

GENERAL PRACTICE TRAINING CHECKLIST

Introduction

This general checklist sets out the aspects of professional conduct, care, or etiquette all practice trainees (“PTs”) should be familiar with in any practice area.

The supervising solicitor must ensure that the PT completes **all** the tasks below.

SECTION A – Client Care and Management¹

A PT should adhere to the following standards in respect of client care and management:

No.	Task	Done <i>(Please tick accordingly)</i>
A1	Attend client meetings promptly and punctually and take accurate attendance notes	
A2	Prepare draft matter updates in a timely manner, for review by the supervising solicitor or any other lawyer as directed by the supervising solicitor	
A3	Prepare draft responses to client queries promptly, for review by the supervising solicitor or any other lawyer as directed by the supervising solicitor	

SECTION B – Legal Research and Knowledge²

A PT should be able to perform the following tasks in respect of legal research and knowledge:

No.	Task	Done <i>(Please tick accordingly)</i>

¹ **Note to Supervising Solicitors:** PTs should be instructed on key matters related to client meetings, including matters before, during and after meetings. In relation to matters before meetings, PTs should be instructed on meeting preparation, including sufficient anticipation of needs and issues, background checks if relevant on the client, the matter, and the area of law. In relation to matters during meetings, PTs should be apprised of etiquette, seating position and notetaking. In relation to matters after meetings, PTs should be instructed on matter follow-up, tidying attendance notes, organising documents and organising plans for action.

² **Note to Supervising Solicitors:** Any research tasks should be geared towards producing a practical and concise work product, and constructive feedback should generally be provided on the quality of the PT's research, depth and scope of research, whether all appropriate avenues are followed up, and whether the product is up to date.

B1	Conduct legal research involving primary and secondary legislation, case law, articles using LawNet and other legal databases	
B2	Communicate research results concisely, effectively and accurately ³ through written memos or any other medium	
B3	Keep up-to-date with the latest legal developments relevant to the PT's practice area(s)	

SECTION C – Conduct and Etiquette

A PT should adhere to the following standards in respect of conduct and etiquette:

No.	Task	Done <i>(Please tick accordingly)</i>
C1	Adhere to basic norms of etiquette, including being punctual, neat in attire, being properly groomed, using appropriate greetings, being respectful, and being considerate	
C2	Observe appropriate formalities for Court or meetings, and appropriate workplace etiquette in language, conduct and manner	

SECTION D – Ethics and Professional Responsibility

A PT should be familiar with the following principles in respect of ethics and professional responsibilities:

No.	Task	Done <i>(Please tick accordingly)</i>
D1	Understand the core values of the legal profession: a. “Integrity” which incorporates the principle that a legal practitioner must always act with uncompromising honesty;	

³ **Note to Supervising Solicitors:** This includes ensuring that the legal position stated in advice to the client or submissions to the Court are accurate (for example, ensuring that case citations are accurate or that the legislation cited is the applicable version of the legislation relevant to the matter). This pertains to the quality of research rather than its communication.

	<p>b. “Professionalism” which requires legal practitioners to maintain the highest standards in discharging the duties they owe towards the Court, any tribunal, clients, other legal practitioners and the public; and</p> <p>c. “Justice” which reflects the legal practitioner’s commitment to serve the ends of justice, and conducting himself or herself, and all aspects of his or her work, as a member of an honourable profession</p>	
D2	Understand that the legal practitioners' duties to the Court are paramount and override their duties to the client	
D3	Understand that subject to the core values and duties to the Court, legal practitioners should act in the client’s interests and in accordance with the client’s instructions	
D4	Ensure that there is no misrepresentation or misleading statement made in communications with the Court, and understand the duty to conduct proceedings before any Court or tribunal with integrity	
D5	Understand the rules relating to conflicts of interests in various circumstances, such as when representing multiple clients in the same matter, or taking a position that is adverse to a former client	
D6	Ensure the rules relating to the maintenance of confidentiality in respect of client and firm matters are observed	
D7	Understand that a legal practitioner must always treat other legal practitioners with respect, courtesy and fairness	
D8	Understand the duties that a legal practitioner owes to non-legal practitioners. This includes the need to be fair, honest and courteous towards every person in respect of the legal practitioner’s professional conduct, and to behave in a manner befitting of the legal practitioner’s professional standing	
D9	Understand why a legal practitioner is accountable to his or her client for any money or other property which the client has entrusted with the legal practitioner or has made the legal practitioner responsible for	

SECTION E – Professional Skills

A PT should be trained on the following standards in respect of professional skills:

No.	Task	Done <i>(Please tick accordingly)</i>
E1	Understand the processes involved in opening a new client file or file matter, including running conflict checks, drafting, and scoping a letter of engagement as well as basic billing matters	
E2	Ensure familiarity with all key aspects of a client matter/ file and that all materials are well organised	
E3	Ensure sufficient preparation in advance of key events such as Court hearings, negotiations or key client meetings	
E4	Be proactive in respect of follow-ups after key events such as Court hearings, negotiations or key client meetings	
E5	Adopt effective written and verbal communication skills in different professional settings, including advocacy before a Court or tribunal, internal communications and email drafting	

SECTION F – Continuing Professional Development (CPD) Requirements

A PT should be familiar with the following principles in respect of CPD requirements:

No.	Task	Done <i>(Please tick accordingly)</i>
F1	Understand that it is a requirement to satisfy the CPD requirements mandated by the relevant regulatory bodies, including the Singapore Institute of Legal Education (SILE)	
F2	Understand that professional development can expand beyond legal skills, and external skillsets can be helpful in the professional development of a legal practitioner	

F3	Understand that fostering physical health and mental well-being is important for professional development. Mental well-being encompasses overall mental health, personal growth, stress management, coping mechanisms and emotional resilience	
F4	Discuss with the supervising solicitor an approach and strategy towards continuous professional development	

SECTION G – Community

A PT should be familiar with engagements with the wider legal community:

No.	Task	Done <i>(Please tick accordingly)</i>
G1	Understand the roles and functions of the different stakeholders, in particular the Judiciary, the Attorney-General’s Chambers, the Ministry of Law, Legal Services Regulatory Authority, the Law Society of Singapore, the Singapore Academy of Law, Singapore Institute of Legal Education and Pro Bono SG	
G2	Be familiar with key events in the legal calendar, such as the Opening of Legal Year, the renewal of practising certificates, and participating in Law Society council elections	

CRIMINAL LITIGATION
(ADVOCATE SEAT) CHECKLIST

Introduction

A Criminal Litigation Seat should prepare practice trainees (“PTs”) to deal with the work likely to be encountered in the first 1 – 3 years of practice in criminal law

- 1) For PTs undertaking the Criminal Litigation Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - a) **One task** set out under Section A;
 - b) All tasks under Section B;
 - c) **Two tasks** set out under Section C; and
 - d) All tasks under Section D .

- 2) For PTs undertaking the Criminal Litigation Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - a) **One task** set out under Section A; and
 - b) All tasks under Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Attend at least 2 in-person client interviews where instructions are obtained from the client and there is advice provided	
A2	Attend at least one CCMS meeting with the Prosecution, whether in-person or otherwise	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Demonstrate familiarity with the criminal case disclosure procedures under the Criminal Procedure Code 2010	
B2	Demonstrate familiarity with the procedure for pleading guilty under the Criminal Procedure Code 2010, including when a plea of guilt is qualified by a mitigation plea	

B3	Be aware of the types of sentences that can be passed under the Criminal Procedure Code 2010 and all other relevant laws	
B4	Be aware of the Legal Profession (Professional Conduct) Rules 2015 on conducting a defence in criminal proceedings, in particular: <ul style="list-style-type: none"> a. The guiding principles when representing an accused person: Rules 14(1) & (2); b. The appropriate course of action if an accused confesses to any offence: Rule 14(4); and c. The permissible limits of a mitigation plea: Rule 14(7) 	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Assist in drafting written representations to an investigating authority or to the Attorney-General's Chambers	
C2	Assist in drafting any written submissions for a mention in the State Courts (e.g. bail review, opposing further remand)	
C3	Assist in drafting a mitigation plea for a plead guilty mention in the State Courts or the General Division of the High Court	
C4	Assist in drafting any written submissions for a criminal trial in the State Courts or the General Division of the High Court	
C5	Assist in drafting any written submissions for a Criminal Motion, Criminal Revision, or Magistrate's Appeal in the General Division of the High Court	
C6	Assist in drafting any written submissions for a Criminal Appeal, Criminal Motion or Criminal Reference in the Court of Appeal	

SECTION D

No.	Task	Done <i>(please tick accordingly)</i>
D1	Attend either: <ul style="list-style-type: none"> a. A plead guilty mention in the State Courts or General Division of the High Court; or 	

	b. At least one day of a criminal trial in the State Courts or in the General Division of the High Court	
D2	Attend either: a. A Criminal Motion, Criminal Revision, or Magistrate's Appeal in the General Division of the High Court; or b. A Criminal Motion, Criminal Appeal or Criminal Reference in the Court of Appeal.	

FAMILY LAW

(ADVOCATE SEAT) CHECKLIST

Introduction

A Family Law (Advocate) Seat should prepare a practice trainee (“PT”) to a standard that will enable him or her to deal with the work likely to be encountered in the first few years of practice in family law.

- 1) For PTs undertaking the Family Law (Advocate) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes all tasks under Sections A to H.
- 2) For PTs undertaking the Family Law (Advocate) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - a) Tasks B1, B2 and B3 under Section B;
 - b) Tasks D2, D4 and D5 under Section D;
 - c) All tasks under Section E;
 - d) All tasks under Section F;
 - e) Task G1 under Section G; and
 - f) All tasks under Section H.

SECTION A

A PT must learn how to communicate and handle emotional family clients in a thoughtful and respectful manner while ensuring that they are given proper legal advice.

No.	Task	Done <i>(please tick accordingly)</i>
A1	Able to identify, with respect to a proposed communication, the purpose of the communication and the most appropriate and effective way of making it	
A2	To present thoughts, advice and submissions orally and in writing in a logical, clear and succinct manner, having regard to the circumstances and the recipient to whom the communication is directed	
A3	To assist the supervising solicitor or any other lawyer as directed by the supervising solicitor in advising the client towards resolving matters with a therapeutic mindset, and to draw the client’s attention to the need to act in the best interests of the child (if any)	

SECTION B

A PT must understand the importance of taking clear and accurate instructions, and of advising the client with a therapeutic mindset.

No.	Task	Done <i>(please tick accordingly)</i>

B1	Prepare for a meeting	
B2	Conduct or assist in meetings and interviews with clients under the close supervision of supervising solicitor or any other lawyer as directed by the supervising solicitor, including taking notes of the interviews and meetings	
B3	Attend interviews with witnesses with the supervising solicitor or any other lawyer as directed by the supervising solicitor and take notes of the interviews	
B4	Conduct or assist in interviews with witnesses under the close supervision of a solicitor	
B5	Take follow-up actions after the interviews and meetings in accordance with the instructions of the supervising solicitor or any other lawyer as directed by the supervising solicitor	

SECTION C

No.	Task	Done (please tick accordingly)
C1	Able to (i) identify and investigate factual and legal issues; (ii) select appropriate resources to help find solutions; (iii) record, analyse, apply and communicate research results	
C2	Record the results of the research and apply them to the facts in question, and submit this to the supervising solicitor or any other lawyer as directed by the supervising solicitor	

SECTION D

The PT should experience a negotiation and observe how effective solutions can be achieved for the family through a collaborative mindset to problem solve while still protecting their client's interests.

No.	Task	Done (please tick accordingly)
D1	Prepare for negotiation on a matter on behalf of a client (identify the issues, assess the position and plan the strategy) under the supervision of a solicitor	
D2	Observe negotiations conducted by experienced solicitors	
D3	Conduct/ assist in negotiations under close supervision	
D4	Takes notes of the negotiation	

D5	Take any follow-up action including drafting a settlement agreement as directed by the supervising solicitor or any other lawyer as directed by the supervising solicitor	
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SECTION E

The PT should experience the mediation process and understand the role of a mediation advocate in the resolution of family matters.

No.	Task	Done (please tick accordingly)
E1	Understand the difference between court mediation and private mediation	
E2	Prepare for mediation on a matter on behalf of a client (identify the issues, assess the position and plan the strategy) through a Therapeutic Justice lens of care	
E3	Draft a proposal/ mediation case statement with a Therapeutic Justice mindset	
E4	Observe mediation conducted by experienced solicitors	
E5	Conduct/ assist in mediation under close supervision	
E6	Takes notes of the mediation	
E7	Take any follow up action including drafting a settlement agreement as directed by the supervising solicitor or any other lawyer as directed by the supervising solicitor	

SECTION F

The PT should have a basic understanding of how to put forward the client's case in a persuasive and tailored manner through a Therapeutic Justice lens of care.

No.	Task	Done (please tick accordingly)
F1	Draft legal documents for matrimonial matters (such as originating processes, affidavits, submissions, court orders) both with and without the use of precedents. The PT should be able to draft documents which (i) are factually and legally accurate; (ii) meet the intended purpose; (iii) are well organised, clear and precise; (iv) form a consistent and coherent whole	

F2	Understand the proper use of precedents	
F3	Draft general correspondence, advice letters, letters to Court and relevant 3 rd parties	
F4	Draft all documents through a Therapeutic Justice-mindset	

SECTION G

The PT should, where possible, experience the nature of an oral hearing, and how oral advocacy builds on and develops the written submissions and client's affidavits.

No.	Task	Done (please tick accordingly)
G1	Court etiquette: - a. Attire b. Modes of address c. Dealing with situations where you are late for court or a conference d. Conducting oral hearing in a therapeutic justice-led manner	
G2	Work done for trial: - a. Preparing witnesses b. Preparing trial bundles c. Trial process – opening statement, evidence in chief, cross-examination, re-examination, closing statements d. Taking notes e. Assisting counsel f. Drawing up judgment	
G3	Work done for chamber hearings: - a. Preparing for hearing b. Preparing bundles (if needed) c. Taking notes d. Assisting counsel e. Drawing up the court order	

SECTION H

The supervising solicitor is to discuss ethical issues that may arise in the course of family law with the PT.

No.	Task	Done (please tick accordingly)
H1	Fiduciary duty a. Acting in client's best interests b. Conducting conflict checks c. Identifying possible / actual conflict	

	d. Handling possible/actual conflict	
H2	Duty of confidentiality i.e., recognise and comply with duty of confidentiality owed to clients	
H3	Professional fees/ handling of client funds a. Giving costs estimates b. Sending, recording and settlement of bills c. Responsibility and the restrictions of client funds/ client account d. Understanding the office procedures on issue of receipts and payment of fees into office, client accounts / third parties	
H4	Receive guidance on the Legal Profession (Professional Conduct Rules) (“PCR”) and the following matters: a. Conduct towards the bench, court staff, client, witnesses, opponents and other parties b. Conduct in negotiations, “without prejudice” communications and advising on settlements. c. Conduct in conferences d. Relations with fellow solicitors, including dealing with situations where a solicitor withdraws and exercises a lien over the client’s papers e. Rules 15A and 15B of PCR on rules governing family practitioners	
H5	Therapeutic Justice lens of care a. Duty to advise client of Therapeutic Justice b. Duty to conduct proceedings in a Therapeutic Justice manner c. Duty to practise Therapeutic Justice in communication with opposing counsel	
H6	Duty of full and frank disclosure of all information, especially when there is a claim for ancillary relief which includes matters relating to maintenance and division of matrimonial assets	

**CIVIL LITIGATION
(ADVOCATE SEAT) CHECKLIST**

Introduction

A Civil Litigation Seat should prepare a PT (“PT”) to a standard that will sufficiently and reasonably equip him or her to deal with the work likely to be encountered in the first few years of civil litigation practice.

- 1) For PTs undertaking the Civil Litigation Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B; and
 - (c) **Five tasks** set out in Section C.

- 2) For PTs undertaking the Civil Litigation Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) All tasks set out in Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Attend at least 3 in-person client meetings where: - a. instructions are obtained from the client; and b. advice is given to the client on the matter by a solicitor	
A2	Attend at least 3 telephone/video calls with the client where: - a. instructions are obtained from the client; and b. advice is given to the client on the matter by a solicitor	
A3	Prepare and finalise attendance notes in A1 and A2	
A4	Research specific legal questions using <i>LawNet</i> and other online legal search engines, as well as conduct offline research using textbooks, law reports and other legal authorities	
A5	Communicate research results in B.1 to the supervising solicitor or any other lawyer as directed by the supervising solicitor as effectively as possible through written memos or any other medium	
A6	Keep current and up to date on the latest practice directions, Registrar’s circulars and case authorities that relate to civil procedure and under the Rules of Court 2021	

A7	Be familiar with legal and procedural considerations in relation to the conduct of cases	
A8	Be aware of the applicability of the <i>Law Society Practice Directions</i> in relation to the factual circumstances of the case/matter	
A9	Be aware of the applicability of the <i>Legal Profession (Professional Conduct) Rules 2015</i> in relation to the factual circumstances of the case/matter	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Assist with the drafting of pleadings in relation to an Originating Claim, which includes the Statement of Claim, Defence and Counterclaim as well as the Reply (where leave has been granted)	
B2	Assist with the drafting of the papers in relation to an Originating Application, which includes the supporting affidavit as well as any other applicable affidavits	
B3	Assist with the drafting of papers in relation to any set of interlocutory applications	
B4	Assist with the drafting of the papers in relation to the Single Application Pending Trial	
B5	Assist with the drafting of affidavit(s) of evidence-in-chief, expert report(s), or the equivalent	
B6	Assist with the drafting of submissions for the substantive hearing (Opening Statement / Closing Submissions)	
B7	Assist with the drafting and/or review of an Order of Court / Judgment	
B8	Assist with the drafting of a mediation opening statement	
B9	Assist with the drafting of a legal opinion for the client	

Note to Supervising Solicitors: When preparing documents from B1 to B7 in conjunction with a PT, please ensure awareness and adherence to applicable practice directions and/or registrar's circulars.

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Attend an uncontested interlocutory hearing	
C2	Attend a contested interlocutory hearing	
C3	Attend a trial / assessment of damages hearing	
C4	Attend a hearing in relation to an Originating Application (or its earlier equivalent, the Originating Summons)	
C5	Attend an appeal hearing (this includes an Appeal to a District Judge In Chambers, an Appeal to a High Court Judge In Chambers, an Appeal to the Appellate Division of the High Court or an Appeal to the Court of Appeal)	
C6	Attend at least 5 case management conferences	
C7	Attend a mediation hearing	

INTELLECTUAL PROPERTY (ADVOCATE SEAT) CHECKLIST

Introduction

The Intellectual Property (“IP”) (Advocate) Seat should prepare a practice trainee (“PT”) to a standard that will enable him or her to deal with the work likely to be encountered in the first few years of practice in contentious IP work. The term IP would include trademarks (registered / unregistered), patents, copyrights, geographic indicators, plant variety, registered designs, trade secrets, confidential information, and domain name disputes.

- 1) For PTs undertaking the IP (Advocate) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - a) **Ten tasks** set out under Section A; and
 - b) All tasks under Section B.

- 2) For PTs undertaking IP (Advocate) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - a) **Five tasks** set out under Section A; and
 - b) All tasks under Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Conduct IP registration searches for clients or against alleged infringers	
A2	Conduct searches in respect of identity and contact information of alleged infringers (including company, business, domain name searches etc)	
A3	Conduct searches for evidence (online and/or physical) of alleged infringement or reviewing evidence (online and/or physical) in response to allegations of infringement	
A4	Prepare or respond to demand letters in respect of alleged infringement	
A5	Prepare advice on the merits of an infringement claim/draft court papers in respect of pursuing an infringement claim	
A6	Prepare advice on merits of defence against an infringement claim/draft court papers in respect of defending against an infringement claim	

A7	Prepare advice on risks of potential infringement	
A8	Prepare advice/draft court papers in respect of seeking an interim injunction for an infringement claim	
A9	Prepare advice/draft court papers in respect of defending an interim injunction for an infringement claim	
A10	Prepare advice/draft court papers in respect of an Anton Pillar Order	
A11	Prepare advice/draft court papers in respect of pre-action discovery	
A12	Prepare advice/draft court papers in respect of an IP licensing dispute	
A13	Prepare advice/draft court papers in respect of an IP assignment dispute	
A14	Prepare for and/or attend an IP-related hearing at the IPOS Registry	
A15	Prepare for and/or attend an IP-related hearing at the State Courts (including pre-trial conferences / Registrar's Case Conference)	
A16	Prepare for and/or attend an IP-related hearing at the Supreme Court (including pre-trial conferences / Registrar's Case Conference / Case Conference)	
A17	Prepare for and/or attend an IP-related hearing before any Tribunal	
A18	Prepare for and/or attend an IP-related session before any alternative dispute resolution forum	
A19	Prepare advice on alternative dispute resolution methods in respect to IP disputes	
A20	Familiarise oneself with the IP Court Guide issued by the Supreme Court and considering its application	
A21	Familiarise oneself with the IP-related legislation and rules, including the Supreme Court of Judicature (Intellectual Property) Rules 2022 and consider their application	
A22	Prepare advice in respect of criminal proceedings or charges involving IP rights	

A23	Prepare for and/or attend a hearing relating to criminal proceedings or charges involving IP rights	
A24	Instruct foreign counsel to conduct foreign IP registration searches for a contentious matter	
A25	Instruct foreign counsel to conduct searches in respect of identity and contact information of alleged foreign infringers (including company, business, domain name searches, etc)	
A26	Instruct expert witness in respect of an IP-related claim	
A27	Assist with a matter relating to customs border enforcement of IP rights	
A28	Prepare advice/draft application for a domain name dispute	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Discussion on relevant general ethics and principles, including potential ethical issues that may arise in the practice of Intellectual Property law	

ARBITRATION
(ADVOCATE SEAT) CHECKLIST

Introduction

An Arbitration Seat should prepare a practice trainee (“PT”) to a standard that will enable him or her to deal with the work likely to be encountered in the first few years of arbitration practice.

- 1) For PTs undertaking the Arbitration Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B;
 - (c) **One task** set out under Section C; and
 - (d) **Five tasks** set out in Section D.

- 2) For PTs undertaking the Arbitration Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) All tasks set out in Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client, including collating documents from client(s) and reviewing the documents	
A2	Conduct legal research or draft advice on a client’s query on an arbitration matter and communicate research results to the supervising solicitor or any other lawyer as directed by the supervising solicitor as effectively as possible through written memoranda or any other medium	
A3	Review an arbitration clause	
A4	Prepare advice on the substantive merits of the claim / defence, or parts thereof to be submitted for review by the supervising solicitor or any other lawyer as directed by the supervising solicitor	
A5	Discuss potential ethical issues that may arise in arbitration	

A6	Receive guidance on handling conflicts of interest issues	
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SECTION B

No.	Task	Done (please tick accordingly)
B1	Draft a research memo on the grounds on which an award may be set aside under Singapore legislation	
B2	Be familiar with the timelines, pleading/memorial requirements, and arbitration processes of at least one of the following: SIAC Rules, UNCITRAL Rules, ICC Rules	

SECTION C

No.	Task	Done (please tick accordingly)
C1	Prepare advice on the enforceability of a Singapore-seated or foreign award to be submitted for review by the supervising solicitor or any other lawyer as directed by the supervising solicitor	
C2	Understand the relevance of the choice of arbitrator to the conduct of the arbitration and/or presentation of the case. This would include an understanding of why and if so when the nationality, seniority, legal background, and home-jurisdiction of the arbitrator might potentially be relevant	
C3	Understand the similarities and differences in the rules of evidence in arbitration and litigation: e.g. on discovery obligations, hearsay, scope to compel a witness to give evidence at the arbitration	

SECTION D

No.	Task	Done (please tick accordingly)
D1	Draft submissions for any set of interlocutory proceedings (including but not limited to joinder, production of documents, security for costs, etc)	

D2	Draft factual witness statements, expert witness statements, or the equivalent	
D3	Draft submissions for the substantive hearing (Opening Statement / Closing Submissions)	
D4	Draft any pleadings in the arbitration, including the Notice of Arbitration / the Response – or the equivalent	
D5	Assist with the getting up / preparation of the main arbitration hearing (including but not limited to preparation for cross-examination, preparation of witnesses, organisation of bundles)	
D6	Assist with preparing / resisting proceedings for interim relief	
D7	Assist with preparing / resisting a challenge to jurisdiction of the tribunal	
D8	Assist with preparing post-hearing applications (including but not limited to an application for clarification, further arguments, setting aside of the Award)	
D9	Attend and assist on a hearing for interim relief / on challenge to jurisdiction	
D10	Attend and assist on a contested interlocutory hearing	
D11	Attend and assist with the main arbitration hearing	

FAMILY LAW

(SOLICITOR SEAT) CHECKLIST

Introduction

A Family Law (Solicitor) Seat should prepare a practice trainee (“PT”) to a standard that will enable him or her to deal with the work likely to be encountered in the first few years of practice in family law.

- 1) For PTs undertaking the Family Law (Solicitor) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes all tasks under Sections A to H.
- 2) For PTs undertaking the Family Law (Solicitor) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - a) All tasks under Section B;
 - b) All tasks under Section C;
 - c) Tasks D2, D4 and D5 under Section D;
 - d) All tasks under Section E;
 - e) All tasks under Section F; and
 - f) All tasks under Section H.

SECTION A

A PT must learn how to communicate and handle emotional family clients in a thoughtful and respectful manner while ensuring that they are given proper legal advice.

No.	Task	Done <i>(please tick accordingly)</i>
A1	Able to identify, with respect to a proposed communication, the purpose of the communication and the most appropriate and effective way of making it	
A2	To present thoughts, advice and submissions orally and in writing in a logical, clear and succinct manner, having regard to the circumstances and the recipient to whom the communication is directed	
A3	To assist the supervising solicitor, or any other lawyer as directed by the supervising solicitor, in advising the client towards resolving matters with a therapeutic mindset, and to draw the client’s attention to the need to act in the best interests of the child (if any)	

SECTION B

A PT must understand the importance of taking clear and accurate instructions, and of advising the client with a therapeutic mindset.

No.	Task	Done <i>(please tick accordingly)</i>

B1	Prepare for a meeting.	
B2	Conduct or assist in meetings and interviews with clients under the close supervision of supervising solicitor or any other lawyer as directed by the supervising solicitor, including taking notes of the interviews and meetings	
B3	Attend interviews with witnesses with the supervising solicitor or any other lawyer as directed by the supervising solicitor and take notes of the interviews	
B4	Conduct or assist in interviews with witnesses under the close supervision of a solicitor	
B5	Take follow-up actions after the interviews and meetings in accordance with the instructions of the supervising solicitor or any other lawyer as directed by the supervising solicitor	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Able to (i) identify and investigate factual and legal issues; (ii) select appropriate resources to help find solutions; (iii) record, analyse, apply and communicate research results	
C2	Record the results of the research and apply them to the facts in question, and submit this to the supervising solicitor or any other lawyer as directed by the supervising solicitor	

SECTION D

The PT should experience a negotiation and observe how effective solutions can be achieved for the family through a collaborative mindset to problem solve while still protecting their client's interests.

No.	Task	Done <i>(please tick accordingly)</i>
D1	Prepare for negotiation on a matter on behalf of a client (identify the issues, assess the position and plan the strategy) under the supervision of a solicitor	
D2	Observe negotiations conducted by experienced solicitors	
D3	Conduct/ assist in negotiations under close supervision	

D4	Takes notes of the negotiation	
D5	Take any follow-up action including drafting a settlement agreement as directed by the supervising solicitor or any other lawyer as directed by the supervising solicitor	

SECTION E

The PT should experience the mediation process and understand the role of a mediation advocate in the resolution of family matters.

No.	Task	Done (please tick accordingly)
E1	Understand the difference between court mediation and private mediation	
E2	Prepare for mediation on a matter on behalf of a client (identify the issues, assess the position and plan the strategy) through a Therapeutic Justice lens of care	
E3	Draft a proposal/ mediation case statement with a Therapeutic Justice mindset	
E4	Observe mediation conducted by experienced solicitors	
E5	Conduct/ assist in mediation under close supervision	
E6	Takes notes of the mediation	
E7	Take any follow up action including drafting a settlement agreement as directed by the supervising solicitor or any other lawyer as directed by the supervising solicitor	

SECTION F

The PT should have a basic understanding of how to put forward the client's case in a persuasive and tailored manner through a Therapeutic Justice lens of care.

No.	Task	Done (please tick accordingly)
F1	Draft legal documents for matrimonial matters (such as originating processes, affidavits, submissions, court orders) both with and without the use of precedents. The PT should be able to draft documents which (i) are factually and legally accurate; (ii) meet the intended purpose; (iii)	

	are well organised, clear and precise; (iv) form a consistent and coherent whole	
F2	Understand the proper use of precedents	
F3	Draft general correspondence, advice letters, letters to Court and relevant 3 rd parties	
F4	Draft all documents through a Therapeutic Justice-mindset	

SECTION G

No.	Task	Done (please tick accordingly)
G1	Court etiquette: - a. Attire b. Modes of address c. Dealing with situations where you are late for court or a conference d. Conducting oral hearing in a therapeutic justice-led manner	

SECTION H

The supervising solicitor is to discuss ethical issues that may arise in the course of family law with the PT.

No.	Task	Done (please tick accordingly)
H1	Fiduciary duty a. Acting in client's best interests b. Conducting conflict checks c. Identifying possible / actual conflict d. Handling possible/actual conflict	
H2	Duty of confidentiality i.e., recognise and comply with duty of confidentiality owed to clients	
H3	Professional fees/ handling of client funds a. Giving costs estimates b. Sending, recording and settlement of bills c. Responsibility and the restrictions of client funds/ client account d. Understanding the office procedures on issue of receipts and payment of fees into office, client accounts / third parties	
H4	Receive guidance on the Legal Profession (Professional Conduct Rules) ("PCR") and the following matters: a. Conduct towards the bench, court staff, client, witnesses, opponents and other parties	

	<ul style="list-style-type: none"> b. Conduct in negotiations, “without prejudice” communications and advising on settlements. c. Conduct in conferences d. Relations with fellow solicitors, including dealing with situations where a solicitor withdraws and exercises a lien over the client’s papers e. Rules 15A and 15B of PCR on rules governing family practitioners 	
H5	<p>Therapeutic Justice lens of care</p> <ul style="list-style-type: none"> a. Duty to advise client of Therapeutic Justice b. Duty to conduct proceedings in a Therapeutic Justice manner c. Duty to practise Therapeutic Justice in communication with opposing counsel 	
H6	Duty of full and frank disclosure of all information, especially when there is a claim for ancillary relief which includes matters relating to maintenance and division of matrimonial assets	

**INTELLECTUAL PROPERTY
(SOLICITOR SEAT) CHECKLIST**

Introduction

The Intellectual Property (“IP”) (Solicitor) Seat should prepare a practice trainee (“PT”) to a standard that will enable him or her to deal with the work likely to be encountered in the first few years of practice in non-contentious IP work. The term IP would include trademarks (registered / unregistered), patents, copyrights, geographic indicators, plant variety, registered designs, trade secrets, confidential information, and domain names.

- 1) For PTs undertaking the IP (Solicitor) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - a) **Ten tasks** set out under Section A; and
 - b) All tasks under Section B.

- 2) For PTs undertaking IP (Solicitor) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - a) **Five tasks** set out under Section A; and
 - b) All tasks under Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Prepare and/or review IP-related licenses or assignment agreements or agreements relating to the licensing or assignment of IP rights	
A2	Prepare advice on IP protection strategies for businesses	
A3	Prepare advice or assist with an IP audit	
A4	Prepare and/or review trade mark IPOS registration application forms (including specifications) for a trade mark	
A5	Prepare advice on the registrability of trade mark in Singapore	
A6	Conduct searches for clients in relation to the registrability of trade mark in Singapore	

A7	Prepare advice on draft classes/specifications in relation to trade mark registration	
A8	Prepare a report of IPOS trade mark office action to the client	
A9	Prepare and/or review response / submissions to overcome IPOS trade mark office action to be filed with IPOS	
A10	Prepare advice on copyright protection in Singapore	
A11	Draft and/or review IPOS patent application forms (excluding description, claims and drawings) for a patent	
A12	Prepare report of IPOS patent office action to clients	
A13	Draft and/or review IPOS registered designs application forms for a design	
A14	Prepare advice on the registrability of registered designs in Singapore	
A15	Conduct searches for clients in relation to the registrability of registered designs in Singapore	
A16	Draft and/or review advice and/or forms in relation to the renewal of registered IP rights in Singapore	
A17	Draft and/or review advice in respect of matters post-registration of IP (other than renewals) in Singapore	
A18	Instruct foreign counsel to draft trade mark registration forms in a foreign jurisdiction and provide assistance in reporting the draft to the client. Foreign counsel for non-contentious matters includes foreign agent where applicable	
A19	Instruct foreign counsel to prepare advice on registrability of trade mark in a foreign jurisdiction and report to the client on the advice	
A20	Instruct foreign counsel to conduct searches for client in relation to the registrability of trade mark in a foreign jurisdiction and report to the client on the outcome/advice	
A21	Prepare a report of foreign trade mark office action to the client and instruct foreign counsel to prepare arguments to overcome trade mark office action	
A22	Instruct foreign counsel to prepare advice on copyright protection in a foreign jurisdiction	

A23	Instruct foreign counsel to draft patent application forms (excluding description, claims and drawings) in a foreign jurisdiction and report to the client on the draft	
A24	Prepare a report of foreign patent office action to the client and instruct foreign counsel to prepare arguments to overcome patent office action	
A25	Instruct foreign counsel to draft utility model application forms in a foreign jurisdiction and report to the client on the draft	
A26	Instruct foreign counsel to prepare advice on the registrability of utility model in a foreign jurisdiction and report to the client on the advice	
A27	Instruct foreign counsel to conduct searches for clients in relation to the registrability of utility models in a foreign jurisdiction and report to the client on the outcome/advice	
A28	Instruct foreign counsel to draft registered design application forms in a foreign jurisdiction and report to the client on the draft	
A29	Instruct foreign counsel to prepare advice on the registrability of registered designs in a foreign jurisdiction and report to the client on the advice	
A30	Instruct foreign counsel to conduct searches for clients in relation to the registrability of registered designs in a foreign jurisdiction and report to the client on the outcome/advice	
A31	Instruct foreign counsel in relation to the renewal of registered IP rights in a foreign jurisdiction	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Discussion on relevant general ethics and principles, including potential ethical issues that may arise in the practice of Intellectual Property law	

**PROBATE AND SUCCESSION PLANNING
(SOLICITOR SEAT) CHECKLIST**

Introduction

A Probate and Succession Planning Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of probate and succession planning practice.

- 1) For PTs undertaking the Probate and Succession Planning Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B; and
 - (c) **Four tasks** set out in Section C.

- 2) For PTs undertaking the Probate and Succession Planning Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) All tasks set out in Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client on the drafting of a Last Will and Testament on at least one occasion	
A2	Prepare and finalise attendance notes in A.1	
A3	Prepare and draft at least one Last Will and Testament, and attend or assist in the execution of the same	
A4	Gain an understanding on the formal requirements of a Last Will and Testament, including the formal requirements on execution, executorship and attesting witnesses	
A5	Conduct legal research on a specific legal issue(s) with reference to the Probate & Administration Act 1934, Intestate Succession Act 1967 and/or the Wills Act 1838, and communicate research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium	

A6	Gain an understanding of important matters to note when preparing a Last Will and Testament, i.e. testamentary capacity and intentions of the testator	
A7	Gain an understanding on the types of assets and properties that can be disposed by way of a Will	
A8	Conducts legal research on a client's query on estate matters, which can include but is not limited to issues of appointment of personal representatives, distribution, responsibilities of a personal representative of an estate, and communicate research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium	
A9	Be aware of the procedural requirements in relation to non-contentious probate applications, e.g. the Family Justice Rules relating to non-contentious probate applications	
A10	Prepare and draft papers for an application of a Grant of Probate and/or a Grant of Letters of Administration (on an uncontested basis)	
A11	Attend and/or assist in the updates to client on the progress of the applications in A10	
A12	Gain an understanding of the powers and duties of personal representative(s), after a Grant of Probate/Grant of Letters of Administration is extracted	
A13	Receive guidance on handling conflicts of interest issues, in particular vis-à-vis personal representatives and beneficiaries, as well as in the preparation of Last Wills and Testaments	
A14	Discuss with supervising solicitor potential ethical issues that may arise when providing advice to personal representatives or beneficiaries to an estate	
A15	Gain an understanding on the safekeeping of wills and the Wills Registry	

SECTION B

No.	Task	Done (please tick accordingly)
B1	Assist in interviewing and taking instructions from a client on the making of a Lasting Power of Attorney (“LPA”) on at least one occasion	
B2	Prepare and finalise attendance notes in B1	
B3	Conduct legal research on a specific legal issue(s) with reference to the Mental Capacity Act 2008, and communicate research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium	
B4	Conduct legal research on a client’s query on mental capacity matters, including but not limited to issues of appointment of deputies / donees, special needs considerations, and communicate research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium	
B5	Demonstrate an understanding of the criteria for assessing a person’s mental capacity (i.e. Sections 4 and 5 of the Mental Capacity Act 2008)	
B6	Demonstrate an understanding of the acts and decisions covered by the Mental Capacity Act 2008	
B7	Discuss with supervising solicitor potential ethical issues that may arise when providing advice to deputies or donees of a person lacking mental capacity	

SECTION C

No.	Task	Done (please tick accordingly)
C1	Consider and/or discuss with the supervising solicitor, or any other lawyer as directed by the supervising solicitor, the substantive merits of a claim / defence, or parts thereof of a contentious probate proceeding or assist in preparing advice on the merits of a claim in a contested mental capacity proceeding	
C2	Receive guidance on the use of iFAMS and/or Probate eService platforms for the purposes of deputyship / probate matters	

C3	Attend one mediation / hearing in relation to mental capacity / deputyship / probate matters	
C4	Assist with the drafting of one opening statement, case statement or a settlement agreement for mediation, neutral evaluation, or arbitration, or assist with the drafting of written submissions for a hearing of a mental capacity / deputyship / probate proceedings	
C5	Assist with the drafting and preparation of one Affidavit of Foreign Law or Affidavit of Due Execution for probate proceedings	
C6	Assist with and/or attend discussion(s) / negotiation(s) of parties in relation to disputes arising from mental capacity / deputyship / probate matters	
C7	Assist with the drafting and preparation of one Deed of Disclaimer, Deed of Variation and/or Deed of Family Arrangement	
C8	Conduct legal research on a client's query pertaining to foreign grants or foreign law issues, and communicate research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium	
C9	Draft general correspondence, i.e. letters to Court, to the opposing counsel and relevant third parties, in relation to contentious mental capacity / deputyship / probate matters, with a discussion with the supervising solicitor, or any other lawyer as directed by the supervising solicitor, on the appropriate tone to adopt for different scenario(s) and having regard to the therapeutic justice mindset	
C10	Research, prepare and/or draft an application to re-seal Grants from Commonwealth countries	
C11	Assist with the drafting and preparation of a Power of Attorney pursuant to Section 27 of the Trustees Act 1967	
C12	Draft correspondence to third parties / institutions in relation to mental capacity / deputyship / probate matters, e.g. (a) a cover letter to a medical professional for the purposes of mental capacity assessment explaining the purpose of the assessment requested and providing a brief family history in the letter, (b) a letter to bank(s) or financial institution(s) for the purpose of asset tracing	

REAL ESTATE (SOLICITOR SEAT) CHECKLIST

Introduction

A Real Estate Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of real estate practice.

- 1) For PTs undertaking the Real Estate Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - a) All tasks set out in Section A;
 - b) All tasks set out in Section B;
 - c) All tasks set out in Section C;
 - d) All tasks set out in Section D
 - e) All tasks set out in Section E (All tasks); and
 - f) **One task** set out in Section F.

- 2) For PTs undertaking the Real Estate Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - a) All tasks set out in Section A;
 - b) Task B3 set out in Section B ;
 - c) Tasks C1, C3, and C4 set out in Section C ;
 - d) Tasks D1, D2, D3 and D4 set out in Section D;
 - e) All tasks set out in Section E; and
 - f) **One task** set out in Section F.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Meet a client to take instructions on the proposed transaction structure and any commercial considerations required to prepare the transaction documents, and thereafter prepare advice to the client on the appropriate transaction structure and documents	
A2	Guide a client on completion of the client information sheet/warrant to act. Where an agent/representative of the client has given instructions on behalf of the client, seek confirmation from the client to ensure the agent/representative has authority to act on behalf of the client	
A3	Conduct Know Your Client ("KYC") checks on individual and corporate clients	

A4	Conduct Anti-Money Laundering (" AML ")/Terrorism Financing checks to identify a client's source of funds in accordance with the Law Society's rules, regulations and guidelines including those on Anti-Money Laundering/Terrorism Financing	
A5	Request supporting documents from a client (i.e. Identification document, Bank's letter of offer)	
A6	<p>When conducting KYC/AML checks, identify and apply ethical rules and obligations set out in the relevant statutes which have specific applicability to conveyancing transactions. This includes rules which prohibit a lawyer from:</p> <ol style="list-style-type: none"> a. acting for a buyer and seller in a real estate transaction; and b. procuring conveyancing business by paying referral fees to real estate agents or giving monetary rewards to referrers 	
A7	<p>In relation to holding of clients' moneys, identify and apply ethical rules and obligations set out in the relevant statutes which have specific applicability to clients' money. This includes rules which require a lawyer to:</p> <ol style="list-style-type: none"> a. pay all relevant moneys into a client account or conveyancing account in accordance with the Legal Profession (Solicitors' Accounts) Rules ("SAR") and the Conveyancing and Law of Property (Conveyancing) Rules 2011 ("Conveyancing Rules"); and b. promptly notify a client when monies such as conveyancing monies are received by a lawyer and expeditiously provide a statement of accounts when so requested by the client in accordance with the Legal Profession (Professional Conduct) Rules 2015 ("PCR"). c. adhere to circumstances which allow a lawyer to hold, receive or withdraw conveyancing moneys from a conveyancing account under the SAR and the Conveyancing Rules; and d. deposit monies in a fixed deposit account in accordance with the Legal Profession (Deposit Interest) Rules 	
A8	<p>In relation to the practice of general etiquette with clients, other legal practitioners and third parties, identify and apply ethical rules and obligations set out in the relevant statutes, and especially:</p> <ol style="list-style-type: none"> a. Adhere to the general principle to be fair and courteous towards every person under the PCR; and b. Observe the requirements of good manners and courtesy towards other members of the profession or their staff as set out in the Law Society's Practice Directions and Guidance Notes 	

SECTION B

No.	Task	Done (please tick accordingly)
B1	Research specific legal questions using LawNet, other legal search engines and government portals, especially in relation to statutes, regulations, government notices/practice directions, case law and, <i>inter alia</i> , points pertaining to real estate	
B2	Communicate research results to their supervising solicitor or any other lawyer as directed by the supervising solicitor as effectively as possible through written memos or any other medium	
B3	Remain up to date on the latest regulatory and practice guidelines and frameworks and be familiar with real estate statutes, regulations and the Law Society's Conditions of Sale	

SECTION C

No.	Task	Done (please tick accordingly)
C1	Conduct property due diligence to review title-related documents such as property title searches, legal requisitions (including Road Line Plan and Railway Protection (if applicable)), management corporation's certificates, state leases, Housing and Development Board ("HDB") leases and Jurong Town Corporation ("JTC") leases and, thereafter, prepare the Report on Title	
C2	Conduct property due diligence to review documents not directly related to the title to the property, but which may have an implication on the transaction such as: <ol style="list-style-type: none"> license agreements; property management agreements; tenancy and subletting agreements; and side letters from and correspondences with regulatory bodies 	
C3	Conduct bankruptcy/winding up and litigation searches on the vendor, borrower and mortgagor. Where the vendor is an individual, conduct a bankruptcy search to determine the vendor's capacity to dispose of the property. Where the vendor is a company, conduct a winding up search and judicial management search on the vendor's insolvency status	
C4	Where the client or the counterparty is a company, carry out the following: <ol style="list-style-type: none"> conducting company searches; and 	

	b. review the constitutional documents and prepare the corporate authorisations of the company to ensure that the parties have the legal capacity to enter into the transaction documents and undertake the obligations set out therein	
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SECTION D

No.	Task	Done (please tick accordingly)
D1	Prepare the transaction documents for signing	
D2	Update title searches and insolvency searches: a. in respect of an option to purchase, on the day of exercise of the option and exercising the option strictly in accordance with the terms of the option (e.g. delivering the original option with the signed acceptance copy together with the balance deposit to the vendor's lawyers before the stipulated deadline); and b. in respect of a sale and purchase agreement, on the day of signing of the sale and purchase agreement	
D3	Lodge the purchaser's caveat after the exercise of the option to purchase or entry by parties into the sale and purchase agreement	
D4	Calculate the relevant and applicable stamp duties (e.g. buyer's stamp duty, additional buyer's stamp duty and seller's stamp duty) based on the stamp duty profile of the buyer and seller and the type of property (i.e. residential, non-residential, mix-used) and attend to stamping of the option to purchase or the sale and purchase agreement within the statutory timeframe set out in the Stamp Duties Act 1929 and apply for remission of stamp duties (if applicable)	
D5	Draft and/or review security documents required by the Bank for financing such as: a. the Mortgage; b. the Assignment of Rental Proceeds; and c. the Guarantee	
D6	Review the terms of the Bank's letter of offer such as: a. the borrower's and obligors' (if any) particulars provided in the letter of offer; b. the purpose of loan; c. the security to be provided by the borrower and obligors (e.g. all monies mortgage) (if any); and d. the terms pertaining to use of CPF, prepayment and penalty	

D7	Where CPF is utilised for the purchase of the property: a. prepare the Letter of Authorisation, Declaration, Consent & Agreement; b. prepare and submit the e-application to the CPF Board via the CPF portal; and c. liaise with the CPF Board's lawyers on the disbursements of the CPF funds	
D8	Where discharge of existing mortgage and other security documents are required: a. draft and serve notice of redemption on the Bank and draft the discharge documents (e.g. Total Discharge of Mortgage); b. where the mortgagor is a company, draft and file the statement of satisfaction of registered charge; and c. where the mortgagor is an individual, submit an online application to CPF to request for the client's CPF refund statement and arrange for the discharge of CPF charge on the property	

SECTION E

No.	Task	Done <i>(please tick accordingly)</i>
E1	Prepare and check transaction documents, such as: a. the transfer instrument; b. the mortgage and application to notify charge; c. the Letter of Confirmation (pursuant to Section 45D of Income Tax Act 1947); d. the Total Discharge of Mortgage and application to notify discharge of charge; e. the Seller's Stamp Duty Declaration Form for residential and industrial properties; f. the Letter of Authority for the payment of sale proceeds; g. conditions precedent documents for loan drawdown purposes; and h. e-Notice of Transfer	
E2	Check the payment of property tax and management and sinking fund contributions	
E3	Prepare or reviewing completion account and mode of payment	
E4	Update title searches and insolvency searches on the date of completion	
E5	Attend at completion in accordance with the terms of the option to purchase or the sale and purchase agreement. In practice, completion is typically held at the vendor's lawyers' office or, if there is a mortgagee, at the mortgagee's lawyers' office	

E6	Once transaction documents have been signed and returned, collate documents, returning originals to parties	
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SECTION F

No.	Task	Done <i>(please tick accordingly)</i>
F1	<p><u>Completed Properties</u></p> <p>Draft and/or review options to purchase and sale and purchase agreements and, <i>inter alia</i>, review terms pertaining to:</p> <ol style="list-style-type: none"> the particulars of the property; the particulars of the parties (e.g. checking whether there is a nominee); the payment structure of the option fee and purchase price of the property; the mode in which the option is exercised (e.g. checking whether there is any stake holding); and the Law Society's Conditions of Sale (e.g. checking whether any conditions should be modified in favour of the client) 	
F2	<p><u>Properties under Construction</u></p> <p>Draft and/or review the following:</p> <ol style="list-style-type: none"> options to purchase in accordance with Form 2 of the Housing Developers Rules ("HDR"); or the form prescribed under the Sale of Commercial Properties Rules; and sale and purchase agreements, for properties with no strata division, in accordance with Form 4 of the HDR, and for properties with strata subdivision, in accordance with Form 5 of the HDR or the form prescribed under the Sale of Commercial Properties Rules 	

**CORPORATE & COMMERCIAL – GENERAL PRACTICE
(SOLICITOR SEAT) CHECKLIST**

Introduction

A Corporate & Commercial (General Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of general corporate and commercial practice.

- 1) For PTs undertaking the Corporate & Commercial (General Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) **Five tasks** set out in Section B.

- 2) For PTs undertaking the Corporate & Commercial (General Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) **Three tasks** set out in Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client on a corporate matter	
A2	Conduct legal research on a client’s query on a corporate matter and communicate research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium	
A3	Assist in preparing an engagement letter for a corporate matter	
A4	Prepare advice on the Companies Act 1967 or on general corporate regulatory matters	
A5	Assist with corporate secretarial matters for a private or public company (whether limited by shares or otherwise) This may include assisting with the drafting or reviewing of board or shareholders’ resolutions, the preparing or reviewing of the notice or minutes of annual general	

	meeting(s), or such other corporate secretarial documents as the supervising solicitor, or any other lawyer as directed by the supervising solicitor, may deem fit	
A6	Attend negotiations with counterparties in relation to contracts or transaction documents	
A7	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A8	Discuss potential ethical issues that may arise in a corporate and commercial practice with the supervising solicitor	
A9	Receive guidance on handling conflicts of interest issues	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Assist in the establishment or incorporation of a business vehicle in Singapore (e.g. companies, partnerships, variable capital companies)	
B2	Prepare advice on the Employment Act, Employment of Foreign Manpower Act, or on any collective agreements or employment related matters	
B3	Prepare advice on the Personal Data Protection Act or other personal data or privacy related matters or reviewing any personal data protection policy(ies)	
B4	Prepare advice on the Securities and Futures Act or other securities related matters	
B5	Assist in preparing, reviewing and/or advising on non-disclosure agreement(s) or confidentiality agreements	
B6	Assist in preparing, reviewing and/or advising on consultancy or service agreement(s)	
B7	Assist in preparing, reviewing and/or advising on agreement(s) relating to agency or distribution arrangements	

B8	Assist in preparing, reviewing and/or advising on agreement(s) relating to outsourcing arrangements	
B9	Assist in preparing, reviewing and/or advising on contract(s) for manufacture or for procurement of goods and services	
B10	Conduct legal due diligence, including conducting intellectual property, litigation or insolvency searches, and reporting or advising on legal due diligence findings	
B11	Assist in drafting, reviewing and/or negotiating a share subscription or investment agreement, convertible note agreement, or other funding or financing agreement	
B12	Assist in drafting, reviewing and/or negotiating a share purchase agreement	
B13	Assist in drafting, reviewing and/or negotiating a business or asset sale agreement	
B14	Assist in drafting and/or reviewing completion documents in relation to the completion of a share sale	
B15	Assist in drafting and/or reviewing completion documents in relation to the completion of a business or asset sale	
B16	Assist in preparing and/or reviewing a disclosure letter containing exceptions to representations and warranties in a transaction document	
B17	Assist in drafting, reviewing and/or negotiating a shareholders' agreement or a joint venture agreement	
B18	Assist in drafting, reviewing and/or negotiating a term sheet, letter of intent or memorandum of understanding	
B19	Assist in drafting, reviewing, negotiating, and/or advising on an employment agreement or service agreement	
B20	Assist in drafting, reviewing, negotiating, and/or advising on a loan agreement, facilities agreement, or any agreement creating security in respect of any liabilities	
B21	Assist in drafting, reviewing, negotiating, and/or advising on any personal or corporate guarantee	

B22	Assist in drafting, reviewing and/or making amendments to a company's constitution	
B23	Assist with the preparation of a legal opinion	
B24	Assist a company with the adoption of an employee share option plan or performance share plan, or amendments to an existing employee share option plan or performance share plan	
B25	Assist with the drafting or review of a novation or assignment agreement	
B26	Assist with the drafting or review of an offer announcement in connection with a public takeover transaction	
B27	Assist with the preparation of an application to the Securities Industry Counsel (SIC) in accordance with the Singapore Code on Takeovers and Mergers	
B28	Assist with the drafting or review of an offer document or offeree circular or scheme document in connection with a public takeover transaction	
B29	Assist a company with its share buyback or capital reduction exercise	
B30	Assist a company with its share consolidation or share split exercise	
B31	Assist a company with its declaration of dividends	
B32	Assist a company to prepare an announcement pursuant to the listing requirements in respect of listed companies under the SGX Listing Manual	
B33	Assist a company to prepare a circular to shareholders (or such other document to be issued to shareholders) pursuant to the listing requirements in respect of listed companies under the SGX Listing Manual	
B34	Attend a management and/or directors' verification meeting for the purpose of verification of information contained in a circular (or such other document to be issued to shareholders), and preparing the verification notes for such verification meeting	
B35	Assist a company to populate an SGX compliance checklist	

B36	Prepare advice on continuing listing requirements in respect of listed companies under the SGX Listing Manual	
B37	Assist in the preparation or review of corporate governance reports or statements in annual reports of companies listed on the SGX	
B38	Prepare or review documents in respect of annual general meetings of companies listed on the SGX	
B39	Assist with the review or preparation of a prospectus or offer document in connection with an initial public offering (IPO)	
B40	Assist with the review of declaration forms, or attending interviews with the directors / executive officers / controlling shareholders / major customers and suppliers and preparing minutes in connection with an IPO	
B41	Assist with the drafting or review of the underwriting agreement, placement agreement or continuing sponsorship agreement	
B42	Assist with the drafting or review of documents to be submitted to SGX for the lodgement and registration of the offer document or prospectus for an IPO	
B43	Assist in or preparing advice on matters involving Singapore securities laws and/or exchange rules in respect of offerings and/or listing of collective investment schemes in Singapore	
B44	Assist in or preparing advice on matters involving fund structuring	
B45	Assist with the drafting, reviewing, advising on and/or updating of an offering document, a constitutive document or a subscription document for a fund	
B46	Assist with the drafting, reviewing, advising on and/or updating of a management or advisory agreement or a custodian agreement or administration agreement for a fund	
B47	Assist with regulatory applications and filings in connection with the offering and/or listing of collective investment schemes in Singapore	
B48	Assist in, researching on, or preparing advice on licensing and related regulatory matters for fund management companies in Singapore, such as licensing applications, exemptions and ongoing regulatory reporting and other requirements	
B49	Assist in, researching on, or preparing advice on Singapore corporate and regulatory matters relating to ongoing operations / maintenance of funds	

B50	Assist in, researching on, or preparing advice on regulatory and compliance matters in respect of REITs and/or Business Trusts	
B51	Assist in, preparing advice, or reviewing documents in respect of the primary / secondary offering of REIT and/or Business Trust units	
B52	Assist in, preparing advice and/or researching on regulatory and compliance matters in respect of REIT Managers under the capital markets services license regime	
B53	Assist in the preparation and/or review of advice relating to legal risk analysis arising from project agreements	
B54	Assist in the preparation, review and/or research for advising on regulatory, licensing and compliance matters in various energy and infrastructure sectors	
B55	Assist in the preparation and/or review of regulatory applications and/or submissions to regulatory authorities in various energy and infrastructure sectors	
B56	Assist in preparing, reviewing and/or negotiating project tender document(s) or requests for proposal(s) for an energy, infrastructure or other project	
B57	Assist in preparing, reviewing and/or negotiating project development agreement(s) or ancillary documentation for an energy, infrastructure or other project	
B58	Prepare advice on any other regulatory or licensing matter(s) relating to businesses which do not fall under any of the categories above	
B59	Prepare advice on and/or attend to the perfection, stamping, and registration of finance documents in Singapore	
B60	Assist with the collation of conditions precedent documents and issuing a customary report on conditions precedent documents	
B61	Assist with lodgements or filings to be made with the Accounting and Corporate Regulatory Authority of Singapore	

**CORPORATE & COMMERCIAL – COMPETITION & ANTITRUST
(SOLICITOR SEAT) CHECKLIST**

Introduction

A Corporate & Commercial (Competition & Antitrust Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of competition and antitrust practice.

- 1) For PTs undertaking the Corporate & Commercial (Competition & Antitrust Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B; and
 - (c) **Three tasks** set out in Section C.

- 2) For PTs undertaking the Corporate & Commercial (Competition & Antitrust Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) All tasks set out in Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client	
A2	Conduct legal research on a client’s query on a corporate matter and communicate research results to their supervising solicitor or any other lawyer as directed by the supervising solicitor as effectively as possible through written memoranda or any other medium	
A3	Prepare advice on the Competition Act 2004	
A4	Assist with corporate secretarial matters for a private or public company (whether limited by shares or otherwise)	
A5	Attend negotiations with counterparties in relation to contracts or transaction documents	

A6	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A7	Discuss potential ethical issues that may arise when preparing competition law advisory (e.g., deliberate non-notification of notifiable mergers, destruction of documents during searches) with the supervising solicitor	
A8	Receive guidance on handling conflicts of interest issues	

SECTION B

No.	Task	Done (please tick accordingly)
B1	Gain an understanding of the main provisions of the CA and Guidelines issued by the CCCS	
B2	Prepare advice or draft a research memo on any of the three main prohibitive provisions under the Competition Act 2004 <ul style="list-style-type: none"> a. Section 34: Prohibition against agreements or concerted practices which have as their object or effect the prevention, restriction or distortion of competition within Singapore b. Section 47: Prohibition against conduct which amounts to the abuse of a dominant position in any market in Singapore c. Section 54: Prohibition against mergers that have resulted, or may be expected to result, in a substantial lessening of competition within any market in Singapore for goods or services 	
B3	Gain an understanding of the powers of investigations and enforcement of the CCCS (including powers of search with and without warrant as well as powers to impose remedies, directions and financial penalties)	
B4	Gain an understanding of the merger filing process including applicable forms, fees and timelines (both Phase 1 and Phase 2)	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Draft a legal opinion on a competition law matter	
C2	Draft a preliminary merger assessment	
C3	Draft a competition law advisory to the client	
C4	Draft submissions for written representations to the CCCS	
C5	Draft submissions for oral representations to the CCCS	
C6	Draft submissions for third party feedback to the CCCS (in respect of a public consultation)	
C7	Prepare and draft competition law compliance manuals for a client	
C8	Prepare and draft presentation slides for compliance training of client's personnel	
C9	Attend and assist on an oral representation before the CCCS	
C10	Attend and assist on a Competition Appeal Board hearing	
C11	Attend and assist with compliance/dawn raid training for a client's personnel	

CORPORATE & COMMERCIAL – EQUITY CAPITAL MARKETS PRACTICE

(SOLICITOR SEAT) CHECKLIST

Introduction

A Corporate & Commercial (Equity Capital Markets Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of equity capital markets practice.

1) For PTs undertaking the Corporate and Commercial (Equity Capital Markets Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:

- (a) All tasks set out in Section A;
- (b) All tasks set out in Section B; and
- (c) All tasks set out in Section C.

2) For PTs undertaking the Corporate and Commercial (Equity Capital Markets Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:

- (a) All tasks set out in Section A.
- (b) All tasks set out in Section B; and
- (c) **Two tasks** set out in Section C.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client	
A2	Conduct legal research on a client’s query and communicate research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium	
A3	Assist in preparing an engagement letter for a corporate matter	
A4	Prepare advice on the Companies Act 1967 or on general corporate regulatory matters	
A5	Assist with corporate secretarial matters for a private or public company (whether limited by shares or otherwise)	

A6	Attend negotiations with counterparties in relation to contracts or transaction documents	
A7	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A8	Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in the practice of equity capital markets with the supervising solicitor	
A9	Receive guidance on handling conflicts of interest issues	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Gain an understanding of the Securities and Futures Act 2001 of Singapore as applicable to an offer of securities in Singapore	
B2	Gain an understanding of the Singapore Exchange ("SGX") Listing Manual as applicable to a listing of equity securities on the SGX	
B3	Gain an understanding of the continuing listing obligations including ongoing disclosure requirements under the SGX Listing Manual in respect of a company or Business Trust listed on the SGX	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Assist in / prepare advice on / research regulatory and compliance matters in respect of the offer of securities in Singapore under the Securities and Futures Act 2001 of Singapore and/or the listing of companies and/or Business Trusts on the SGX	
C2	Assist in / prepare advice / prepare or review documents in respect of the listing on the SGX and/or the primary / secondary offering of shares and/or Business Trust units, such as listing applications, introductory documents, prospectuses, offer information statements and ancillary documents	
C3	Assist in / prepare advice on / research continuing listing obligations including ongoing disclosure requirements under the SGX Listing Manual in respect of a company or Business Trust listed on the SGX	

C4	Assist in drafting or review of announcements to be issued by a company or Business Trust listed on the SGX pursuant to its continuing listing obligations	
C5	Prepare / review annual reports, circulars, letters to shareholders and/or other documents issued by a company or Business Trust listed on the SGX in connection with annual general meetings or extraordinary general meetings	

**CORPORATE & COMMERCIAL – FINANCIAL REGULATORY & COMPLIANCE PRACTICE
(SOLICITOR SEAT) CHECKLIST**

Introduction

A Corporate & Commercial (Financial Regulatory & Compliance Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of financial regulatory and compliance practice.

- 1) For PTs undertaking the Corporate & Commercial (Financial Regulatory & Compliance Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) All tasks set out in Section B.

- 2) For PTs undertaking the Corporate & Commercial (Financial Regulatory & Compliance Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) **Three tasks** set out in Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client on a licensing and/or regulatory matter for a financial institution	
A2	Conduct legal research or draft advice on a client’s query on a licensing and/or regulatory matter for a financial institution, and communicate research results to their supervising solicitor or any other lawyer as directed by the supervising solicitor as effectively as possible through written memoranda or any other medium	
A3	Conduct research or draft advice on any of the following or the subsidiary legislation thereof: - <ol style="list-style-type: none"> a. Securities and Futures Act b. Financial Advisers Act c. Banking Act d. Trust Companies Act e. Insurance Act f. Payment Services Act g. Notices and Guidelines issued by the Monetary Authority of Singapore to financial institutions under the above statutes h. Commodity Trading Act i. Moneylenders Act j. Monetary Authority of Singapore Act 	

	<ul style="list-style-type: none"> k. Financial Services and Markets Act l. Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act m. SGX-ST and SGX-DT Trading Rules and Clearing Rules 	
A4	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A5	Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in the practice relating to financial regulatory and compliance with the supervising solicitor	
A6	Receive guidance on handling conflicts of interest issues	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Gain an understanding of the licensing and regulatory regime for financial institutions in Singapore, including identifying regulated products/services, the licensing requirements that apply to them and the conduct of business requirements applicable to each type of licence	
B2	Gain an understanding of the types of products that are subject to laws on securities offering and the applicable prospectus requirements and exemptions	
B3	Gain an understanding of the laws that regulate the trading of financial products	
B4	Gain an understanding of Singapore anti-money laundering and countering of financing of terrorism laws	
B5	Prepare advice, research and/or assist generally on licensing and regulatory matters for financial institutions in Singapore, such as licensing applications, exemptions and ongoing conduct of business requirements	
B6	Prepare advice, research and/or assist generally on matters involving the trading of financial products, including insider trading and market misconduct laws relating to securities and derivatives trading and substantial shareholder disclosure requirements	
B7	Prepare advice, research and/or assist generally on Singapore laws on anti-money laundering and countering of financing of terrorism	

CORPORATE & COMMERCIAL – BANKING PRACTICE

(SOLICITOR SEAT) CHECKLIST

Introduction

A Corporate & Commercial (Banking Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of banking practice.

- 1) For PTs undertaking the Corporate & Commercial (Banking Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B; and
 - (c) **Four tasks** set out in Section C.

- 2) For PTs undertaking the Corporate & Commercial (Banking Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B; and
 - (c) **Two tasks** set out in Section C.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client	
A2	Conduct legal research on a client’s query and communicating research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium	
A3	Attend negotiations with counterparties in relation to contracts or transaction documents	
A4	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A5	Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in banking practice with the supervising solicitor	

A6	Receive guidance on handling conflicts of interest issues	
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SECTION B

No.	Task	Done (please tick accordingly)
B1	Gain an understanding of: <ol style="list-style-type: none"> Different types of loans and their terms and characteristics; Different counterparties involved in a loan transaction; Completion sequence and timelines (including collation of conditions precedent); The legal and commercial considerations relating to each loan transaction; and Discharge mechanics 	
B2	Assist with preparation and/or review of the typical suite of loan documents	
B3	Gain an understanding of the legal issues that would typically arise in the context of loans and that underpin customary legal opinions	

SECTION C

No.	Task	Done (please tick accordingly)
C1	Gain an understanding of / assist generally on matters relating to loans and security, such as being able to identify, understand and describe different types of loans (bilateral vs syndicated, secured vs unsecured, guaranteed vs non-guaranteed) and security and their characteristics, the various counterparties to a loan transaction and their differing interests and the preparation of conditions precedent (CP) checklists (including collation of conditions precedent)	
C2	Assist with drafting, reviewing, advising on and/or updating of at least two loan documents, including but not limited to: <ol style="list-style-type: none"> Facility agreements Security documents Board resolutions Shareholder resolutions Legal opinions ACRA forms Discharge documentation (including gaining familiarity with various APLMA formats) 	

C3	Gain familiarity with each loan document, its purpose, the rights and interests that each contract seeks to provide and/or protect, and its key terms, including familiarity with key representations and warranties, covenants, events of default and indemnities	
C4	Gain familiarity with transaction sequence and timeline	
C5	Prepare advice, research and/or assist generally on legal issues pertaining to any of the below, or any combination thereof: <ul style="list-style-type: none"> a. Contract law b. Trust law c. Equity d. Property law e. Taking security f. Companies law g. Corporate governance pertaining to loans 	
C6	Attend client meetings, calls and/or negotiations with counterparties on loan documents and terms	
C7	Prepare advice, research and/or assist generally on Singapore corporate and regulatory matters relating to loans	

CORPORATE & COMMERCIAL – DEBT CAPITAL MARKETS PRACTICE

(SOLICITOR SEAT) CHECKLIST

Introduction

A Corporate & Commercial (Debt Capital Markets Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of debt capital markets practice.

- 1) For PTs undertaking the Corporate & Commercial (Debt Capital Markets Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B; and
 - (c) **Four tasks** set out in Section C.

- 2) For PTs undertaking the Corporate & Commercial (Debt Capital Markets Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) All tasks set out in Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client	
A2	Conduct legal research on a client’s query and communicate research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium	
A3	Provide advice on the Securities and Futures Act 2001 or on general matters relating to raising debt capital	
A4	Assist with matters relating to the issue of debt securities	
A5	Assist with lodgements or filings to be made with the Singapore Exchange	
A6	Attend negotiations with counterparties in relation to contracts or transaction documents	

A7	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A8	Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in the practice of debt capital markets with the supervising solicitor	
A9	Receive guidance on handling conflicts of interest issues	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Gain an understanding of: <ul style="list-style-type: none"> a. Different types of bonds and their terms and characteristics; b. Different counterparties involved in a bond transaction; c. Different approaches to liability management in respect of bonds; d. Completion sequence and timelines; and e. Legal and commercial considerations that inform any issue of debt securities and liability management exercises pertaining to debt securities 	
B2	Gain an understanding of: <ul style="list-style-type: none"> a. Different types of loans and their terms and characteristics; b. Different counterparties involved in a loan transaction; c. Completion sequence and timelines (including collation of conditions precedent); d. The legal and commercial considerations relating to each loan transaction; and e. Discharge mechanics 	
B3	Assist with preparation and/or review of the typical suite of bond documents	
B4	Assist with preparation and/or review of the typical suite of bond drawdown documents	
B5	Assist with preparation and/or review of the typical suite of loan documents	
B6	Gain an understanding of the legal issues that would typically arise in the context of debt securities and loans and that underpin customary legal opinions	
B7	Assist with regulatory applications and filings in connection with the offerings and/or listing of debt securities in Singapore	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Gain an understanding of and/or assist generally on matters relating to issue of debt securities, such as being able to identify, understand and describe different types of debt securities (including form, status, ranking and security, different interest bases and tenors, put and call options), the various counterparties to a bond transaction (both market participants and regulators) and their differing interests	
C2	Gain an understanding of / assist generally on matters relating to loans and security, such as being able to identify, understand and describe different types of loans (bilateral vs syndicated, secured vs unsecured, guaranteed vs non-guaranteed) and security and their characteristics, the various counterparties to a loan transaction and their differing interests and the preparation of conditions precedent (CP) checklists (including collation of conditions precedent)	
C3	Gain familiarity with each bond document, its purpose, the rights and interests that each contract seeks to provide and/or protect, and its key terms, including familiarity with key representations and warranties, covenants, events of default and indemnities, understanding the key legal implications behind bond offering documents	
C4	Assist with drafting, reviewing, advising on and/or updating of bond drawdown documents, such as pricing supplements, subscription agreements, dealer/issuer confirmations, global notes, No MAC certificates and other ancillary papers, as well as the SGX listing application and documents and the Return on Debt Securities (RODS) form	
C5	Gain familiarity with drawdown and/or listing mechanics and timelines for both local and foreign issuers	
C6	Assist with drafting, reviewing, advising on and/or updating of at least two loan documents, including but not limited to: <ul style="list-style-type: none"> a. Facility agreements b. Security documents c. Board resolutions d. Shareholder resolutions e. Legal opinions f. ACRA forms g. Discharge documentation (including gaining familiarity with various APLMA formats) 	
C7	Gain familiarity with each loan document, its purpose, the rights and interests that each contract seeks to provide and/or protect, and its key terms, including familiarity with key representations and warranties, covenants, events of default and indemnities	

C8	Gain familiarity with transaction sequence and timeline	
C9	<p>Prepare advice, research and/or assist generally on legal issues pertaining to any of the below, or any combination thereof:</p> <ul style="list-style-type: none"> a. Contract law b. Trust law c. Equity d. Property law e. Taking security f. Companies law g. Corporate governance pertaining to loans and the issue of debt securities. h. The law and regulations pertaining to the Qualifying Debt Securities Scheme i. Securities laws in key jurisdictions such as Singapore, USA, EEA, UK and HK j. The ICMA Primary Market Handbook k. The Securities and Futures Act l. The SGX Listing Manual 	
C10	Attend client meetings, calls and/or negotiations with counterparties on bond and loan documents and terms	
C11	Prepare advice, research and/or assist generally on Singapore corporate and regulatory matters relating to the issue of debt securities and loans	

CORPORATE & COMMERCIAL – ENERGY, INFRASTRUCTURE & PROJECTS PRACTICE

(SOLICITOR SEAT) CHECKLIST

Introduction

A Corporate & Commercial (Energy, Infrastructure and Projects Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of energy, infrastructure and projects practice.

- 1) For PTs undertaking the Corporate & Commercial (Energy, Infrastructure and Projects Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) **Two sets of documents** set out in Section B; and
 - (c) **Four tasks** set out in Section C.

- 2) For PTs undertaking the Corporate & Commercial (Energy, Infrastructure and Projects Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) **One set of documents** set out in Section B; and
 - (c) **Two tasks** set out in Section C.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client on an energy, infrastructure or projects matter	
A2	Conduct legal research on a client’s query and communicate research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium	
A3	Assist in preparing an engagement letter for a corporate matter	
A4	Attend negotiations with counterparties in relation to contracts or transaction documents	
A5	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	

A6	Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in the practice of Energy, Infrastructure and Projects with the supervising solicitor.	
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SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Assist in preparing, reviewing and negotiating the following sets of the documents: a. Project tender documents; b. Requests for proposal; c. Project development agreements; and d. Ancillary supporting documentation	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Gain an understanding of the framework and structure of various aspects of energy and infrastructure related work such as: a. Land development; b. Procurement; c. Construction; d. Financing; e. Operations; and f. Maintenance	
C2	Gain an understanding of the concerns of stakeholders (such as government authorities, the concessionaire, financiers and sponsors) in a project development arrangement	
C3	Gain an understanding of public and private procurement arrangements, including the framework relating to Public-Private Partnerships in Singapore	
C4	Gain an understanding of regulatory, licensing and compliance matters in various energy and infrastructure sectors, such as: a. Electricity; b. Renewable energy; c. Energy transition and sustainability solutions; d. Different fossil fuels; e. Telecommunications; f. Media; g. Transportation; h. Water treatment; and	

	i. Waste management	
C5	Assist in the conduct of legal risk analysis arising from project agreements	
C6	Assist in the preparation / review / research for advice on regulatory, licensing and compliance matters in the energy and infrastructure sector	
C7	Assist in the preparation / review / of regulatory applications and/or submissions to regulatory authorities in the energy and infrastructure sectors	

**CORPORATE & COMMERCIAL – INVESTMENT FUNDS PRACTICE
(SOLICITOR SEAT) CHECKLIST**

Introduction

A Corporate & Commercial (Investment Funds Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of investment funds practice.

- 1) For PTs undertaking the Corporate & Commercial (Investment Funds Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) All tasks set out in Section B.

- 2) For PTs undertaking the Corporate & Commercial (Investment Funding Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) All tasks set out in Section C.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client	
A2	Conduct legal research on a client’s query and communicate research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium	
A3	Assist in preparing an engagement letter for a corporate matter	
A4	Prepare advice on the Companies Act 1967 or on general corporate regulatory matters	
A5	Assist with corporate secretarial matters for a private or public company (whether limited by shares or otherwise)	
A6	Attend negotiations with counterparties in relation to contracts or transaction documents	

A7	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A8	Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in the practice relating to investment funding with the supervising solicitor	
A9	Receive guidance on handling conflicts of interest issues	

SECTION B

No.	Task	Done (please tick accordingly)
B1	Assist with drafting, reviewing, advising on and/or updating of at least two of the following documents: a. Offering documents b. Constitutive documents c. Subscription documents d. Management / advisory agreements e. Custodian agreements and/or administration agreements	
B2	Assist in / prepare advice, research matters involving Singapore securities laws and/or exchange rules in respect of offerings and/or listing of collective investment schemes in Singapore, including preparing advice / research / review of documents	
B3	Assist in / prepare advice, research matters involving fund structuring, including preparing advice / research / review of documents	
B4	Assist in matters involving the development / assessment / structuring in relation to investment strategies including preparing advice / research / review of documents	
B5	Assist with regulatory applications and filings in connection with the offering and/or listing of collective investment schemes in Singapore	
B6	Assist in / prepare advice, research licensing and related regulatory matters for fund management companies in Singapore, such as licensing applications, exemptions and ongoing regulatory reporting and other requirements	

No.	Task	Done (please tick accordingly)
B7	Assist in / prepare advice, research Singapore corporate and regulatory matters relating to ongoing operations / maintenance of funds	
B8	Attend negotiations with counterparties in relation to fund documents and terms	

SECTION C

No.	Task	Done (please tick accordingly)
C1	Gain an understanding of Singapore securities laws and Exchange rules in respect of offerings / listing of collective investment schemes in Singapore	
C2	Gain an understanding of fund structures, be able to identify and describe different legal forms of fund vehicles, their characteristics, advantages and disadvantages and suitability for different fund strategies	
C3	Gain an understanding of different types of investment strategies employed by funds / managers, be able to identify and describe the different characteristics of investment strategies and assess the feasibility of different fund strategies and/or investments under applicable requirements and/or restrictions	
C4	Gain an understanding of basic fund documents: <ul style="list-style-type: none"> a. Offering documents b. Constitutive documents c. Subscription documents d. Management / advisory agreements Custodian agreements and/or administration agreements	
C5	Attend client meetings / calls	

**CORPORATE & COMMERCIAL – MERGERS & ACQUISITIONS (“M&A”) PRACTICE
(SOLICITOR SEAT) CHECKLIST**

Introduction

A Corporate & Commercial (M&A Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of M&A practice.

- 1) For PTs undertaking the Corporate & Commercial (M&A Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B;
 - (c) **Two sets of Primary Documents** set out in Section C;
 - (d) **Three sets of Ancillary Documents** set out in Section D; and
 - (e) **Two sets of corporate transactions/actions** set out in Section E.

- 2) For PTs undertaking Corporate & Commercial (M&A Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B;
 - (c) **One set of Primary Documents** set out in Section C;
 - (d) **Two sets of Ancillary Documents** set out in Section D; and
 - (e) **One set of corporate transactions / actions** set out in Section E.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client	
A2	Conduct legal research on a client’s query on a corporate matter, and communicating research results to their supervising solicitor or any other lawyer as directed by the supervising solicitor as effectively as possible through written memorandums or any other medium	
A3	Assist in preparing an engagement letter for a corporate matter	
A4	Prepare advice on the Companies Act 1967 or on general corporate regulatory matters to be reviewed by the supervising solicitor or any other lawyer as instructed by the supervising solicitor	

A5	Assist with corporate secretarial matters for a private or public company (whether limited by shares or otherwise)	
A6	Attend negotiations with counterparties in relation to contracts or transaction documents	
A7	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A8	Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in the practice of M&A with supervising solicitor	
A9	Receive guidance on handling conflicts of interest issues	

SECTION B

No.	Task	Done (please tick accordingly)
B1	Legal Due Diligence, including the following: a. Conducting intellectual property, litigation or insolvency searches b. Reporting or advising on legal due diligence findings	

SECTION C

No.	Task	Done (please tick accordingly)
C1	Assist in the preparation / review of primary M&A Documents: a. Share subscription or investment agreement b. Share purchase agreement c. Business or asset sale agreement d. Shareholders' agreement e. Joint venture agreement f. Offer announcement g. Offer document / offeree circular / scheme document	

SECTION D

No.	Task	Done (please tick accordingly)
D1	Assist in the preparation / review of ancillary M&A Documents:	

	<ul style="list-style-type: none"> a. Term sheet or letter of intent b. Board or shareholder resolution c. Other corporate waivers or consents d. Non-disclosure agreement e. Employment agreement f. Services agreement g. Constitution h. Legal opinion i. Employee share option plan j. Novation or assignment agreement k. Share transfer instrument and share certificate 	
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SECTION E

No.	Task	Done <i>(please tick accordingly)</i>
E1	Assist in the preparation of advice / review of corporate transactions or actions to be undertaken by a corporate entity: <ul style="list-style-type: none"> a. Establishment of business vehicles (e.g. companies, partnerships, variable capital companies) b. Share buybacks c. Capital reductions d. Share consolidations or splits e. Share issuances or redemptions f. Dividends g. SGX announcements h. SGX shareholder circulars 	

**CORPORATE & COMMERCIAL – REAL ESTATE INVESTMENT TRUSTS (“REITs”) PRACTICE
(SOLICITOR SEAT) CHECKLIST**

Introduction

A Corporate & Commercial (REITs Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of REITs practice.

- 1) For PTs undertaking the Corporate & Commercial (REITs Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B; and
 - (c) All tasks set out in Section C.

- 2) For PTs undertaking the Corporate & Commercial (REITs Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B; and
 - (c) **Two tasks** set out in Section C.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client	
A2	Conduct legal research on a client’s query and communicate research results to their supervising solicitor or other lawyer as instructed by the supervising solicitor as effectively as possible through written memoranda or any other medium	
A3	Assist in preparing an engagement letter for a corporate matter	
A4	Prepare advice on the Companies Act 1967 or on general corporate regulatory matters	
A5	Assist with corporate secretarial matters for a private or public company (whether limited by shares or otherwise)	

A6	Attend negotiations with counterparties in relation to contracts or transaction documents	
A7	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A8	Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in the practice of REITs with their supervising solicitor	
A9	Receive guidance on handling conflicts of interest issues	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Gain an understanding of the Code on Collective Investment Schemes (including the Property Funds Appendix) as applicable to REITs	
B2	Gain an understanding of the continuing listing requirements in respect of REITs and/or Business Trusts under the SGX Listing Manual	
B3	Gain an understanding of corporate governance issues involving REITs, REIT Managers, Business Trusts and/or Business Trust Trustee-Managers	
B4	Gain an understanding of disclosure requirements applicable to REITs and Business Trusts under the SGX Listing Manual	
B5	Prepare / review documents in respect of annual general meetings of REITs and/or Business Trusts	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Assist in / prepare advice on, and research regulatory and compliance matters in respect of REITs under the Code on Collective Investment Schemes (including the Property Funds Appendix), such as applications to regulators	
C2	Assist in / prepare advice on, and research continuing listing requirements in respect of REITs and/or Business Trusts under the SGX Listing Manual, such as applications to regulators	

C3	Assist in the preparation / review of corporate governance statements in annual reports of REITs	
C4	Assist with drafting of announcements, such as for major transactions and interested person transactions	
C5	Assist in / prepare advice / prepare or review documents in respect of the primary / secondary offering of REIT and/or Business Trust units, such as listing applications, prospectuses, offer information statements and/or instruction booklets	

**CORPORATE & COMMERCIAL – TAX PRACTICE
(SOLICITOR SEAT) CHECKLIST**

Introduction

A Corporate & Commercial (Tax Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of tax practice.

- 1) For PTs undertaking the Corporate & Commercial (Tax Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) **Seven tasks** set out in Section B.

- 2) For PTs undertaking the Corporate & Commercial (Tax Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) **Five tasks** set out in Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client on a tax matter	
A2	Conduct legal research on a client’s query on a tax matter and communicate research results to their supervising solicitor or any other lawyer as directed by the supervising solicitor as effectively as possible through written memoranda or any other medium	
A3	Assist in the preparation / review of advice relating to any of the following or the subsidiary legislation thereof: - a. Income Tax Act 1947 b. Goods and Service Tax Act 1993 c. Stamp Duties Act 1929	
A4	Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in tax practice with the supervising solicitor	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Assist in the preparation / review / research for advice on general tax structuring	
B2	Assist in the preparation / review / research for advice on tax treaties	
B3	Assess whether gains are capital or revenue in nature	
B4	Assist in drafting of tax opinion, including research	
B5	Assist in drafting / review of Singapore tax disclosures in offering documents	
B6	Assist in the preparation / review / research for advice on the determination of tax residence	
B7	Assist in drafting stamp duty documents for submission to the Stamp Office	
B8	Assist in the preparation / review / research for advice on withholding tax in relation to certain payments to non-tax-residents	
B9	Assist in the preparation / review / research for advice on transfer pricing	
B10	Assist in the preparation / review / research for advice on Singapore tax aspects of a deal / transaction and reviewing tax provisions in a commercial agreement	
B11	Assist in the preparation / review / research for advice on Singapore tax aspects in international tax planning (e.g. using Singapore as a holding company jurisdiction or as an international headquarter entity)	
B12	Assist in the preparation / review / research for advice on Singapore tax incentives	
B13	Assist in an application to IRAS for an advance ruling, tax adjudication, tax relief or tax remission	

B14	Assist in the preparation / review / research for advice on tax controversies (e.g. responding to tax queries from IRAS, tax disputes with IRAS at the Board of Review or in the courts, and competent authority proceedings)	
B15	Assist in the preparation / review / research for advice on Singapore property tax matters	
B16	Assist in the preparation / review / research for advice on Singapore tax implications of wills, trusts, and family offices	

**CORPORATE & COMMERCIAL – TECHNOLOGY & DATA PRACTICE
(SOLICITOR SEAT) CHECKLIST**

Introduction

A Corporate & Commercial (Technology & Data Practice) Seat should prepare a practice trainee (“PT”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of technology and data practice.

- 1) For PTs undertaking the Corporate & Commercial (Technology & Data Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A;
 - (b) All tasks set out in Section B; and
 - (c) **Two tasks** set out in Section C.

- 2) For PTs undertaking the Corporate & Commercial (Technology & Data Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - (a) All tasks set out in Section A; and
 - (b) **Three tasks** set out in Section B.

SECTION A

No.	Task	Done <i>(please tick accordingly)</i>
A1	Assist in interviewing and taking instructions from a client on a matter with a technology and/or data aspect, and triaging the application of existing technology and data laws to the matter and considering the appropriate structures or agreements needed	
A2	Take instructions from the client in respect of the application of technology and prepare advice in relation to the legal aspects of such technological application	
A3	Conduct legal research on a client’s query and communicate research results to their supervising solicitor or any other lawyer as directed by the supervising solicitor as effectively as possible through written memoranda or any other medium	
A4	Attend negotiations with counterparties in relation to contracts or transaction documents	

A5	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A6	Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in technology & data practice with the supervising solicitor	
A7	Receive guidance on handling conflicts of interest issues.	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Gain an understanding of issues relating to e-commerce and online contracting under the Electronic Transactions Act, including the use of electronic signatures	
B2	Gain an understanding of Singapore's PDPA and consider its application with regard to businesses	
B3	Gain an understanding of internet content regulations, POFMA, POHA, and online safety legislation (e.g. Broadcasting Act amendments) and consider its implications on online businesses	
B4	Gain an understanding of the Singapore Cybersecurity Act and consider its implications on businesses	
B5	Gain an understanding of the various guidelines and directions relating to Artificial Intelligence and consider the ethical implications of the use of Artificial Intelligence	
B6	Gain an understanding of the Singapore telecommunications regulatory framework	
B7	Gain an understanding of the legal and regulatory issues arising from Web3 and the application of blockchain technologies	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>

C1	Draft or review a simple software license agreement	
C2	Draft or review a simple hardware procurement agreement	
C3	Draft or review a simple software as a service / cloud agreement	
C4	Draft or review a simple website's terms of service	
C5	Draft or review an external privacy policy	
C6	Prepare advice on electronic direct marketing activities, taking into account the Spam Control Act and the Singapore PDPA	
C7	Prepare advice on how a business can comply with the requirements under the Singapore PDPA	

IN-HOUSE PRACTICE
(SOLICITOR SEAT) CHECKLIST

Introduction

An In-House Practice Seat should help a practice trainee (“PT”) develop skills to deal with the work likely to be encountered in the first few years if he or she chooses to move in-house or is seconded to a client. It also helps PTs to appreciate the unique perspectives of in-house counsel, which will be beneficial and helpful to a private practice lawyer.

PTs may only undertake the In-House Seat as a **Secondary Seat**.

The supervisor in the qualifying entity at which the PT is undertaking the In-House Practice Seat must ensure that the PT completes:

- (a) **Three tasks** set out in Section A;
- (b) All tasks under Section B; and
- (c) **One task** set out in Section C.

SECTION A

No.	Task	Done <i>(Please tick accordingly)</i>
A1	Receive guidance on understanding the Company’s corporate structure, limit of authority and role of legal department	
A2	Assist in or receive guidance on interviewing and taking instructions from clients	
A3	Receive instruction or review the law on the duty of confidentiality owed to the Company	
A4	Receive instructions and review the handling of Company’s funds and budgeting	
A5	Receive guidance on drafting general correspondence	
A6	Receive guidance on drafting legal advice	
A7	Receive guidance on drafting and reviewing different types of agreements	
A8	Receive guidance on proper use of precedents	

A9	Assist in the conduct of legal research, including the use of online resources	
A10	Assist in conducting due diligence	
A11	Gain an understanding of the Company's processes and document management system	
A12	Receive instruction or review the monitoring of files	
A13	Receive instruction on conducting negotiations	
A14	Receive instruction on advising on settlement	

SECTION B

No	Task	Done <i>(Please tick accordingly)</i>
B1	Receive guidance on the Legal Profession (Professional Conduct Rules) on conduct in negotiations, "without prejudice" communications and advising on settlements	
B2	Receive guidance on the Legal Profession (Professional Conduct Rules) on duty to client; handling conflicts of duty and interest between yourself and your client, and between clients for whom you are jointly asked to act	
B3	Receive guidance on the Legal Profession (Professional Conduct Rules) on relations with external service providers including external lawyers	
B4	Receive guidance on attire	
B5	Receive guidance on modes of address	
B6	Receive guidance on dealing with situations where you are late for work	

SECTION C

No.	Task	Done (Please tick accordingly)
C1	Understand what industry the Company is in	
C2	Attend at least one meeting with external parties	
C3	Understand what the Company's business lines are	
C4	Attend at least one meeting with internal stakeholders	