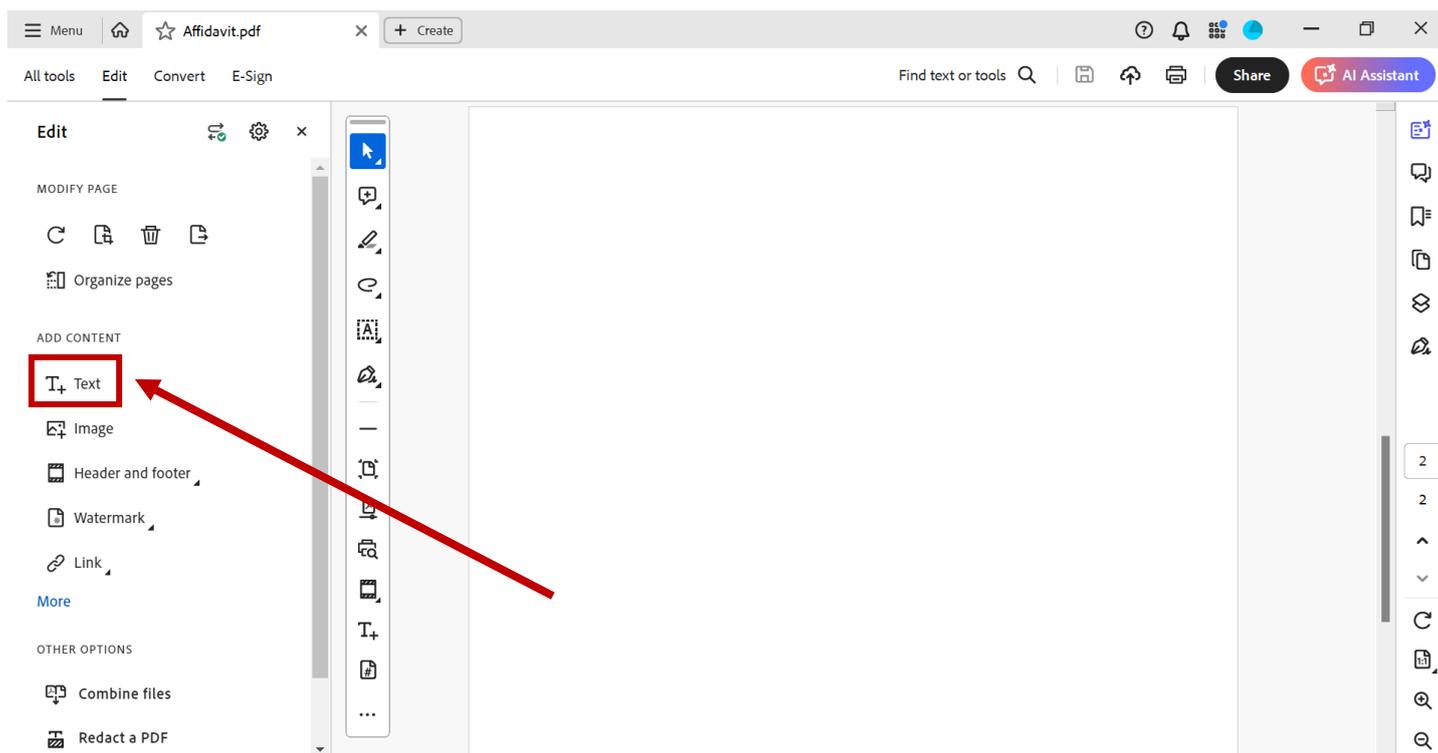
9.3 The exhibits can be marked by following the steps below :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “*All tools*” at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select “*Edit a PDF*”

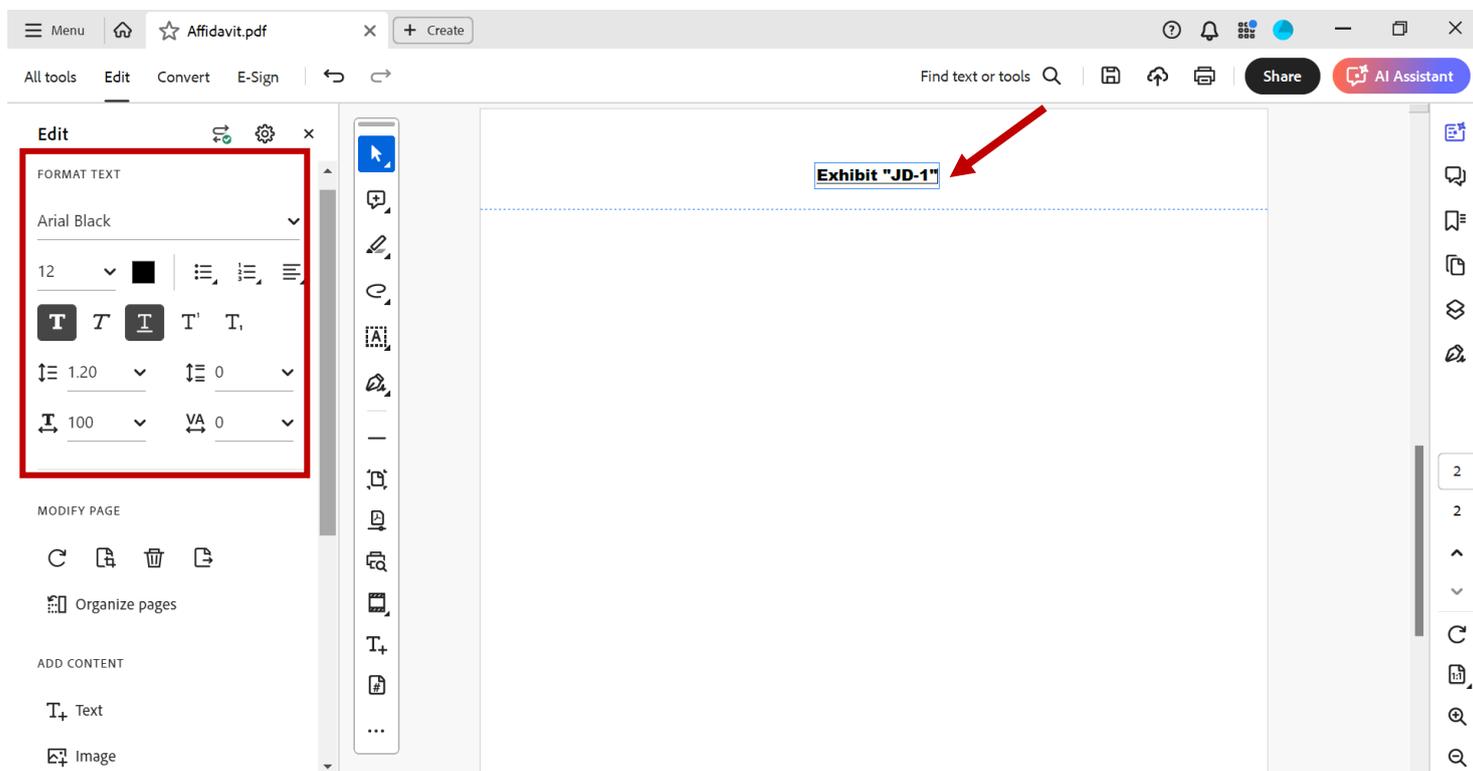




(iii) Select "+ Text"



(iv) Position the typing cursor at the top centre of the page and type the description of the exhibit





Format of the Text

Font : Arial Black

Font Size : 12 – 18 (depending on the space available)

The “*FORMAT*” panel below can be found on the left-hand side of Adobe® Acrobat® Pro DC software.



9.4 The exhibit certificates must then be prepared. An exhibit certificate consists of the following :-

Mark the exhibit certificates according to how the exhibits are described in the affidavit

Ensure that the exhibit certificate is only a page long.

Reduce the font size of the intitlement if required.

EKSHIBIT "JS-1"

**DALAM MAHKAMAH TINGGI DI KUALA LUMPUR
DALAM WILAYAH PERSEKUTUAN, MALAYSIA**

[Redacted]

[Redacted]

ANTARA

[Redacted] ... PLAINTIF

DAN

[Redacted] ... DEFENDAN

DAN

[Redacted] ... PENCELAH

PERAKUAN MENGENAL PASTI EKSHIBIT

Saya, dengan ini mengakui bahawa ekshibit berikut bertanda "**JS-1**" yang dirujuk dalam [Redacted] telah diikrarkan di hadapan saya pada **11** haribulan **Oktober, 2021**.

.....
Pesuruhjaya Sumpah



9.5 If the affidavit, together with its exhibits, is voluminous, break them up into volumes. Ensure that :-

- (i) each volume is between 200-250 pages long. It should not exceed 250 pages; and
- (ii) the top right corner of the cover page of every volume is marked the following way :-

Amend according to the total number of volumes

JILID 2 / 2

DALAM MAHKAMAH TINGGI MALAYA DI KUALA LUMPUR
DALAM WILAYAH PERSEKUTUAN, MALAYSIA

[Redacted]

[Large redacted area]

[Redacted] ANTARA ... PLAINTIF
[Redacted] DAN ... DEFENDAN
[Redacted] DAN ... PENCELAH

Set out all the exhibits contained in the volume

SAMBUNGAN KEPADA EKSHIBIT "JS – 11" SEHINGGA "JS-19"

Tetuan [Redacted]
[Peguamcara bagi pihak [Redacted]]
[Redacted]
[Ruj Kami: [Redacted]]

The template for the cover page of the subsequent volume(s) of an affidavit is attached as **Appendix E**.

9.6 The exhibits must then be paginated. For more information on pagination and merging, please refer to Paragraphs 10 and 11 below.

9.7 Make sure that there is at least 1 paragraph in the page containing the Jurat section :-

- 15 -

38. [REDACTED]

39. [REDACTED]
[REDACTED]

Berkenaan dengan Afidavit oleh
seorang deponen

[REDACTED]
diikrarkan pada

[REDACTED]
[Terjemahan tidak diperlukan]

)
)
)
)
)



Di hadapan saya,

Pesuruhjaya Sumpah

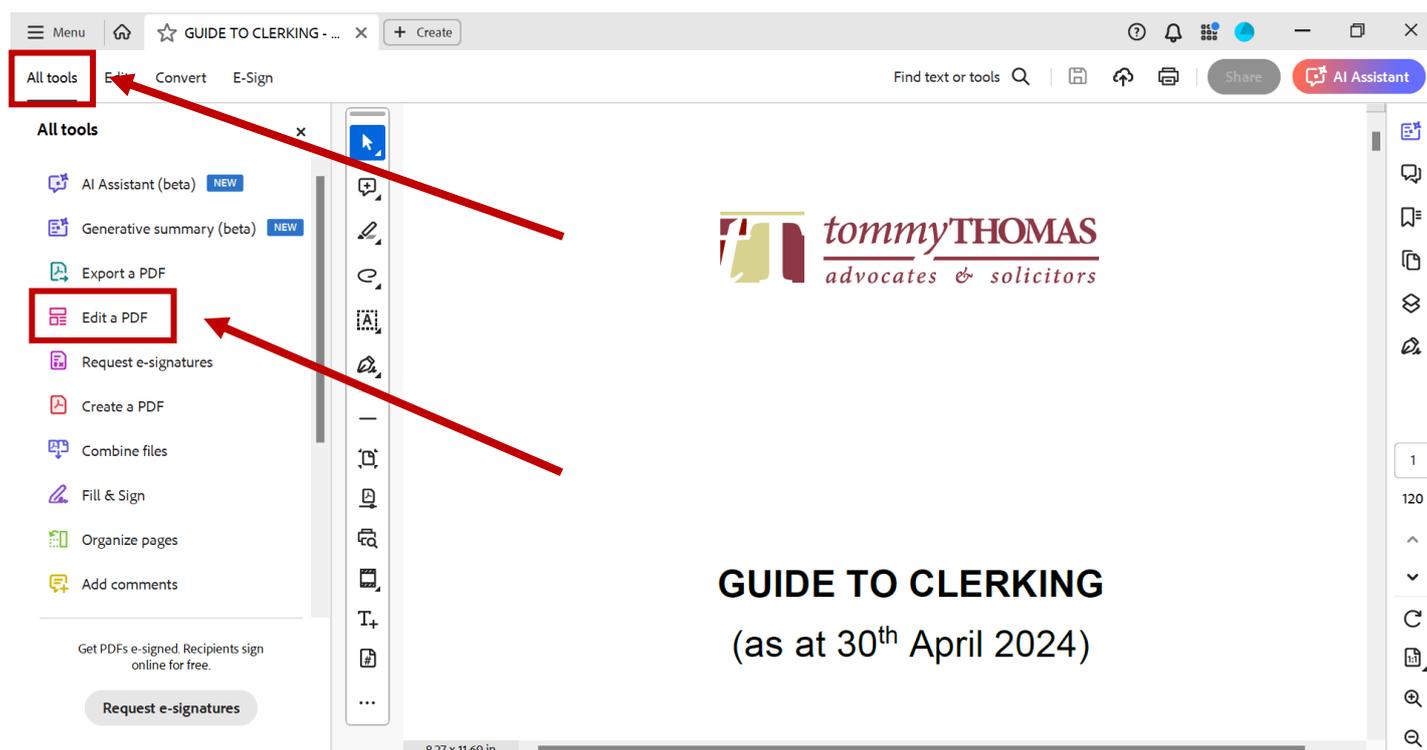
3A, LORONG CHAN AH TONG
BRICKFIELDS,
50470 KUALA LUMPUR

Afidavit Jawapan oleh [REDACTED] ini diikrarkan pada [REDACTED]
[REDACTED] dan difailkan pada [REDACTED] oleh Tetuan [REDACTED] yang alamat
penyampaiannya di [REDACTED]
[REDACTED] Peguamcara bagi
pihak [REDACTED] [Ru] kami;
[REDACTED] (Tel No. 2632 9682) (Faks No. 2632 9681)

10. PAGINATING DOCUMENTS

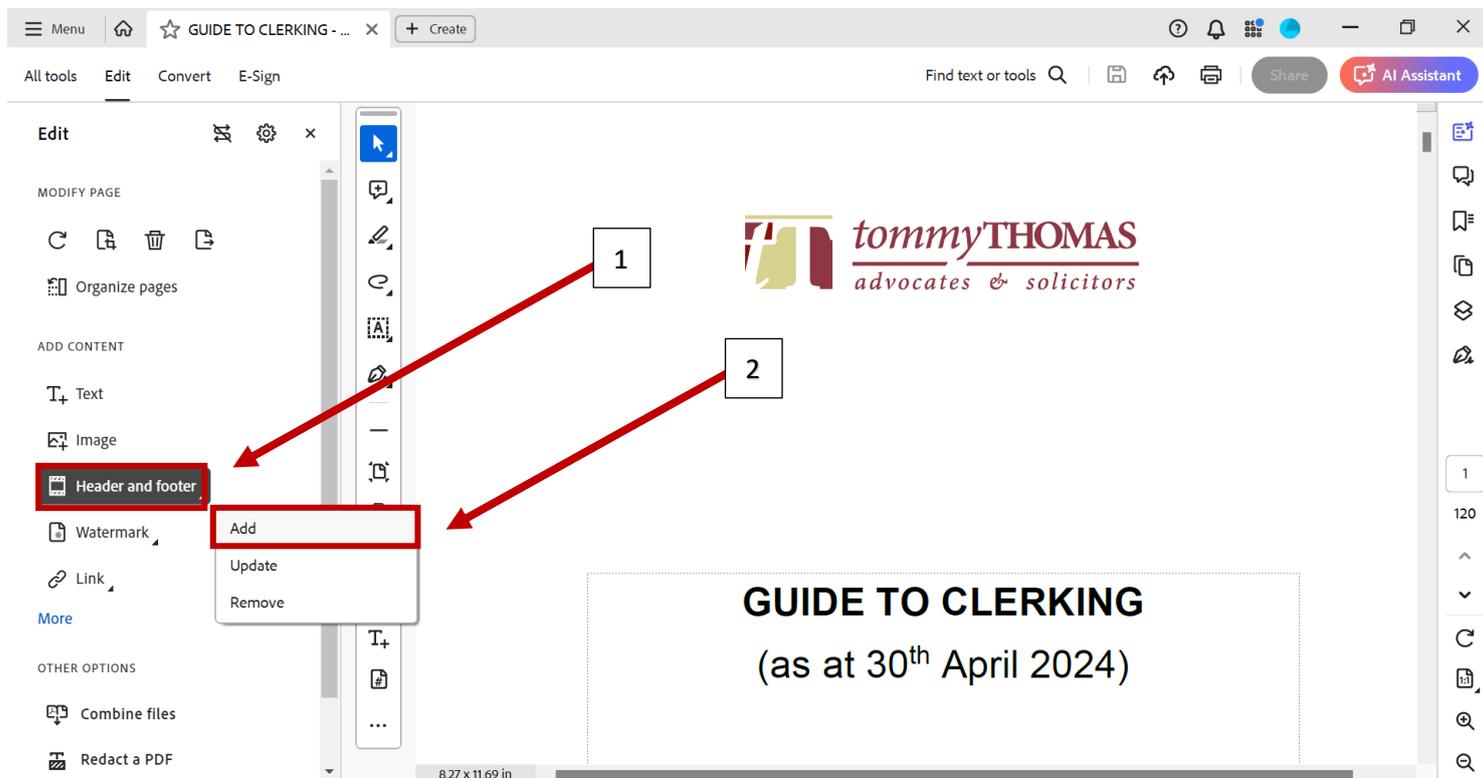
10.1 Documents can be paginated by following the steps below :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “*All tools*” at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select “*Edit a PDF*”



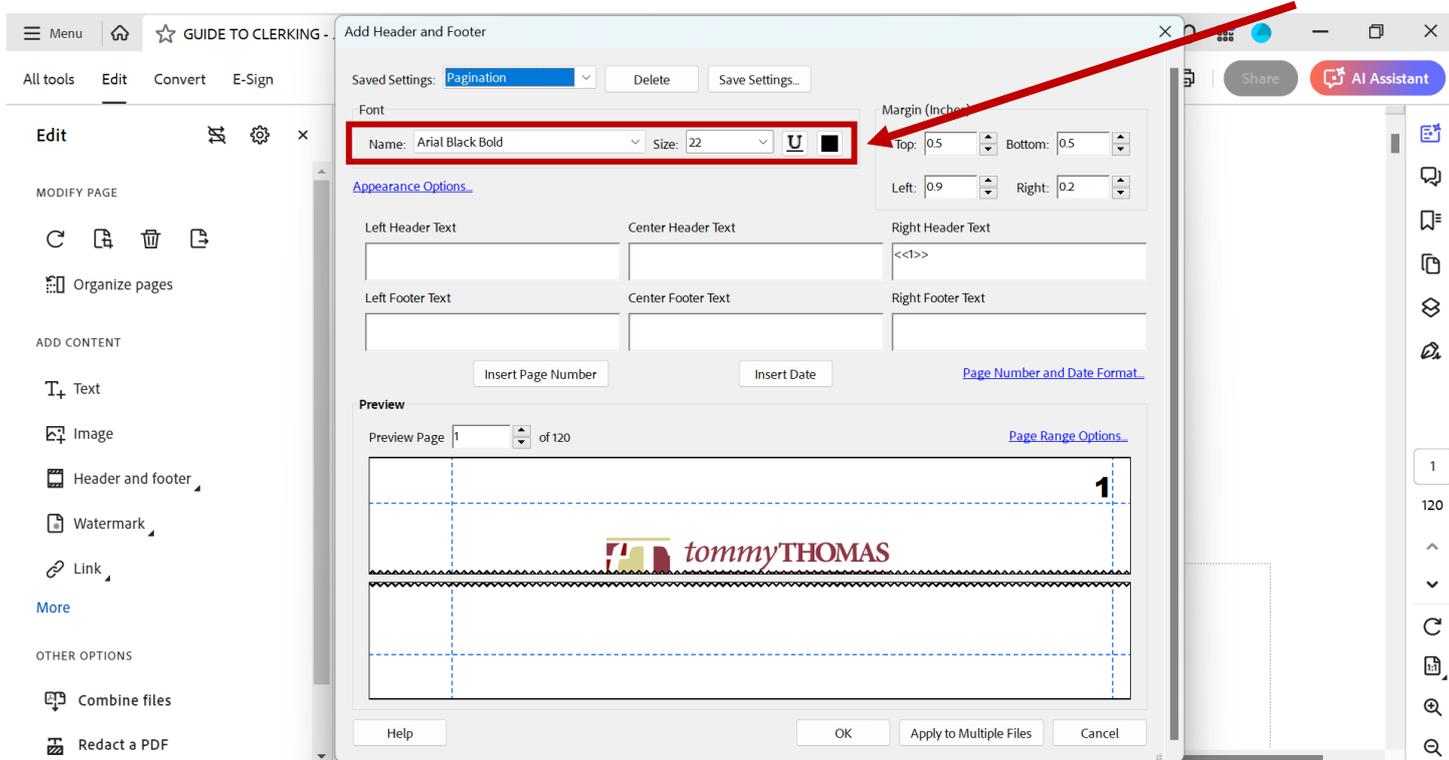


(iii) Select “Header & Footer”, then click on “Add”

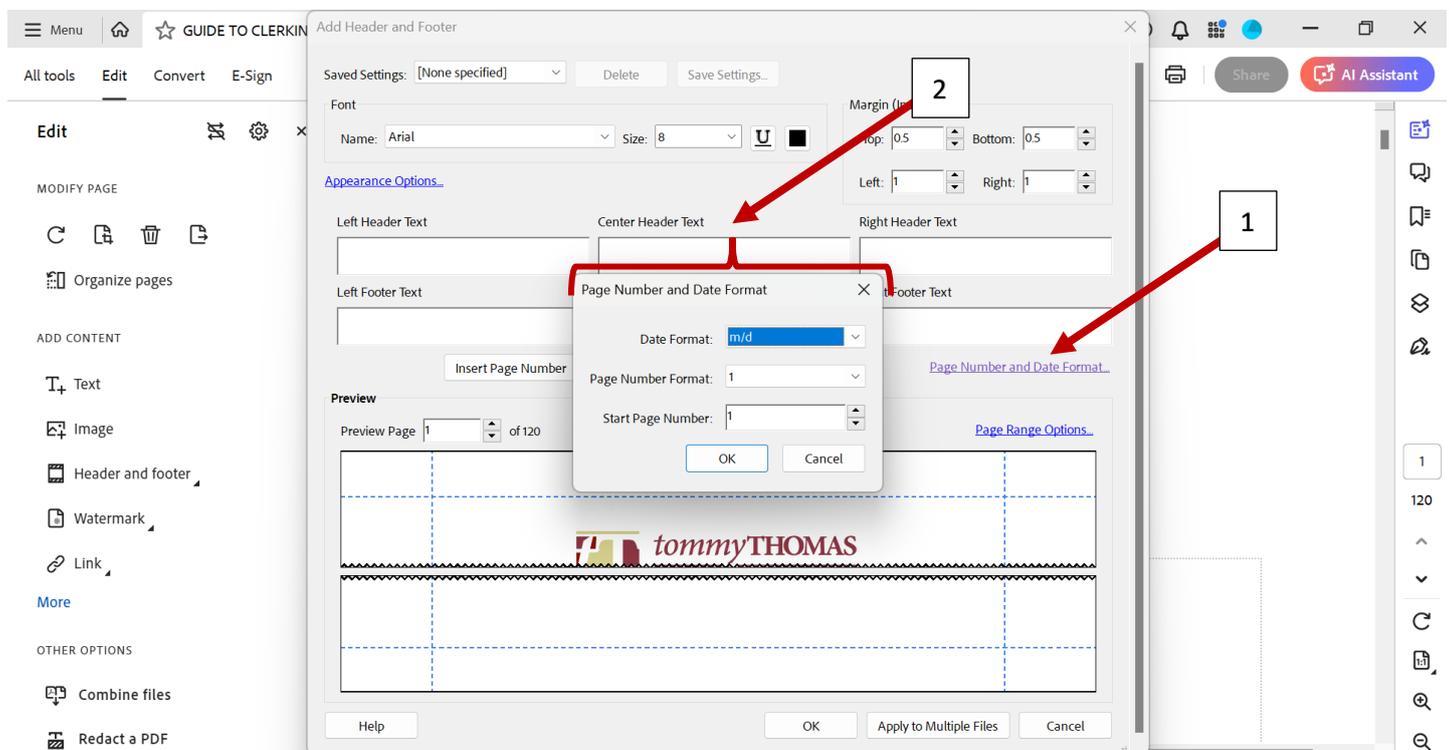




- (iv) Set the pagination setting to Arial Black with font size 22 (these settings can be saved for convenience)

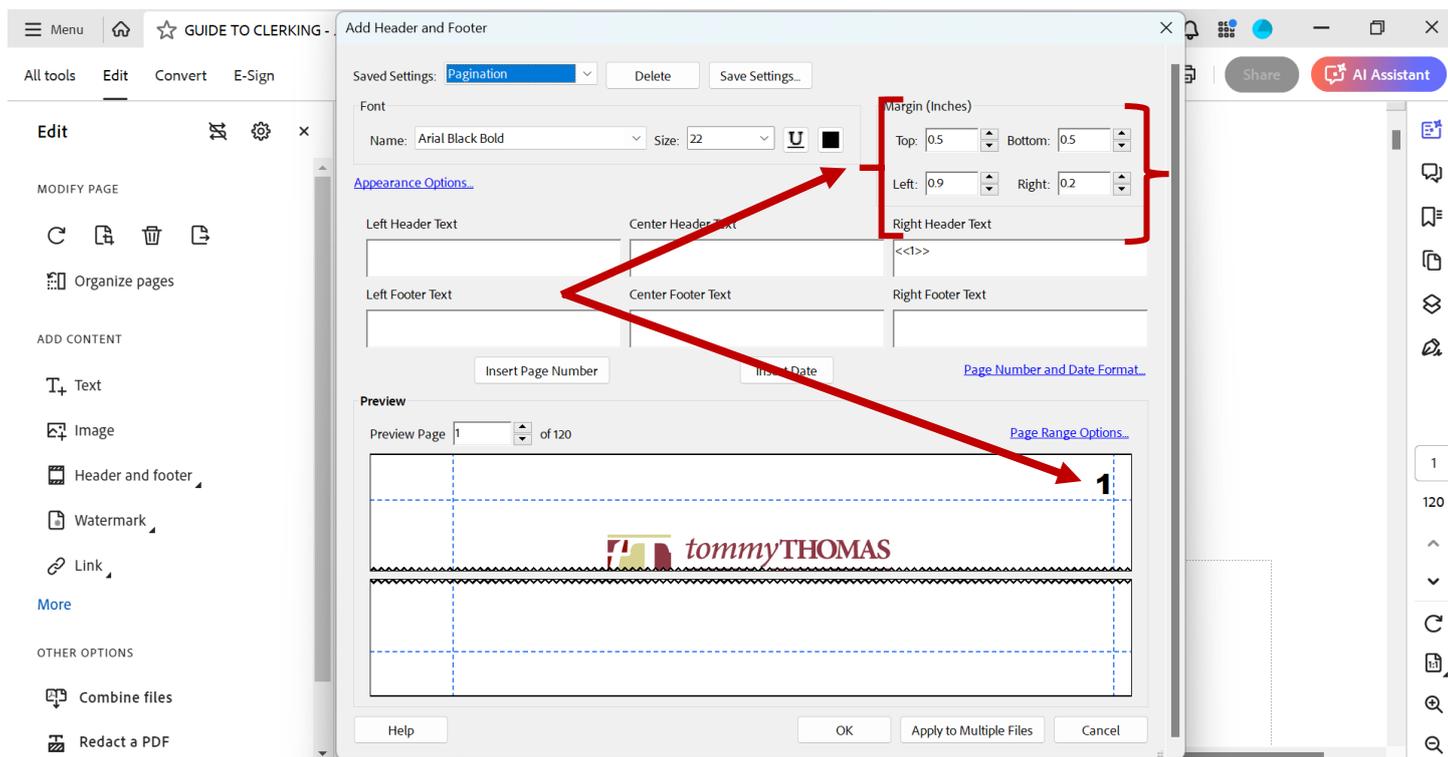


- (v) Set the starting page number

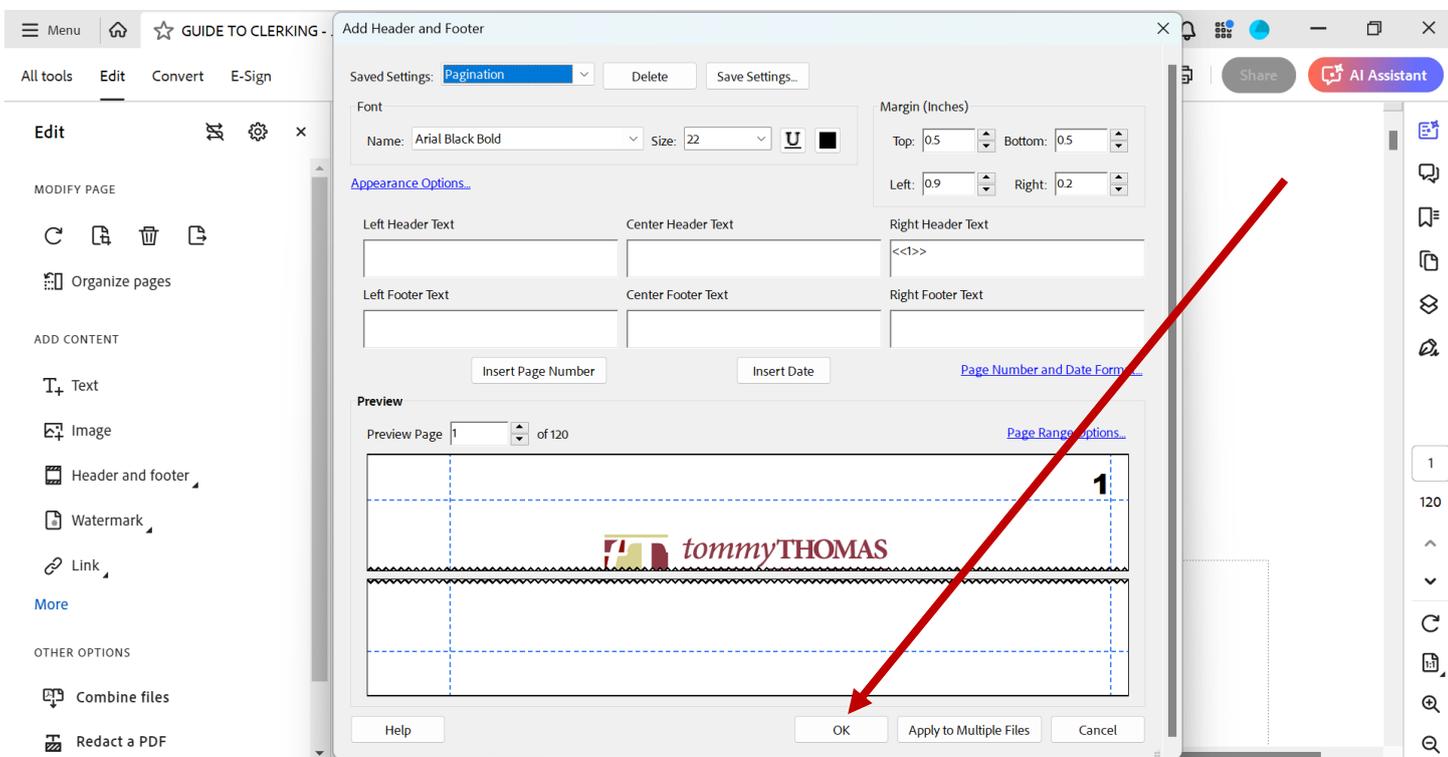




(vi) Adjust the positioning of the page number based on the document type



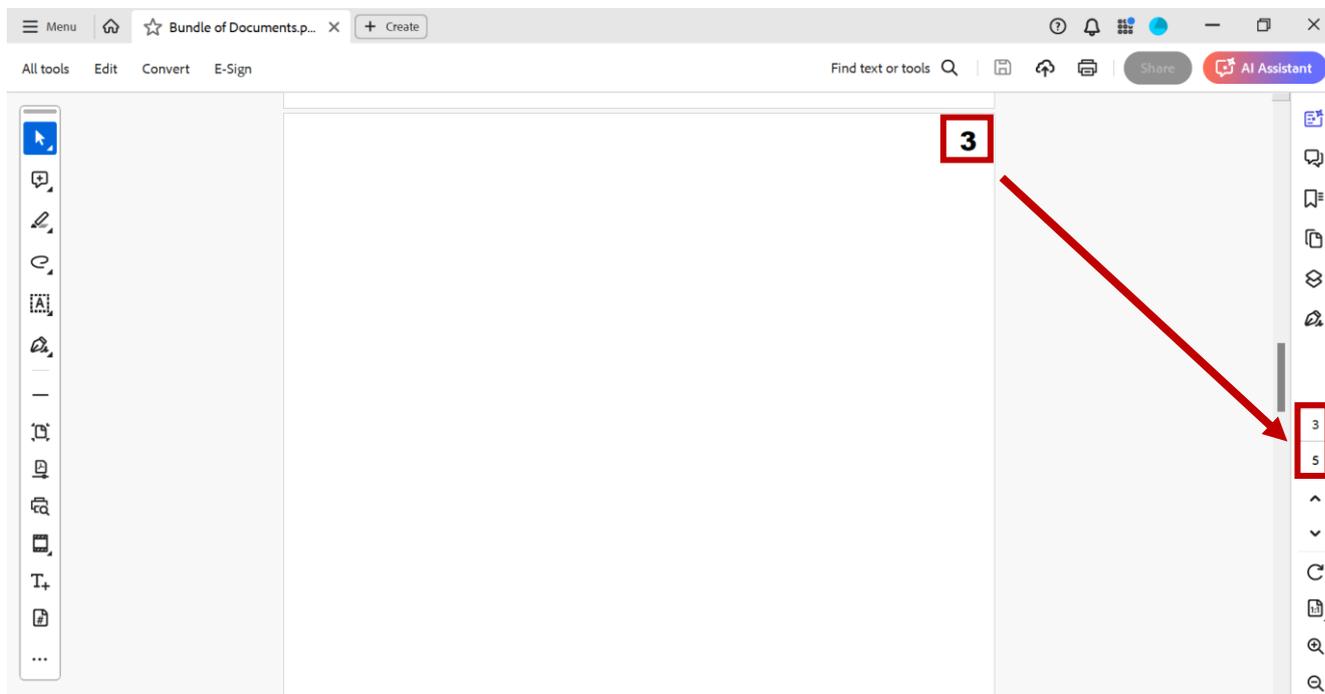
(vii) Click on "OK" to commence pagination



(viii) Save the paginated PDF document in the same folder.



- (ix) Please ensure that the document's page numbers correspond to the PDF page numbers



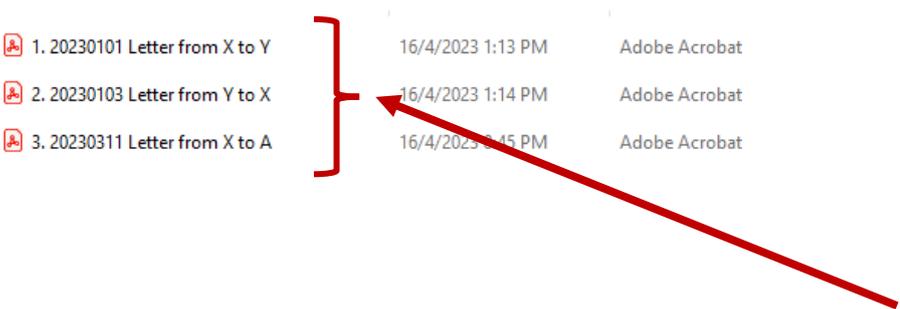


11. MERGING SEVERAL PDF DOCUMENTS TOGETHER

11.1 Several individual PDF documents can be merged together by following the steps below :-

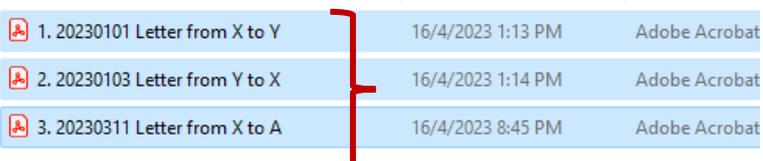
- (i) Number the PDF documents according to the order set out in the contents page of the bundle of documents / bundle of authorities

 1. 20230101 Letter from X to Y	16/4/2023 1:13 PM	Adobe Acrobat
 2. 20230103 Letter from Y to X	16/4/2023 1:14 PM	Adobe Acrobat
 3. 20230311 Letter from X to A	16/4/2023 8:45 PM	Adobe Acrobat



- (ii) Select all the numbered PDF documents

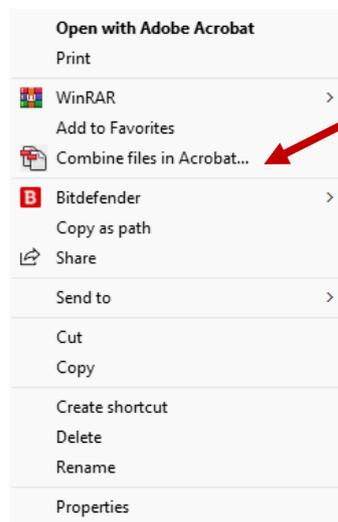
 1. 20230101 Letter from X to Y	16/4/2023 1:13 PM	Adobe Acrobat
 2. 20230103 Letter from Y to X	16/4/2023 1:14 PM	Adobe Acrobat
 3. 20230311 Letter from X to A	16/4/2023 8:45 PM	Adobe Acrobat



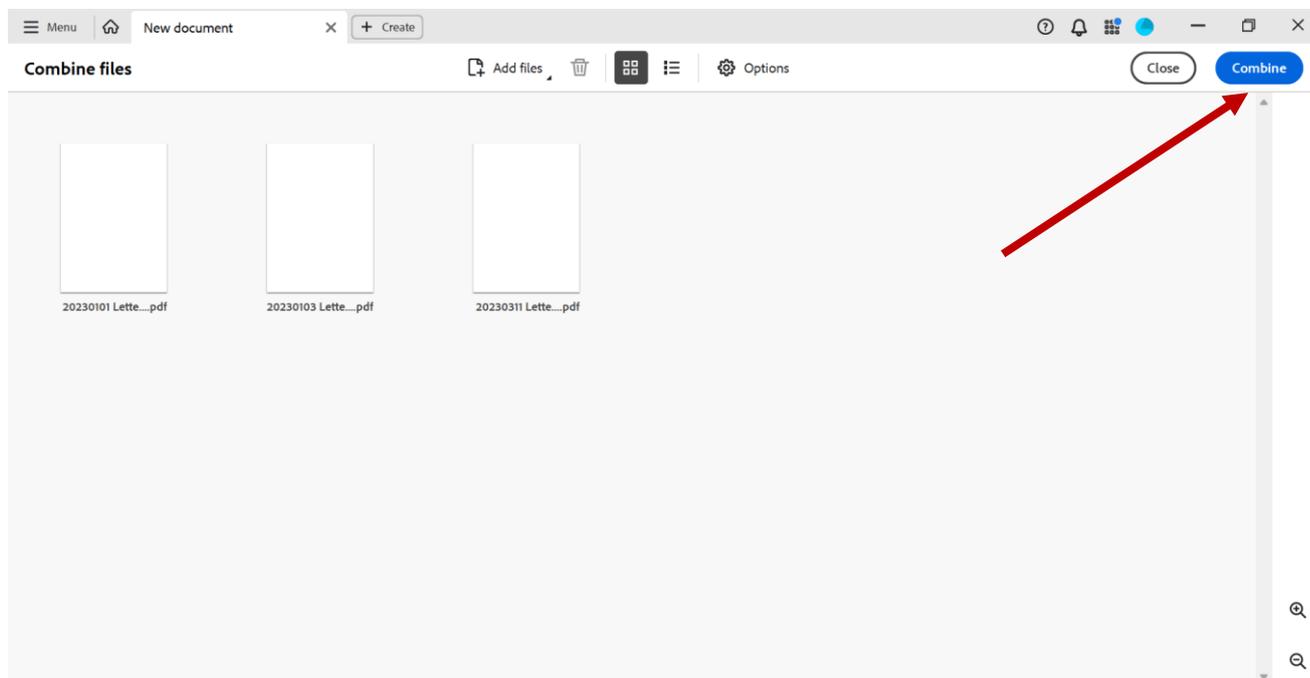


(iii) Right-click and select “Combine files in Acrobat...”

1. 20230101 Letter from X to Y	16/4/2023 1:13 PM	Adobe Acrobat
2. 20230103 Letter from Y to X	16/4/2023 1:14 PM	Adobe Acrobat
3. 20230311 Letter from X to A	16/4/2023 8:45 PM	Adobe Acrobat



(iv) Ensure that the PDF documents are arranged in the correct order before clicking on “Combine”



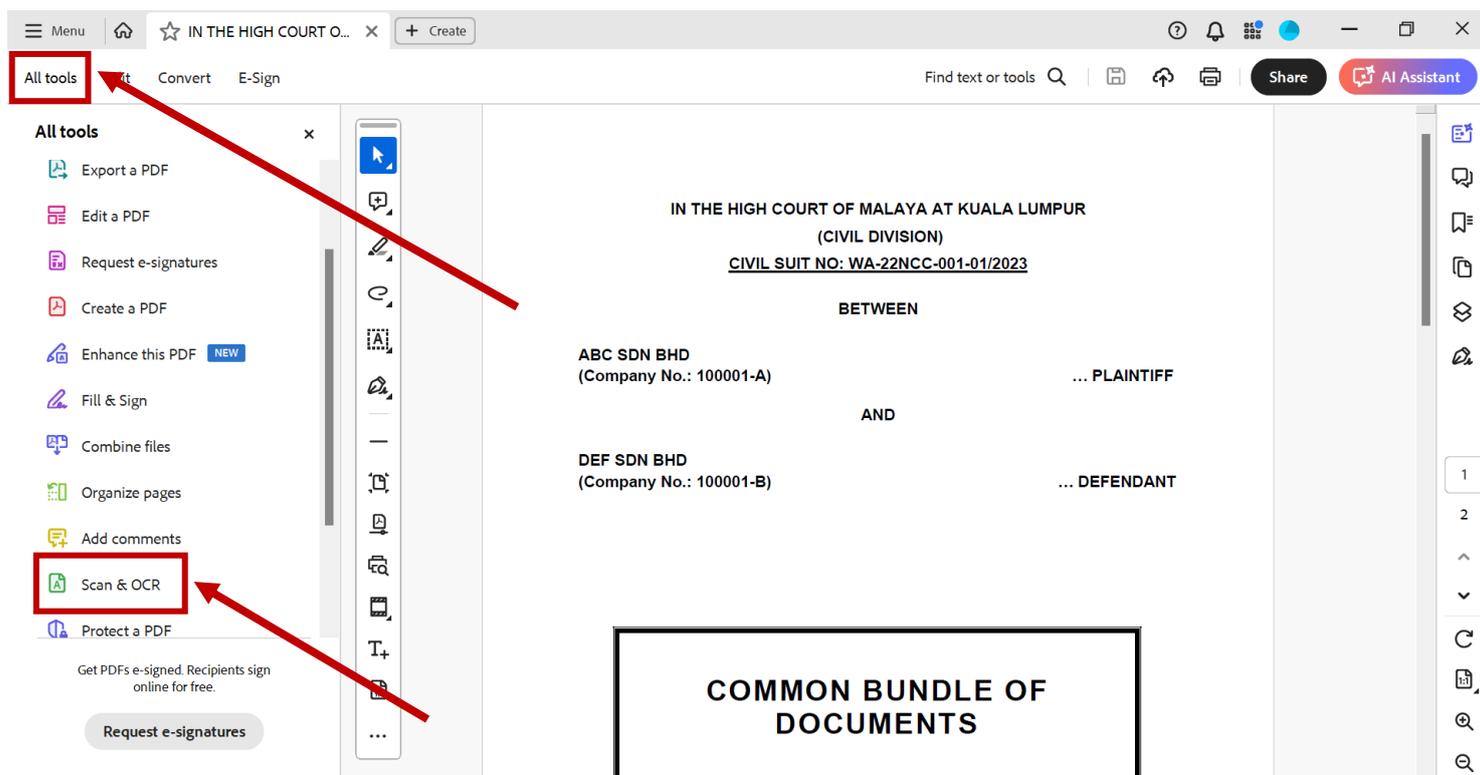
(v) Save the merged PDF document in the same folder.



12. CONVERTING PHYSICAL DOCUMENTS INTO MACHINE-READABLE TEXT

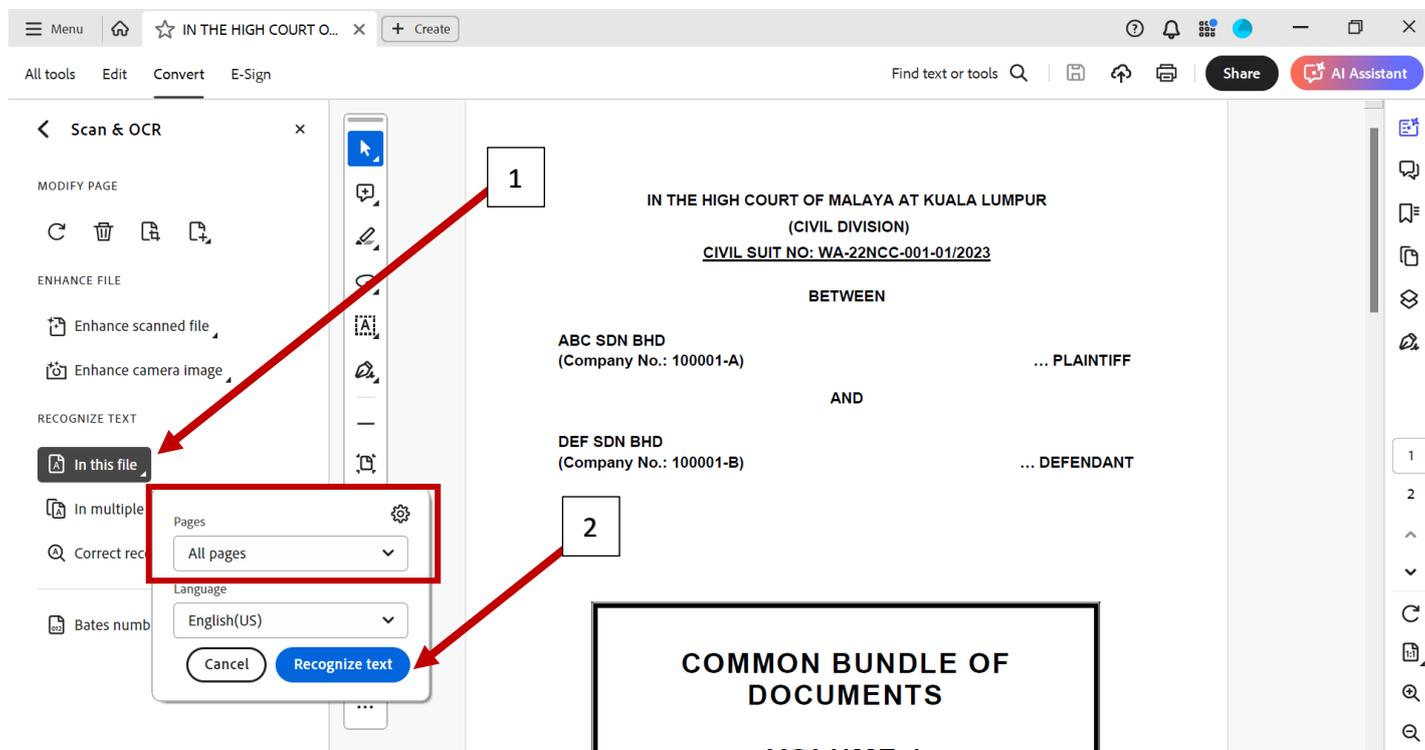
12.1 A PDF document can be converted into machine-readable text by following the steps below :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “All Tools” at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select “Scan & OCR”





- (iii) Select “*In this file*”. Choose the page range for text recognition before clicking on “*Recognize Text*”



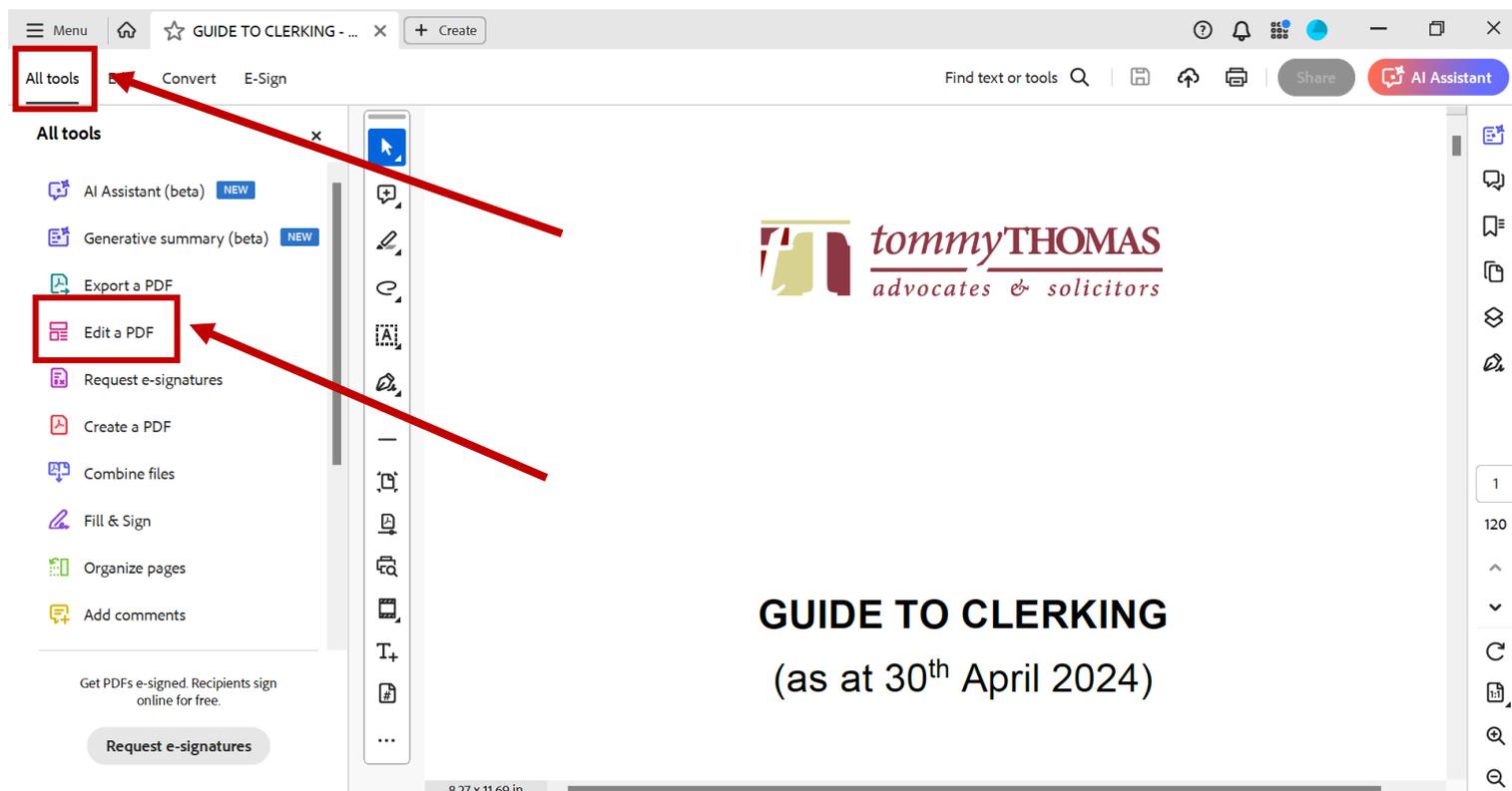
- (iv) Save the text-recognised document in the same folder



13. EXTRACTING CERTAIN PDF PAGES FROM A PDF DOCUMENT

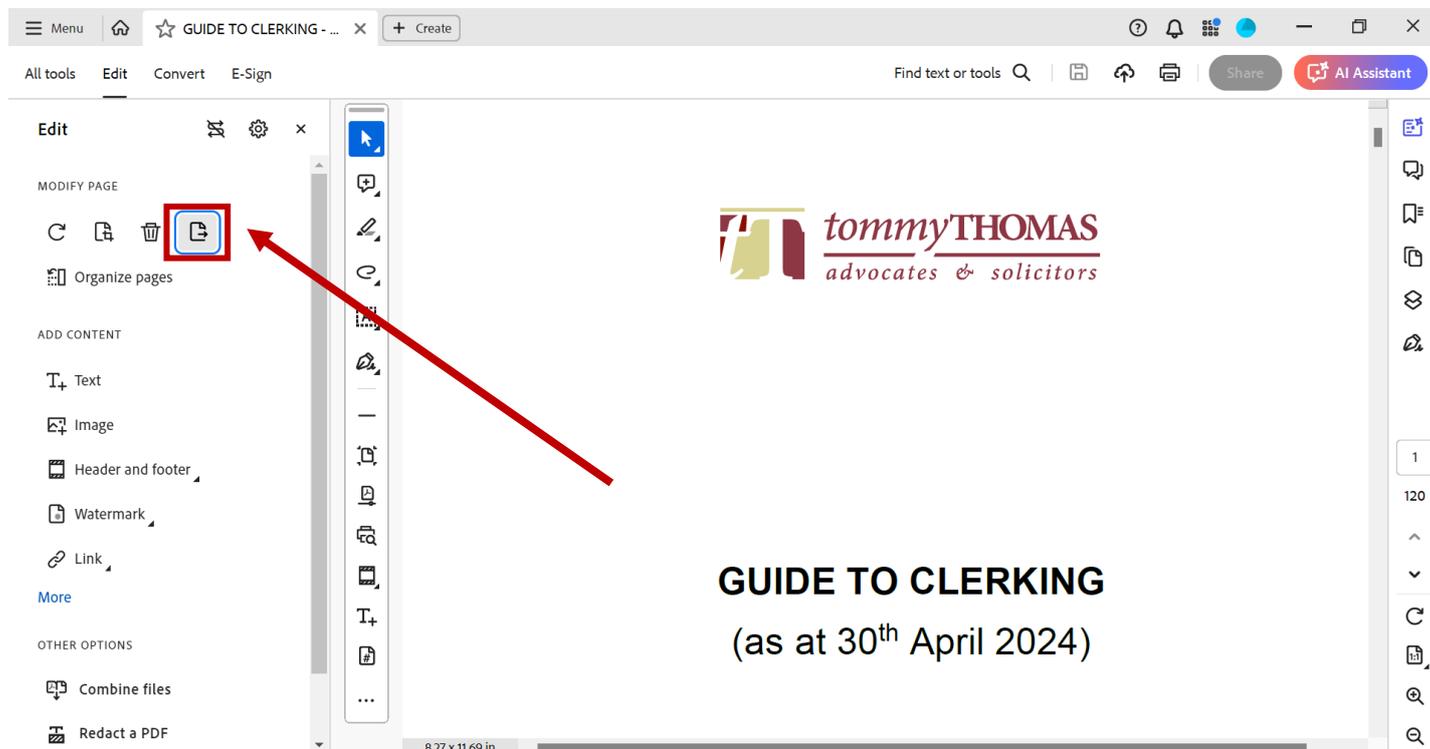
13.1 Selected pages can be extracted from a PDF document by following the steps below :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “All tools” at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select “Edit a PDF”

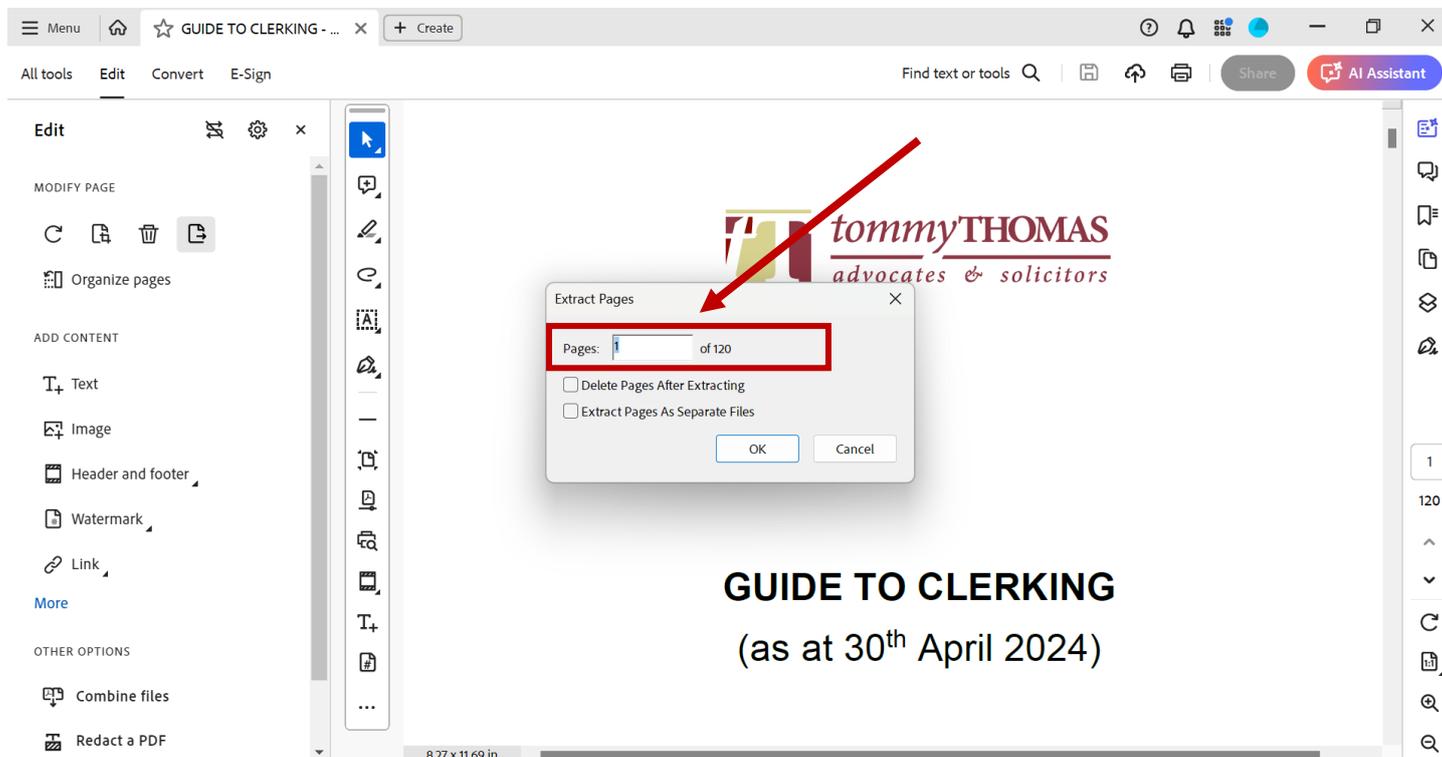




(iii) Click on the “Extract Page” icon



(iv) Select the page(s) to be extracted, then click on “Ok”



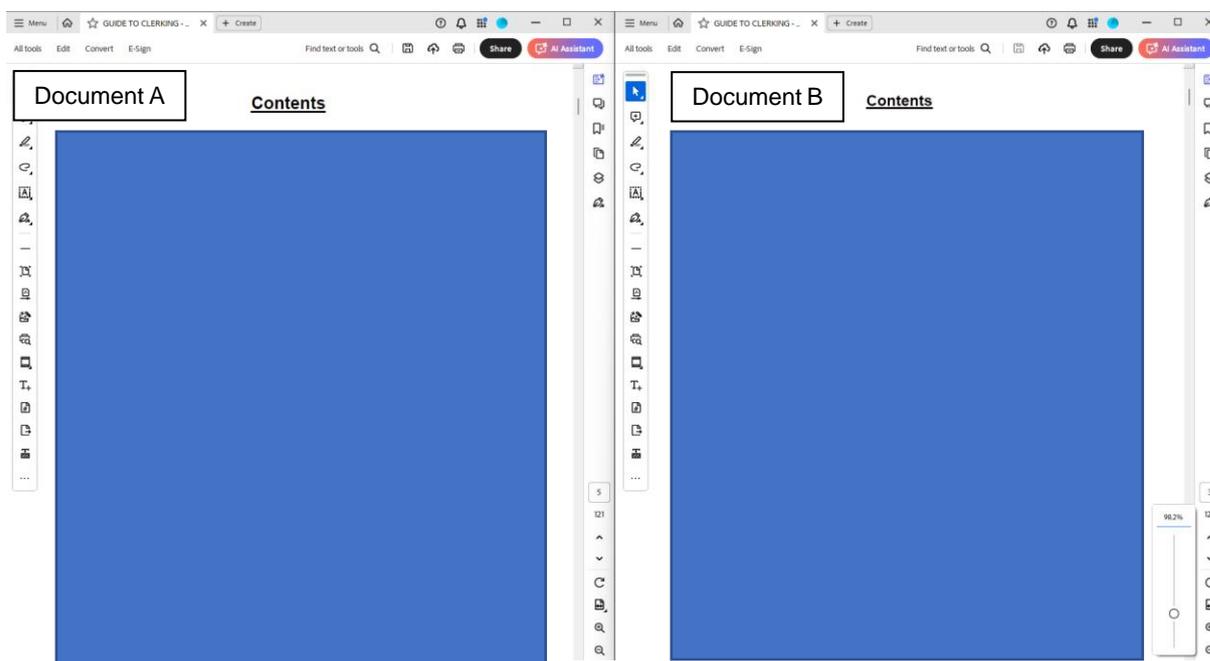


- (v) Save the extracted PDF document in the same folder

13.2 Alternatively, you can use the “**Drag and Drop**” method, which allows you to extract page(s) from one document (**Document A**) and insert it / them into another document (**Document B**) :-

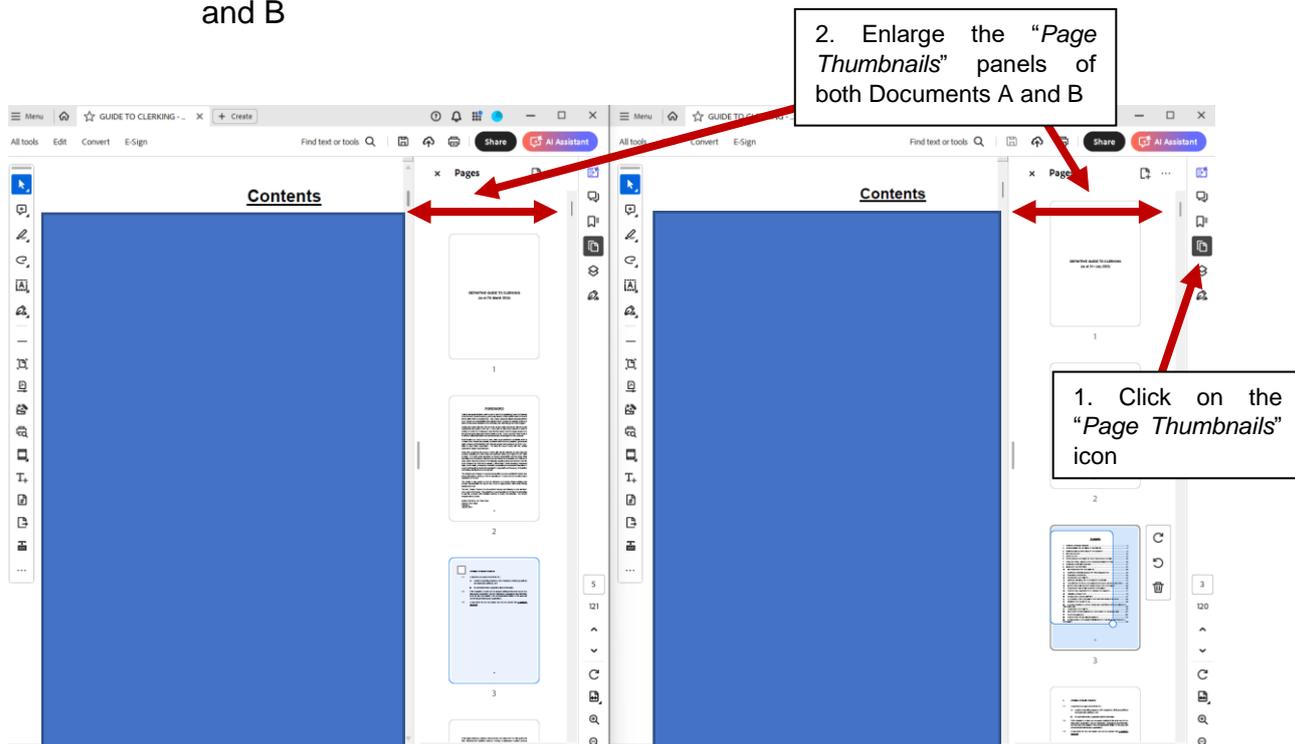
[Note: This does not delete the pages you have extracted from Document A]

- (i) Have Document A and Document B opened side by side

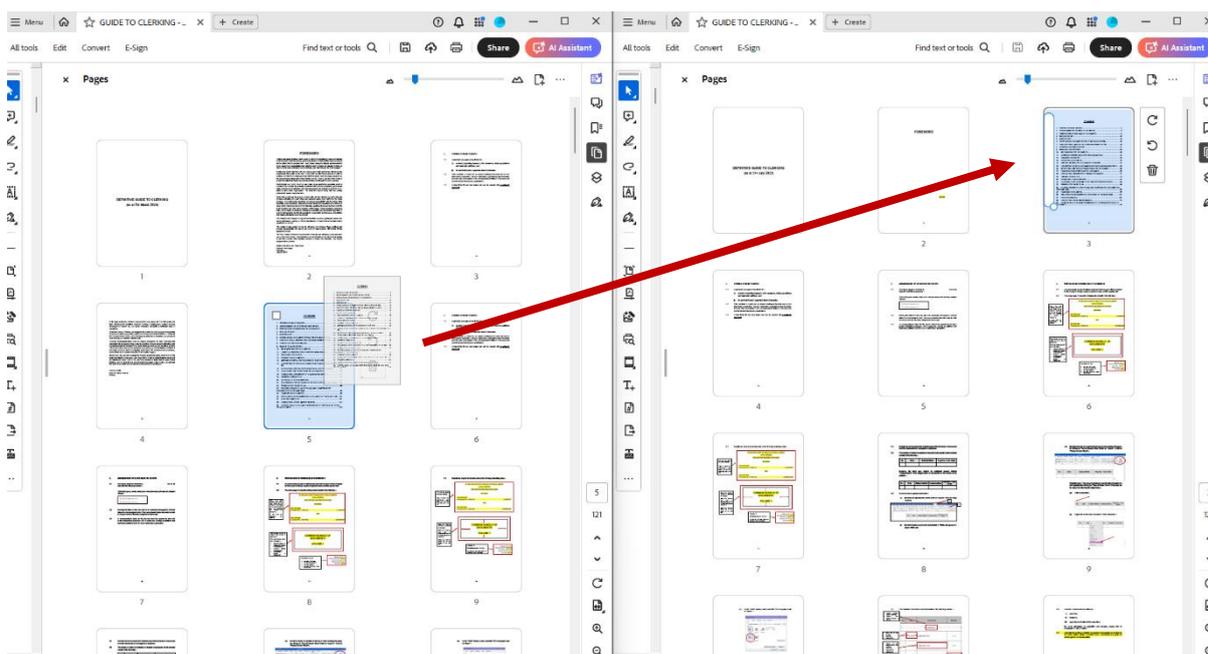




- (ii) Select and enlarge the 'Page Thumbnails' of both Documents A and B

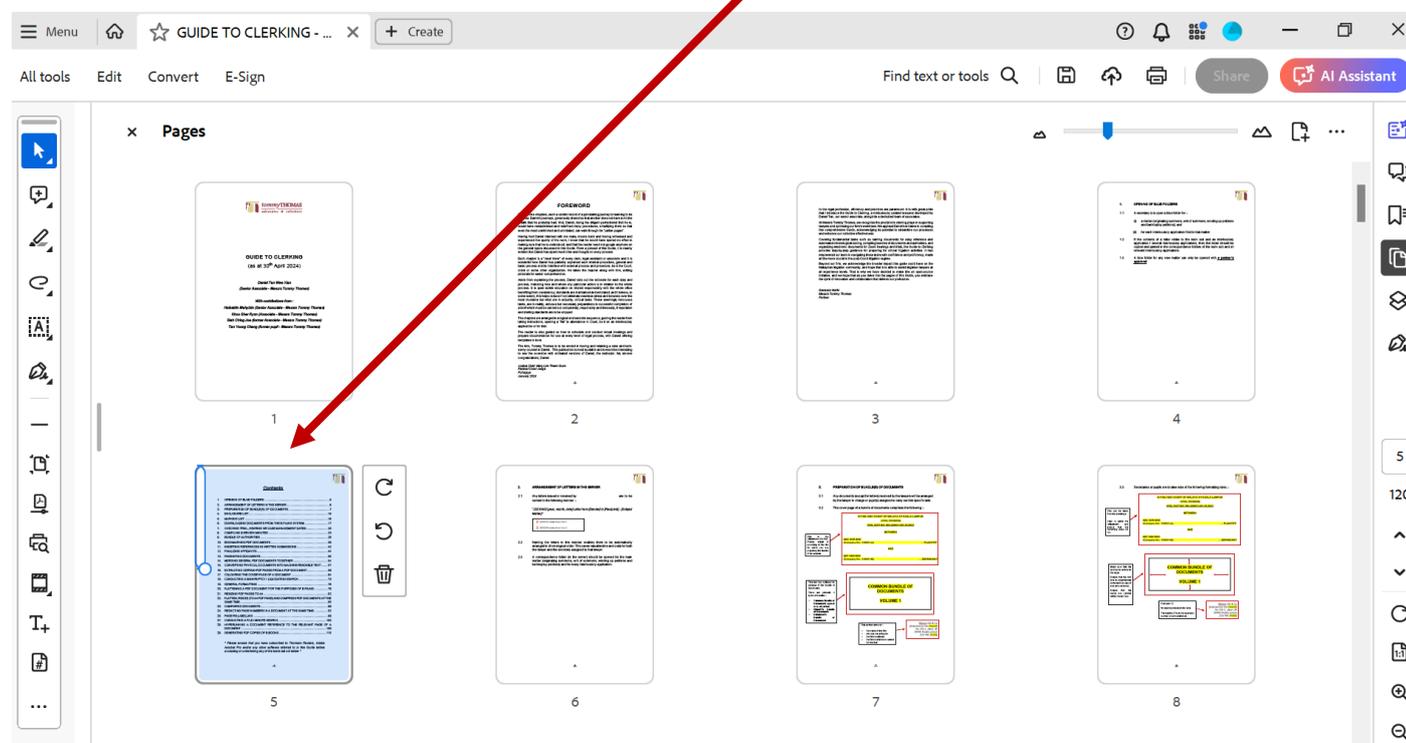
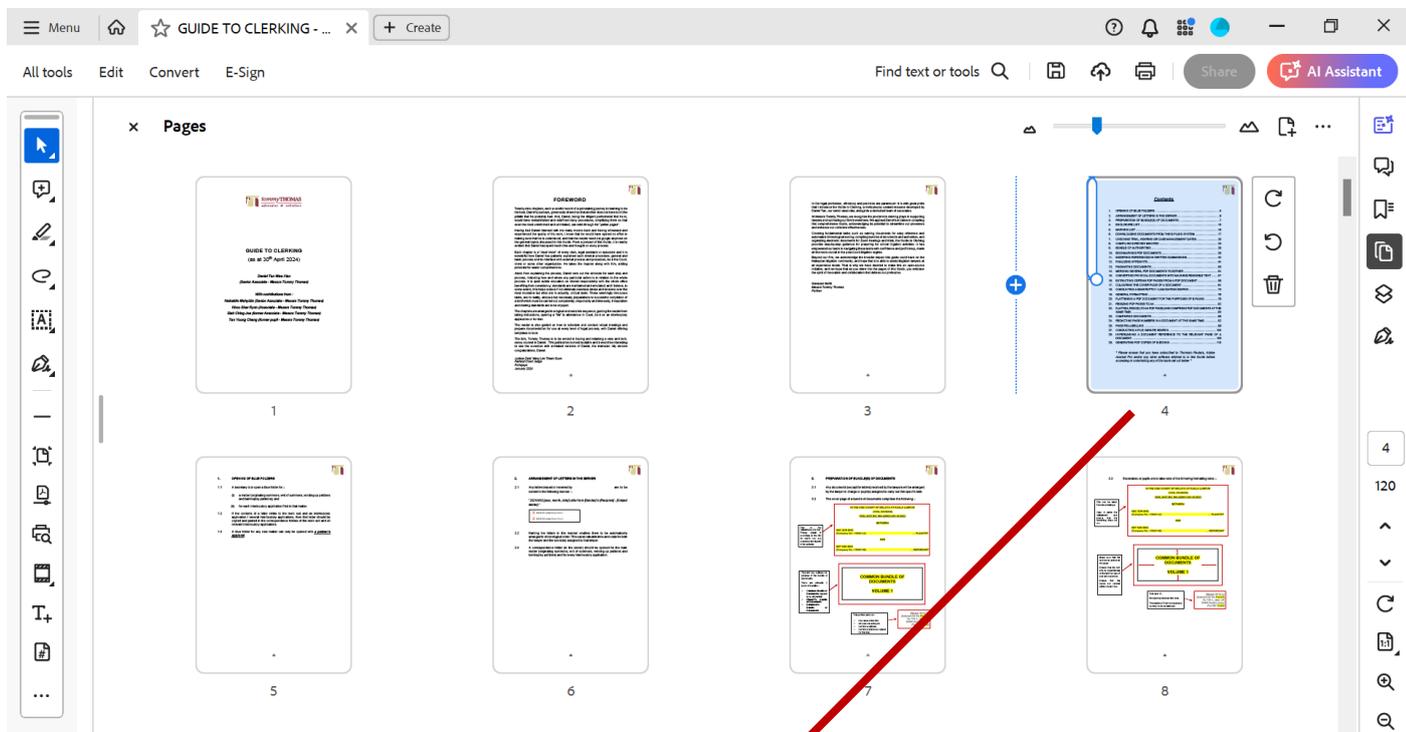


- (iii) When the "Page Thumbnails" panels of both documents are partially enlarged (as can be seen in (ii) above), or fully enlarged (as can be seen below), you can start to "drag" page(s) from Document A to Document B





(iv) When the “Page Thumbnails” panel is enlarged, you can also re-organize the pages of a document by dragging them





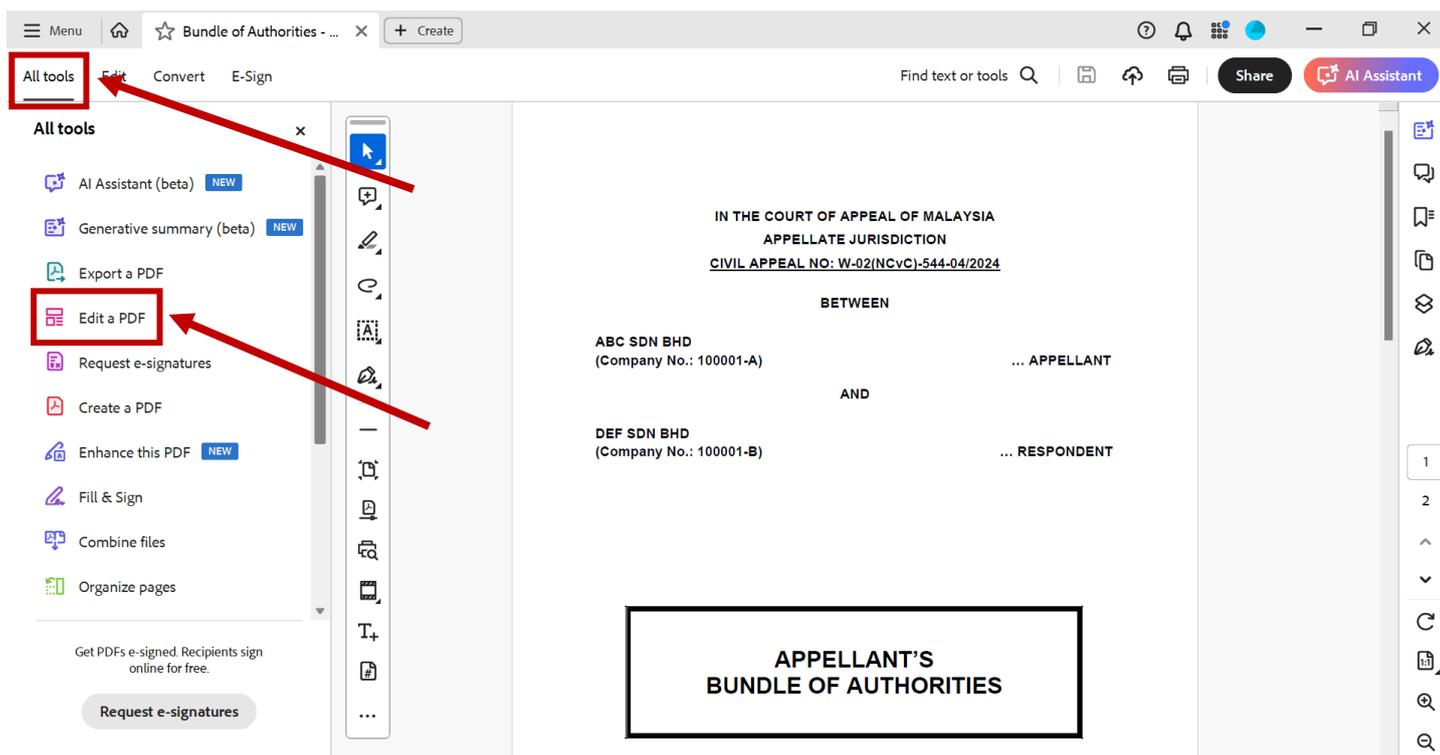
14. COLOURING THE COVER PAGE OF A DOCUMENT

14.1 The cover page of a document can be coloured with :-

- (i) Adobe® Acrobat® Pro DC; or
- (ii) Microsoft Word.

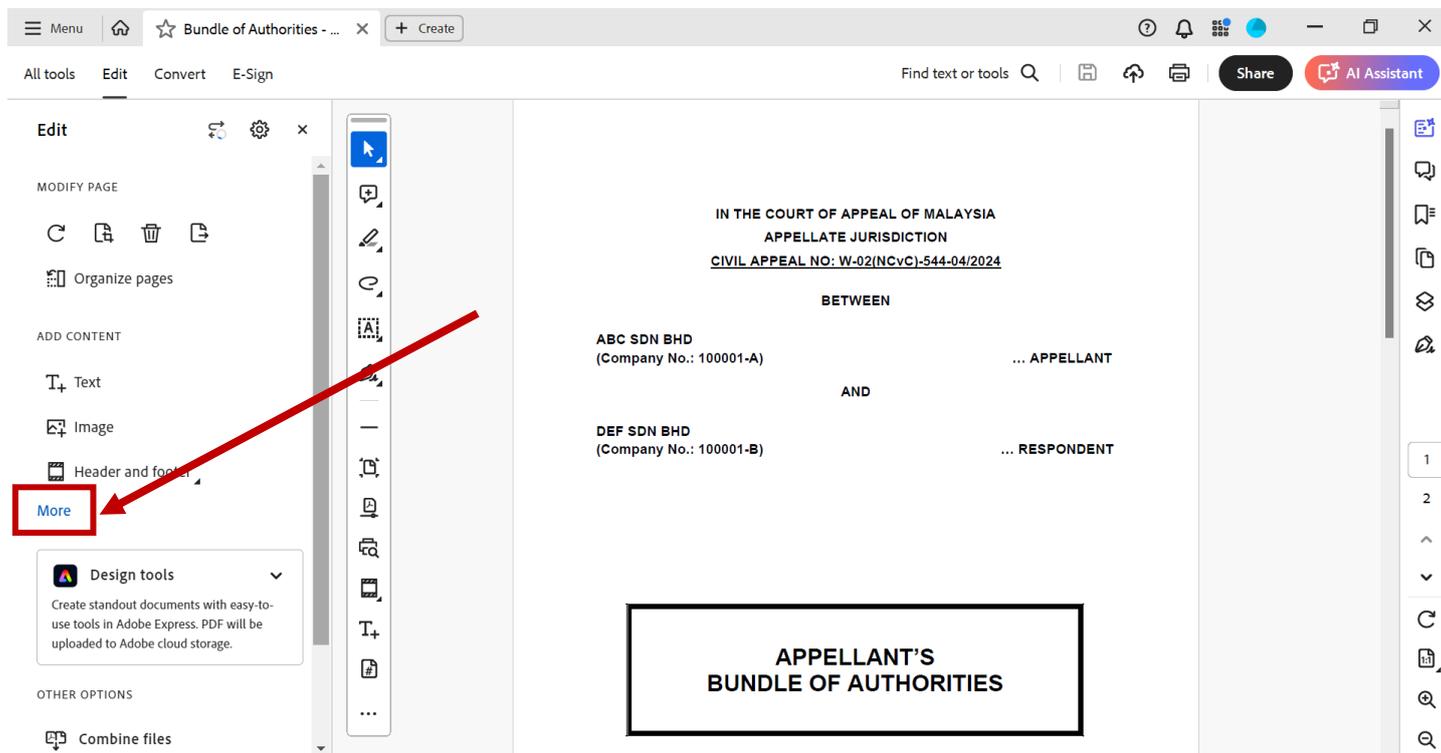
14.2 The cover page of a document can be coloured with Adobe® Acrobat® Pro DC by following the steps below :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “*All tools*” at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select “*Edit a PDF*”

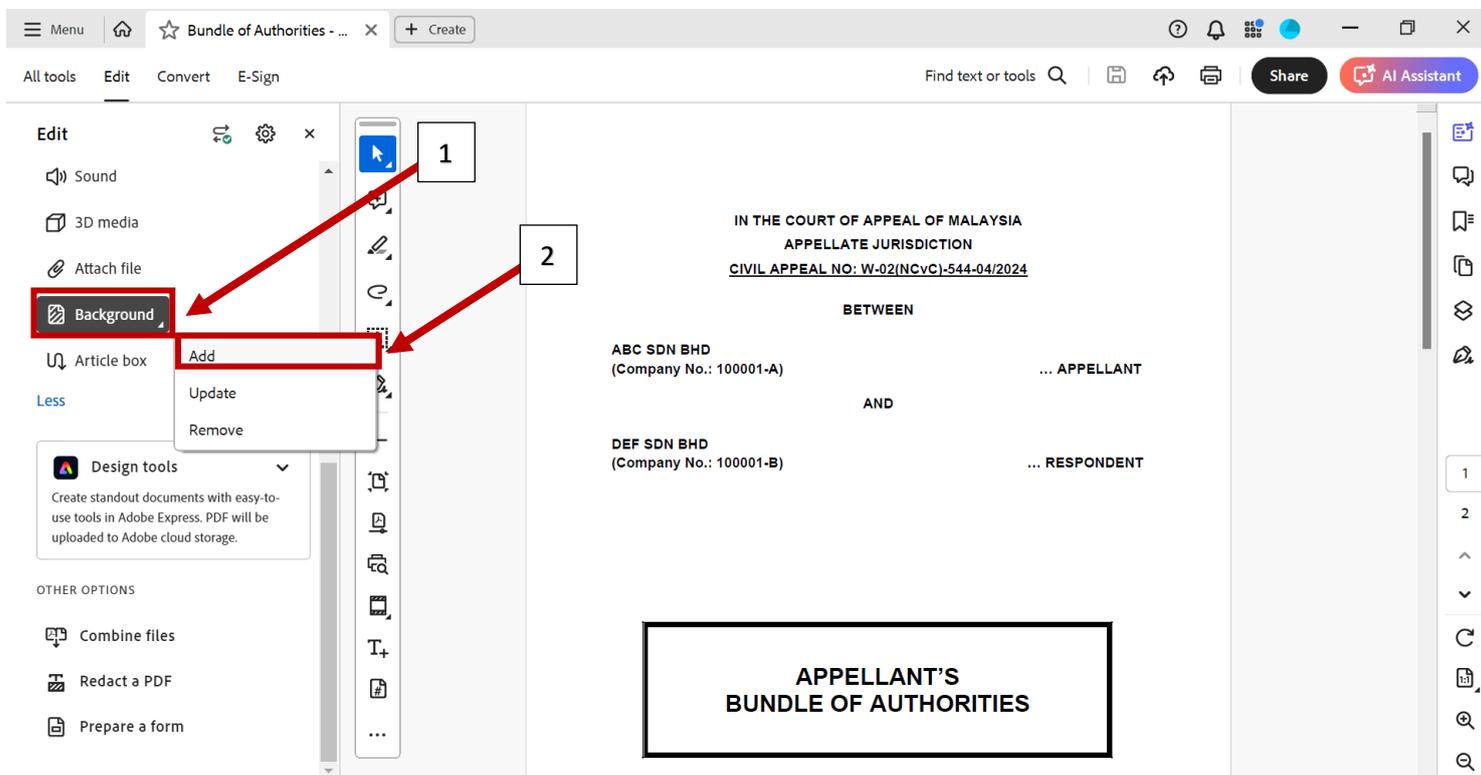




(iii) Click on “More”

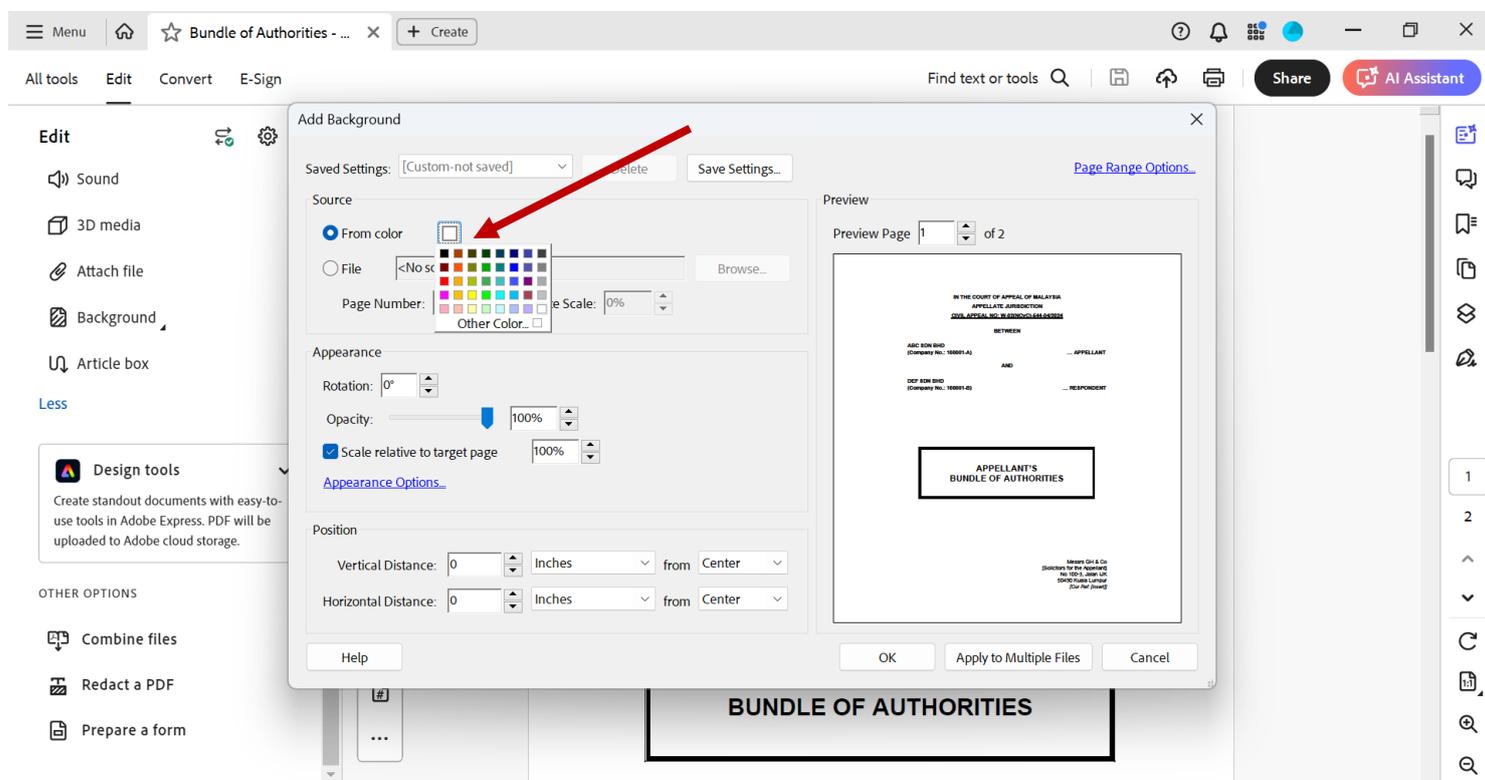


(iv) Select “Background”, then click on “Add”

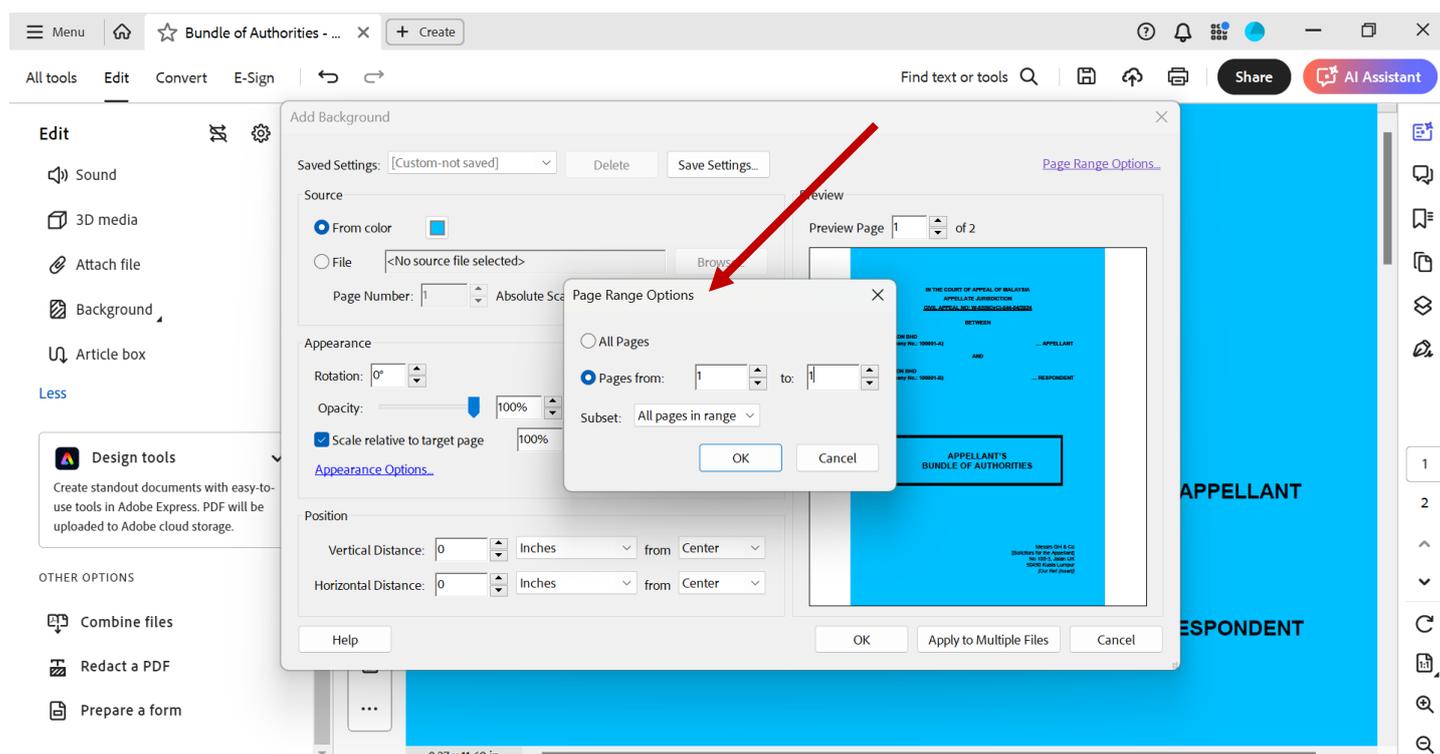




- (v) A pop-up window called “Add Background” will appear. Click on the square beside the “From color” option to choose the colour of the background

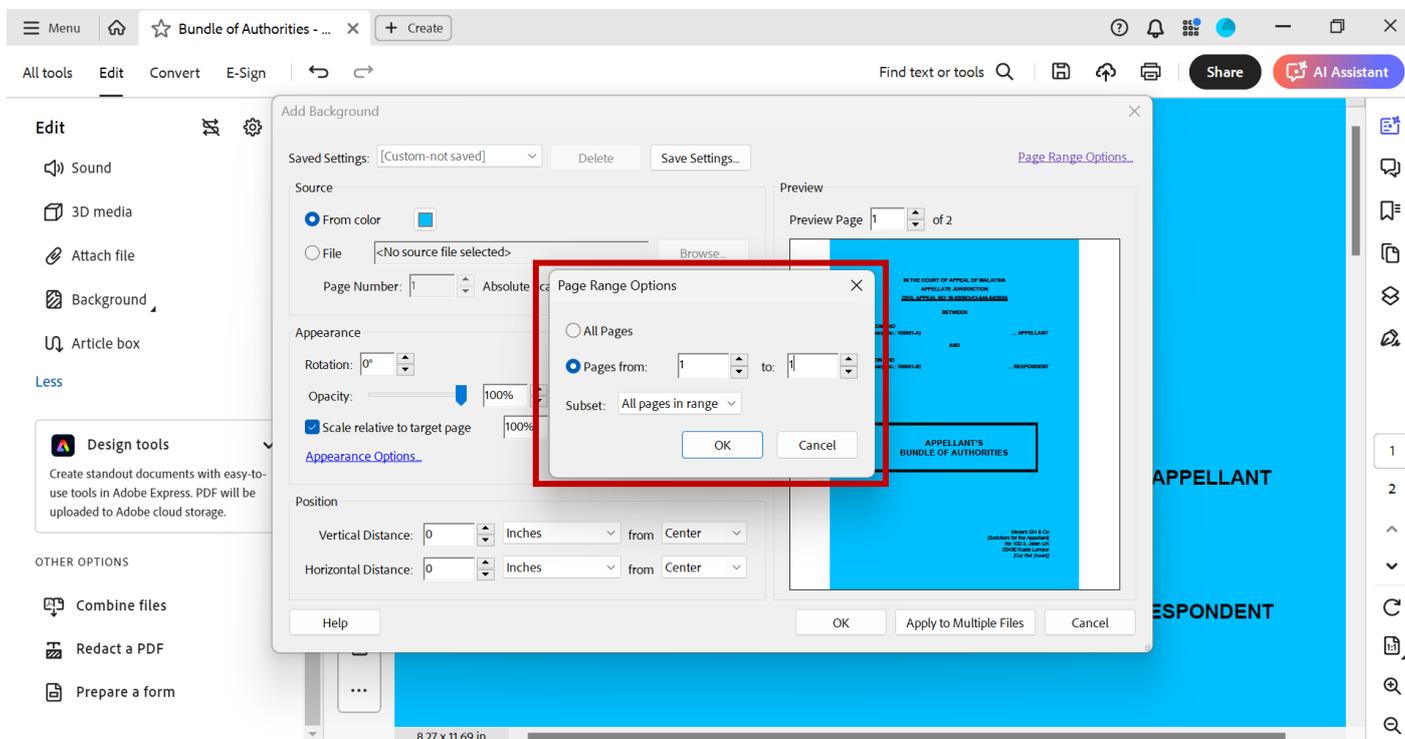


- (vi) Click on the “Page Range Options” to select the page(s) to be coloured

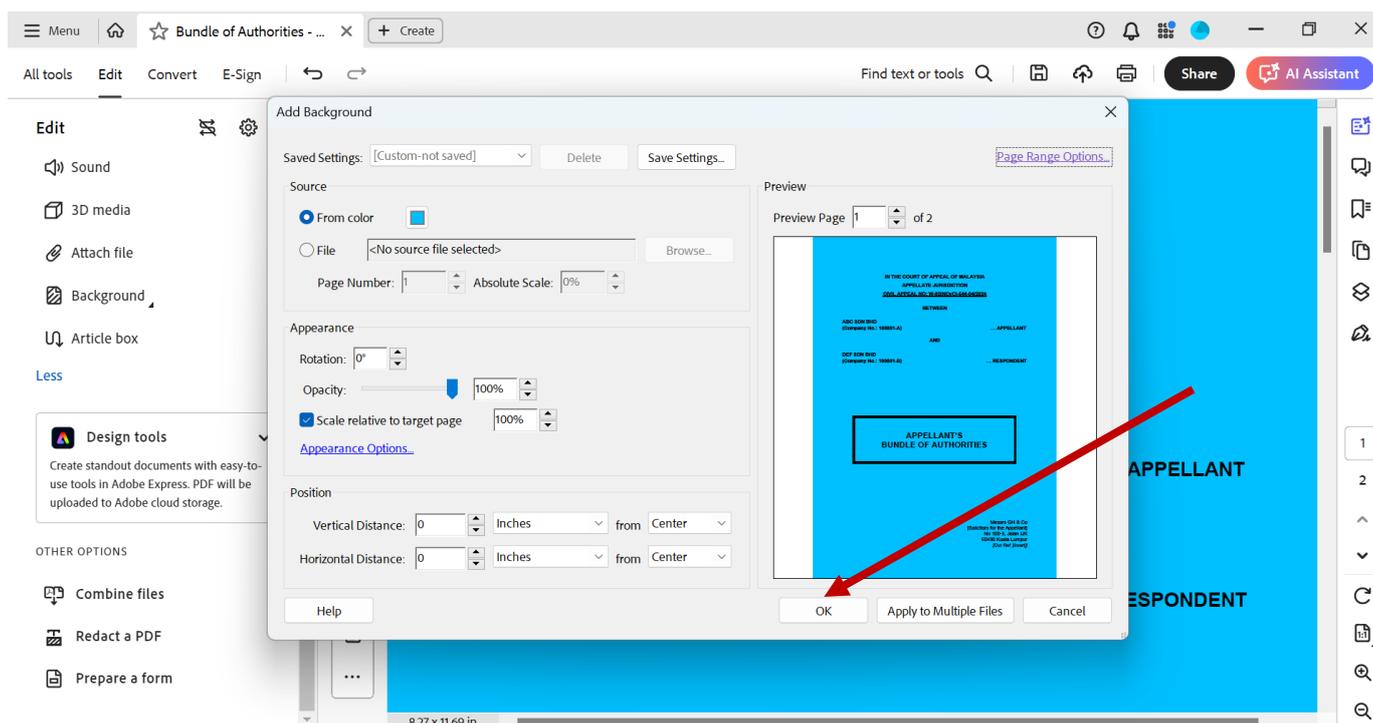




(vii) Colour only the first page of the document by adopting the following settings



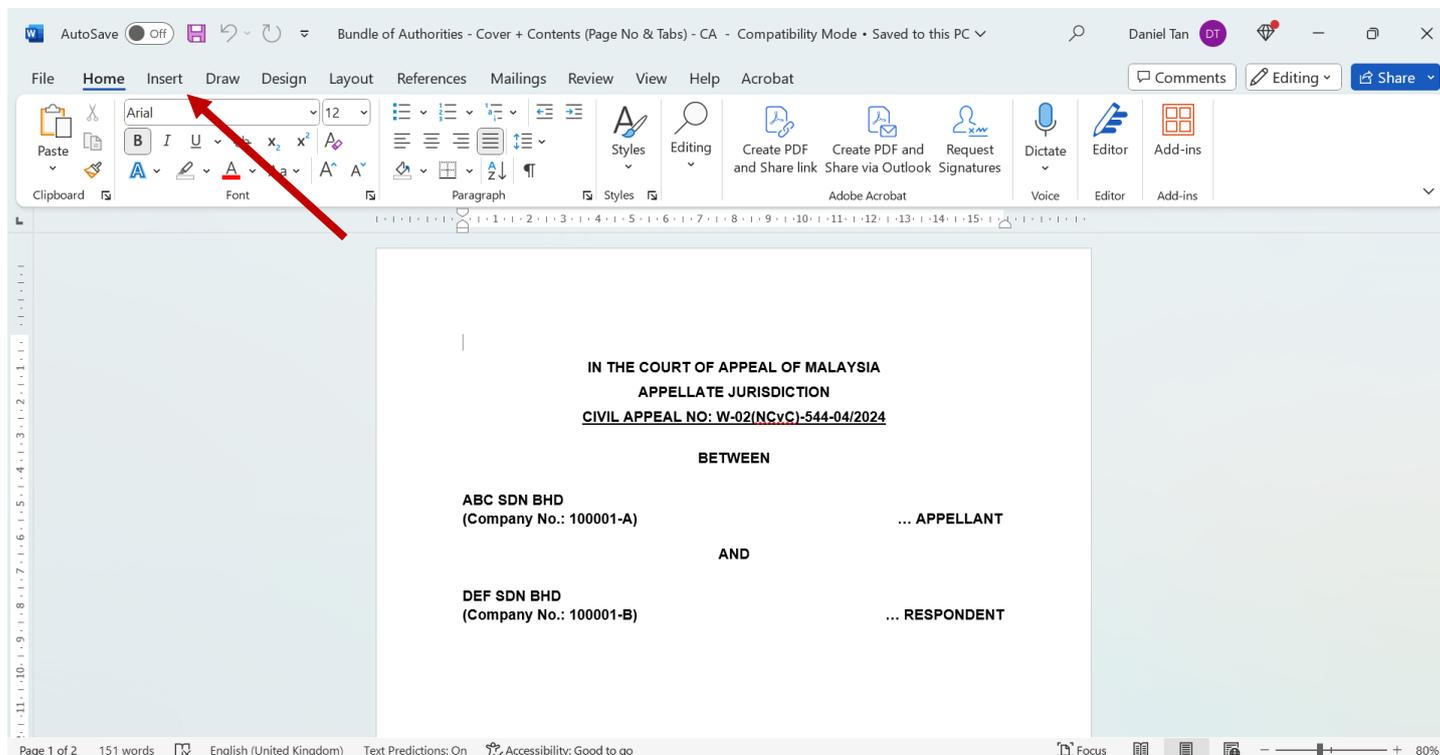
(viii) Once the colour and page range are specified, click on "OK"



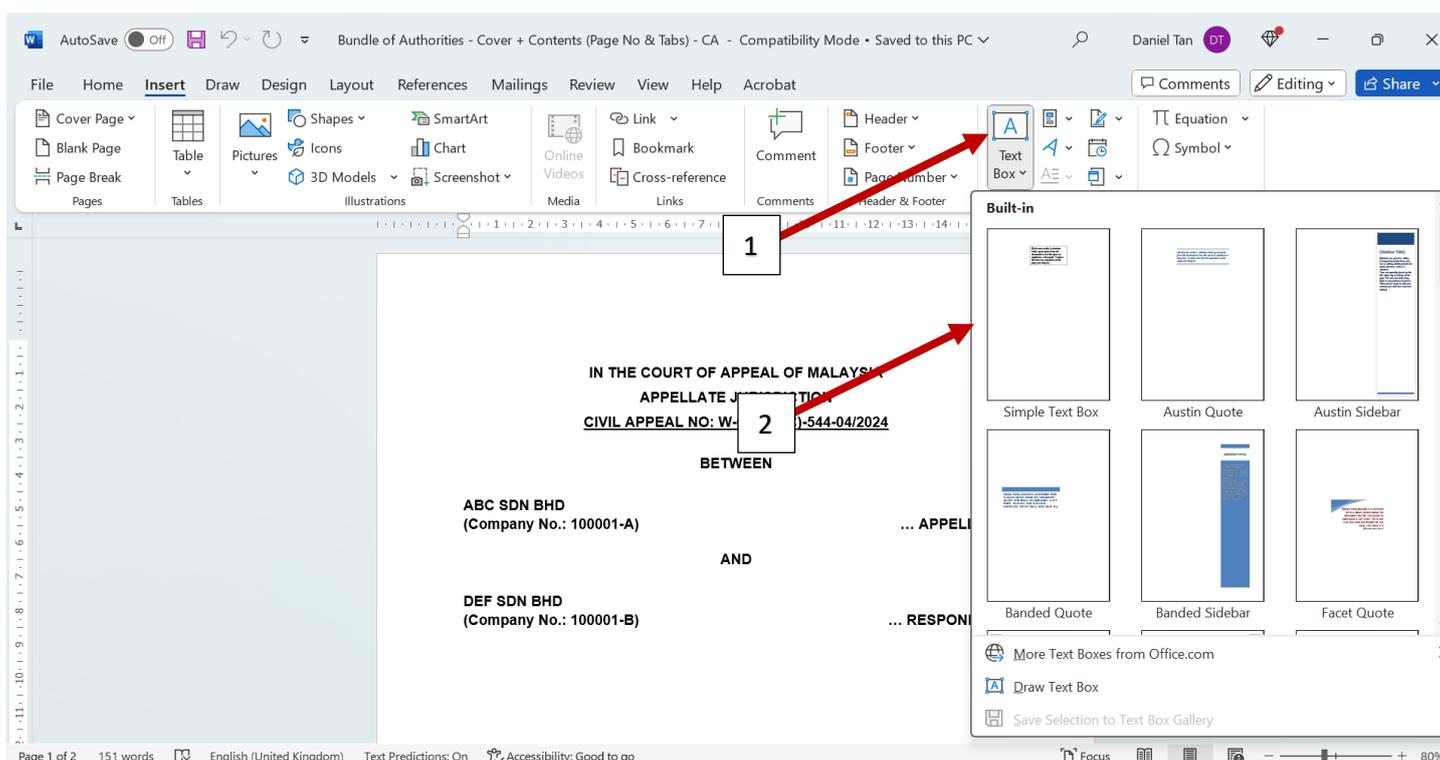


14.3 The cover page of a document can be coloured with Microsoft Word by following the steps below :

(i) Launch the Word document and click on “Insert”

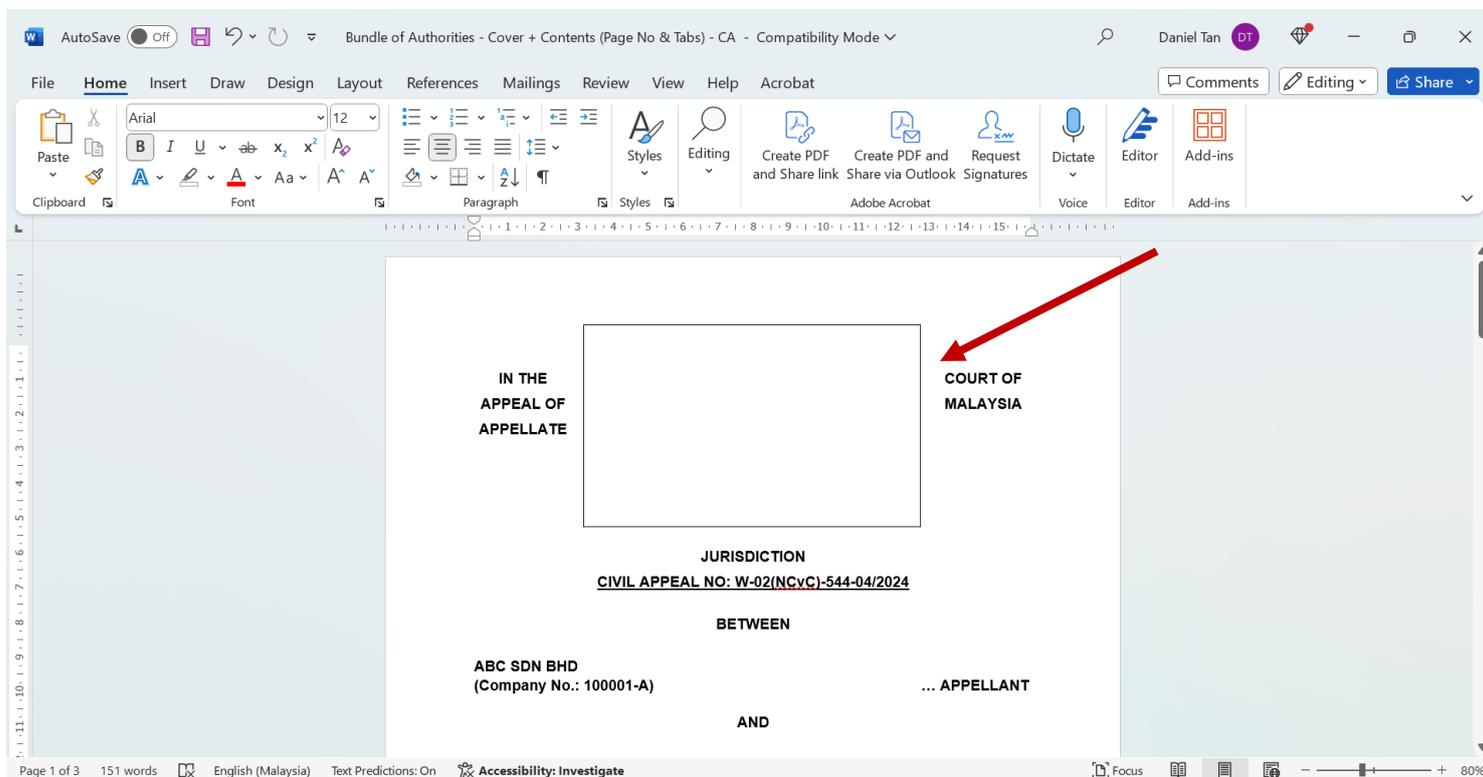


(ii) Click on “Text Box” and select “Simple Text Box”

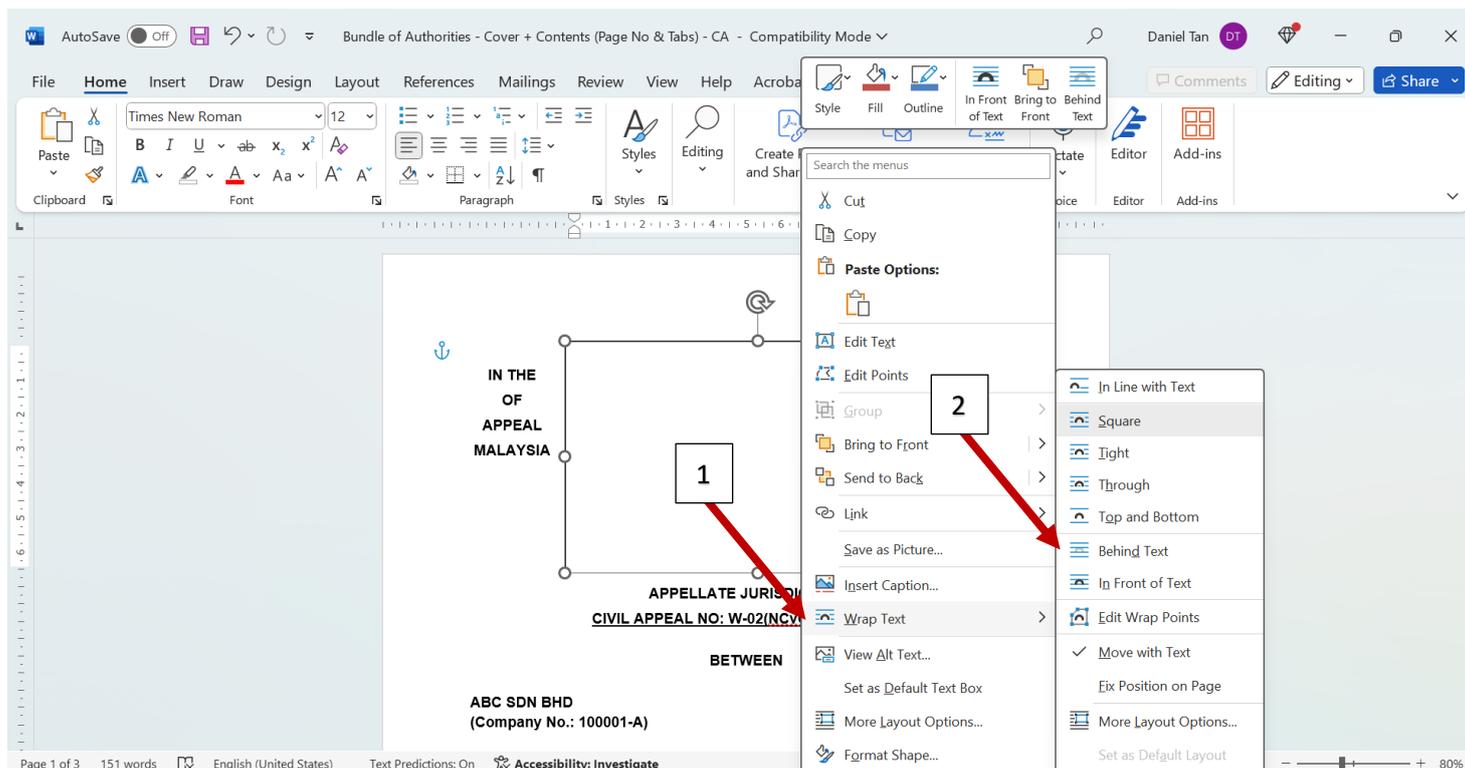




(iii) Draw a text box

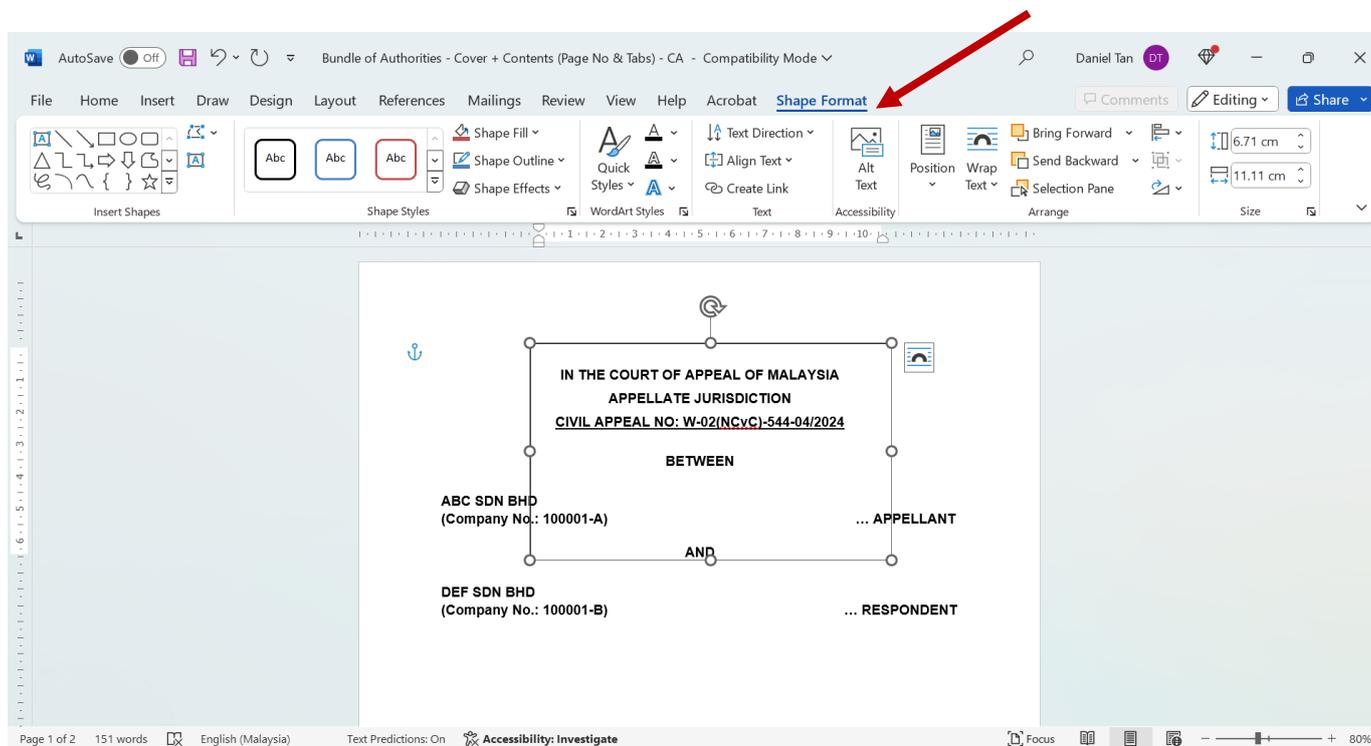


(iv) Right-click on the text box and click on "Wrap Text", then select "Behind Text"





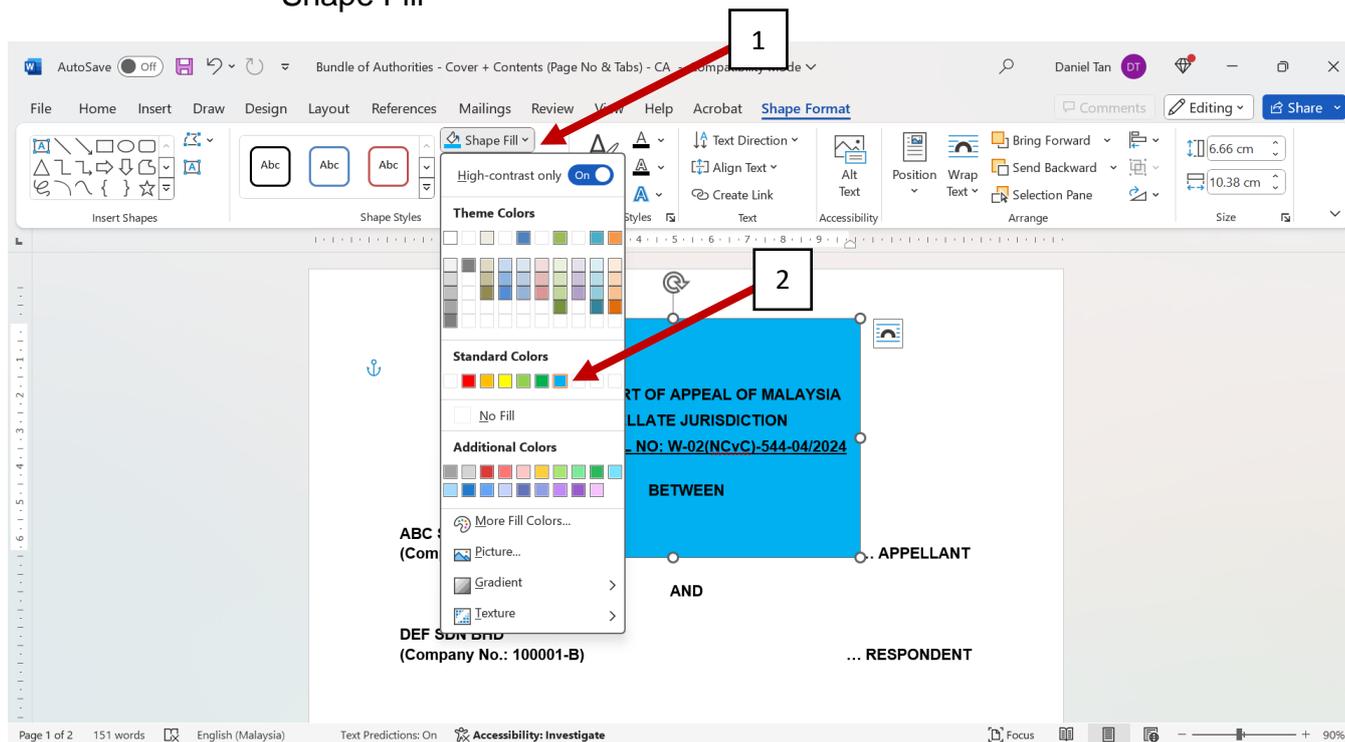
- (v) Click on “*Shape Format*” located at the top right corner Microsoft Word’s toolbar



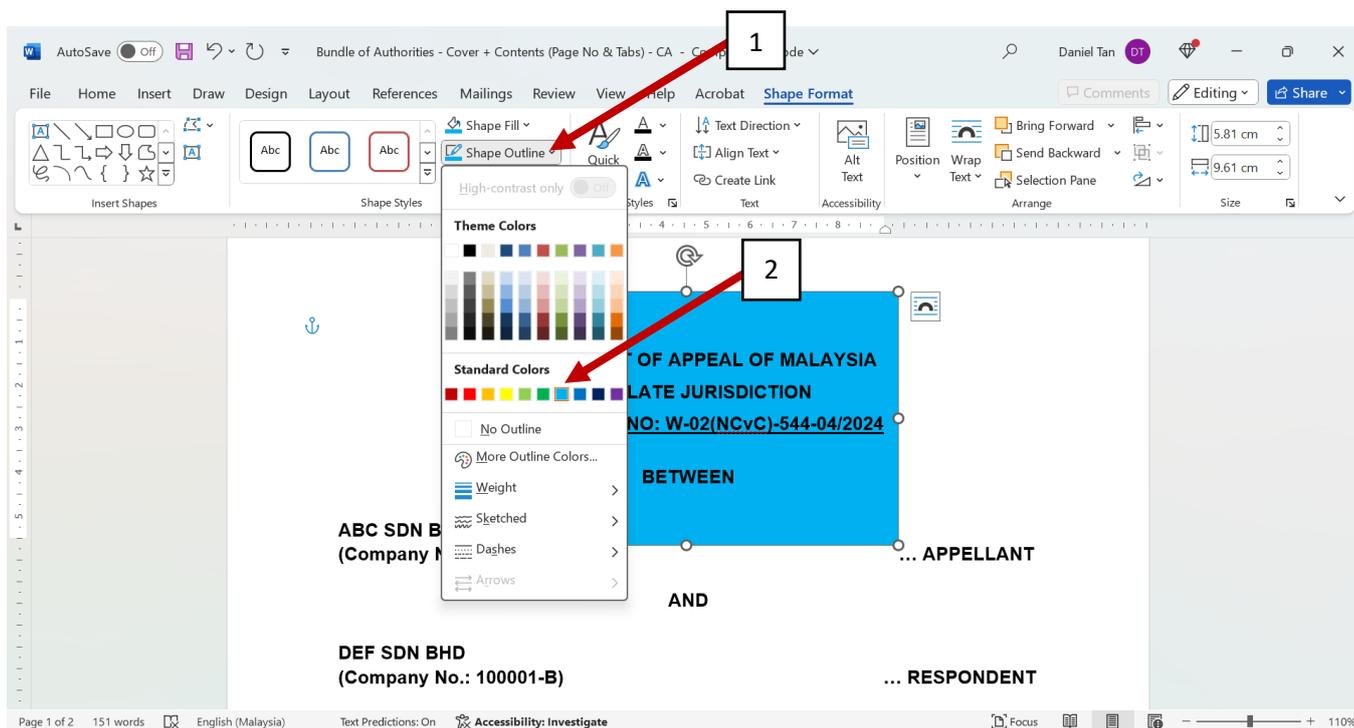
- (vi) Select both “*Fill Shape*” and “*Outline*” and replace the default colour with the relevant colour (Red for Record of Appeal, Blue for Appellant(s) in the Court of Appeal / Federal Court, Orange for Respondent(s) in the Court of Appeal and Green for Respondent(s) in the Federal Court) :-



Shape Fill



Outline



- (vii) The text box will be filled with the selected colour. Enlarge the text box until it covers the entire document



W AutoSave Off Bundle of Authorities - Cover + Contents (Page No & Tabs) - CA - Compatibility Mode Daniel Tan DT

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat **Shape Format** Comments Editing Share

Insert Shapes Shape Styles WordArt Styles Text Accessibility Arrange Size

IN THE COURT OF APPEAL OF MALAYSIA
APPELLATE JURISDICTION
CIVIL APPEAL NO. W-32/2024-CA-544-54/2024

BETWEEN

ABC SON BHD
(Company No. 10001-A) ... APPELLANT

AND

DEF SON BHD
(Company No. 10001-B) ... RESPONDENT

**APPELLANT'S
BUNDLE OF AUTHORITIES**

Messrs GH & Co
(Solicitors for the Appellant)
No 100-3, Jalan LRT,
50400 Kuala Lumpur
(Our Not' Office)

Page 1 of 2 151 words English (Malaysia) Text Predictions: On Accessibility: Investigate Focus 40%

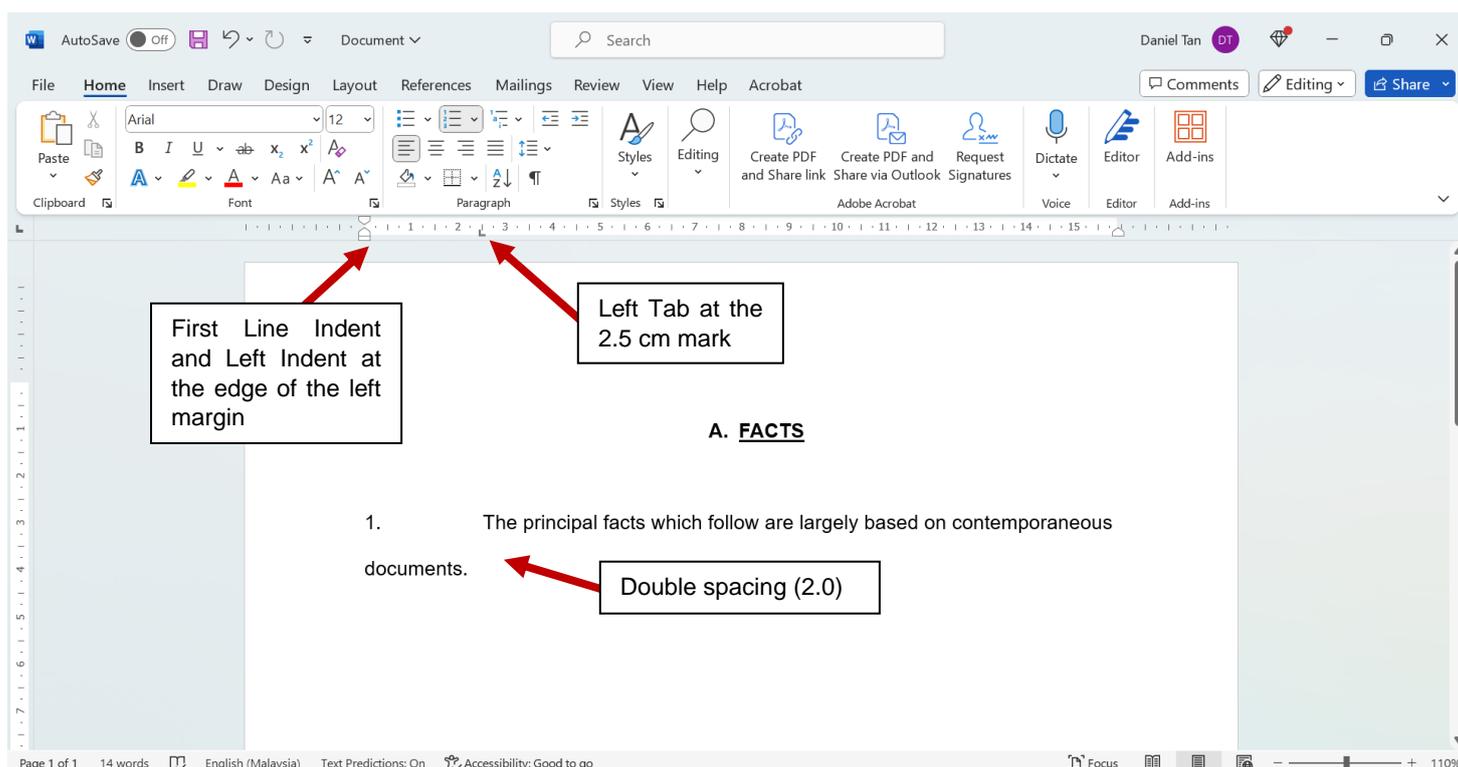


15. GENERAL FORMATTING

15.1 This applies to opinions, pleadings, affidavits, written submissions, and all pre-trial case management documents.

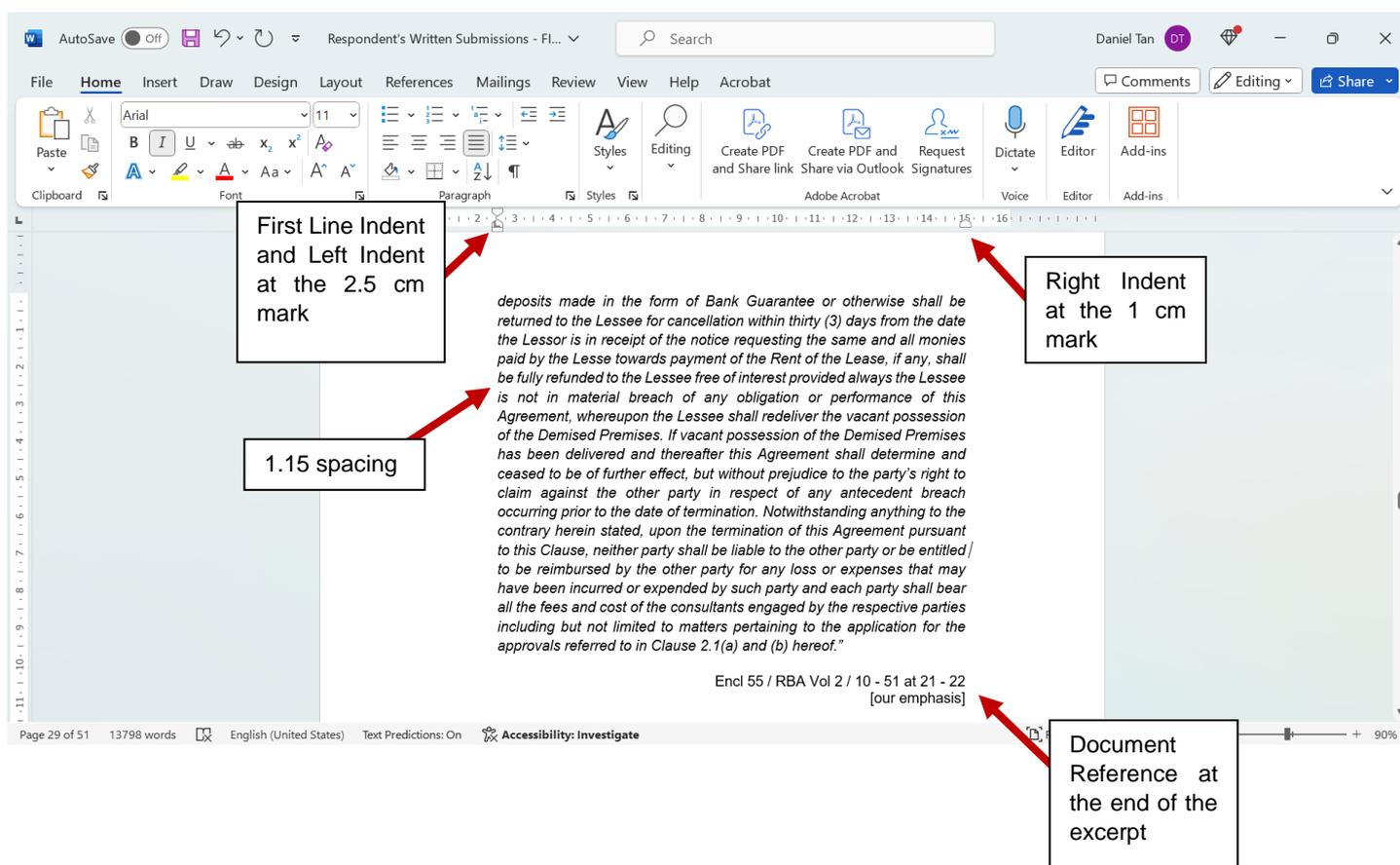
15.2 Paragraphs are to be formatted in the following manner :-

- (i) Arial font with font size 12 (Note : For written submissions filed in the Court of Appeal / Federal Court, the font must be Arial, and the font size must be 14);
- (ii) 2.5 cm of indentation for the first line of the paragraph (First Line Indent and Left Indent at the edge of the left margin, with Left Tab at the 2.5 cm mark);
- (iii) Double Spacing (2.0) (Note : For written submissions filed in the Court of Appeal / Federal Court, the spacing must be set at 1.5)



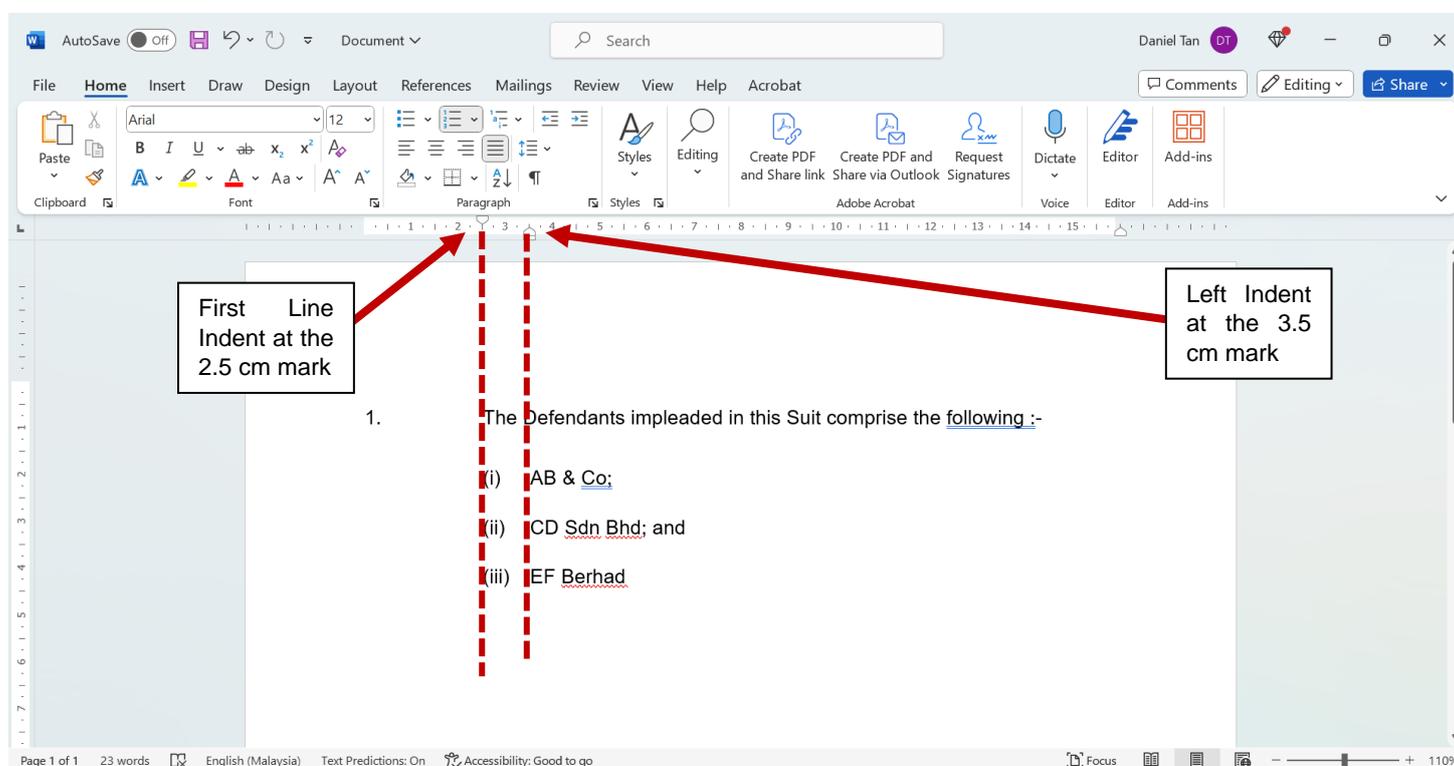
15.3 Excerpts of authorities are to be formatted in the following manner :-

- (i) Arial font with font size 11 and italicized. (Note : For excerpts in written submissions filed in the Court of Appeal / Federal Court, the font should be Arial, and the font size should be 12);
- (ii) Include open and close quotation marks (“...”) at the beginning and the end of the excerpt, respectively;
- (iii) Indent excerpt(s) by 2.5 cm from left side (First Line Indent and Left Indent at the 2.5 cm mark) and 1 cm from the right side (Right Indent at the 1 cm mark);
- (iv) Spacing set at 1.15; and
- (v) Insert document reference at the end of the excerpt.



15.4 Sub-paragraphs are to be formatted in the following manner :-

- (i) Use the same font and font size as normal paragraphs;
- (ii) Ensure that sub-paragraphs are aligned with the indentation of the first line of the paragraph (see dotted red line below);
- (iii) Indent alphabets / roman numerals of sub-paragraphs by 2.5 cm (First line Indent at the 2.5 cm mark);
- (iv) Indent sentences of the sub-paragraphs by 3.5 cm (Left Indent at the 3.5 cm mark)



15.5 Footnotes should be formatted in Arial font with a font size of 10.

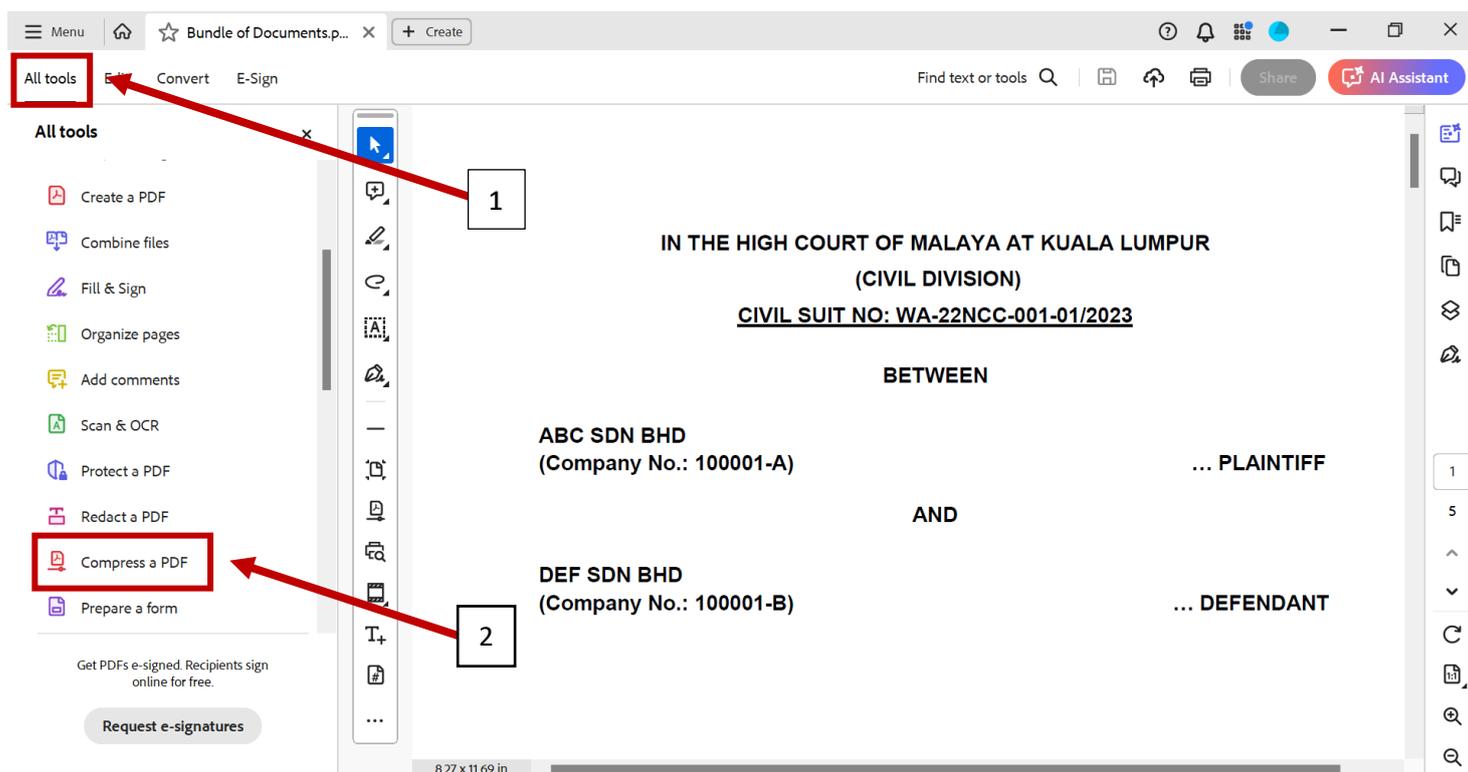
15.6 Paragraphs 15.2 – 15.4 also apply for Opinions, except that the Font should be **Tahoma**, with spacing set at 1.15.



16. FLATTENING A PDF DOCUMENT FOR THE PURPOSES OF E-FILING

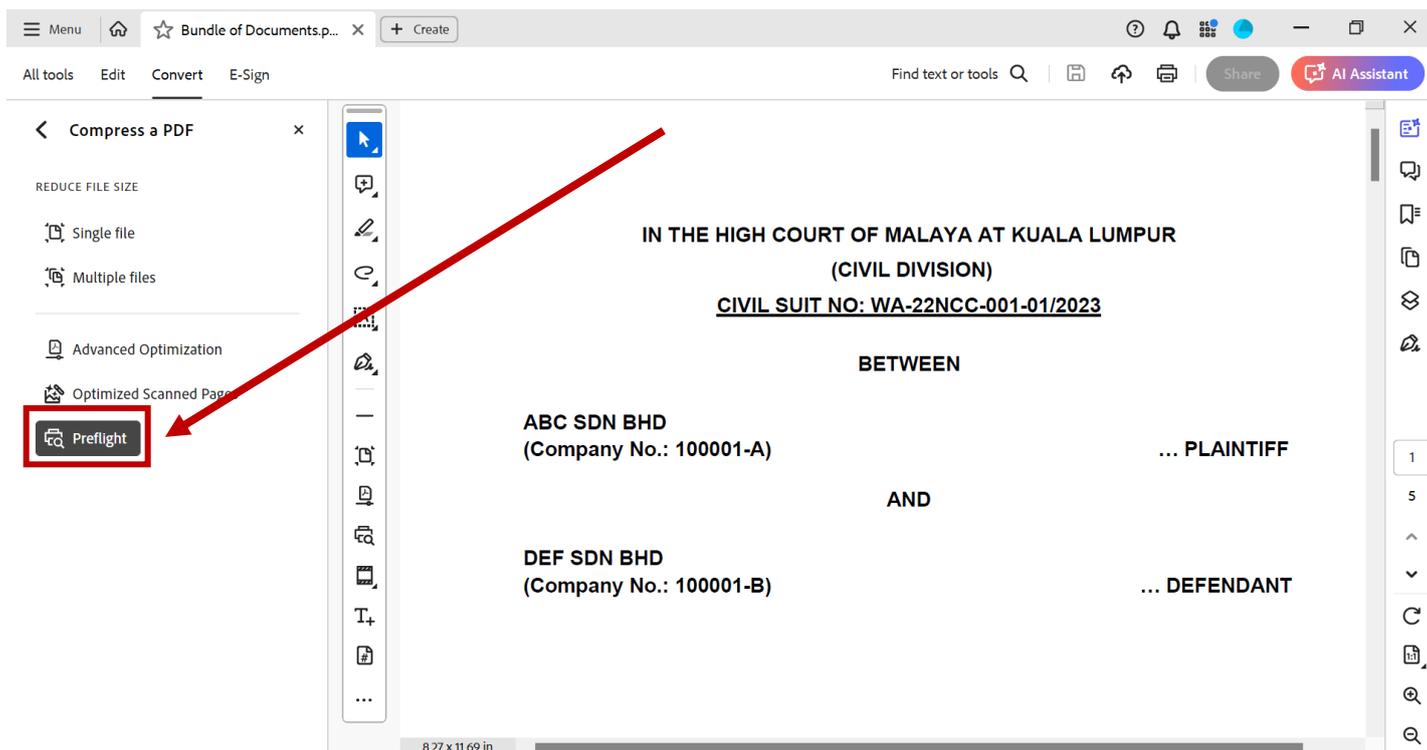
16.1 An annotated PDF can be flattened by the following steps :-

- (i) Open a PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “*All Tools*” at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select “*Compress PDF*”

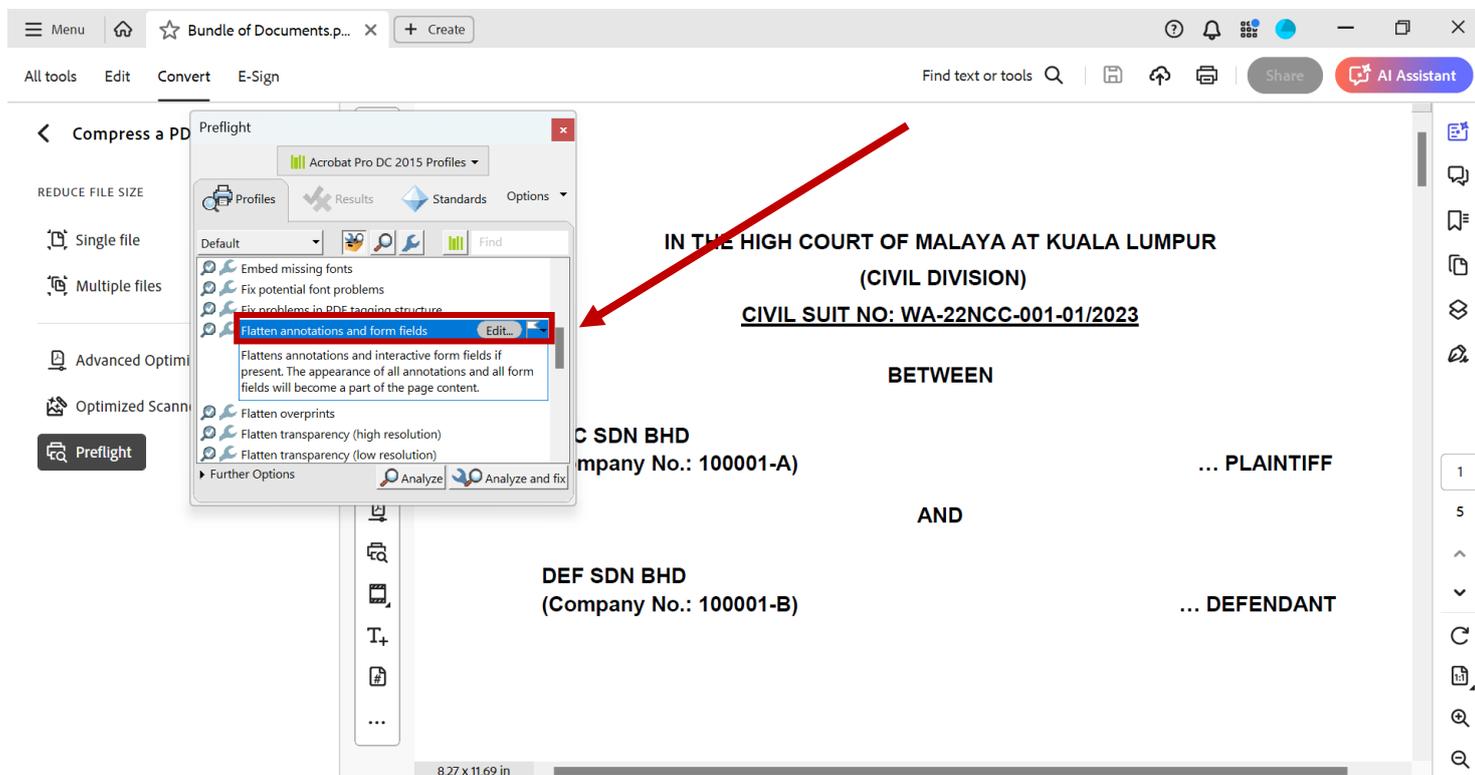




(iii) Select “*Preflight*”

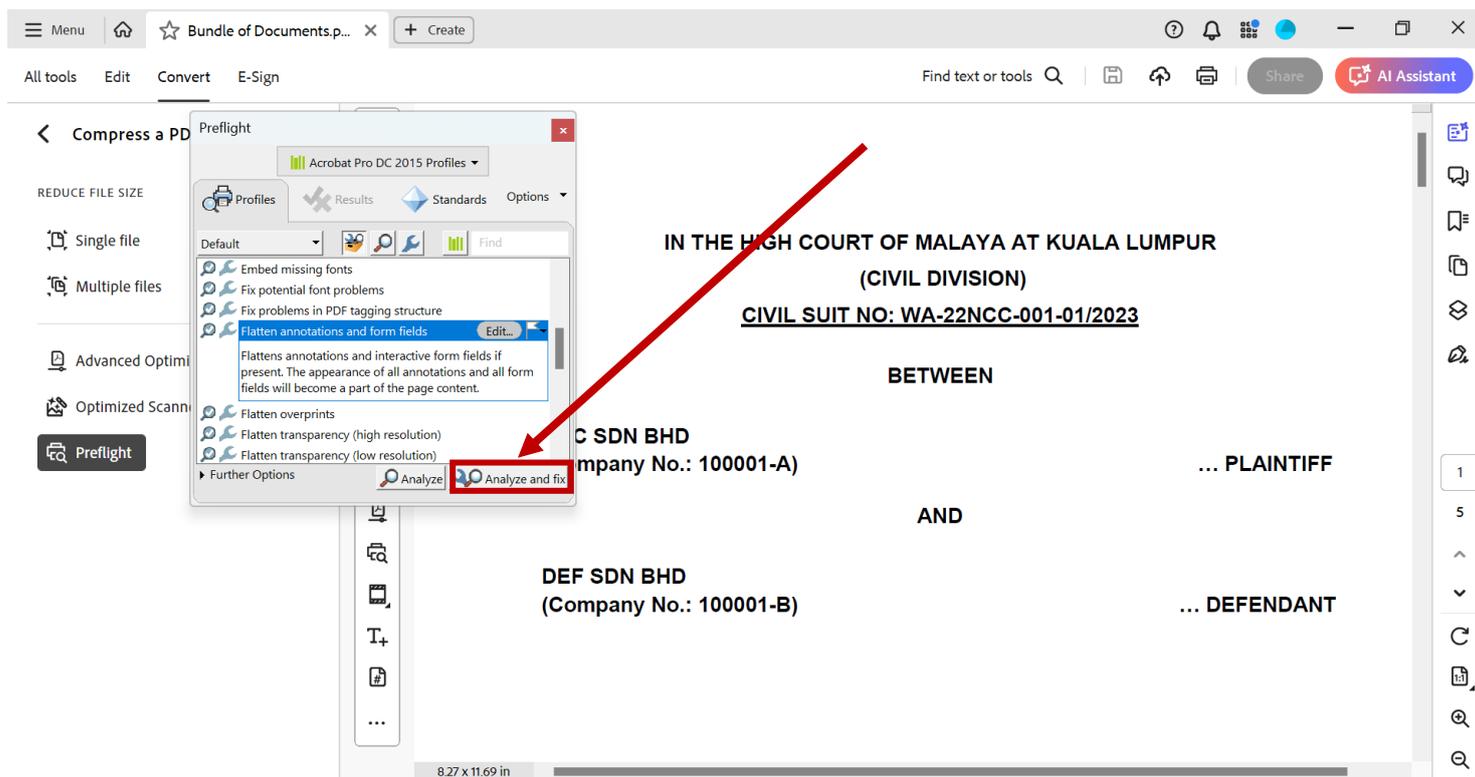


(iv) A pop-up window entitled “*Preflight*” will appear. Under the “*PDF fixups*” heading, choose “*Flatten annotations and form fields*”





(v) Click on “Analyze and fix”



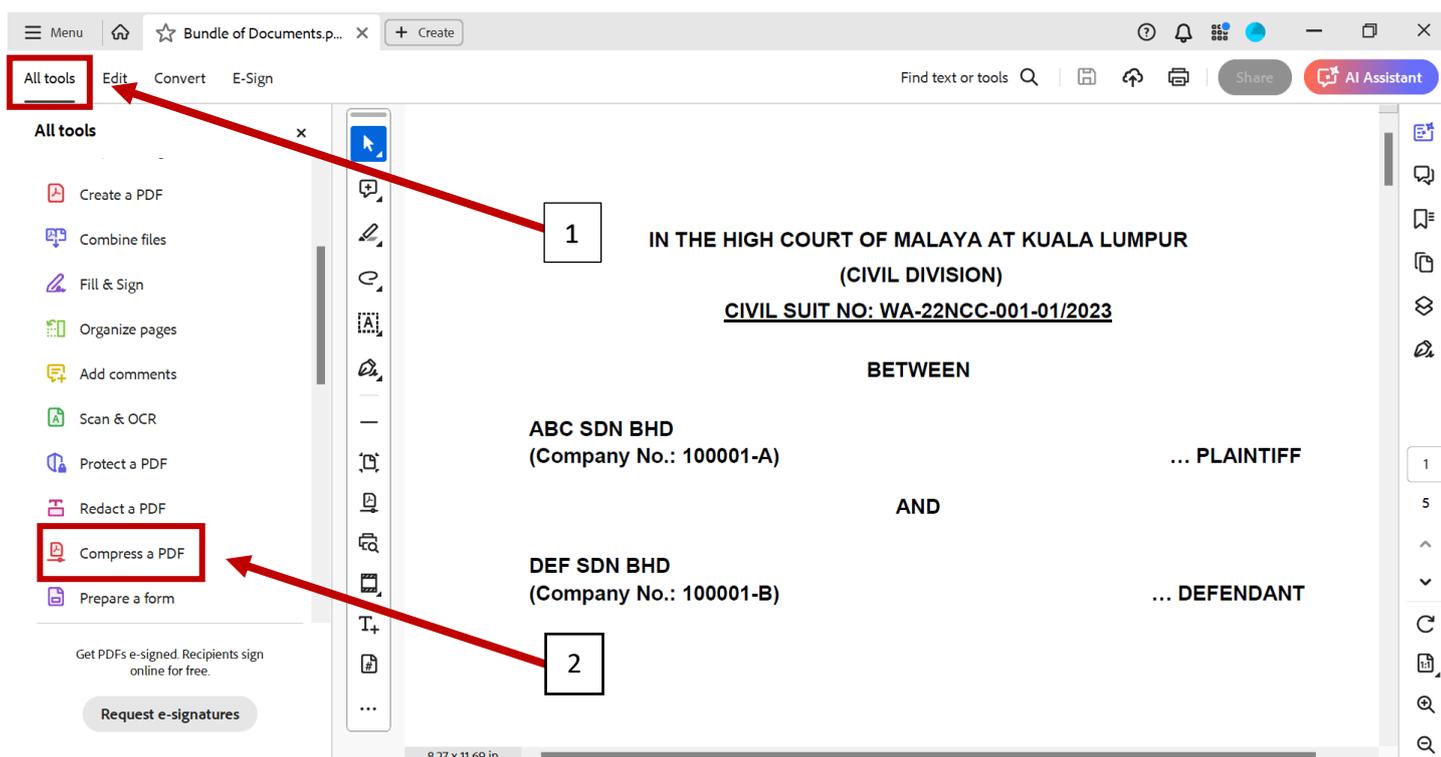
(vi) Save the flattened PDF document in the folder



17. RESIZING PDF PAGES TO A4

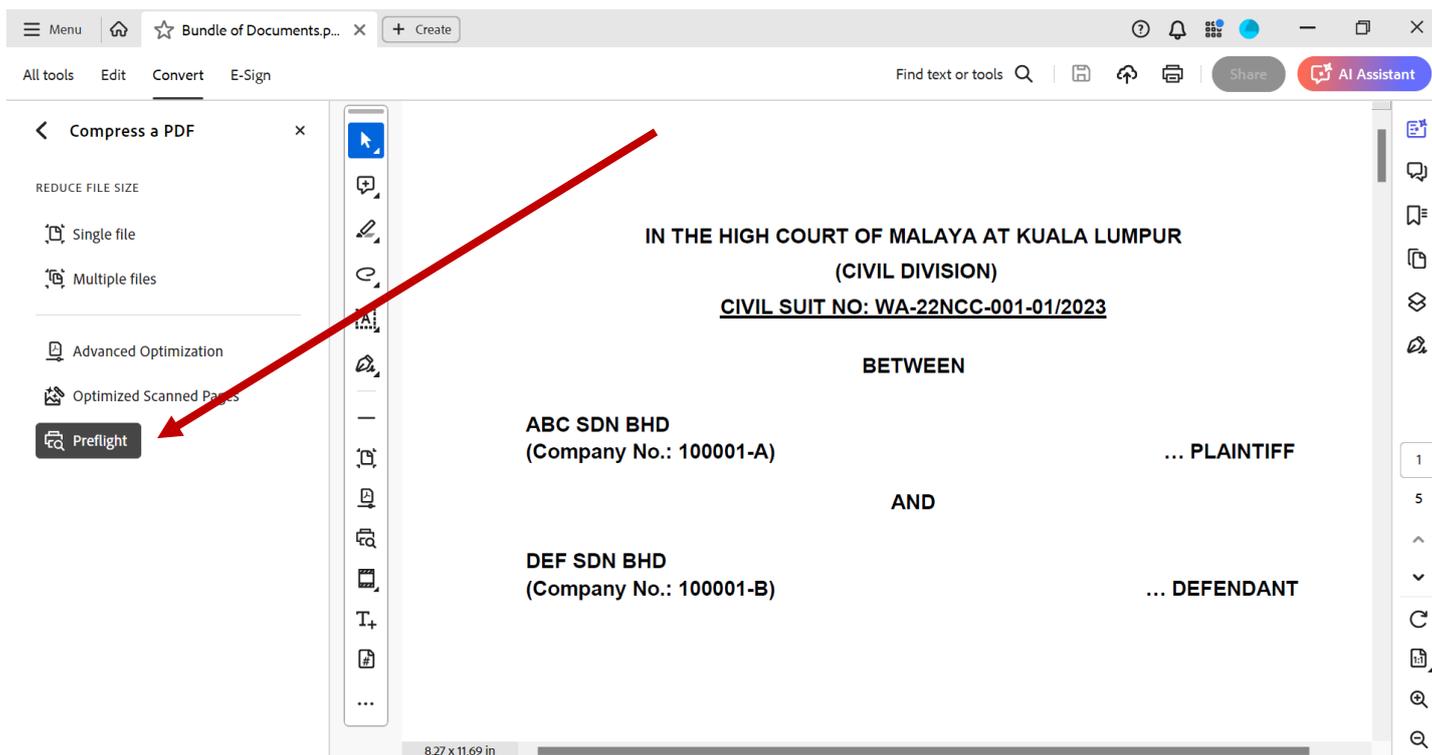
17.1 A PDF document with difference page sizes (e.g. A3, A5, letter) can be resized to A4 with the following steps :-

- (i) Open a PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “All Tools” at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select “Compress PDF”

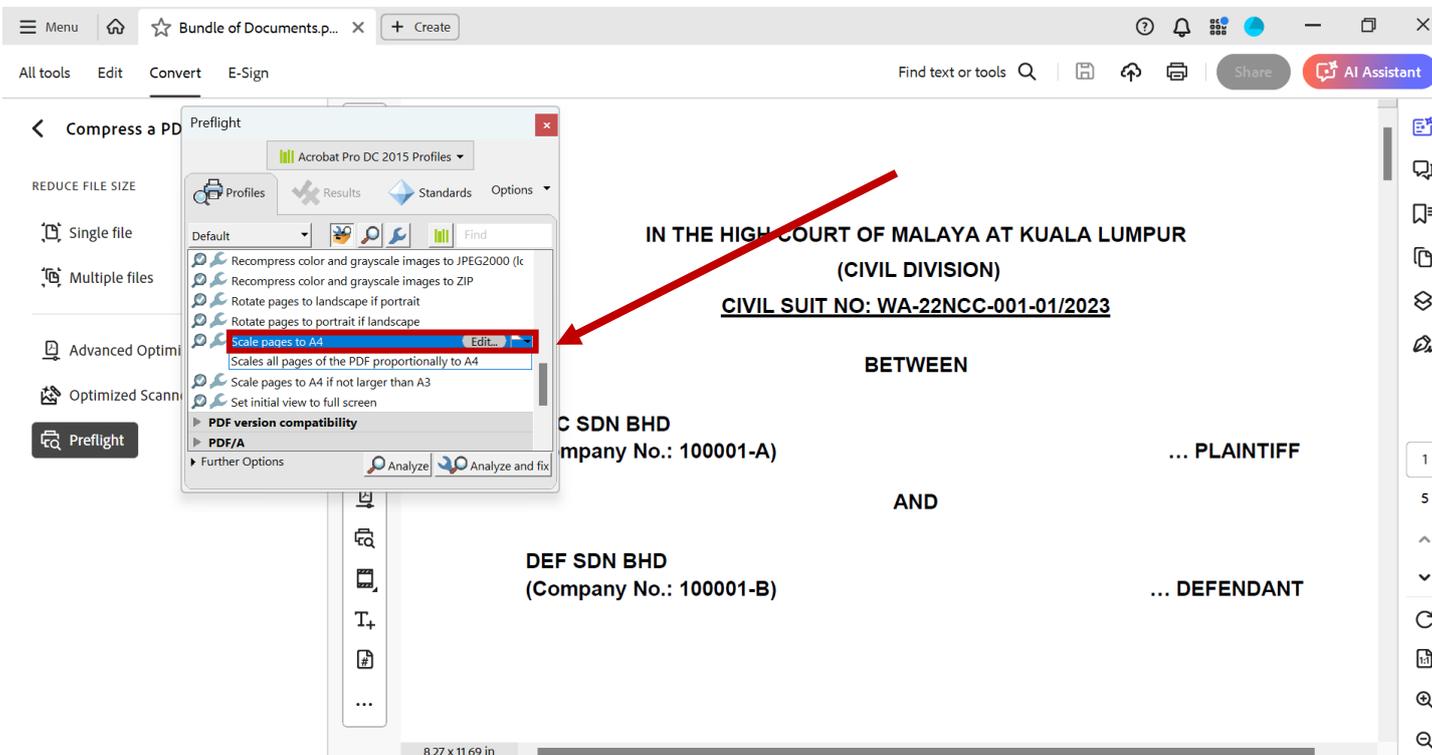




(iii) Select “Preflight”

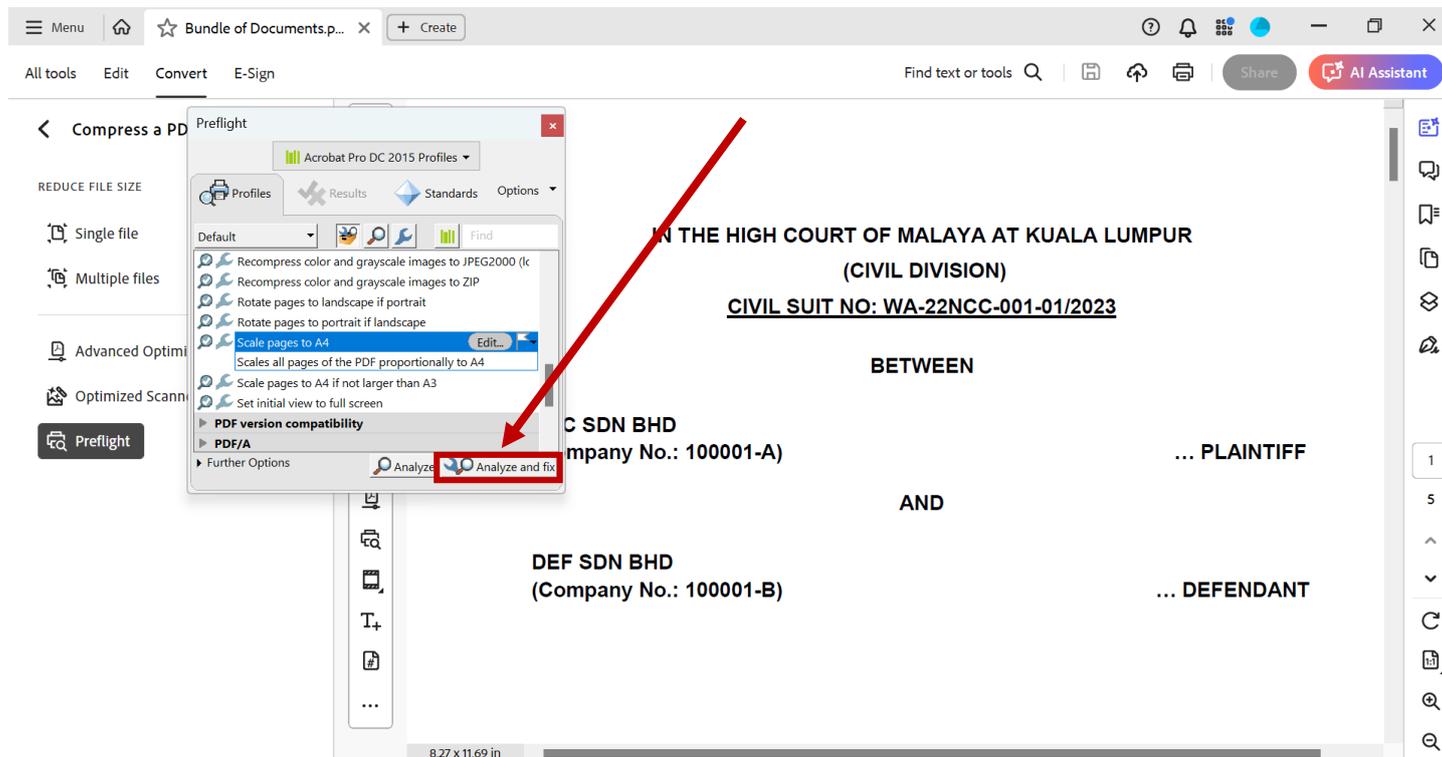


(iv) A pop-up window entitled “Preflight” will appear. Under the “PDF fixups” heading, choose “Scale pages to A4”





(v) Click on “Analyze and fix”



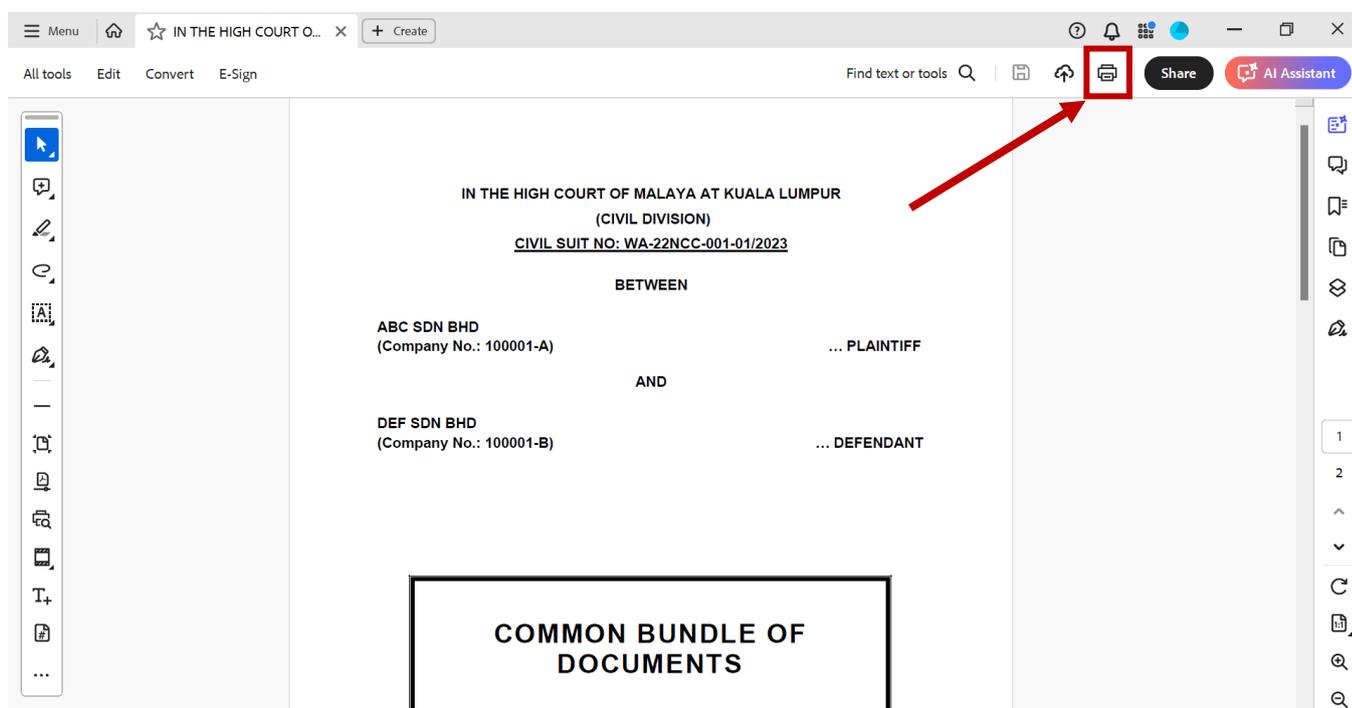
(vi) Save the resized PDF document in the folder



18. FLATTEN, RESIZE (TO A4 PDF PAGE) AND COMPRESS PDF DOCUMENTS AT THE SAME TIME

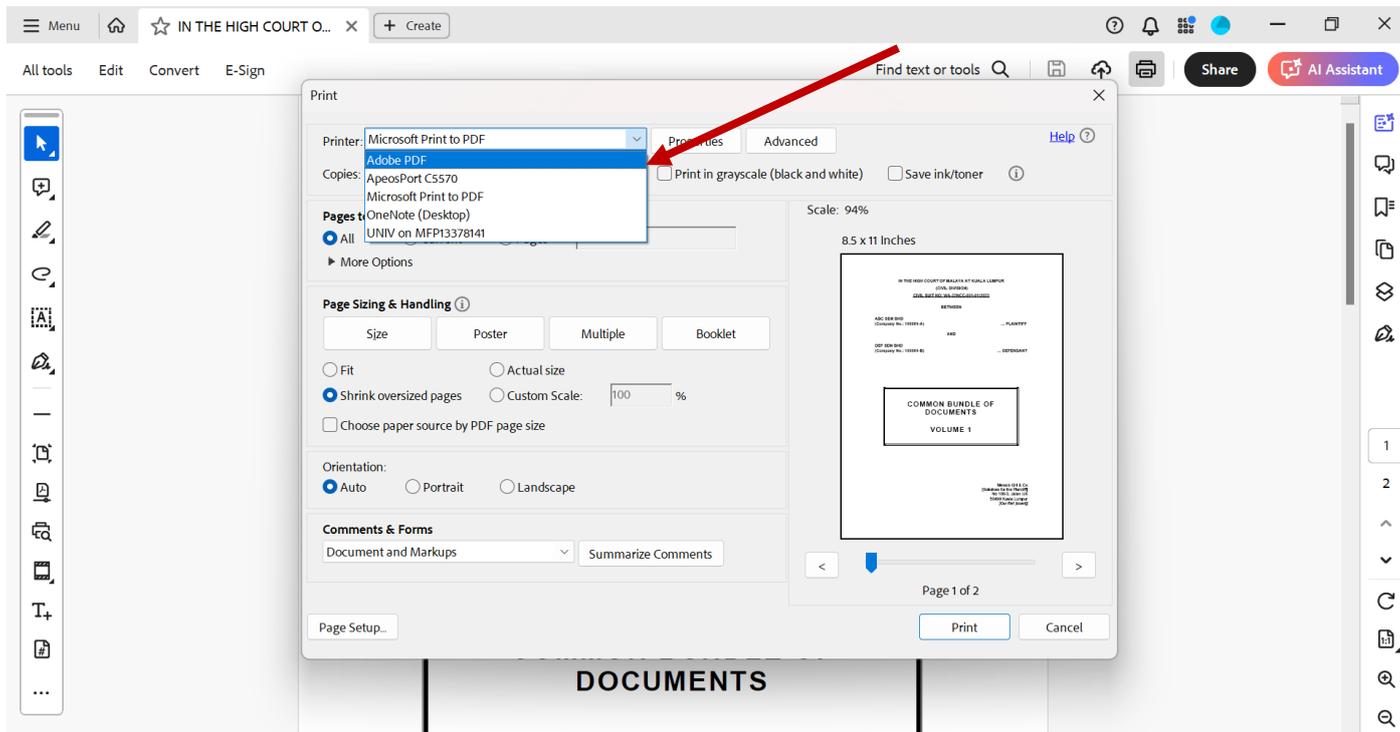
18.1 A PDF document can be flattened, resized to A4 and compressed at the same time by following the steps below :-

- (i) Open the PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on the print icon at the top right corner of the Adobe® Acrobat® Pro DC software interface

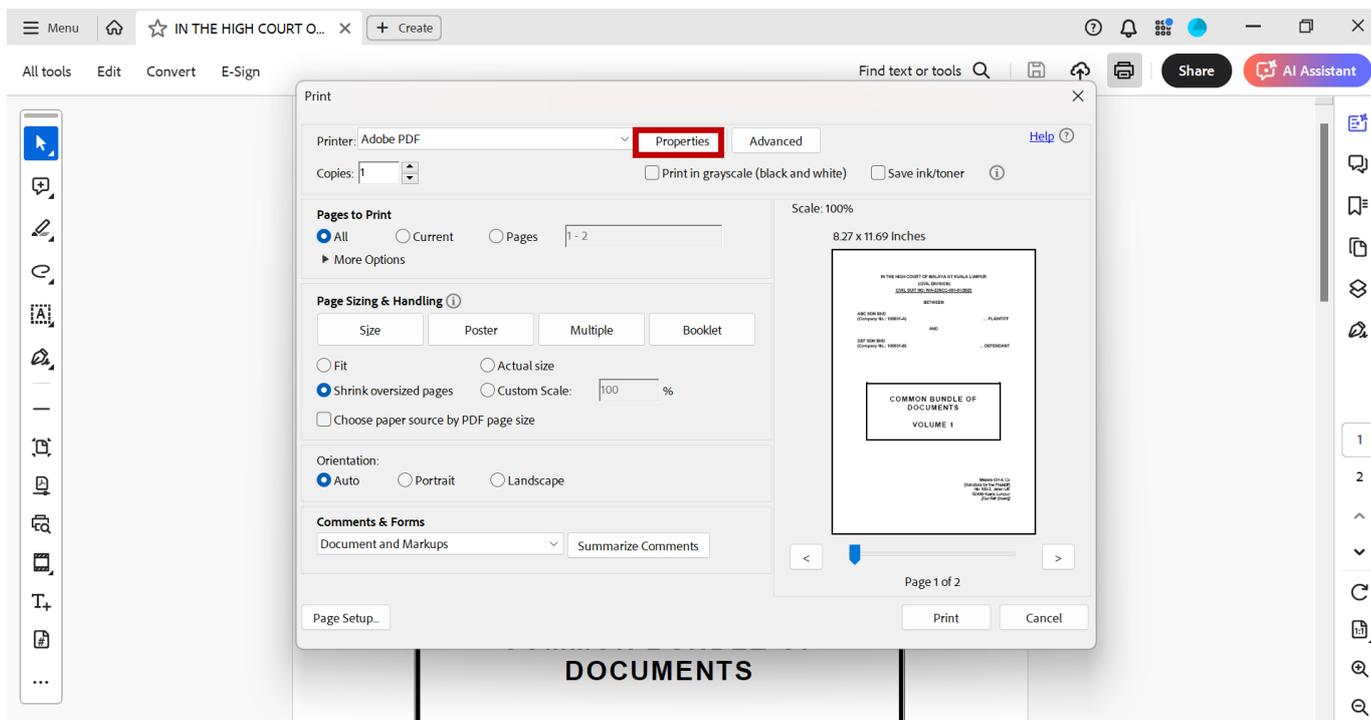




(iii) Search for, and click on, “Adobe PDF”

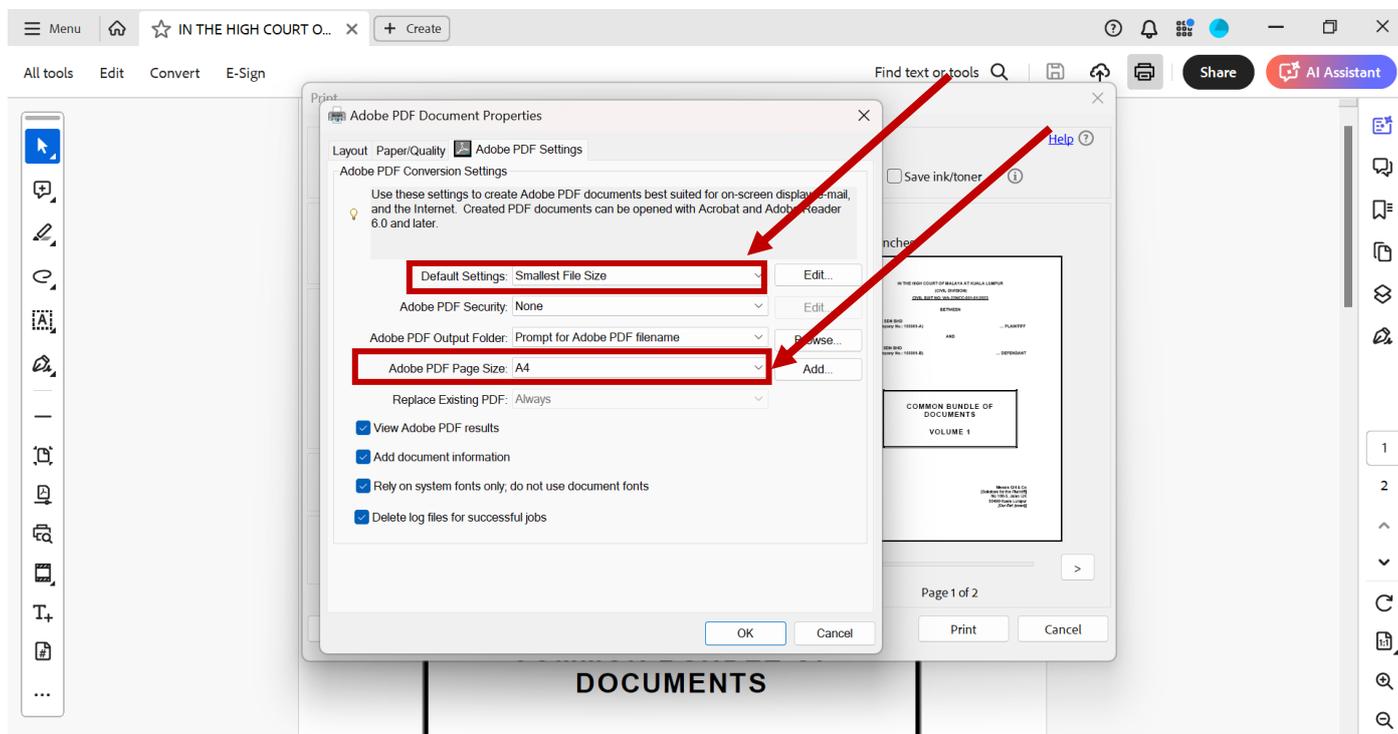


(iv) Click on “Properties”

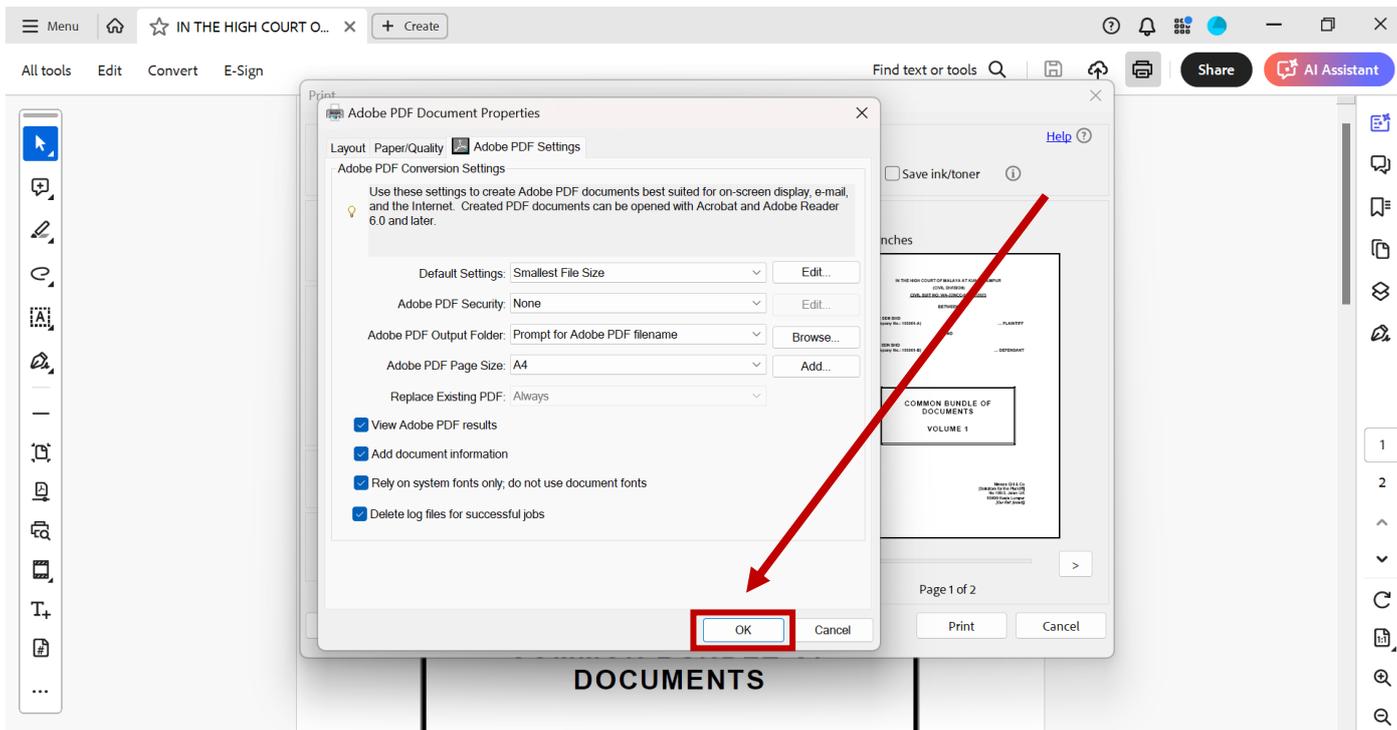




- (v) Select *Smallest File Size* under the *Default Settings* drop-down menu and *A4* under the *Adobe PDF Page Size* drop-down menu

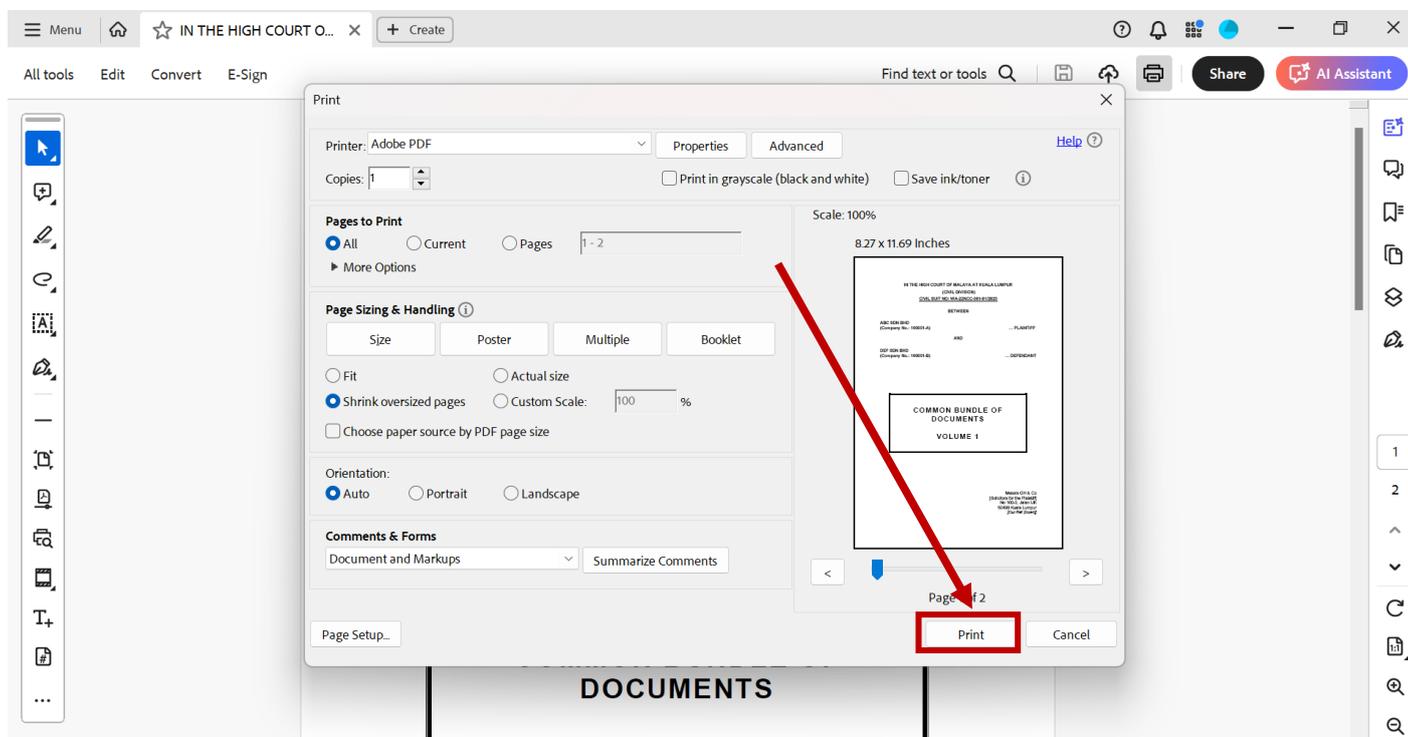


- (vi) Click on *OK*





- (vii) Click on *“Print”* and save the flattened, resized and compressed PDF document in the relevant folder in the server

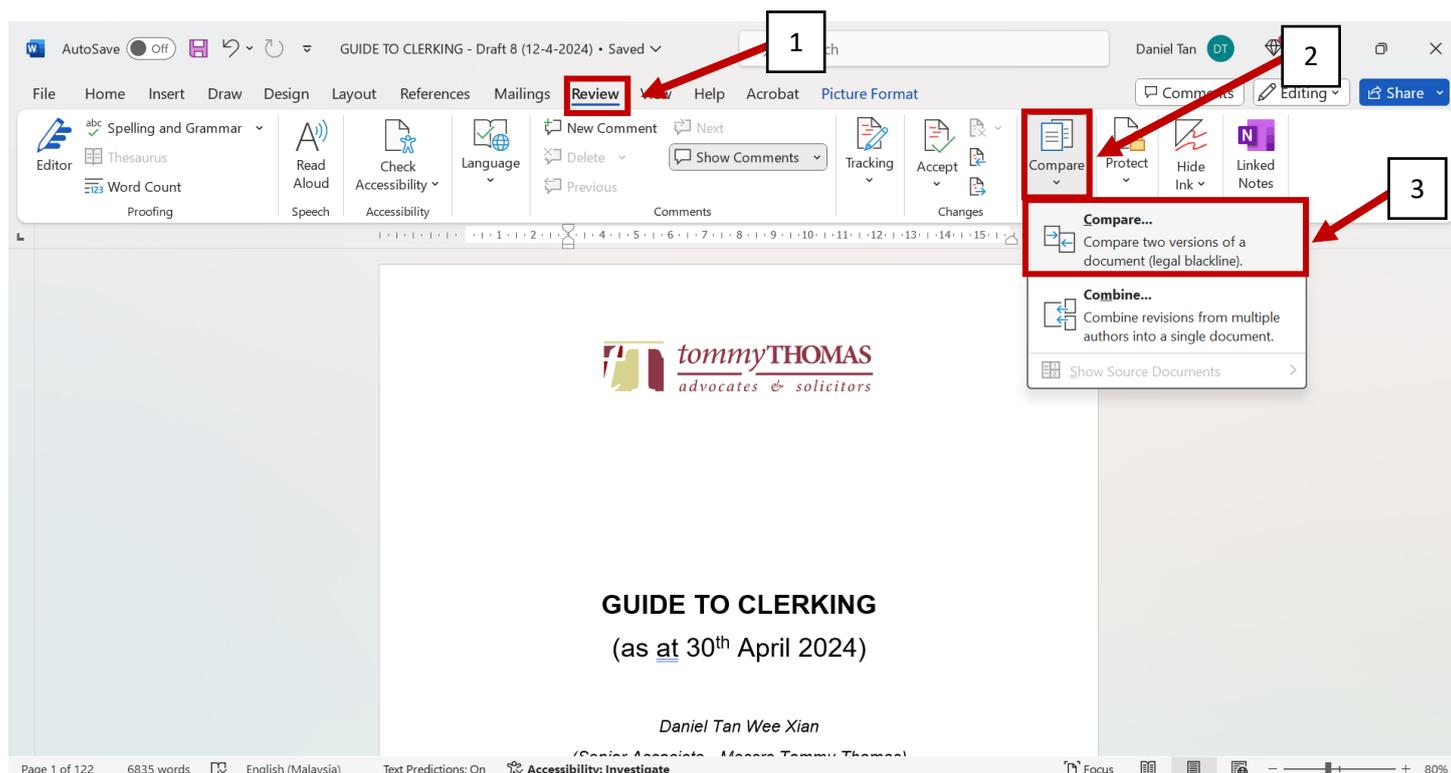




19. COMPARING DOCUMENTS

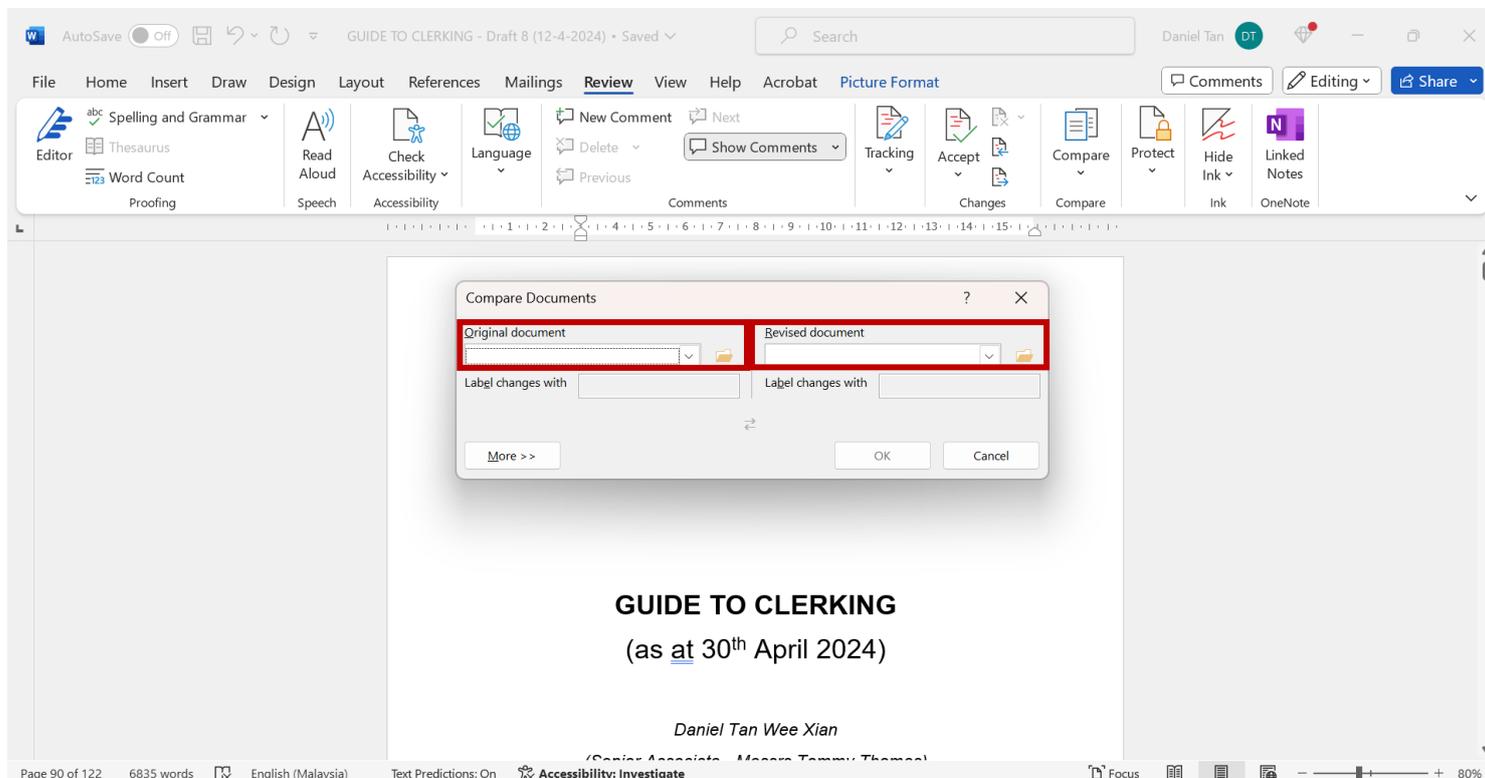
19.1 Two separate Word documents can be compared with each other for dissimilarities by following the steps below :-

- (i) Open a Word document
- (ii) Select the “Review” tab, then select, and click on, “Compare”





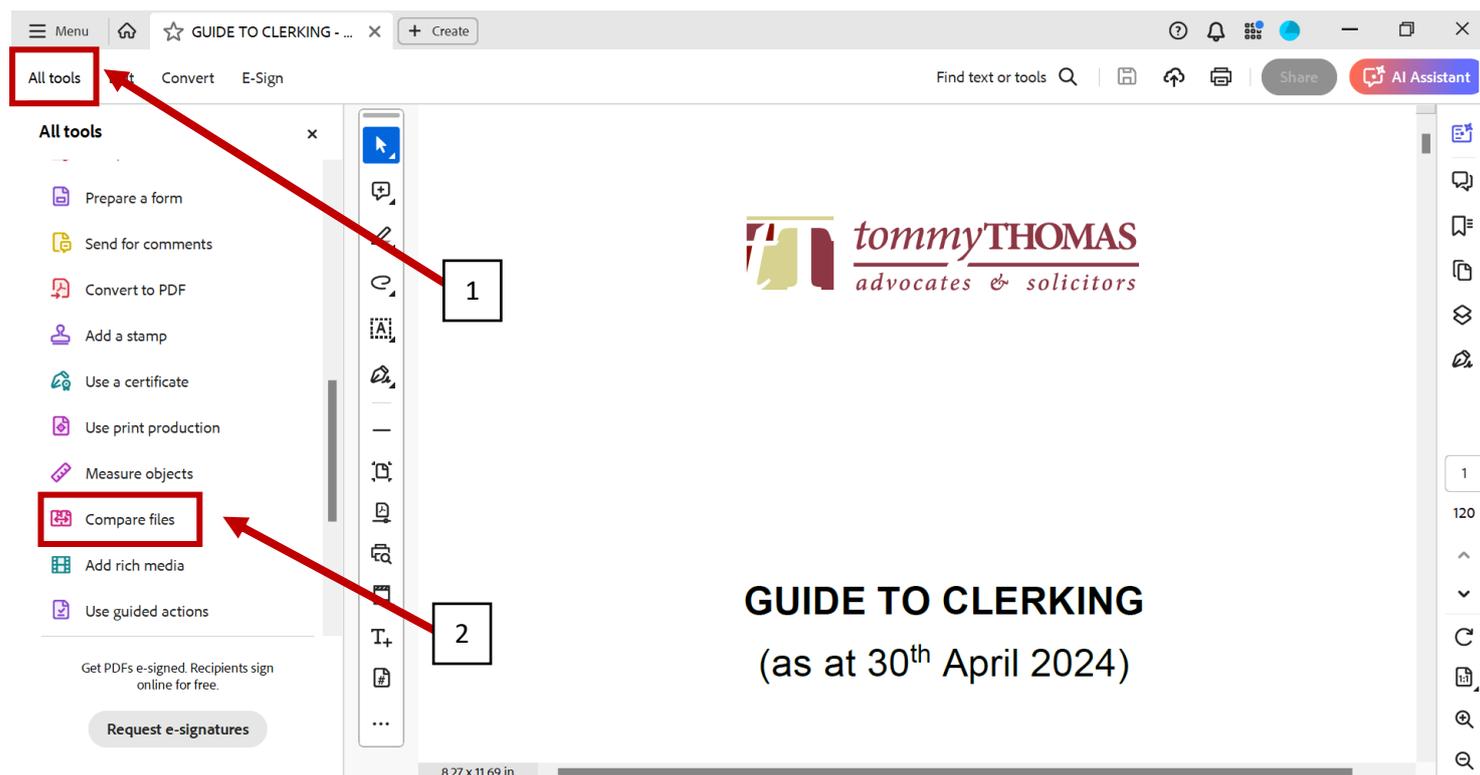
- (iii) A pop-up window entitled “*Compare Documents*” will appear. Select the original document and the revised document before clicking on “OK”



- (iv) A Word document entitled “*Compare Result 1*” will be generated. All insertions / deletions made to the revised document are track-changed
- (v) Save the new Word document

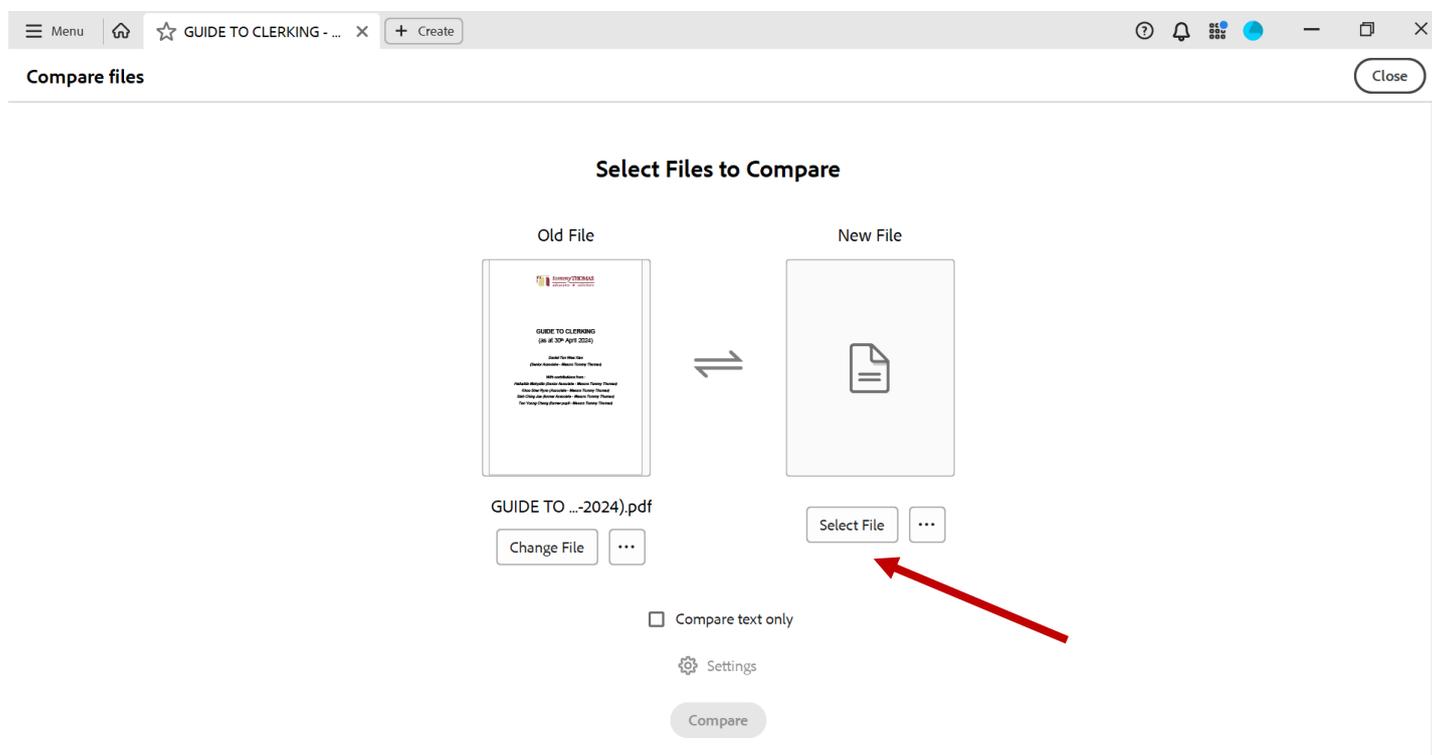
19.2 Two PDF documents can be compared with each other for dissimilarities by following the steps below :-

- (i) Open a PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “All Tools” at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select “Compare files”

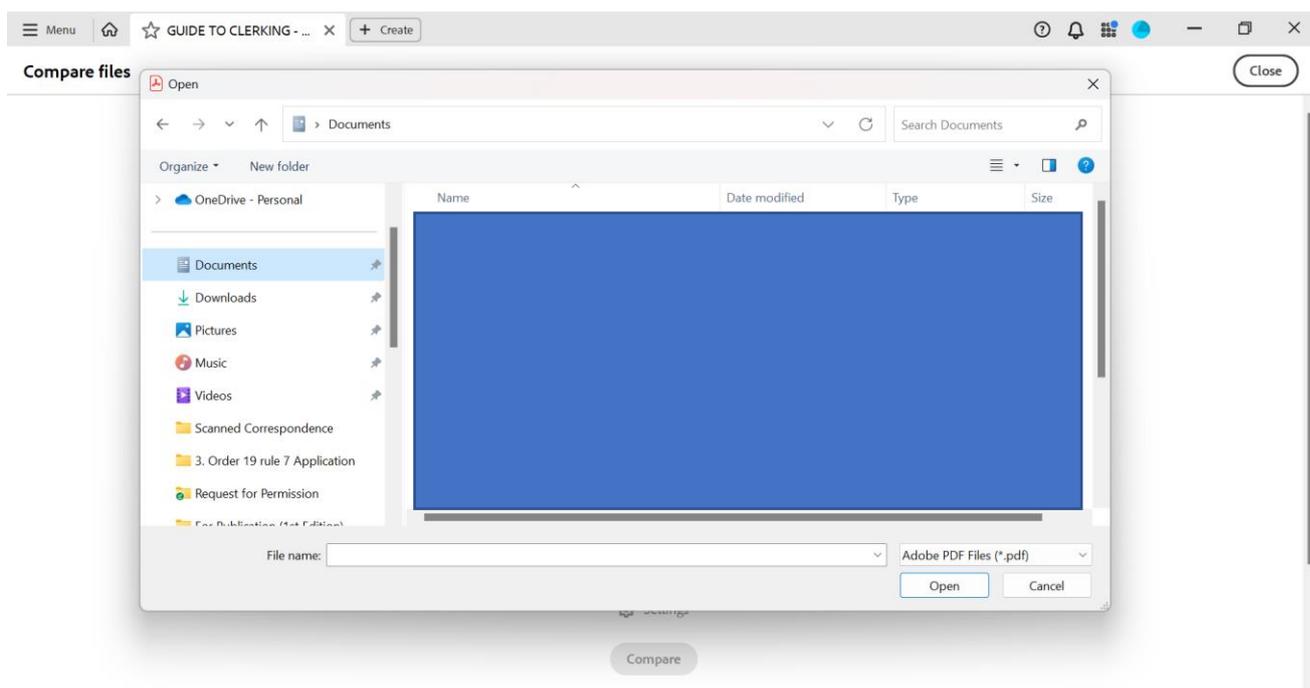




- (iii) Select the relevant document to be compared with the “Old File” by clicking “Select File”



- (iv) Select the file to be compared with from the pop-up window



(v) Click on “Compare” once the file is selected

Menu | HOME | ☆ GUIDE TO CLERKING - ... | + Create

Compare files | Close

Select Files to Compare

Old File | New File

GUIDE TO CLERKING (26 26 30P April 2024) | GUIDE TO CLERKING (26 26 17P April 2024)

GUIDE TO ...-2024).pdf | GUIDE TO ...-2024).pdf

Change File | ... | Change File | ...

Compare text only

Settings

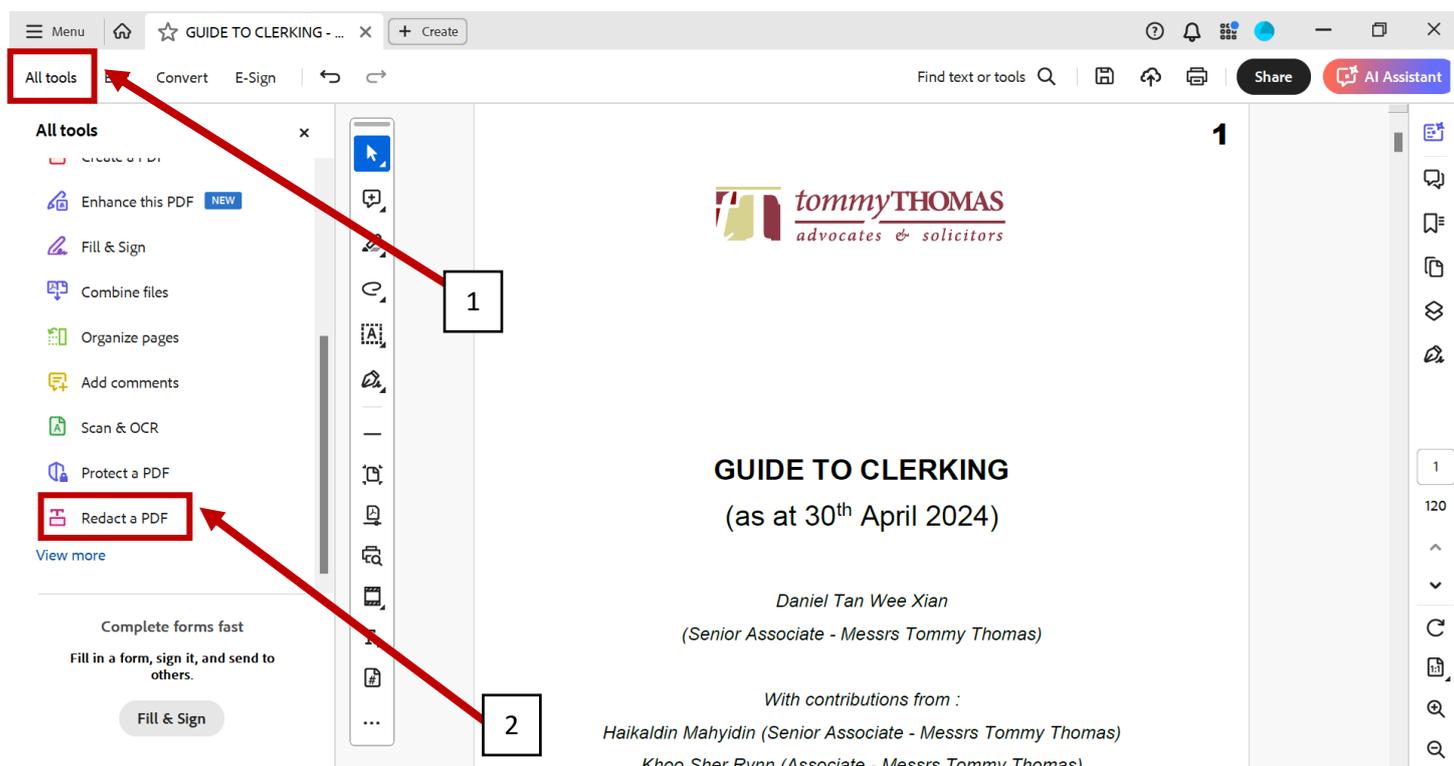
Compare

(vi) A report comparing the difference(s) between the 2 files will then be generated

20. REDACTING PAGE NUMBERS IN A DOCUMENT AT THE SAME TIME

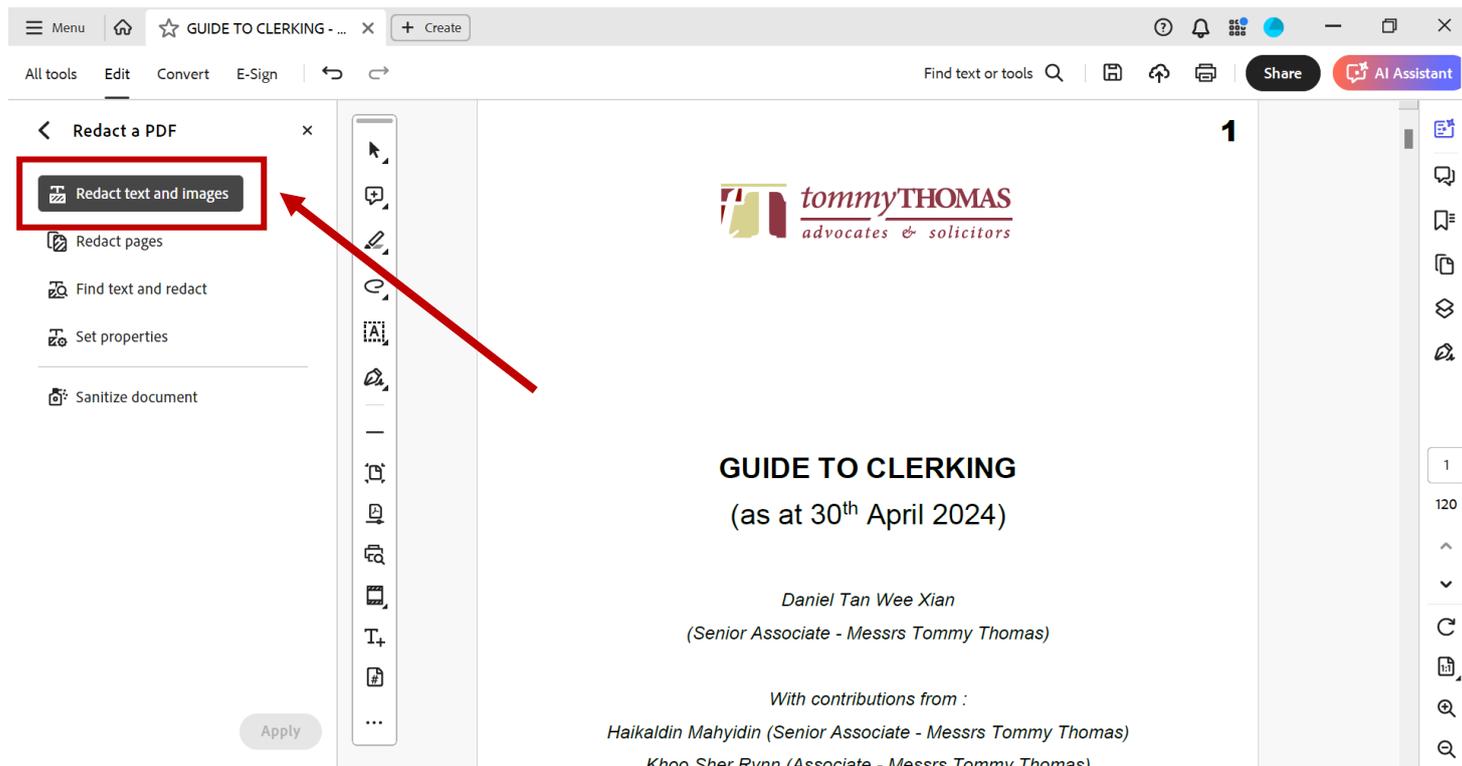
20.1 The page numbers in a document can be redacted at the same time by following the steps below :-

- (i) Open a PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “All Tools” at the top-left corner of the Adobe® Acrobat® Pro DC software interface, then select “Redact a PDF”

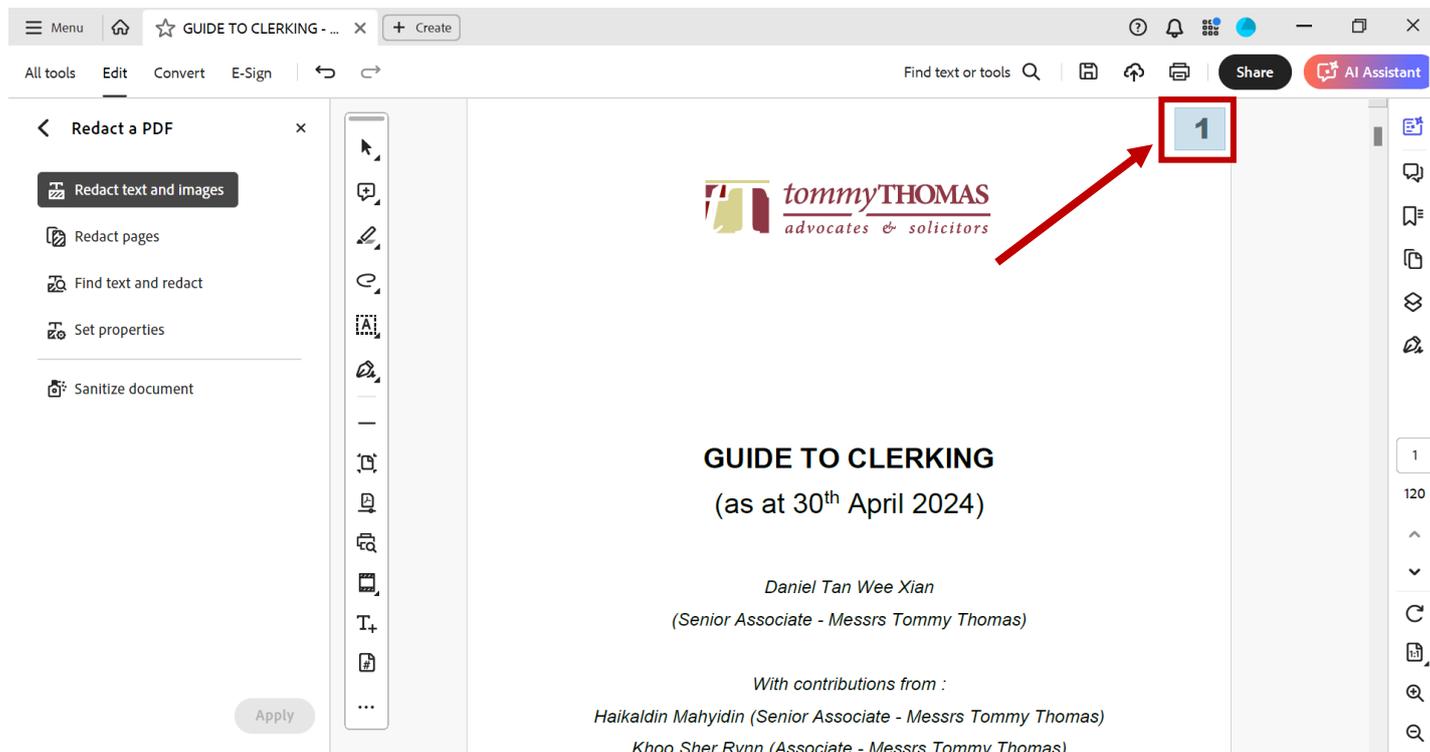




(iii) Click on “Redact Text and Images”

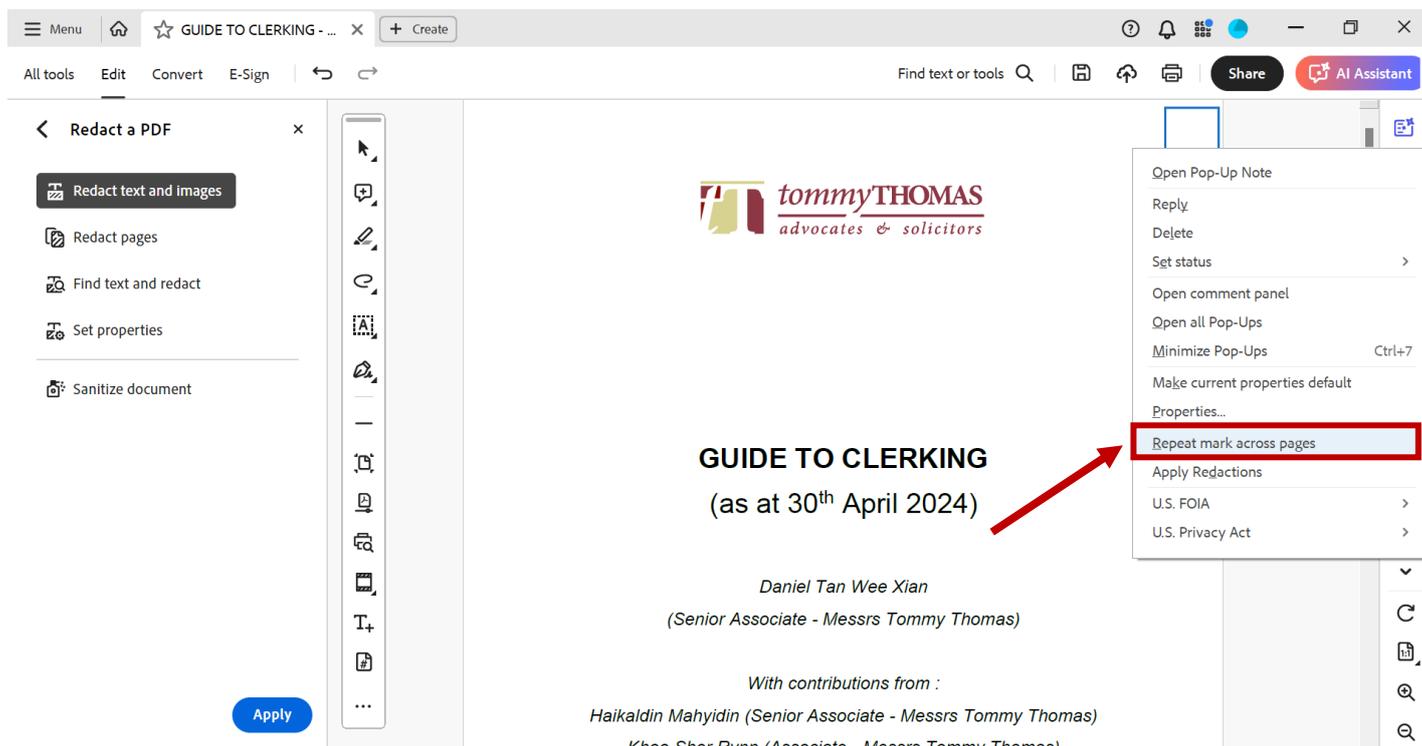


(iv) Mark the area to be redacted (make sure that the marked area is bigger to fit in 2-digit or 3-digit page numbers)

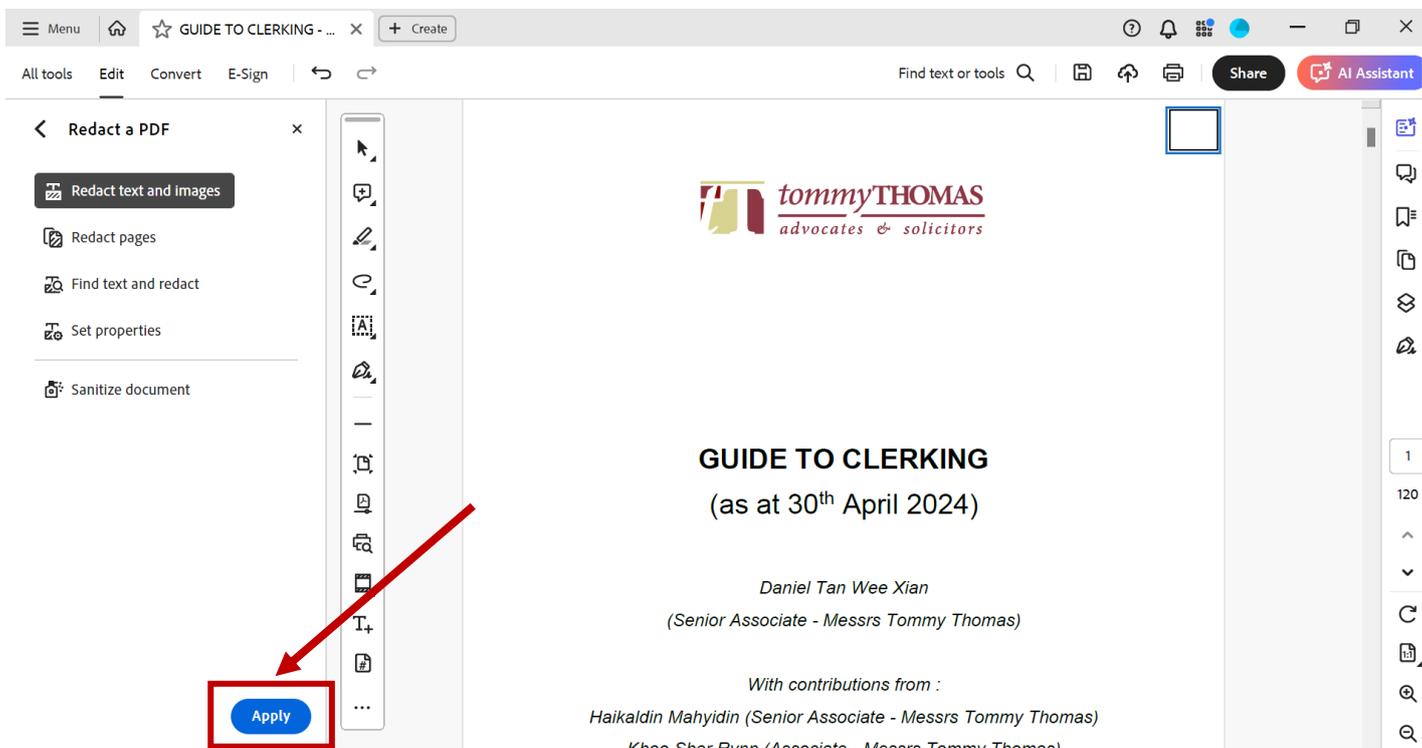




- (v) Right-click on the marked area and click on “Repeat mark across pages”



- (vi) Once you are done with the redaction, click on “Apply” at the bottom-left corner of the Adobe® Acrobat® Pro DC software interface





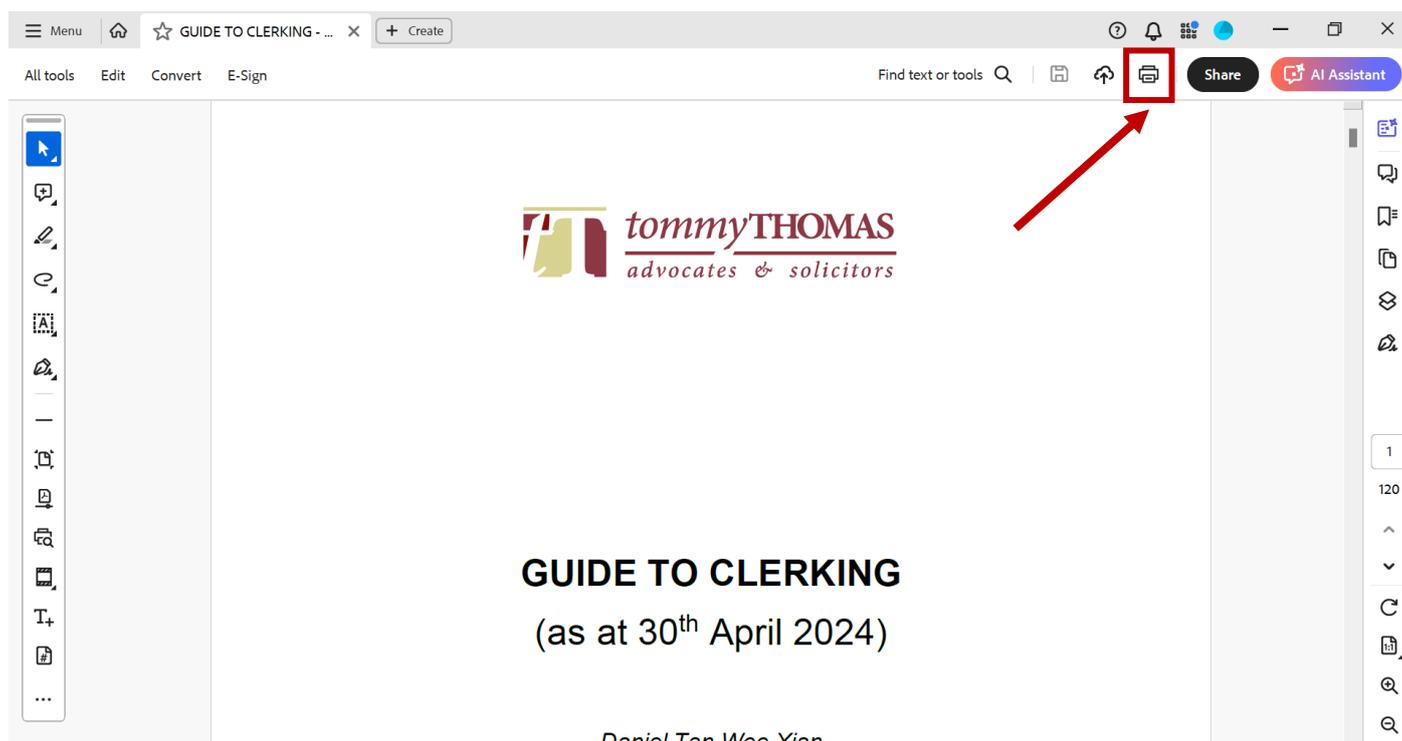
- (vii) Check that all the page numbers are properly redacted before saving the PDF document.



21. CONVERTING PASSWORD PROTECTED PDF DOCUMENTS TO EDITABLE PDFS

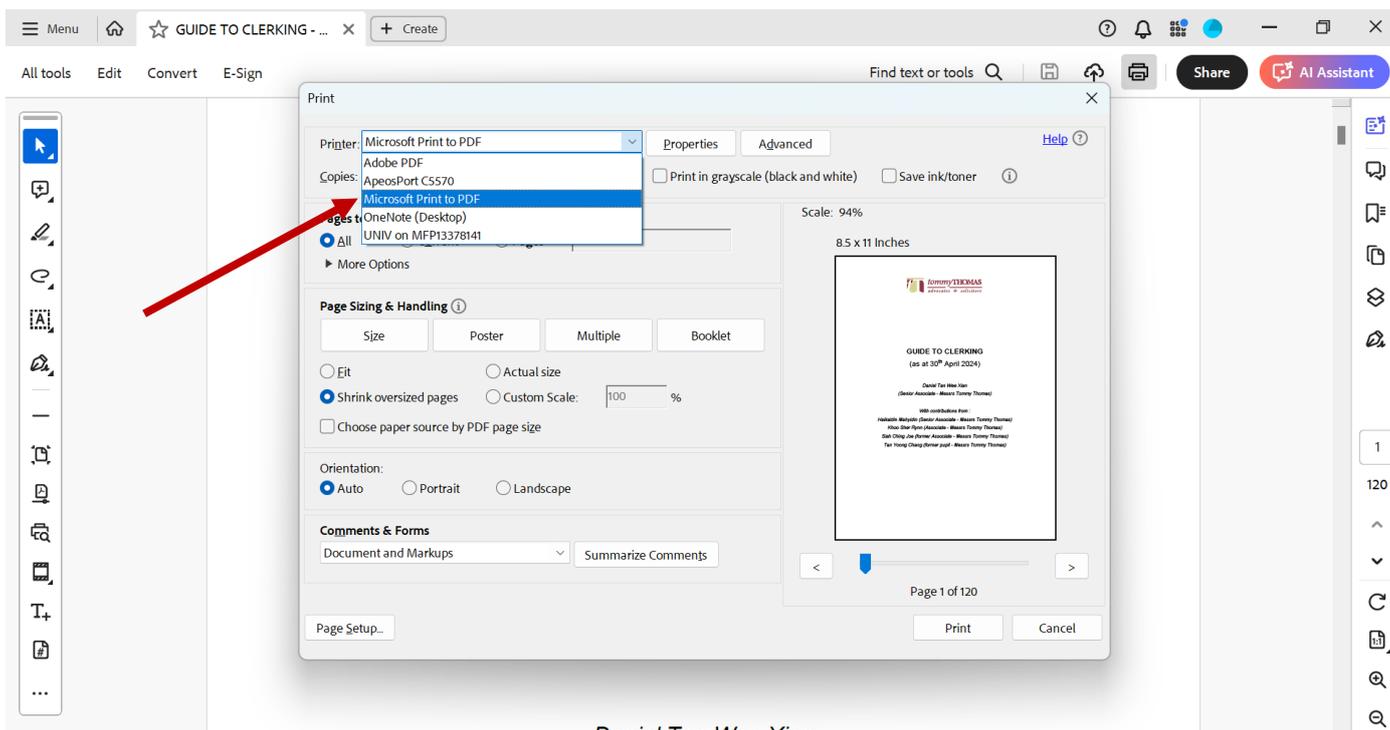
21.1 Password protected PDFs (Court documents downloaded from the e-filing system) can be converted to editable PDFs by following the steps below :-

- (i) Open a password protected PDF document using Adobe® Acrobat® Pro DC;
- (ii) Click on the print icon





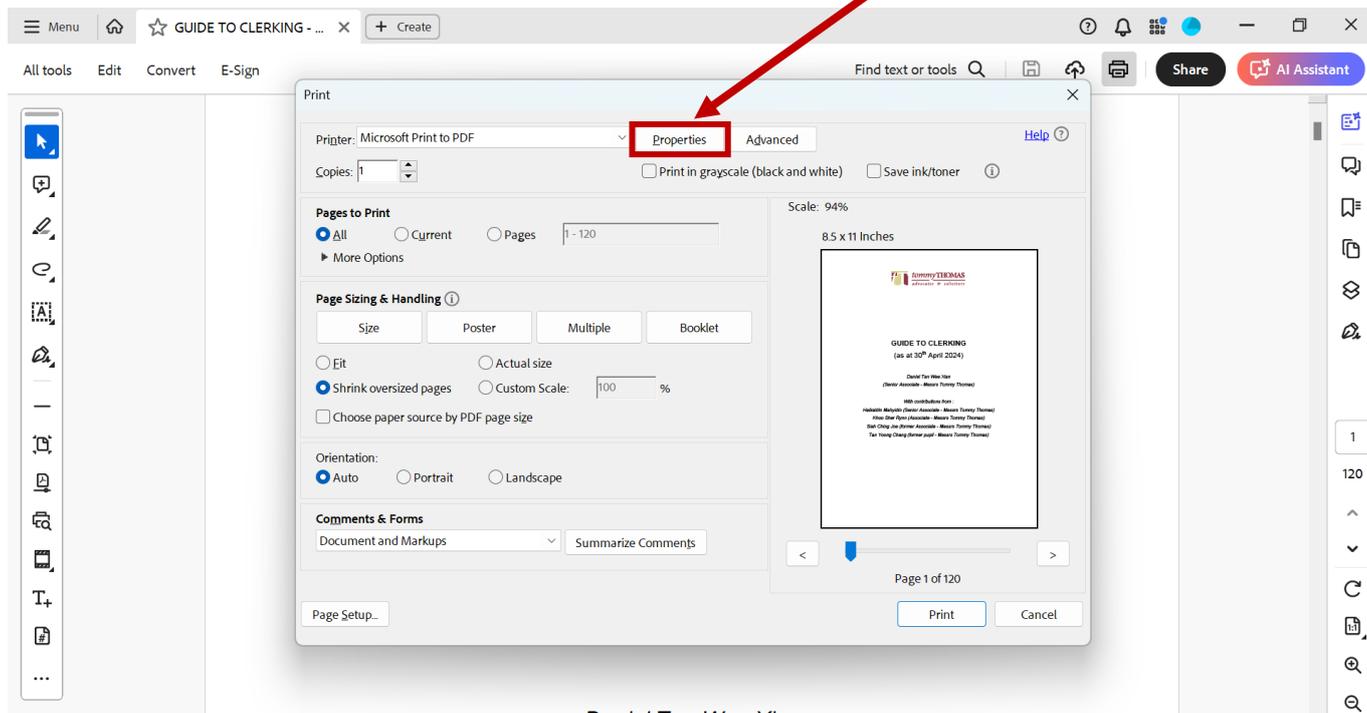
(iii) Select “Microsoft Print to PDF”



Daniel Tan Wee Xian

(iv) Make sure that the size of the PDF is A4 before clicking “Print”. This can be done by following the steps below :-

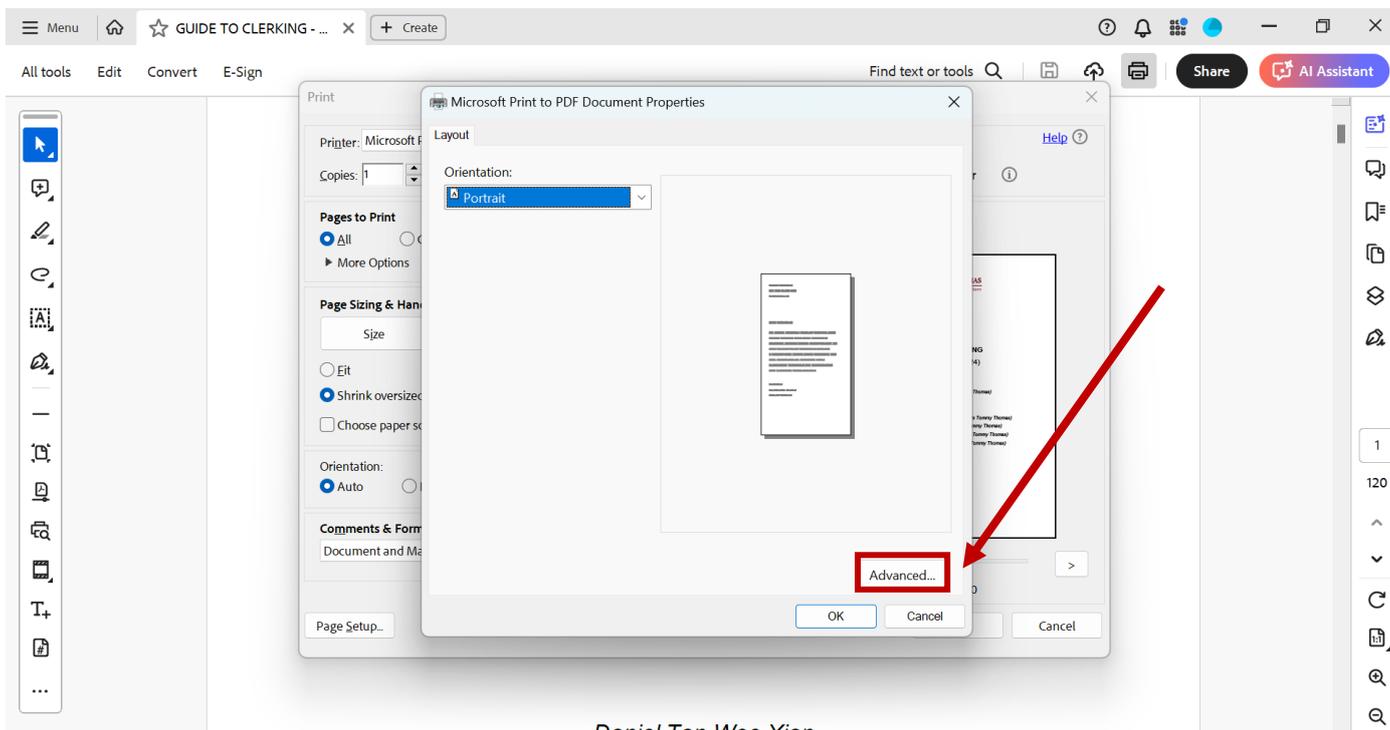
(a) Click on “Properties”



Daniel Tan Wee Xian

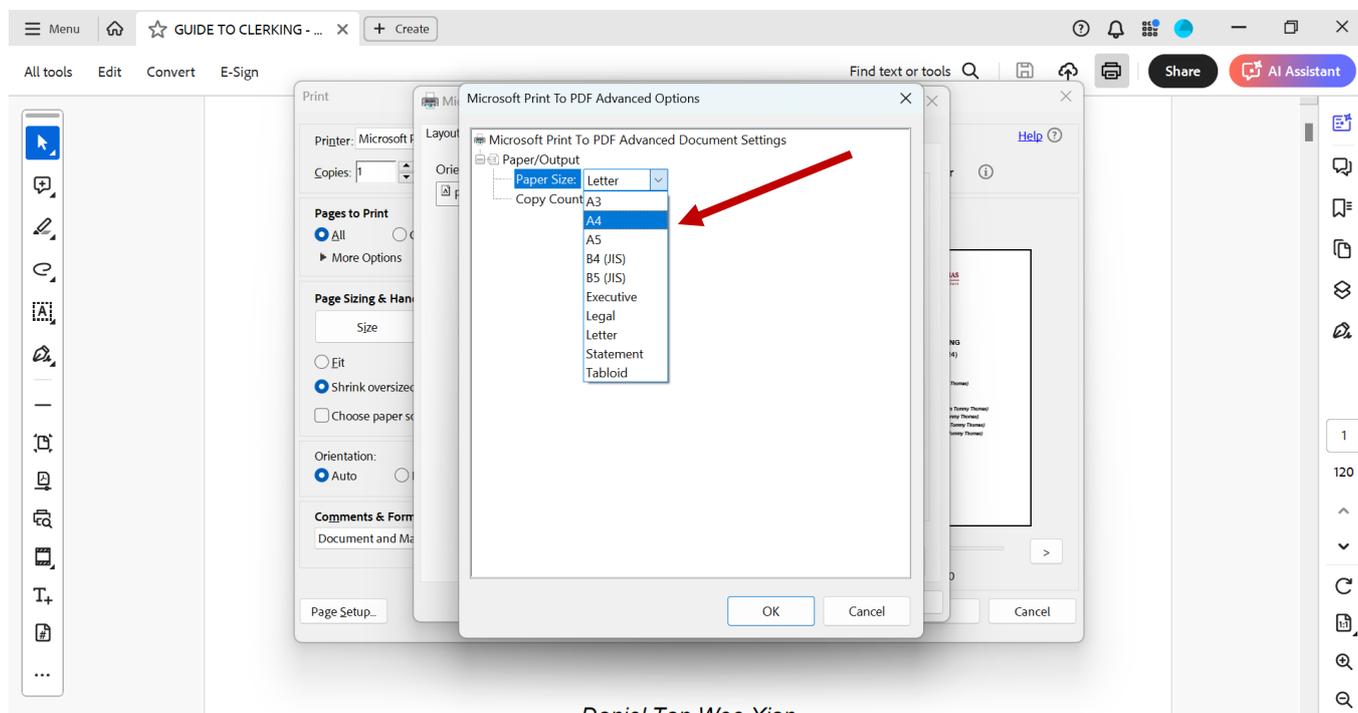


(b) Click on “Advanced”



Daniel Tan Wee Xian

(c) Click on “A4”, then select “OK”



Daniel Tan Wee Xian

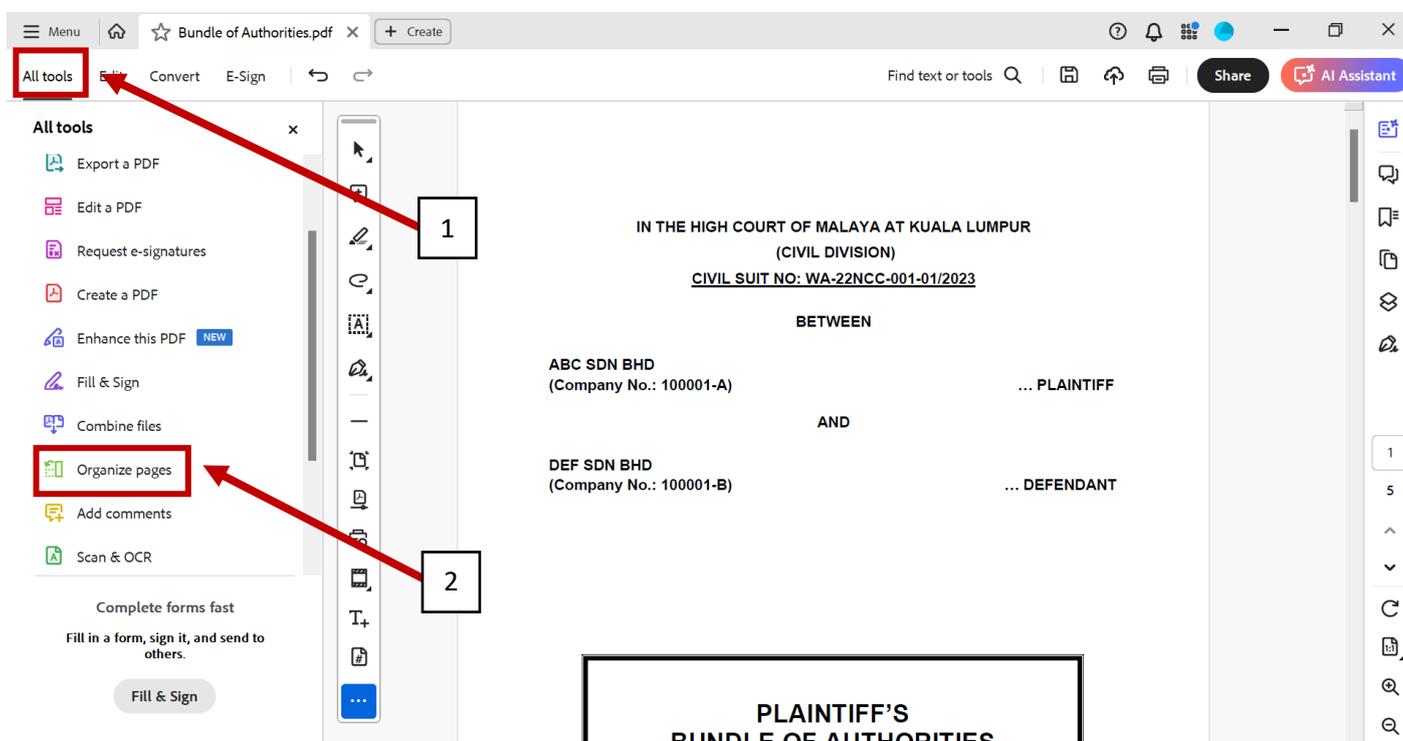
(v) Save the editable PDF into the relevant folder.



22. PAGE RE-LABELLING

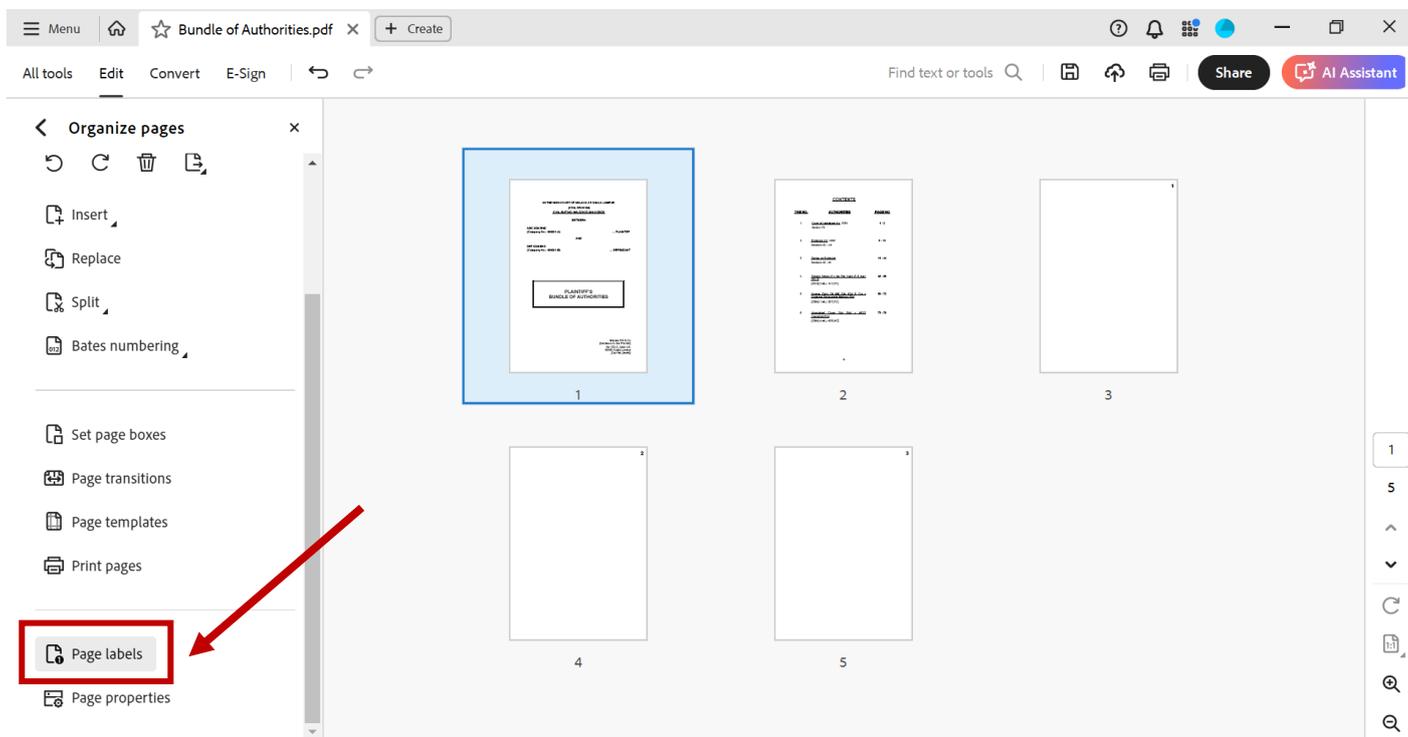
22.1 The PDF page number of a PDF document can be edited / re-labelled to match the continuous page numbers of that PDF document. This can be done by following the steps below :-

- (i) Open a PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “*All Tools*” at the top-left corner of the Adobe® Acrobat® Pro DC software, then select “*Organize pages*”

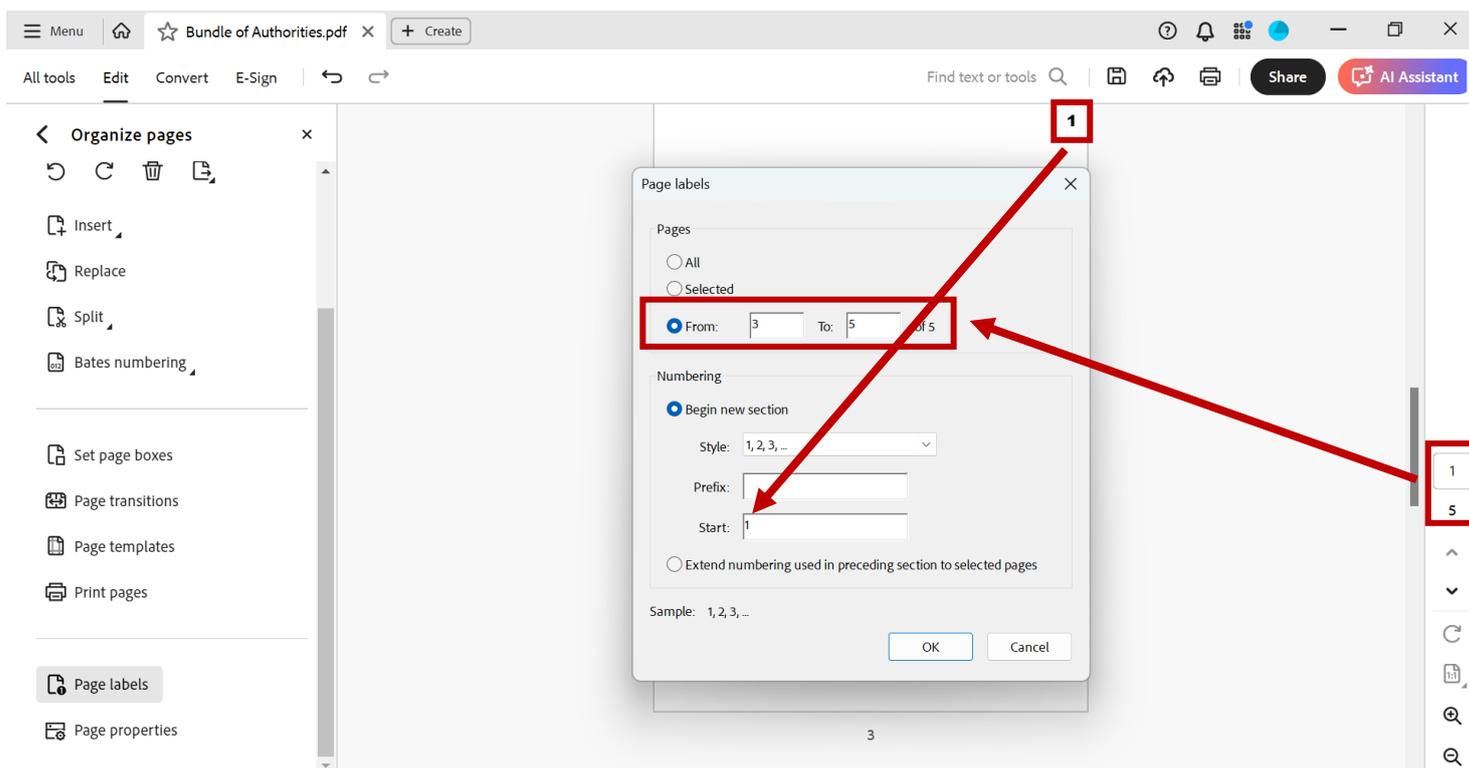




(iii) Click on “Page labels”

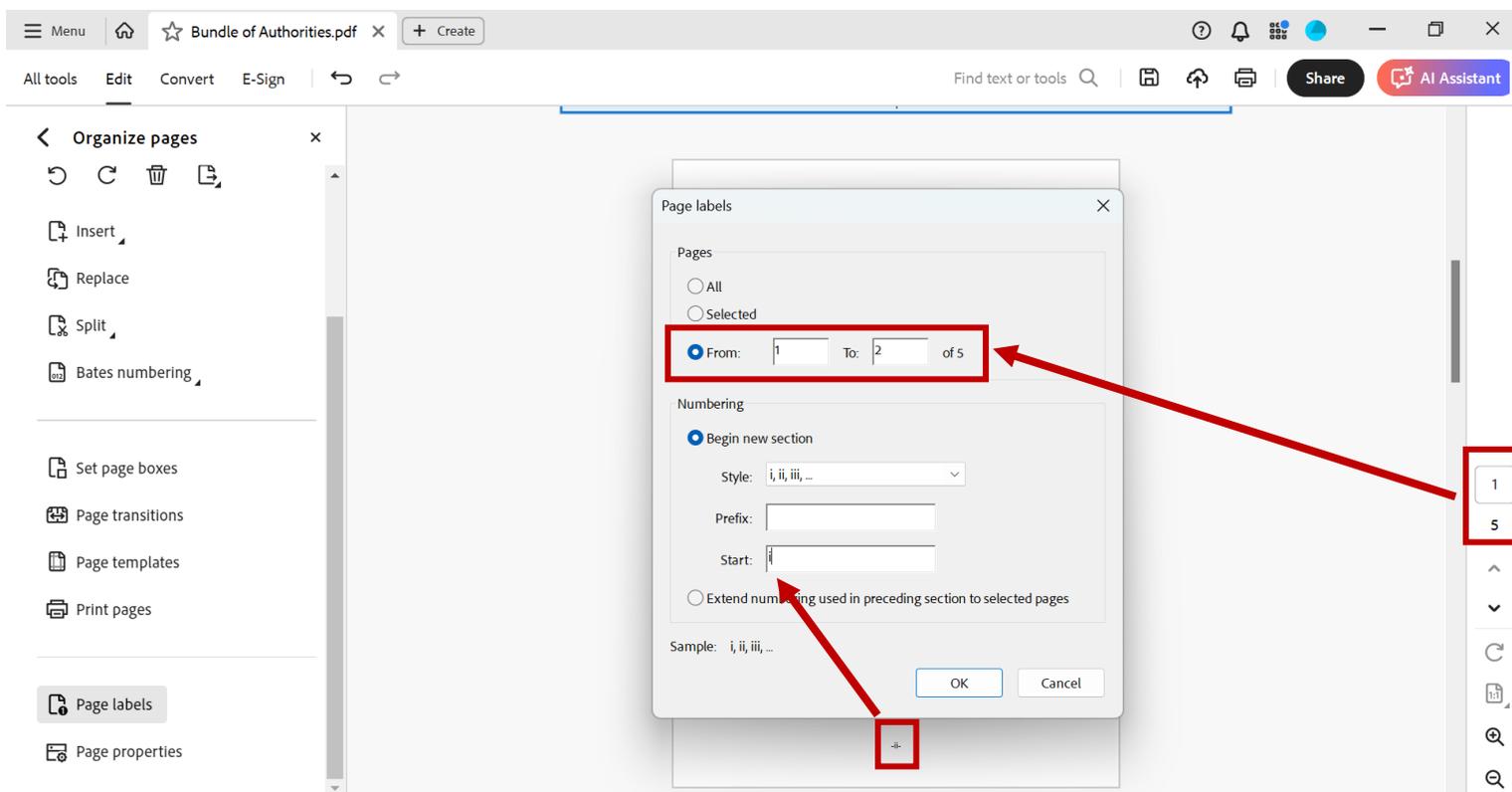


(iv) Set (a) the range of PDF pages to be re-labelled and (b) the starting value (this refers to the pagination of the PDF document)





- (v) Repeat Steps (i) to (iv) for any PDF pages which have not been re-labelled. This is useful to separate the paginated pages from those that are not. The latter can be re-labelled as roman numerals, instead of numerical digits





22.2 Re-labelled PDF page numbers would look like this

Bundle of Authorities.pdf

2.	<i>Evidence Act, 1950</i> Sections 42 - 44	3 - 10
3.	<i>Sarkar on Evidence</i> Sections 42 - 44	11 - 44
4.	<i>Takako Sakao (f) v Ng Pek Yuen (f) & Anor (No 3)</i> [2010] 2 MLJ 141 [FC]	45 - 58
5.	<i>Kosma Palm Oil Mill Sdn Bhd & Ors v Koperasi Serbausaha Makmur Bhd</i> [2004] 1 MLJ 257 [FC]	59 - 72
6.	<i>Associated Cover Sdn Bhd v MCIS Insurance Bhd</i> [2004] 4 MLJ 408 [HC]	73 - 79

ii
5

-ii-

Bundle of Authorities.pdf

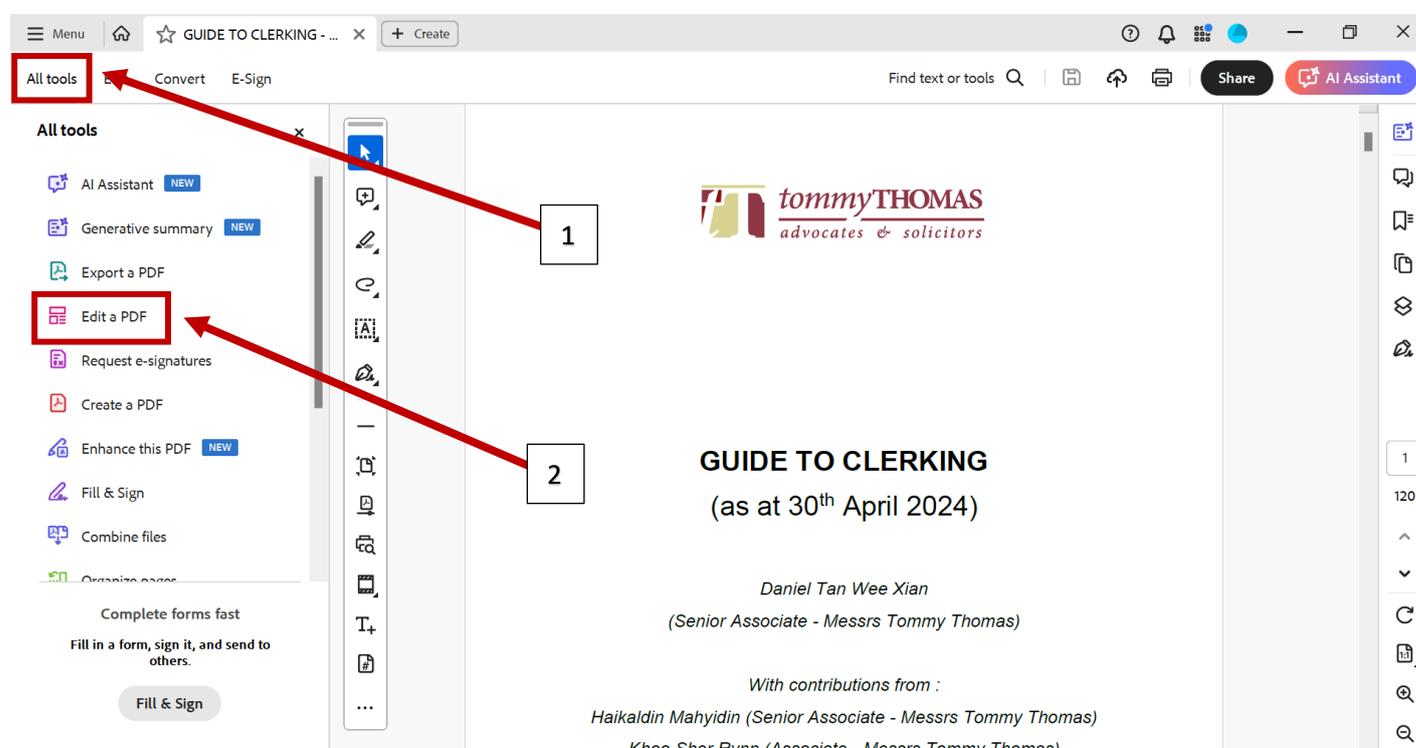
2

2
5

23. HYPERLINKING A DOCUMENT REFERENCE TO THE RELEVANT PAGE OF A DOCUMENT

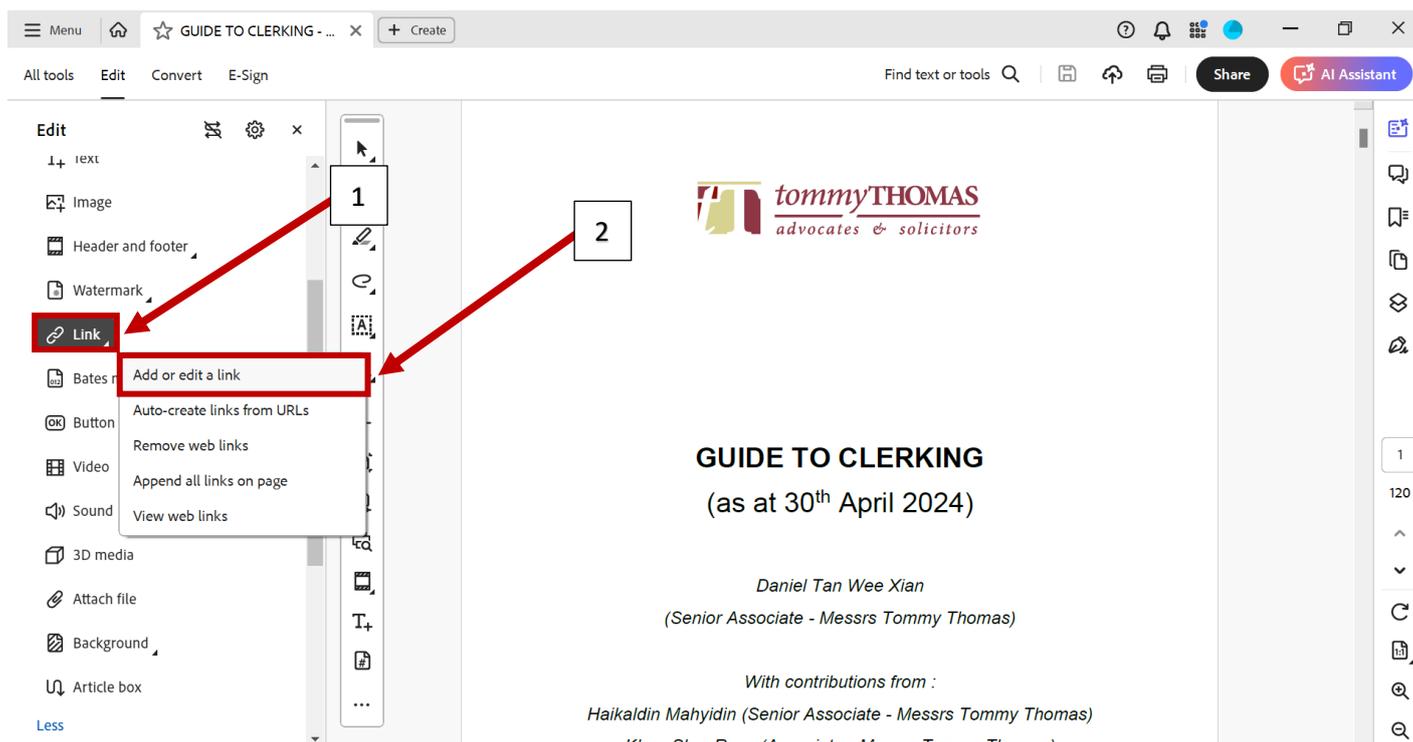
23.1 One can hyperlink a document reference to the relevant page of a document (provided they are all placed in the same folder) by following the steps below :-

- (i) Open a PDF document using Adobe® Acrobat® Pro DC
- (ii) Click on “*All tools*” at the top-left corner of Adobe® Acrobat® Pro DC software interface, then select “*Edit a PDF*”

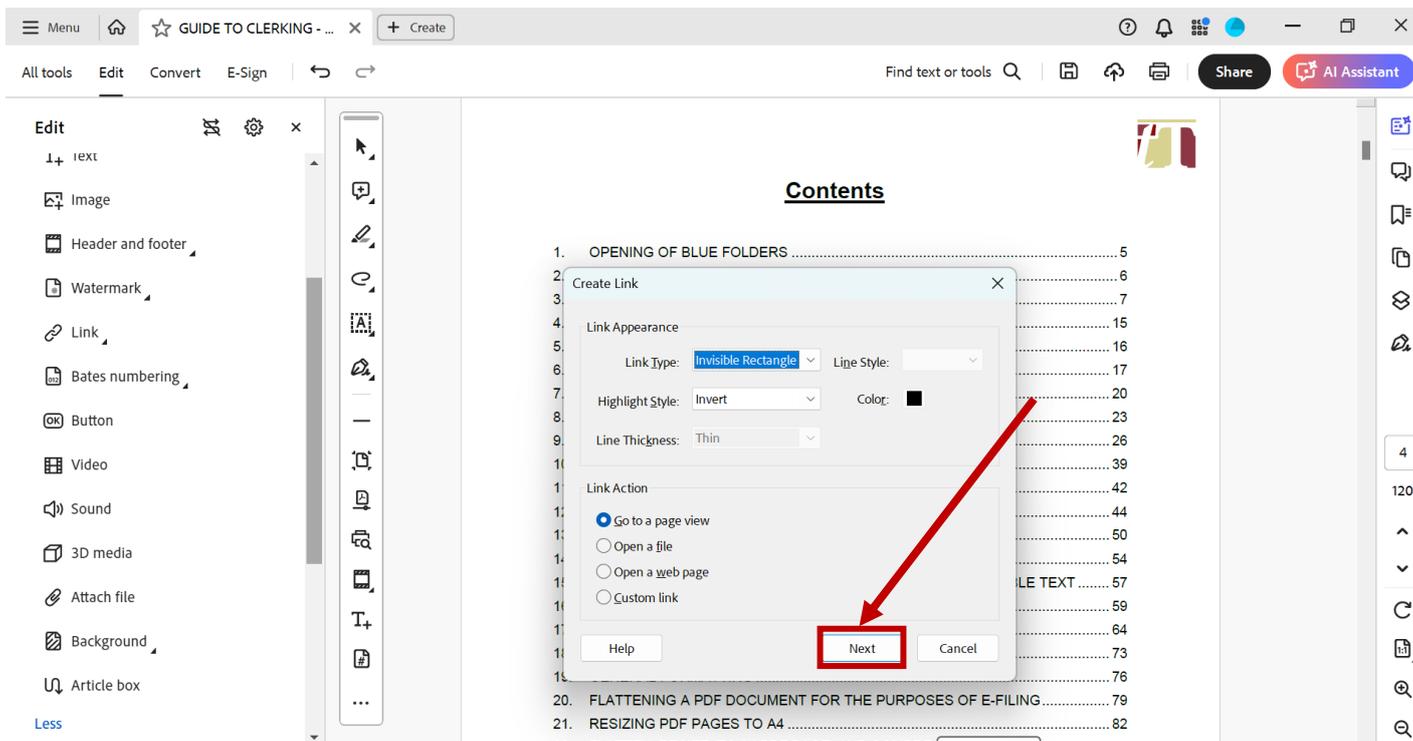




(iii) Select “Link”, then click on “Add or edit a link”

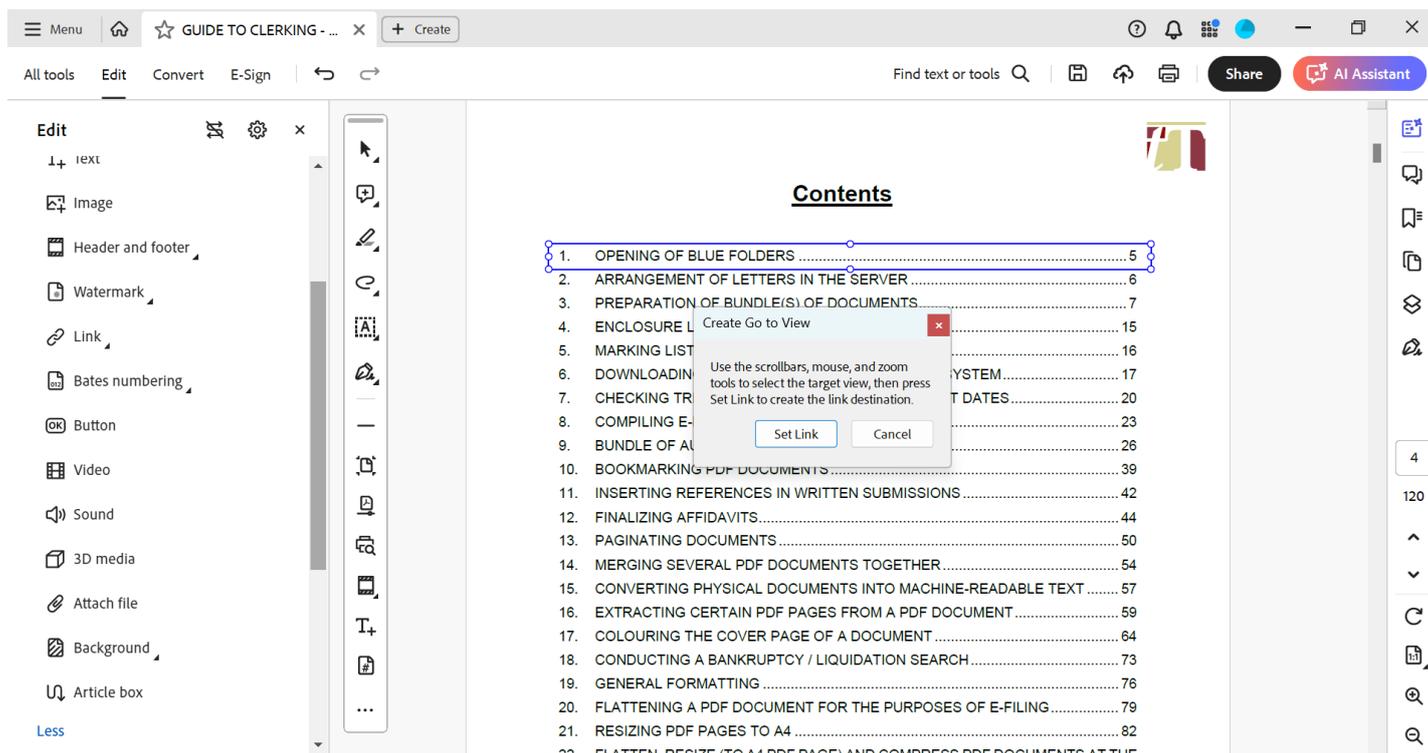


(iv) Highlight the document reference (or area, depending on your need) intended to be linked to another document. A pop-up window entitled “Create Link” will then appear. Adopt the following settings before clicking on “Next”

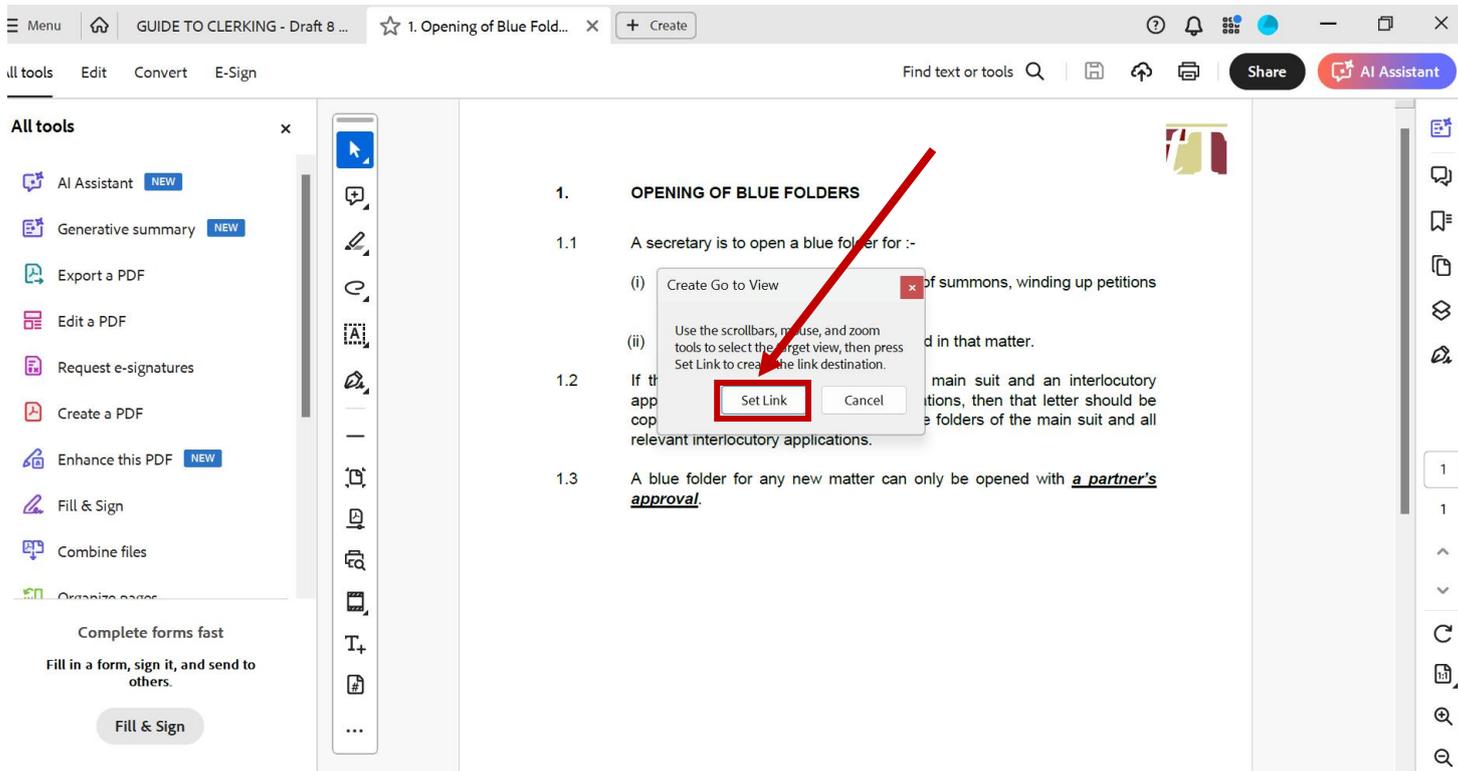




(v) Another pop-up window entitled "Create Go to View" will appear

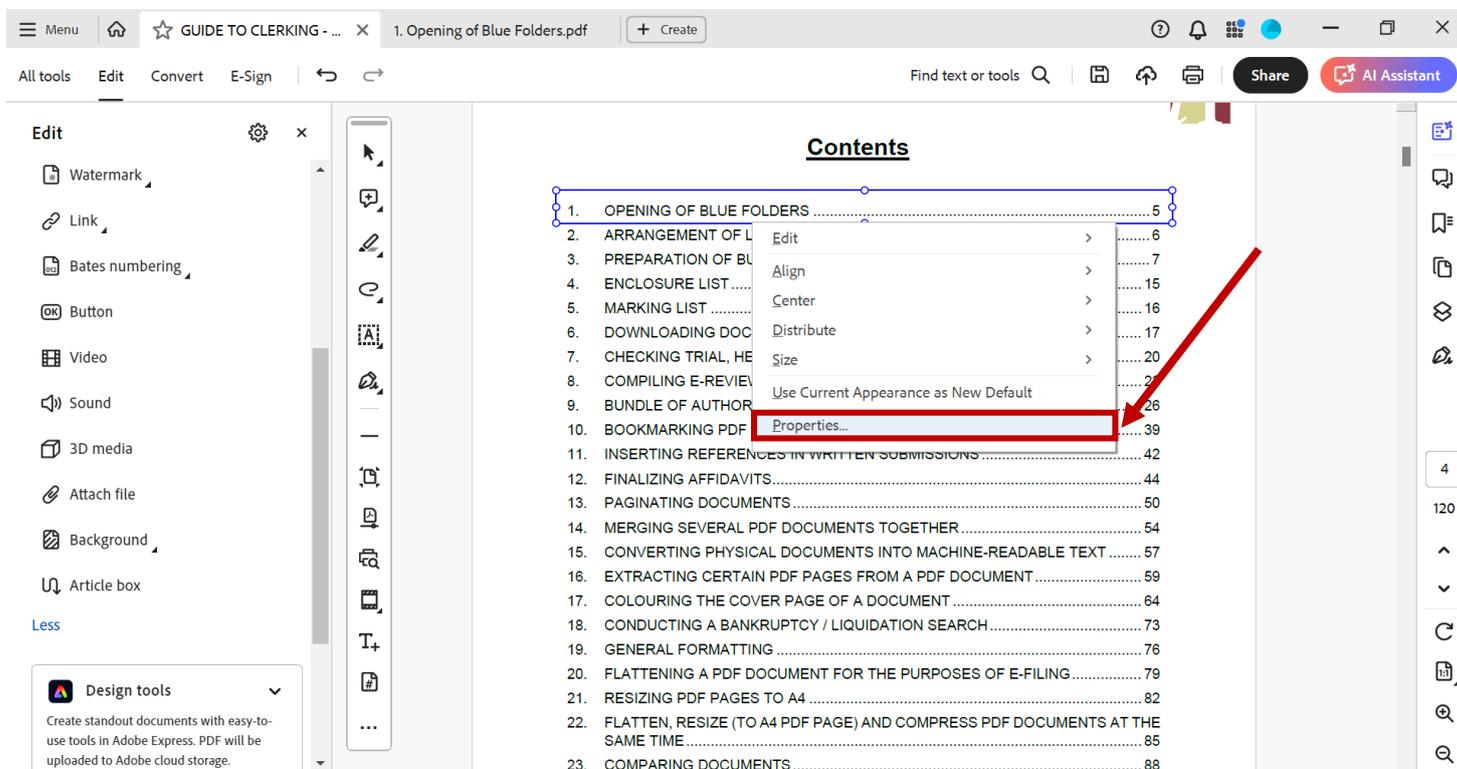


(vi) At this point, open the desired document to be referred to and navigate to the specific segment / page of the document. Once this is done, click on "Set Link"

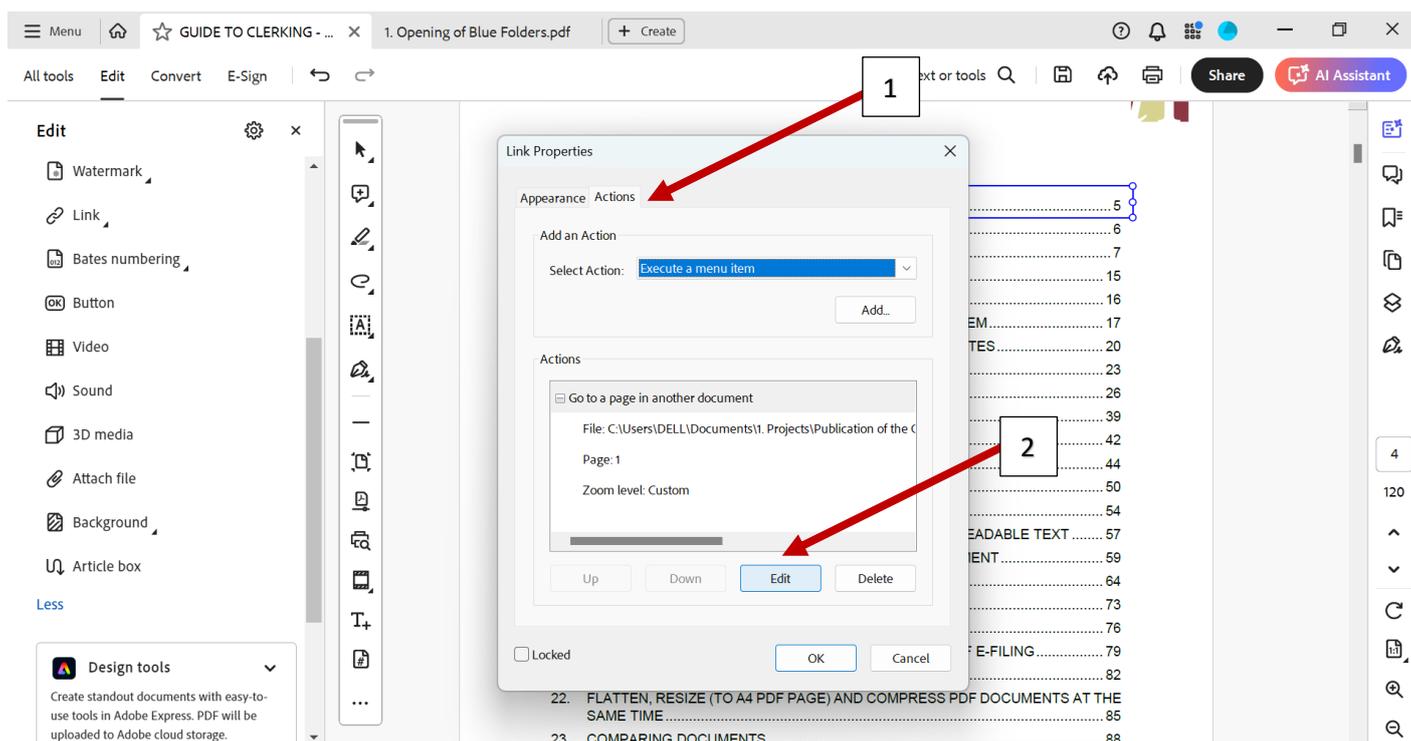




- (vii) Return to the highlighted document reference (or area, as the case may be). Right-click on the blue box around the document reference / area and click on "Properties"

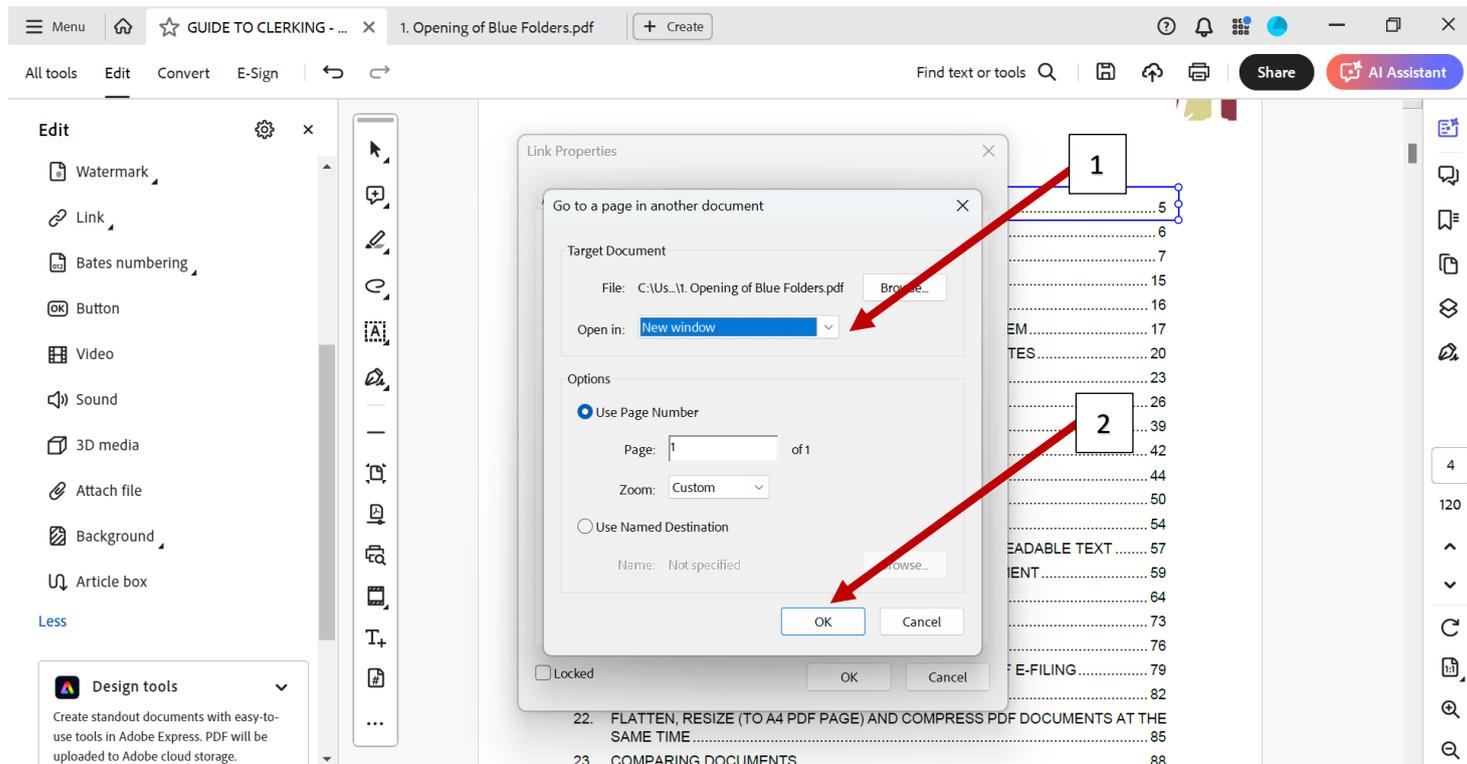


- (viii) A pop-up window entitled "Link Properties" will appear. Select the "Actions" tab, then click on "Edit"





- (ix) A pop-up window entitled “Go to a page in another document” will appear. Select “New Window”, then click on “OK”



Caveat:

For this method to work, the path to the hyperlinked document(s) must remain unchanged and unaffected by renaming, deleting, or moving documents, among other things. All referred document(s) must be saved on the same server / pendrive / CD as the submissions.



24. GENERATING PDF COPIES OF E-BOOKS

24.1 E-books, such as the Malaysian Civil Procedure (“**Whitebook**”), can be accessed by following the steps below :-

(i) Click on the following link :-

<https://signon.thomsonreuters.com/?productid=EREAD&viewproductid=EREAD&returnto=https%3A%2F%2Fproview.thomsonreuters.com%2Flogin.html&culture=en-US&lr=0&bhcp=1>

(ii) Login to Proview® with the following ID and password :-

Login ID :

Password :

(iii) Select the relevant e-book you wish to refer to

24.2 The PDF copy of the Whitebook can be generated by following the steps below :-

(i) Repeat the steps set out in Paragraphs 24.1(i) - (iii) above;

(ii) Search and click on the relevant Rules of Court, 2012 you wish to refer to

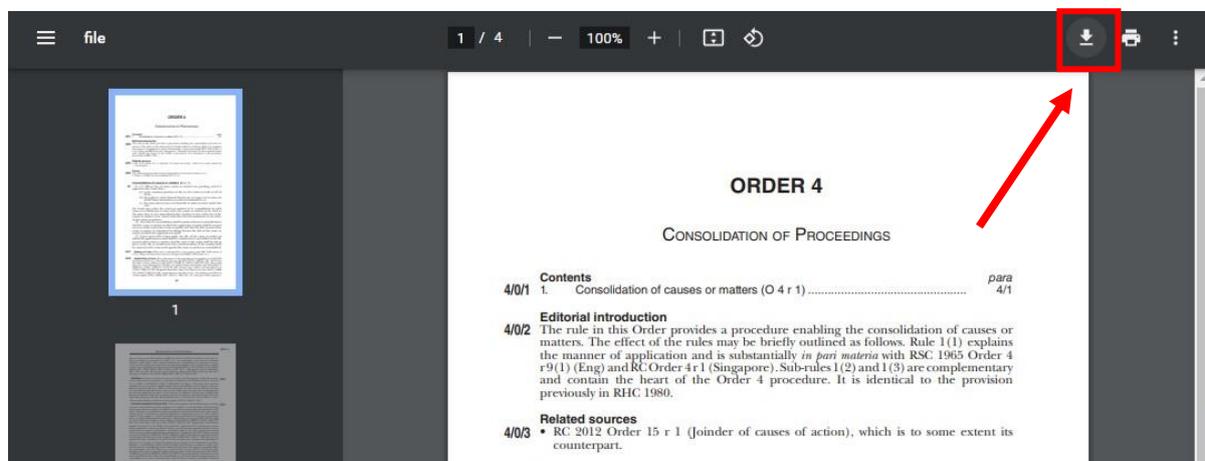
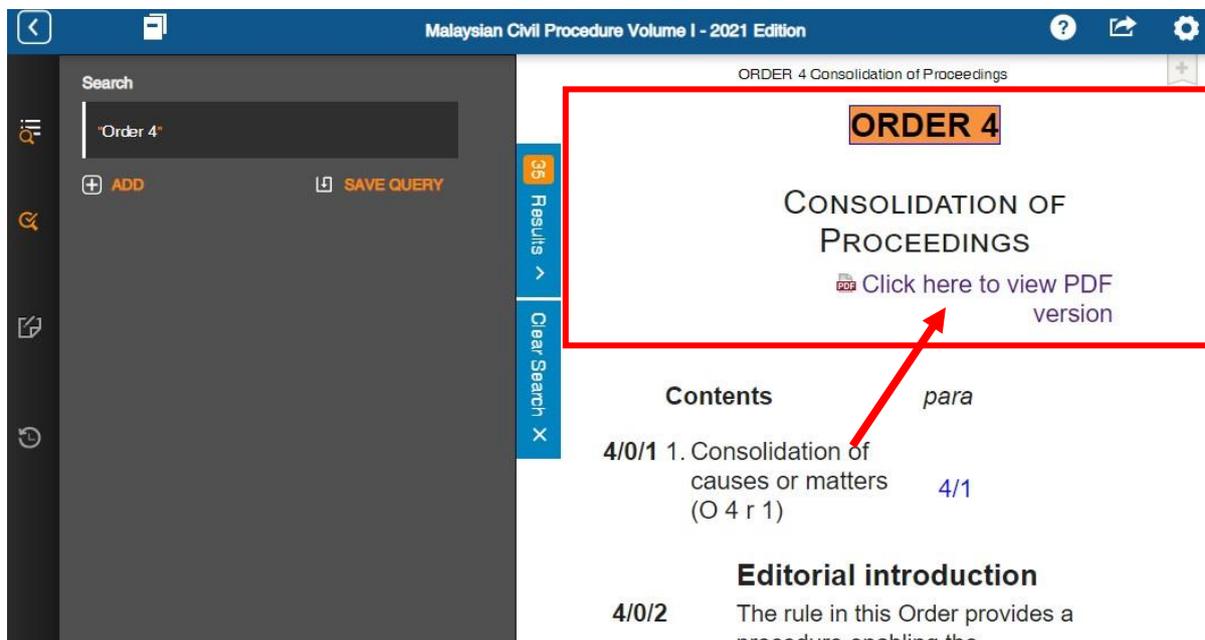
The screenshot displays the Proview® application interface for the Malaysian Civil Procedure Volume 1 - 2021 Edition. The search bar on the left contains the text "Order 4". A red box highlights the search bar and the "SAVE QUERY" button. A red arrow points from the search bar to the search results. The search results are displayed on the right side of the interface. The results include a table of contents for the Rules of Court 2012, with a red box highlighting the entry "ORDER 4 Consolidation of Proceedings". A text box with a red arrow points to the search result "Beginning of: ...[relevant Order]".

Search for the relevant Order of the *Rules of Court*, 2012 in the search bar located at the left-hand corner of the Proview® application interface

Click on the search result entitled "Beginning of: ...[relevant Order]"



- (iii) Click on “Click here to view PDF version” and download the PDF copy of the relevant Order

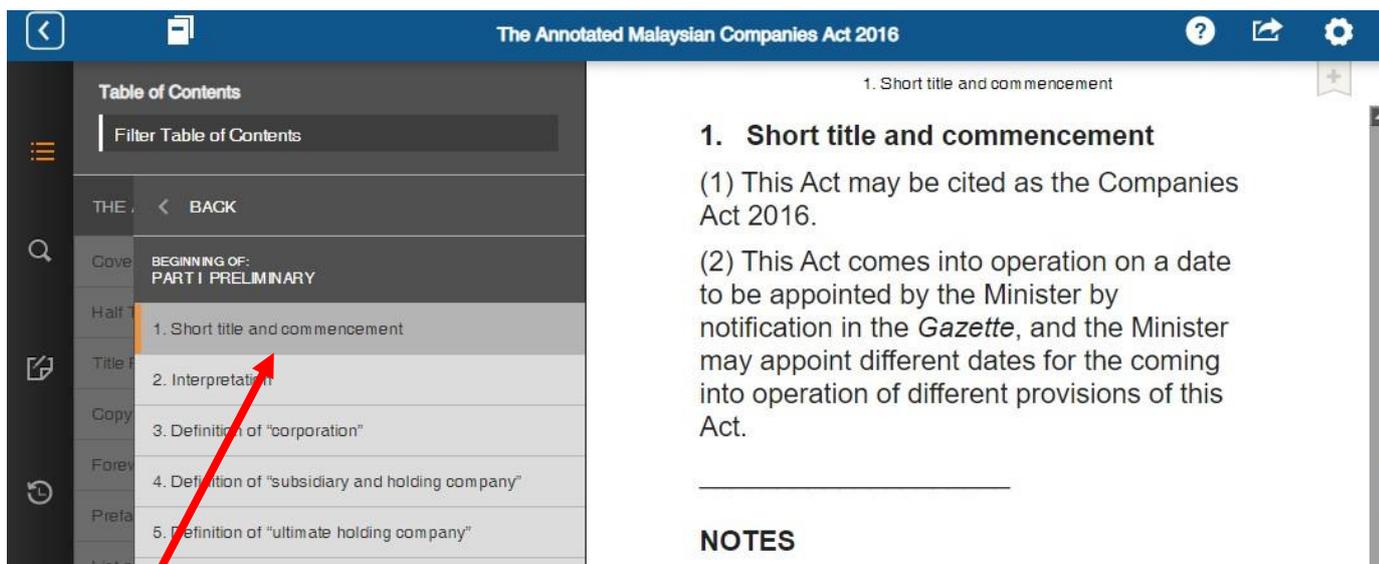


24.3 The PDF copy of other reference textbooks can be generated by following the general steps below :-

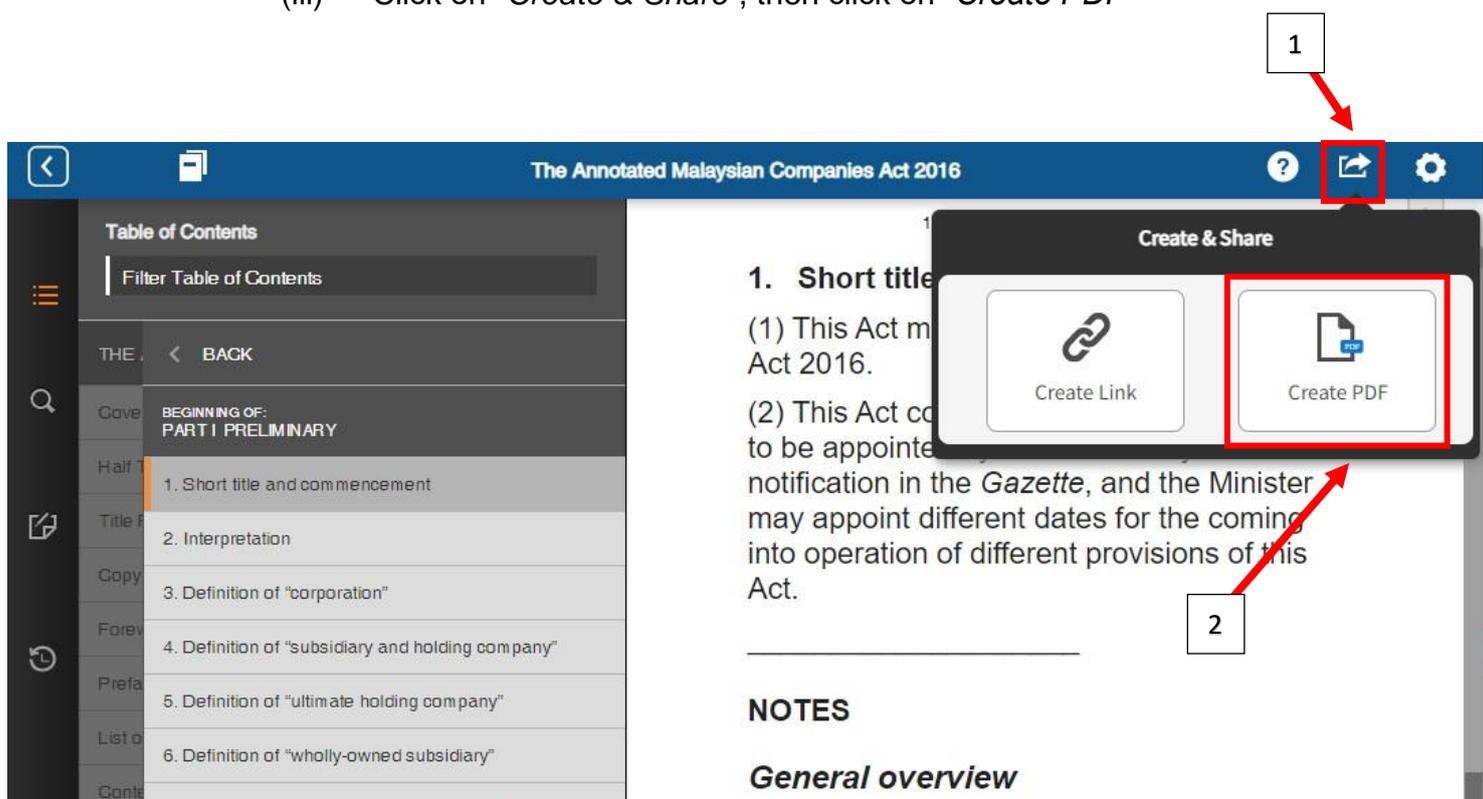
- (i) Repeat the steps set out in Paragraphs 24.1(i) - (iii) above;



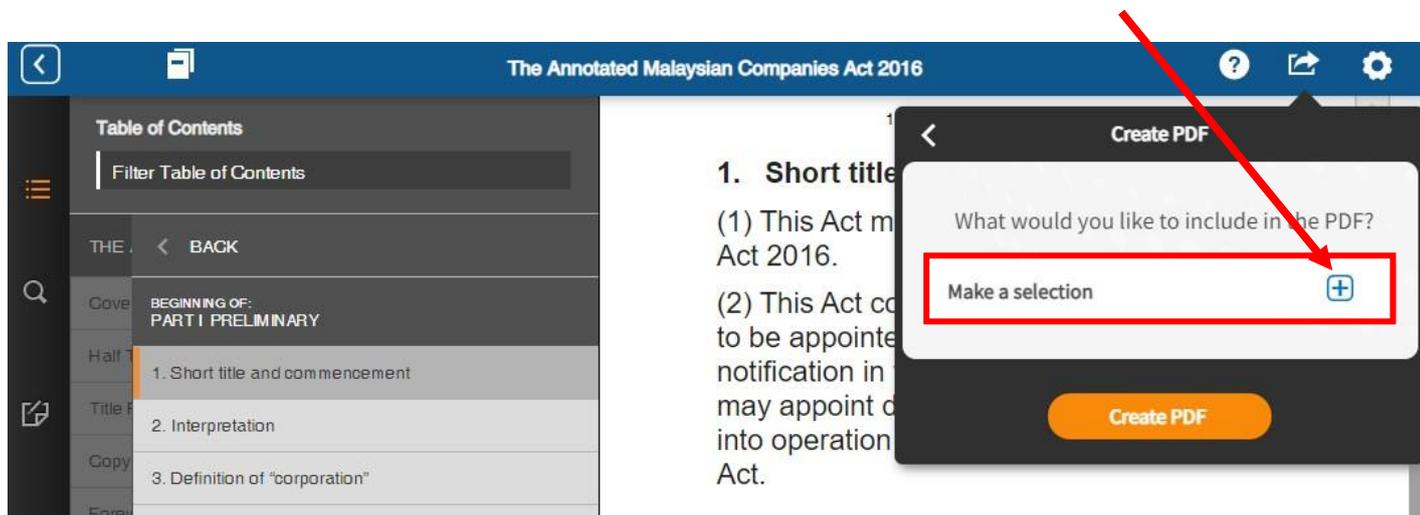
(ii) Search and click on the relevant sections of the textbook



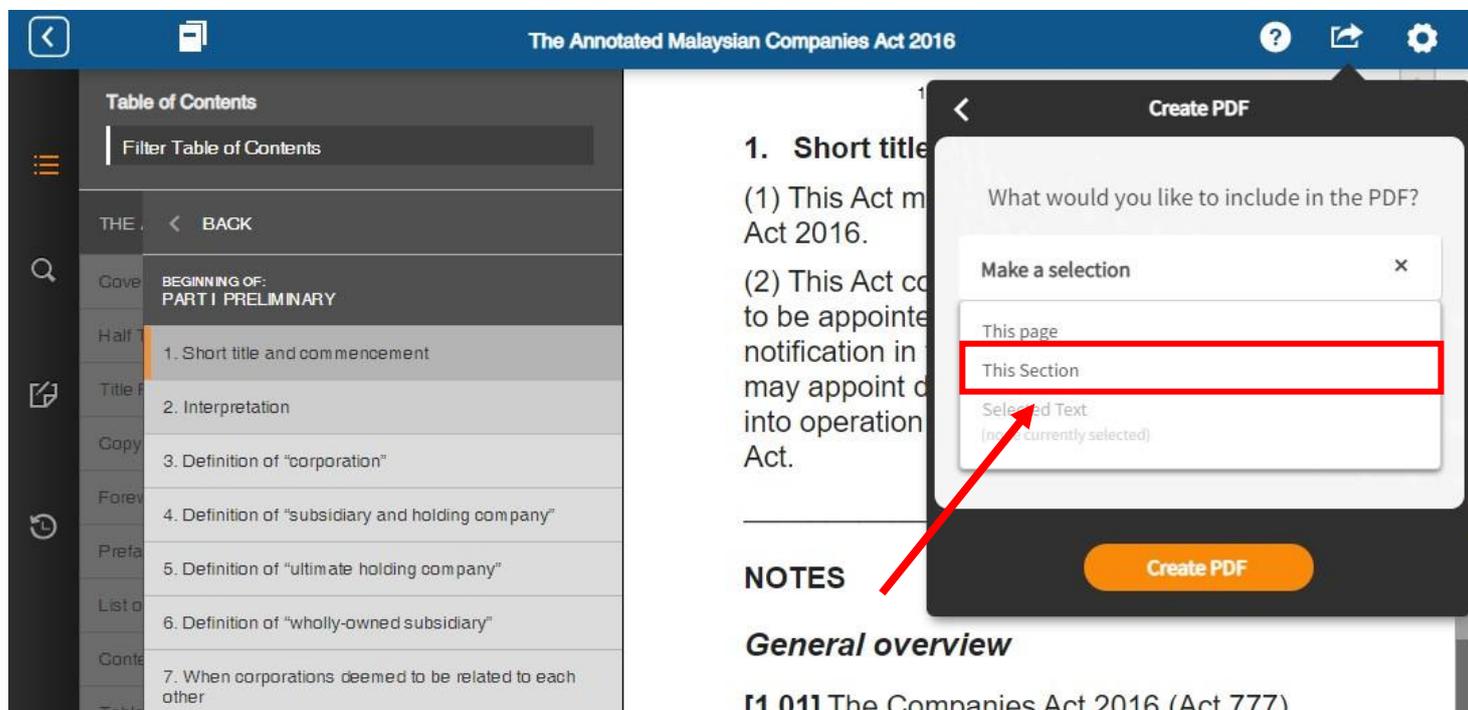
(iii) Click on "Create & Share", then click on "Create PDF"



(iv) Click on the add symbol at the right hand side of “Make a selection”

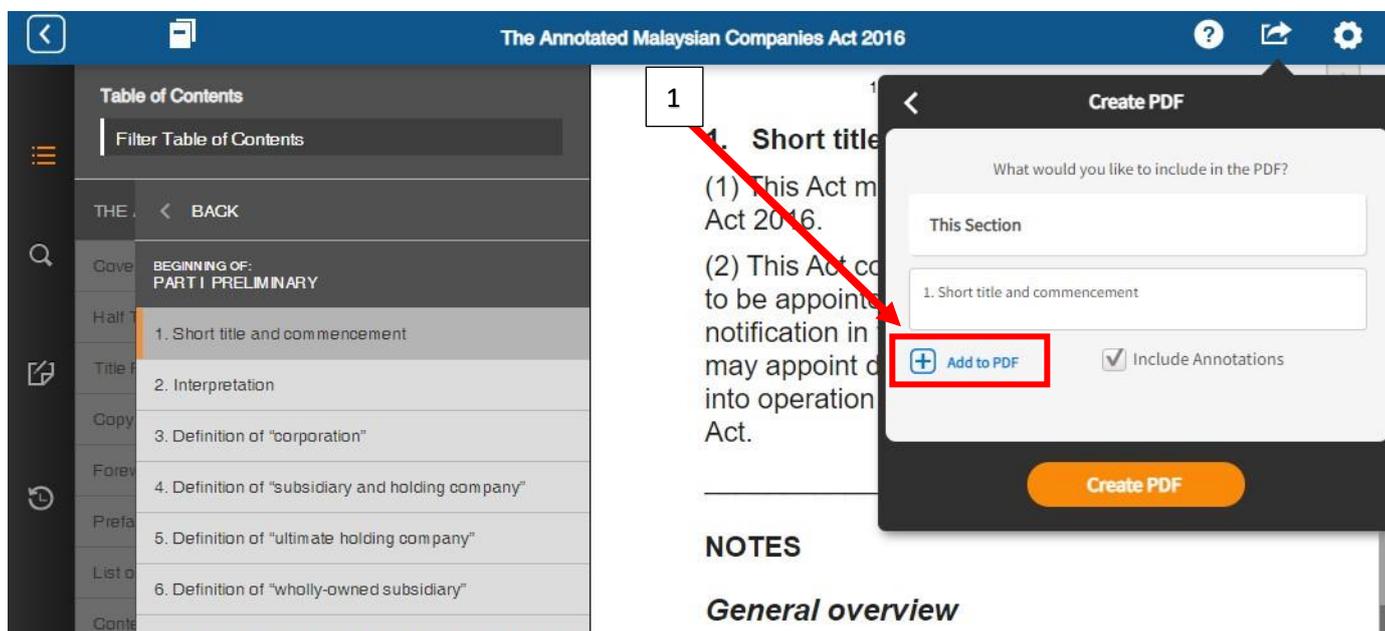


(v) Click on “This Section”

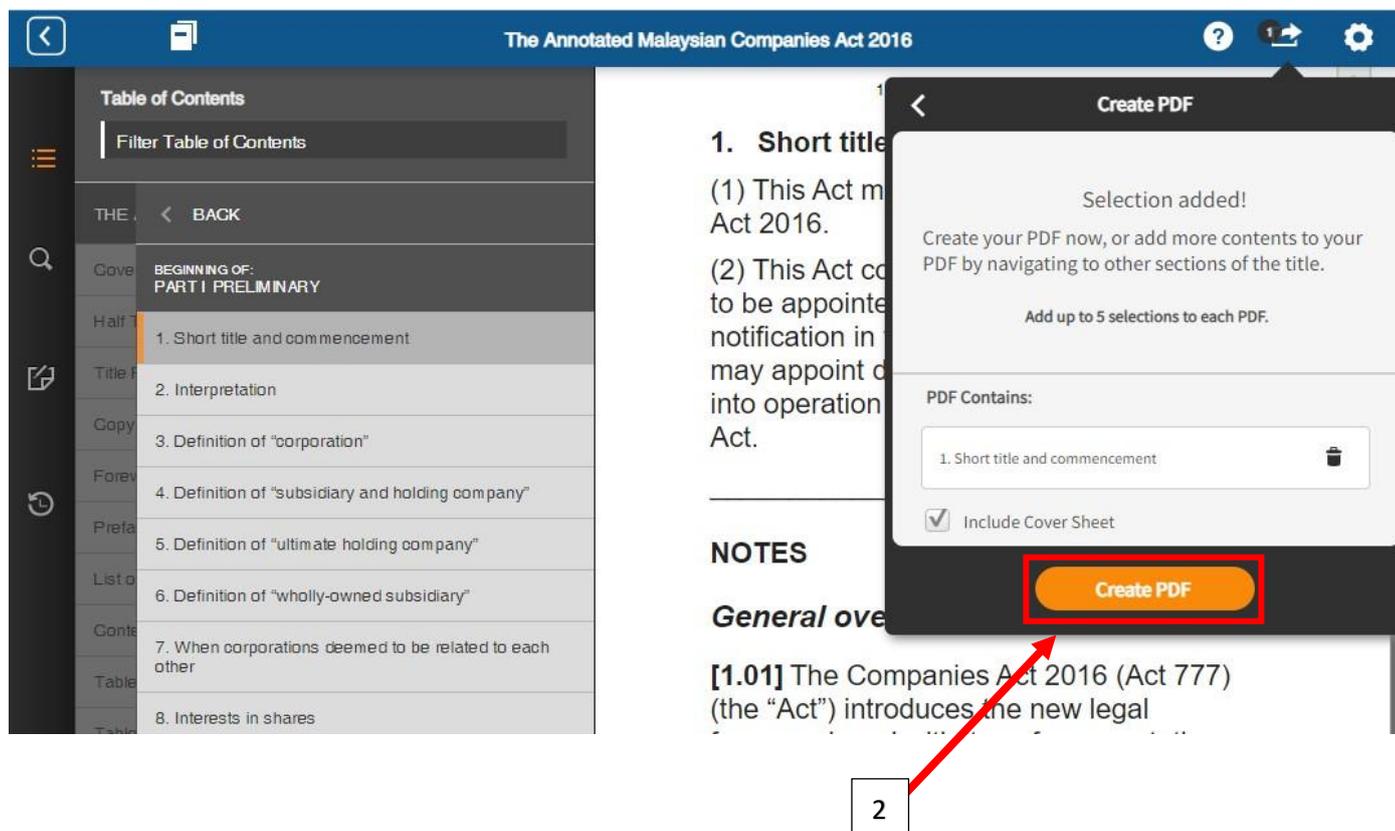




(vi) Click on “Add to PDF” before clicking on “Create PDF”



(vii) Click on “Create PDF”





- (viii) If you would like to add additional sections of the textbook before generating the PDF copy, repeat the steps outlined in Paragraphs 24.3(i) – (vii) for other sections. Please note however that you can only select a maximum of 5 sections at any one time.

The screenshot displays the Proview software interface for 'The Annotated Malaysian Companies Act 2016'. On the left, a 'Table of Contents' sidebar is visible, listing sections from 'BEGINNING OF: PART I PRELIMINARY' to 'Interests in shares'. The main content area shows the 'NOTES' section, starting with 'General overview' and '[1.01] The Companies Act (the "Act") introduced a new framework and structure for the Companies Act 1965, which was replaced by the Companies Act 2016 on January 31, 2017'. Below this, the 'Defined terms' section is partially visible, starting with 'this Act'. A 'Create PDF' dialog box is overlaid on the right side of the screen. The dialog box has a title bar with a back arrow and the text 'Create PDF'. Inside, it says 'Selection added!' and 'Create your PDF now, or add more contents to your PDF by navigating to other sections of the title.' Below this, it states 'Add up to 5 selections to each PDF.' A section titled 'PDF Contains:' is highlighted with a red box and contains two items: '1. Short title and commencement' and '2. Interpretation', each with a trash icon to its right. At the bottom of this section, there is a checked checkbox for 'Include Cover Sheet'. A large orange button labeled 'Create PDF' is at the bottom of the dialog box.

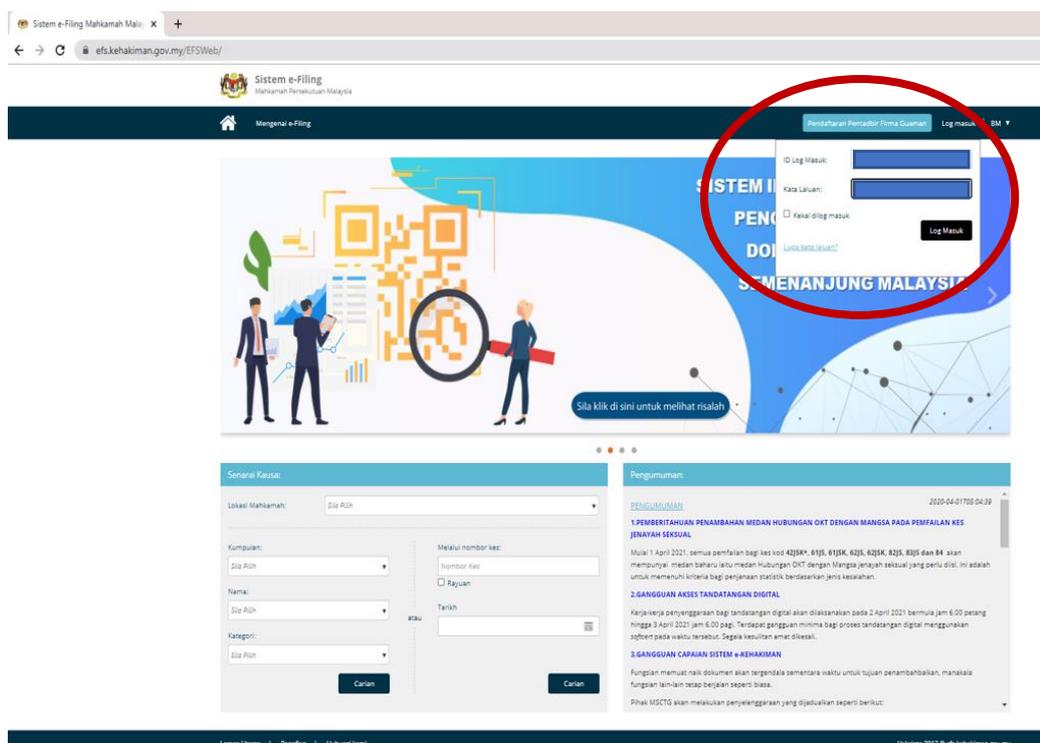
24.4 Any PDF document(s) generated from the Proview® software are intended for your own use only within the terms of your subscription and should not be distributed / circulated to external parties.

25. DOWNLOADING DOCUMENTS FROM THE E-FILING SYSTEM

25.1 We can now download all documents e-filed in a Suit the firm is involved in.

25.2 This is done by following these steps :-

- (i) Go to the e-filing system's website using the following URL <https://efs.kehakiman.gov.my/EFSWeb/Default.aspx>
- (ii) Log in to the e-filing system using any of the following accounts :-



The screenshot shows the login page of the e-filing system. The login form is circled in red and contains the following fields:

- ID Log Masuk: [Text Input]
- Kata Laluan: [Text Input]
- Kecah idlog masuk
- [Log Masuk] button

Below the login form, there are two sections: 'Senarai Kausuk' and 'Pengumuman'. The 'Senarai Kausuk' section has filters for 'Lokasi Mahkamah', 'Kumpulan', 'Nama', 'Kategori', 'Melalui nombor kes', 'Nombor Kes', 'Rajuan', and 'Tarikh'. The 'Pengumuman' section displays a notice dated 2020-04-01T00:04:39.

Details of the firm's e-filing accounts

ID :

Password :

ID :

Password :



(iii) Click on any document filed in the suit in question

Sistem e-Filing
Mahkamah Persekutuan Malaysia

Jumaat, 02/04/2021, 3:34:29 PM

Sedia untuk Diekstrak 205 | Fei Masuk 517 | CM Meszage 6

Laman Utama / Pendaftaran Suksa

Rakod Pendaftaran | Adui Fa (0) | Pendaftaran Bukan Seleksi (0) | e-Review | Pendaftaran Baharu | Pendaftaran Kas Sedia Ada

Fungsian memuat naik dokumen akan tergendala sementara pada 02/04/2021 11:00 PM hingga 03/04/2021 03:00 AM

Pendaftaran Saya

ID Pendaftaran	Mahkamah	Jumlah Dokumen	Kod Pengelompokan	Jumlah (RM)	Status Pendaftaran
R21040220677	[Redacted]	1	0238EAADPHAT	0.00	Pendaftaran Diterima 02 Apr 2021 10:01:07 PM
R21040220293	[Redacted]	3	C3D4C2D74HVK	0.00	Pendaftaran Diterima 02 Apr 2021 11:54:23 AM
R210402202728	[Redacted]	1	DFA0E837LRF4	16.00	Pendaftaran Diterima 02 Apr 2021 10:05:39 AM
R21040113901	[Redacted]	1	D24112E1H4QS	0.00	Pendaftaran Diterima 01 Apr 2021 2:52:40 PM
R21040113622	[Redacted]	1	0MCE2G2-H2	0.00	Pendaftaran Diterima 01 Apr 2021 2:46:48 PM
R21040113544	[Redacted]	1	434712R0VHRS	0.00	Pendaftaran Diterima 01 Apr 2021 2:46:59 PM
R21033123924	[Redacted]	1	2AFAD2C4K8Q2	200.00	Pendaftaran Diterima 31 Mar 2021 8:11:13 PM
R21033117144	[Redacted]	1	462DC84C2PSS	16.00	Pendaftaran Diterima 31 Mar 2021 9:34:22 PM
R21033030356	[Redacted]	1	87B49F66Z4P	40.00	Pendaftaran Diterima 30 Mar 2021 8:33:27 PM
R21033030356	[Redacted]	1	8PFO21G11	80.00	Pendaftaran Diterima 30 Mar 2021 10:43:14 AM

Butiran Pendaftaran

No. Kes/Mahkamah	Butiran Pihak
[Redacted]	[Redacted]

No.	Jenis Dokumen	Bilangan Dokumen	Fi Pendaftaran (RM)	JTT (RM)	Status Dokumen
87	[Redacted]	1	0.00	0.00	Pemrosesan Belum Seleksi
88	[Redacted]	1	0.00	0.00	Ditukarkan Separa
89	[Redacted]	1	0.00	0.00	Pemrosesan Belum Seleksi

Jumlah Dokumen: 3
Jumlah (RM): 0.00

1

2

(iv) Click on the green square box at the right-hand side of the webpage and select the relevant document

Sistem e-Filing
Mahkamah Persekutuan Malaysia

Jumaat, 02/04/2021, 3:35:36 PM

1. Kiri dan
2. Perisytiharan
3. Nota Remeronan (Su. Home)
4. Uraian Bilangan

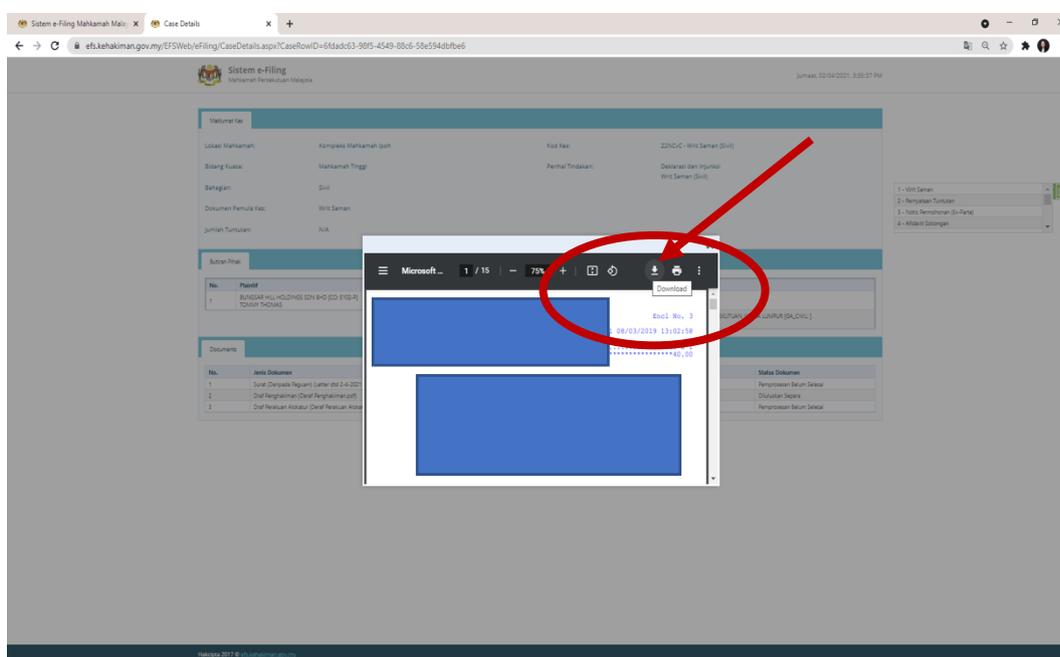
Documents List



(v) The numerical digit on the left represents the enclosure number



(vi) Choose the relevant document and click on the download icon

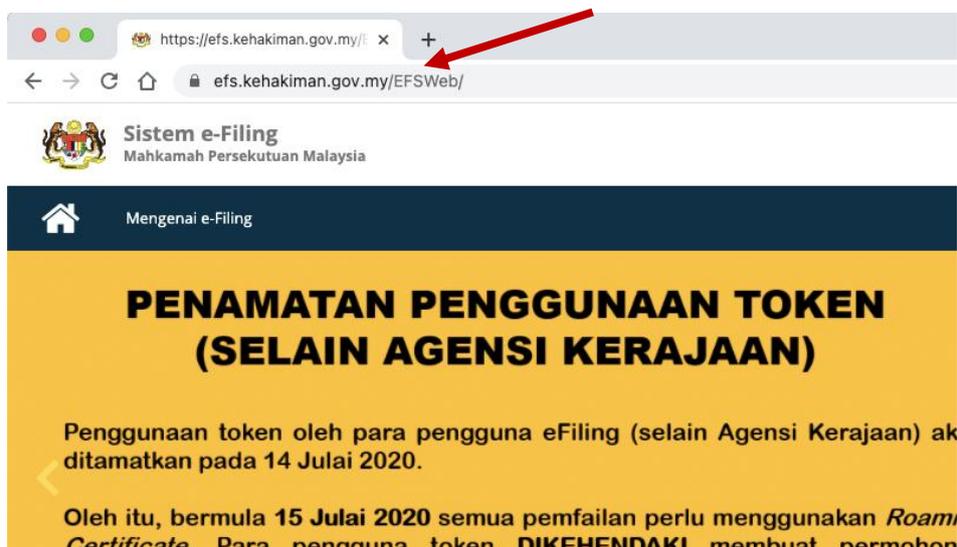




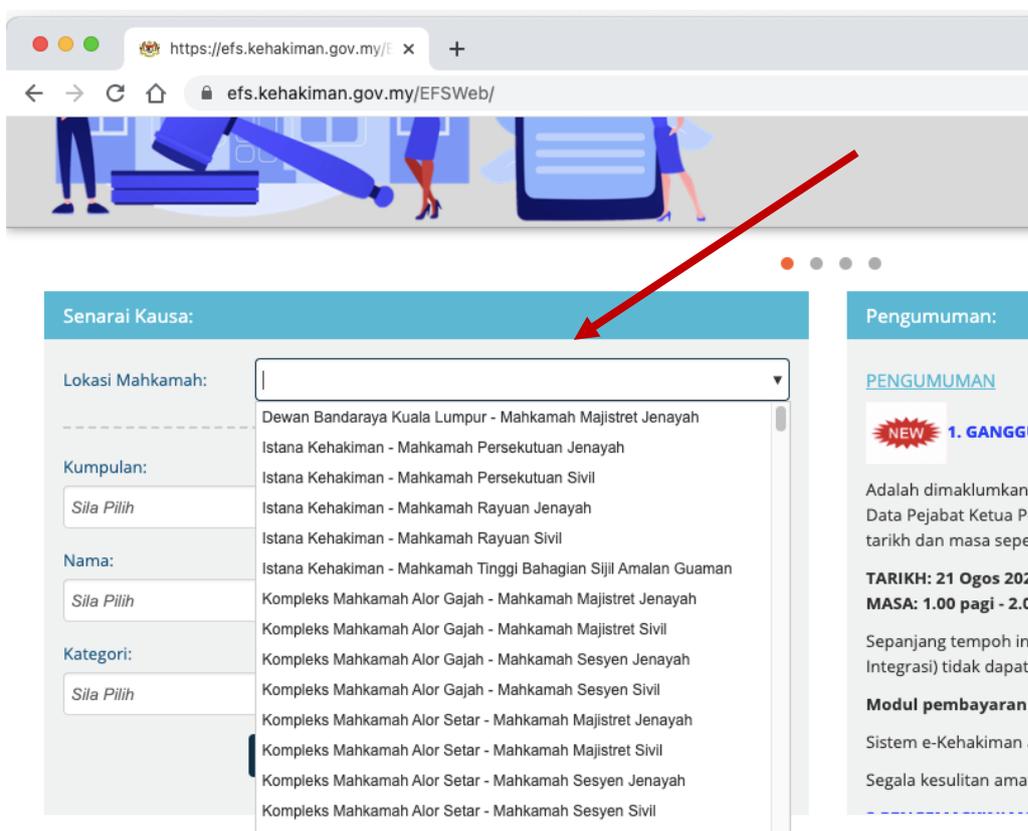
26. CHECKING TRIAL, HEARING OR CASE MANAGEMENT DATES

26.1 Dates for trials, hearings or case managements can be checked via the e-filing system by following the steps below :-

- (i) Head to e-filing system's website at <https://efs.kehakiman.gov.my/EFSWeb/Default.aspx>



- (ii) Select the Court Location



(iii) Type in the Case Number

The screenshot shows a web browser window with the URL <https://efs.kehakiman.gov.my/>. The page title is "Senarai Kausa:". The form includes a dropdown for "Lokasi Mahkamah:" set to "Kompleks Mahkamah Kuala Lumpur - Mahkamah Tinggi Dagang". Below this are three dropdown menus for "Kumpulan:", "Nama:", and "Kategori:", each with "Sila Pilih" as the selected option. To the right, there is a section for "Melalui nombor kes:" with a text input field containing a blue highlight, a checkbox for "Rayuan", and a "Tarikh" field with a calendar icon. A red arrow points to the text input field. Two "Carian" buttons are visible at the bottom of the form.

(iv) After selecting the Court Location and typing in the Case Number, click on "Carian"

This screenshot is identical to the previous one, showing the search form. A red arrow now points to the "Carian" button located at the bottom right of the form, indicating the next step in the process.



(v) The results will appear in a pop-up window

Search Result(s): Case No: WA-28JM-21-09/2020

No. Kes	Didengar Di Depan	Tarikh Pendengaran	Lokasi	Permohonan & B
		28 Sep 2021 2:30 PM	Sidang Video	22
		09 Sep 2021 2:30 PM	Sidang Video	85
		24 Aug 2021 9:00 AM	Secara Pertukaran Emel	Permohonan Untl. Mahkamah (219)
		06 Aug 2021 10:00 AM	Mahkamah Tinggi Dagang 10	211
		06 Aug 2021 10:00 AM	Sidang Video	76
		06 Aug 2021 10:00 AM	Sidang Video	79
		06 Aug 2021 10:00 AM	Sidang Video	22
		06 Aug 2021 10:00 AM	Sidang Video	104
		06 Aug 2021 10:00 AM	Sidang Video	85
		06 Aug 2021 10:00 AM	Sidang Video	Permohonan Keb

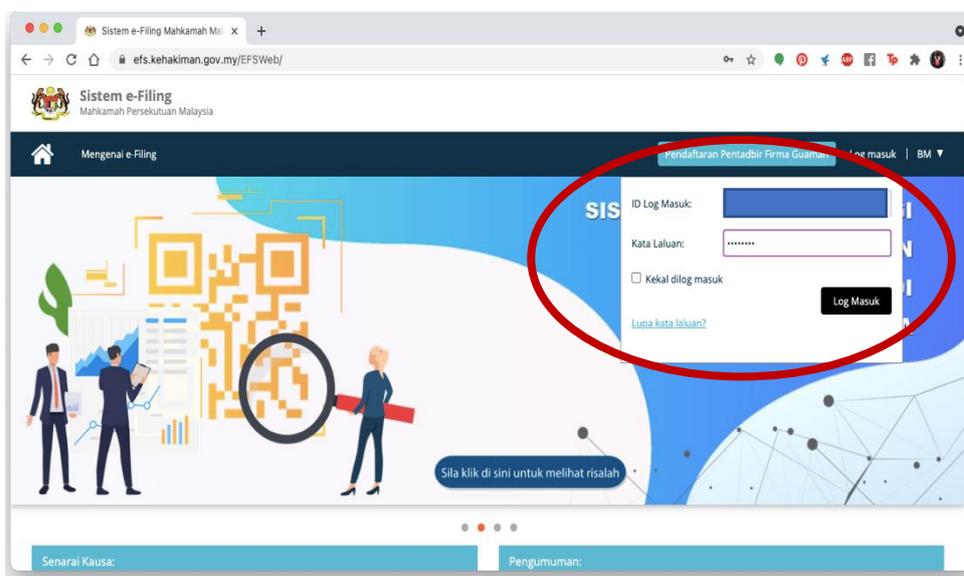
27. COMPILING E-REVIEW MINUTES

27.1 The secretary or pupil is responsible for assisting the lawyer in charge to compile e-review minutes of case managements / hearings.

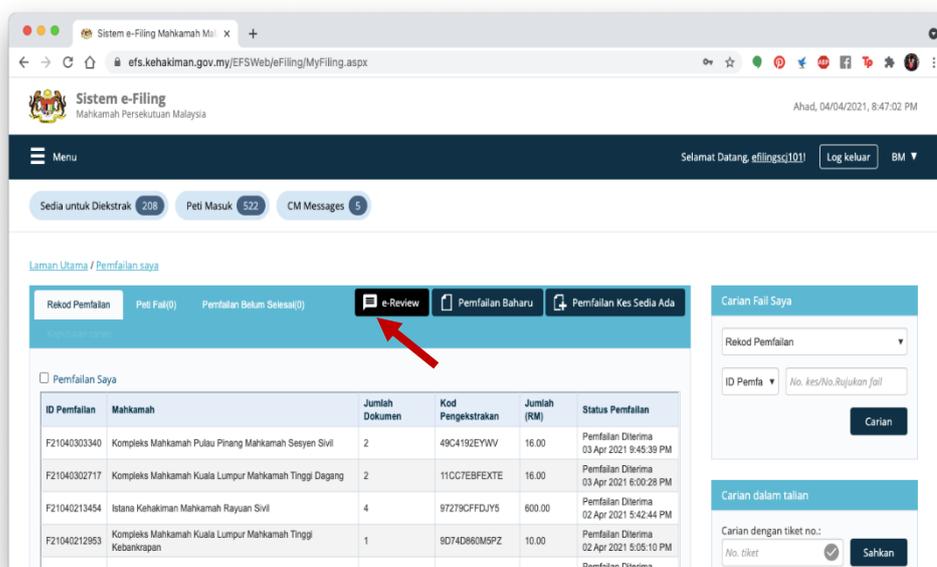
27.2 The minutes can only be obtained by logging into the e-filing system using the account of the lawyer who attended the case management / hearing.

27.3 The minutes can be obtained by following the steps below :-

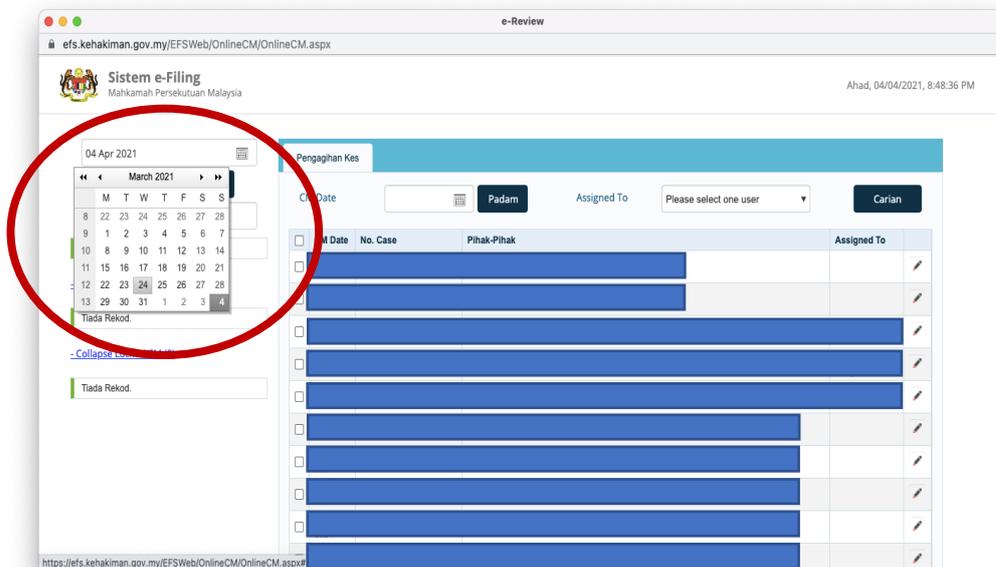
(i) log into the e-filing system



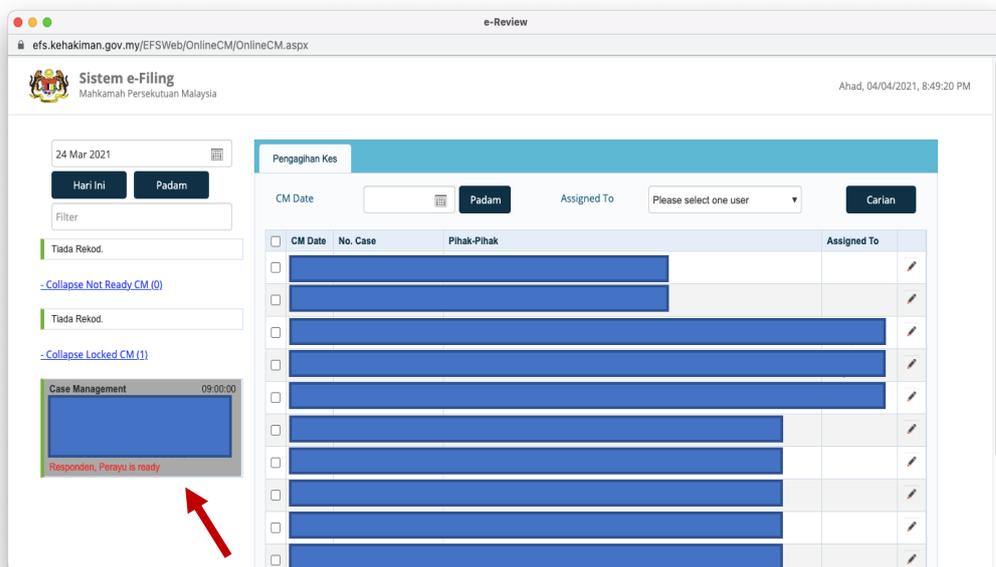
(ii) click on the e-review tab



(iii) select the date on which the case management / hearing was held

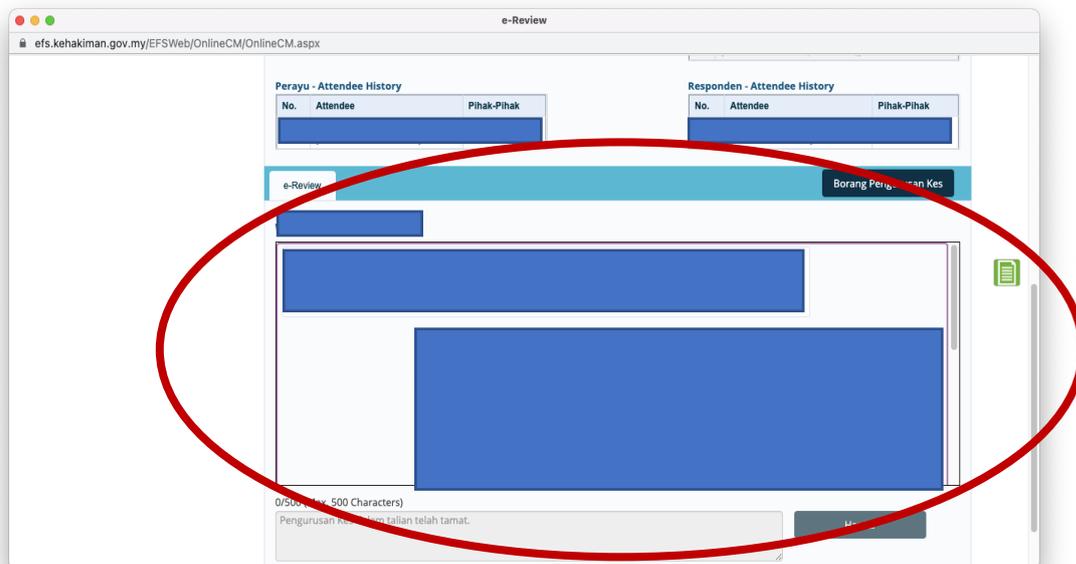


(iv) click on the e-review case management / hearing

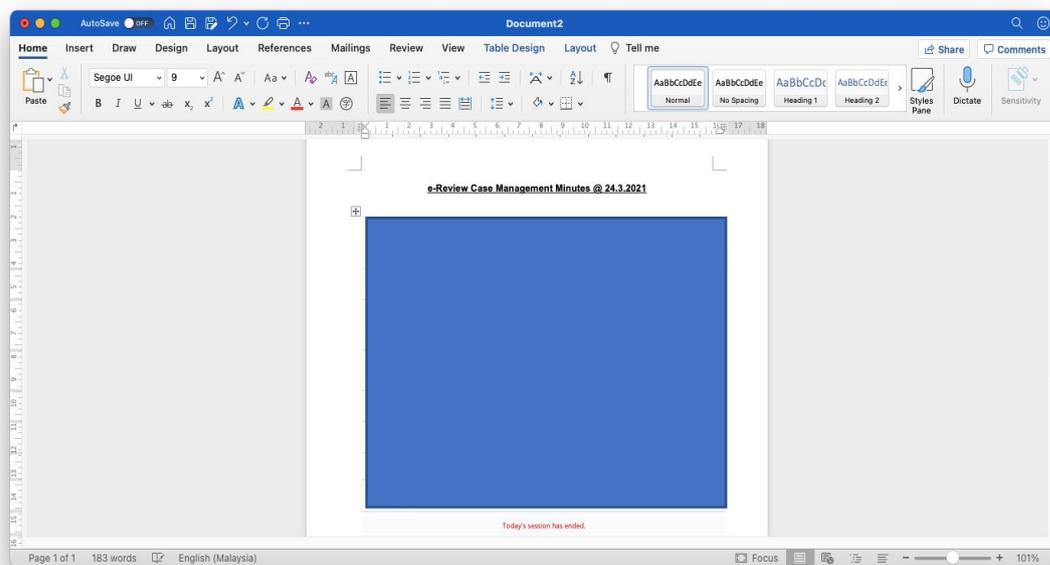




- (v) copy the message thread of the e-review the case management / hearing



- (vi) paste it into a Word document



27.4 The Word document containing the e-review minutes is to be named in the following manner :-

“[year, month, date] CM Minutes”. Example : *20210402 CM Minutes*

27.5 The Word document shall be saved under a separate folder named *“CM Minutes”*.



28. CONDUCTING A FILE / MINUTE SEARCH

28.1 A file search can be done by following the steps below :-

(i) Click on the following link :-

<https://ecourtservices.kehakiman.gov.my/Ticket/Document?cultureCode=ms>

(ii) Type the case number and click on “Search”

Pejabat Ketua Pendaftar | **Office of the Chief Registrar**
Mahkamah Persekutuan Malaysia | Federal Court of Malaysia

Pembelian Tiket untuk Pencarian Fail dalam talian

Nombor Kes: *

Jenis Tiket: *

Bidangkuasa: *

Bayaran Carian: **RM 8.00**

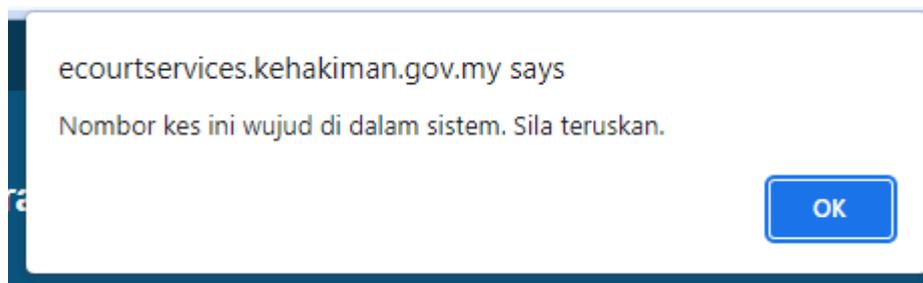
Akaun Bayaran: *

Bank: *

Alamat Emel: *



- (iii) The following tab will appear



- (iv) After the tab above disappears (by clicking “OK”), select the ticket type (whether you are conducting a file or minute search), jurisdiction, method of payment, bank and email address

Pembelian Tiket untuk Pencarian Fail dalam talian

Nombor Kes: *

Jenis Tiket: *

Bidangkuasa: *

Bayaran Carian: **RM 8.00**

Akaun Bayaran: *

Bank: *

Alamat Emel: *



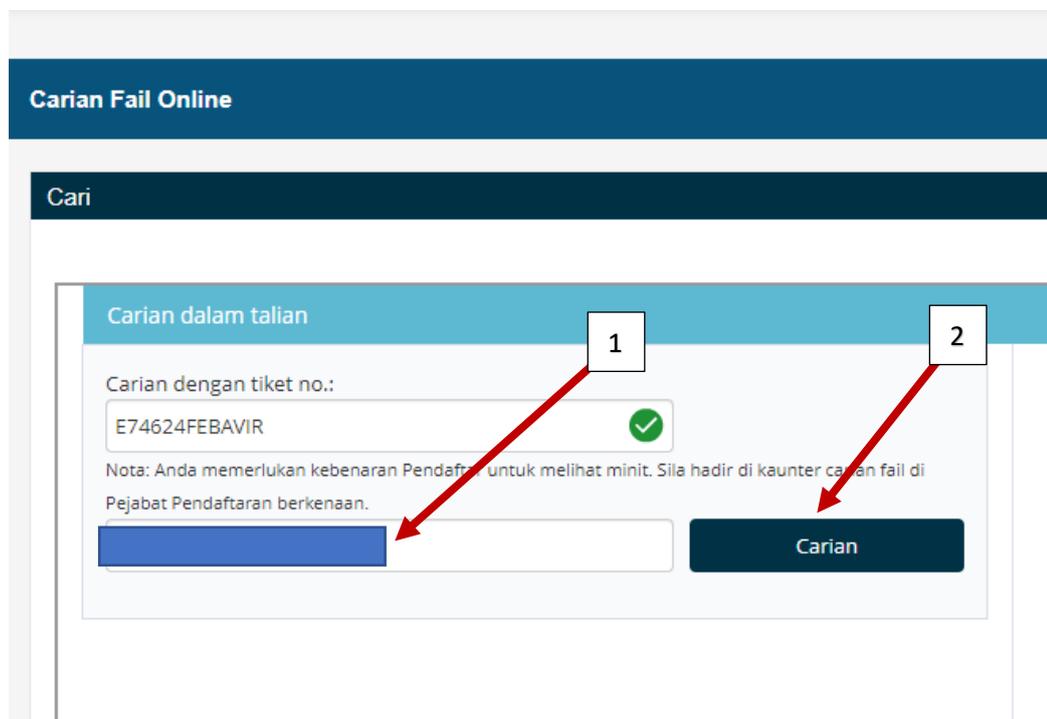
- (v) Once payment is completed, the ticket number will be emailed to you. It may take a few minutes for the ticket number to be registered in the e-filing system. The online file search portal can be accessed by clicking on the link below :-

<https://ecourtservices.kehakiman.gov.my/Ticket/Search2?cultureCode=ms>

- (vi) Type in the ticket number before clicking on “Verify”

The screenshot shows the header of the Federal Court of Malaysia website, including the logo and the text "Pejabat Ketua Pendaftar" and "Office of the Chief Registrar". Below the header is a dark blue bar with the text "Carian Fail Online". Underneath is a search bar labeled "Cari" with a "1" in a box pointing to it. To the right of the search bar is a "2" in a box pointing to the "Verify" button in the "Online File Search" section. The "Online File Search" section has a "Search Ticket No.:" label, a text input field containing "Ticket No." with a checkmark icon, and a "Verify" button. A note below the input field reads: "Note: You require authorization from the registrar to view the court minutes detail. Kindly proceed to the file search counter at the respective registry." To the right of the "Online File Search" section is a link labeled "How To File Se:".

- (vii) After the ticket number is verified, enter the case number before clicking on “*Carian*”



Carian Fail Online

Cari

Carian dalam talian

Carian dengan tiket no.:

E74624FEBAVIR ✓

Nota: Anda memerlukan kebenaran Pendaftaran untuk melihat minit. Sila hadir di kaunter carian fail di Pejabat Pendaftaran berkenaan.

1

2

Carian

- (viii) Download the required document(s) or view the court minutes for a specific date

IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR
(CIVIL DIVISION)

CIVIL SUIT NO: WA-22NCC-001-01/2023

BETWEEN

ABC SDN BHD
(Company No.: 100001-A)

... PLAINTIFF

AND

DEF SDN BHD
(Company No.: 100001-B)

... DEFENDANT

**COMMON BUNDLE OF
DOCUMENTS**

VOLUME 1

Messrs GH & Co
[Solicitors for the Plaintiff]
No 100-3, Jalan IJK
50490 Kuala Lumpur
[Our Ref: [insert]]

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IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR
(CIVIL DIVISION)

CIVIL SUIT NO: WA-22NCC-001-01/2023

BETWEEN

ABC SDN BHD
(Company No.: 100001-A)

... PLAINTIFF

AND

DEF SDN BHD
(Company No.: 100001-B)

... DEFENDANT

**COMMON BUNDLE OF
DOCUMENTS**

VOLUME 1

Messrs GH & Co
[Solicitors for the Plaintiff]
No 100-3, Jalan IJK
50490 Kuala Lumpur
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**IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR
(CIVIL DIVISION)**

CIVIL SUIT NO: WA-22NCC-001-01/2023

BETWEEN

**ABC SDN BHD
(Company No.: 100001-A)**

... PLAINTIFF

AND

**DEF SDN BHD
(Company No.: 100001-B)**

... DEFENDANT

**COMMON BUNDLE OF
DOCUMENTS**

VOLUME 1

Messrs GH & Co
[Solicitors for the Plaintiff]
No 100-3, Jalan IJK
50490 Kuala Lumpur
[Our Ref: [insert]]

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APPENDIX B1

Civil Suit No: [insert]

[insert]

No.	Documents	Enclosure No
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No.	Documents	Enclosure No
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APPENDIX B2

[file number] [Name of Suit] No: [Suit No]

No.	Documents	Date of Filing	Enclosure No
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9.			

No.	Documents	Date of Filing	Enclosure No
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11.			
12.			

APPENDIX C

[insert] Suit No: [insert]; [insert]

No.	Documents	Enclosure No	Marking
Bundle of Pleadings			
1.			
2.			
3.			
4.			
Trial Documents			
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6.			
7.			
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No.	Documents	Enclosure No	Marking
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14.			
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16.			
17.			
18.			
Witness Statements			
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20.			
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25.			

No.	Documents	Enclosure No	Marking
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28.			
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Expert Reports			
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No.	Documents	Enclosure No	Marking
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No.	Documents	Enclosure No	Marking
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No.	Documents	Enclosure No	Marking
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**IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR
(CIVIL DIVISION)**

CIVIL SUIT NO: WA-22NCC-001-01/2023

BETWEEN

**ABC SDN BHD
(Company No.: 100001-A)**

... PLAINTIFF

AND

**DEF SDN BHD
(Company No.: 100001-B)**

... DEFENDANT

**PLAINTIFF'S
BUNDLE OF AUTHORITIES**

Messrs GH & Co
[Solicitors for the Plaintiff]
No 100-3, Jalan IJK
50490 Kuala Lumpur
[Our Ref: [insert]]

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**IN THE HIGH COURT OF MALAYA AT KUALA LUMPUR
(CIVIL DIVISION)**

CIVIL SUIT NO: WA-22NCC-001-01/2023

BETWEEN

**ABC SDN BHD
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... PLAINTIFF

AND

**DEF SDN BHD
(Company No.: 100001-B)**

... DEFENDANT

**PLAINTIFF'S
BUNDLE OF AUTHORITIES**

Messrs GH & Co
[Solicitors for the Plaintiff]
No 100-3, Jalan IJK
50490 Kuala Lumpur
[Our Ref: [insert]]

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BETWEEN

**ABC SDN BHD
(Company No.: 100001-A)**

... PLAINTIFF

AND

**DEF SDN BHD
(Company No.: 100001-B)**

... DEFENDANT

**PLAINTIFF'S
BUNDLE OF AUTHORITIES**

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CIVIL SUIT NO: WA-22NCC-001-01/2023

BETWEEN

ABC SDN BHD
(Company No.: 100001-A)

... PLAINTIFF

AND

DEF SDN BHD
(Company No.: 100001-B)

... DEFENDANT

SAMBUNGAN KEPADA EKSHIBIT “[INSERT]”

Tetuan GH & Co
[Peguamcara bagi pihak Plaintiff]
No 100-3, Jalan IJK
50490 Kuala Lumpur
[Ruj kami: [insert]]