

## 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	

To the Singapore Institute of Legal Education:

I certify that this Practice Area Checklist accurately reflects the training undertaken and completed by the Practice Trainee under my supervision during the relevant period as specified in the Certificate of Diligence.

<b>Name of Practice Trainee as per NRIC / FIN:</b>	
<b>Name of Singapore Law Practice:</b>	
<b>Practice Training Period Commencement Date:</b>	
<b>Name of Supervising Solicitor as per Practising Certificate:</b>	
<b>Signature of Supervising Solicitor:</b>	
<b>Date:</b>	

**Note:** Ensure that the details provided above match with those in the approved Practice Training Contract.