

SILE CPTL Implementation Plan Consultation Paper

Introduction

1. This Consultation Paper is prepared by the Singapore Institute of Legal Education (“SILE”). It sets out some of the key implementation plans for giving effect to the recommendations of the Committee for the Professional Training of Lawyers (“CPTL”), as deliberated by a multi-agency working group, and considering the participant feedback obtained from a series of focus group discussions (“Focus Group Discussions”) conducted in end 2023. SILE wishes to record its gratitude to the law practices listed at **Annex A** who took the time to participate in the focus group discussions and to give their views on the implementation plans.
2. SILE invites feedback on the proposals outlined in this Consultation Paper, which covers the following topics:
 - 2.1. Moratorium on applications for practice training contracts;
 - 2.2. New practice training framework;
 - 2.3. Practice Training Contract Checklists;
 - 2.4. Practice training in in-house legal department;
 - 2.5. Mandatory quarterly feedback sessions; and
 - 2.6. Commencement, duration, and calculation of PTP.

Outline of the new practice training framework.

3. A qualified person who passes the new Part B Bar Examinations may be admitted as a Lawyer (Non-Practising) (“Lawyer (NP)”). Lawyers (NP) are eligible to undertake 12 months of practice training period (“PTP”), after which they¹ may be admitted as Advocates and Solicitors and may take out full Practising Certificates. A Lawyer (NP) who has completed 6 months of PTP may apply to the Supreme Court for a Provisional Practising Certificate.
4. The new framework² will apply to those who take the 2024 Part B Bar Course and Examinations and expect to start their training contracts in January 2025.

Moratorium on applications for practice training contracts

5. Starting from July 2024, the Part B Bar Course will be conducted twice yearly. The examinations will be conducted in December and June each year. Candidates who attend the course can commence their PTP immediately after the examinations pending the release of the results. Those who attend the July 2024 Part B Bar Course will generally start their practice training in January 2025. Those who attend the January 2025 Part B Bar Course (Session 1) will generally start their practice training in July 2025.
6. The CPTL recommended introducing a moratorium to regulate when law students can apply for practice training contracts (“PTCs”), and when law practices can offer them.

¹ In this document, “they” (“them”, “their”) is used as a generic third-person pronoun in accordance with the 7th edition of the APA Manual.

² Other than as outlined in this Consultation Paper, the administrative framework for the practice training regime, and the qualifications and responsibilities of a supervising solicitor, remain largely unchanged.

7. It is proposed to implement the moratorium as follows:
- 7.1. A qualified person³ can apply for a PTC at any time.
- 7.2. A person who is not a qualified person can apply for a practice training contract no earlier than 1 year before the start of the Part B Bar Course which they would be eligible to undertake in the ordinary course of progression.
- Illustration 1: Gene is a student who would be graduating with an LLB degree from a local university in mid-2027. In the ordinary course of progression, Gene would be taking the Part B Bar Course starting in July 2027. Gene can only apply to a law practice on or after 1 July 2026. The PTP can commence in January 2028 pending release of the Part B Bar exam results.*
- Illustration 2: Shen is a law graduate from a UK OSU graduating in July 2027. In the ordinary course of progression, Shen would expect to take the Part B Bar Course in July 2028. This is because between July 2027 and June 2028, Shen would be undertaking the relevant legal training and the Part A Bar Exams. Accordingly, Shen can only apply to a law practice for a PTC on or after 1 July 2027. The PTP can commence in January 2029 pending release of the Part B Bar exam results.*
- 7.3. Subject to the preceding paragraph, a person who is eligible to apply for a PTC may agree with the law practice to start the PTP at any time in the future after the examinations for the applicable session of the Part B Bar Course.
- Illustration: Jen is a student who would be graduating with an LLB degree from a local university in mid-2026. Jen would have been eligible to take the Part B Bar Course starting in July 2026 in the ordinary course of progression. As such, Jen can apply to a law practice on or after 1 July 2025. The PTP would ordinarily commence in January 2027. However, Jen intends to pursue an LLM overseas upon graduation. Jen may agree with the law practice to start the PTP at a later date e.g., in January 2028, upon completion of the LLM.*
- 7.4. A person whose ordinary course of progression is disrupted due to circumstances beyond their control will not breach this moratorium.
- Illustration: Lee is a student who would be graduating with an LLB degree from a local university in mid-2027 and taking the Part B Bar Course starting in July 2027. Lee applies for and obtains a PTC in July 2026. The PTC is due to commence in January 2028. Unfortunately, Lee fails 1 module in his LLB course and only graduates in end 2027. Lee can only take the Part B Bar Course starting in January 2028, and will commence the PTC in July 2028. This would not breach the moratorium.*
- 7.5. Commencement of moratorium. It is proposed that the moratorium will only apply to those who would be eligible to take the Part B Bar Course in July 2027 in the ordinary course of progression, i.e., those who expect to start their practice training in January 2028. These persons can apply to law practices for a Practice Training Contract on or after 1 July 2026. Those who have already obtained training contracts starting in January 2028 before July 2024 will not be affected by this moratorium.
- 7.6. Compliance with moratorium. Participants of the Focus Group Discussions generally expressed hesitation about enforcing the moratorium with sanctions. In any event, there was no consensus on viable sanctions or consequences for breaching the moratorium. It is proposed that the moratorium be first implemented as an advisory, with a requirement for parties to indicate, when registering the PTCs, whether the moratorium had been observed, and to provide reasons if it was not. The situation will be monitored and re-assessed after the moratorium has been introduced for some time.

³ The Legal Profession (Qualified Persons) Rules sets out the requirements for becoming a qualified person.

Consultation Questions (Moratorium on applications for practice training contracts):

- Q1. What do you think of the proposed mode of implementing the moratorium?
- Q2. Do you agree that, at the start, the moratorium should not be enforced by way of sanctions?
- Q3. If you are of the view that sanctions should be imposed to enforce the moratorium as soon as it is implemented, what sanctions do you think should be imposed for breaching it?

New Practice Training Framework

Schematic

- 8. During the 12-month PTP, a practice trainee will be required to complete at least 2 Seats. There will be requirements as to the type of practice undertaken during the Seat (the Advocate-Seat and Solicitor-Seat Requirement) as well as the depth of training undertaken during the Seat (the Core-Seat and Secondary-Seat Requirement). With the extension of the PTP to 12 months, each Supervising Solicitor will now be allowed to train 2 practice trainees at any one time.

Advocate-Seat and Solicitor-Seat requirement

- 9. A practice trainee must be rotated through the 2 types of seats to ensure that they are adequately exposed to work as an advocate and solicitor.
- 10. The 2 types of Seats are:
 - 10.1. Advocate-Seat (i.e., contentious work, dispute resolution); and
 - 10.2. Solicitor-Seat (i.e., advisory, corporate or transactional work).
- 11. The 2 types of Seats must cover 2 different Practice Areas⁴. Please see paragraph 20 listing the Practice Areas to be introduced at the start.

Core-Seat and Secondary-Seat requirement

- 12. Each practice trainee must complete a Core Seat, which should last about 6 months cumulatively. The Core Seat can be viewed as the practice trainee's main area of interest or training, or where they have indicated a strong preference to work in.
- 13. A practice trainee must be rotated to at least 1 other Seat apart from the Core Seat, i.e., a Secondary Seat. A Secondary Seat should last about 3 months cumulatively. Law practices which have the capacity to expose their practice trainees to 2 Secondary Seats are encouraged to do so.
- 14. Completion of the Core Seat will be evidenced by the practice trainee meeting all the basic and advanced requirements of the applicable checklist. Similarly, completion of a Secondary Seat will be evidenced by the practice trainee meeting the relevant requirements of the applicable checklist.
- 15. A law practice which cannot provide both types of Seats and in different Practice Areas can arrange for its practice trainee to be exposed to a Secondary Seat in another law practice⁵.

⁴ For example, a practice trainee cannot complete both the Advocate-Seat and Solicitor-Seat in the Intellectual Property Practice Area.

⁵ This is currently allowed, and practised, under the existing practice training framework.

The other law practice will be referred to as the Covering Law Practice. The following conditions apply:

- 15.1. This should only be done for the purposes of exposing the practice trainee to the Secondary Seat, and cannot be done for the Core Seat;
 - 15.2. At the Covering Law Practice, there must at least be 1 lawyer who meets the qualifications of a supervising solicitor;
 - 15.3. The supervising solicitor remains responsible for the training of the practice trainee, ensuring that the quarterly feedback is done, and completing the relevant checklists in consultation with the supervisor at the Covering Law Practice.
16. It is ideal that a practice trainee can spend at least 6 continuous months solely in a Core Seat, and at least 3 continuous months solely in a Secondary Seat. However, participants at the Focus Group Discussions gave feedback that in practice, this may be difficult to achieve. In particular, this may not be possible in a law practice where a practice trainee may not be rotated through different “seats” but rather, undergoes training in different seats simultaneously.
17. It is therefore proposed that the practice trainee may concurrently undertake work under the 2 Seats and Practice Areas, as and when the availability of the relevant work arises. Law practices which are able to allow practice trainees to spend time dedicated to each Seat are strongly encouraged to do so.

Consultation Questions (New Practice Training Framework):

- Q4. Do you agree that given the extended practice training period, each supervising solicitor can only take on 2 practice trainees concurrently?
- Q5. Do you agree that practice trainees should be allowed to serve different Seats simultaneously, or do you think they should be required to serve the Seats in discrete and continuous segments?
- Q6. What do you think about the ability to for a practice trainee to be exposed to a Secondary Seat in a Covering Law Practice?
- Q7. What alternatives can you suggest for a law practice which is unable to provide exposure to a Secondary Seat?

Practice Training Contract Checklists

Practice Area Checklists

18. The practice trainee will be trained in or exposed to legal practice in 1 Practice Area in each Seat. A Practice Area represents a distinct type of legal work or practice. Most law practices should be able to provide training in at least 1 Core Seat and Practice Area and to expose the practice training to work in at least 1 Secondary Seat in a different Practice Area from the Core Seat.
19. Each Practice Area will have a detailed checklist comprising “basic” requirements and “advanced” requirements:
- 19.1. The basic requirements of the checklist for a Practice Area represents basic work that a practice trainee will be exposed to and taught within the first 3 months of exposure to that Practice Area. They are of an introductory and foundational nature.
 - 19.2. The advanced requirements of the checklist for a Practice Area represent the more advanced work that a practice trainee is capable of being taught with less supervision,

generally as they enter the 4th to 9th months of being trained in that particular Practice Area.

- 19.3. To complete a Core Seat, a practice trainee must complete both the basic and advanced requirements in the checklist. To complete a Secondary Seat, a practice trainee must complete at least the basic requirements in the checklist.

20. The following Practice Areas will be introduced for a start:

Advocate-Seats

- 20.1. Arbitration
- 20.2. Civil Litigation
- 20.3. Criminal Litigation
- 20.4. Family Practice
- 20.5. Intellectual Property Practice

Solicitor-Seats

- 20.6. Competition Law & Antitrust
- 20.7. Corporate & Commercial Practice (General)
- 20.8. Corporate & Commercial Practice (Specialised)⁶
- 20.9. Family Practice
- 20.10. Intellectual Property Practice
- 20.11. Real Estate Practice
- 20.12. Technology & Data
- 20.13. Working in an in-house legal department

21. New Practice Areas may be added on an ad hoc or permanent basis. A law practice interested in proposing a new Practice Area may submit its proposed checklist for consideration before the intended commencement of the practice training contract.
22. SILE has been working with subject matter experts, and the Singapore Corporate Counsel Association (“SCCA”), to develop draft checklists for the above Practice Areas. SILE would like to register its gratitude to the checklist development contributors listed in **Annex B** for their assistance in drawing up the preliminary drafts. The draft checklists are set out at **Annex C**.

General Training Checklist

23. Apart from checklists for Practice Areas, there will be a General Training Checklist (“GTC”) which must be completed by all practice trainees. The GTC will cover requirements which all practice trainees must meet regardless of the Practice Areas they choose, such as:
- 23.1. Client care and management;
 - 23.2. Legal research and knowledge;
 - 23.3. Conduct and etiquette;
 - 23.4. Ethics and professional responsibility;

⁶ For a start, the following nine specialised checklists will be introduced: (a) Corporate Regulatory & Compliance; (b) Debt Capital Markets; (c) Energy, Infrastructure & Projects; (d) Equity Capital Markets; (e) Financial Regulatory & Compliance; (f) Investment Funds; (g) M&A; (h) REITs; and (i) Tax.

- 23.5. Professional skills;
 - 23.6. Continuing professional development requirements;
 - 23.7. Community.
24. The draft General Training Checklist is set out at **Annex C**.

Consultation Questions (Practice Training Contract Checklists):

- Q8. What do you think of the Practice Areas to be introduced at the start? Are there any other Practice Areas which may be considered for introduction?
- Q9. Do you have any feedback on the draft checklists? Do you think that the items to be completed are attainable within the practice training period? Are there any items which should be included or excluded?
- Q10. The checklists are currently presented in different formats. What do you think of the different formats? Should the formats be standardised, and if so, which format should be adopted?
- Q11. Do you have any feedback on the General Training Checklist?

Practice training in in-house legal department

25. Practice trainees who wish to gain exposure to work in an in-house legal department can do so for up to 3 months in the in-house legal department of a qualifying entity. Time spent in an in-house legal department can only count as a Secondary Seat in a Solicitor-Seat. The practice trainee must complete at least one other Advocate-Seat.
- 25.1. To qualify as a Secondary Seat in a Solicitor-Seat, the practice trainee must complete 3 months in the in-house legal department and meet all the requirements of the applicable checklist. Otherwise, the time spent will count towards the PTP but not towards the meeting of a Secondary Seat requirement.
 - 25.2. For a practice trainee's training in an in-house legal department to count towards the PTP, the following conditions must be met:
 - a. The practice trainee must be supervised by a Singapore-qualified lawyer with at least 5 years of legal experience, gained in-house or in active practice (or a combination of the two) within the last 7 years.
 - b. The supervisor must meet the same requirements as a supervising solicitor (e.g., they cannot have more than 2 practice trainees at any one time).
 - c. The in-house legal department must handle Singapore law related work.
 - d. There must be a minimum of 3 qualified lawyers doing legal work in the in-house legal department of the qualifying entity. Other than the supervisor, the other 2 qualified lawyers need not be Singapore-qualified lawyers.
 - 25.3. A separate practice training contract will be entered into between the practice trainee and the qualifying entity.
 - 25.4. As mentioned above, a draft checklist for PTP undertaken in an in-house legal department has been developed in consultation with the SCCA and may be found at **Annex D**. Other in-house legal departments can also develop their own checklists for approval by SILE in consultation with SCCA.
26. The other 9 months of the PTP must include an Advocate Seat (which must be completed in one of the following ways:

- 26.1. Core Seat (Advocate-Seat) + 2nd Secondary Seat (Solicitor-Seat);
- 26.2. Core Seat (Solicitor-Seat) + 2nd Secondary Seat (Advocate-Seat); or
- 26.3. Core Seat (Advocate-Seat).

Note: It is not possible for a practice trainee to serve 9 months in a Core Seat (Solicitor-Seat) and combine it with work in an in-house legal department, as the practice trainee would not have been rotated to an Advocate-Seat.

Consultation Questions (Practice training in in-house legal department):

- Q12. What do you think of the conditions for a practice trainee's training at an in-house legal department to be recognised as PTP?
- Q13. Do you think that a practice trainee should be required to have completed at least 6 months of practice training in a law practice before being able to undertake practice training in an in-house legal department?

Serving PTP through working as a Judicial or Legal Service Officer

- 27. The new regime recognises that the 12-month PTP can be completed through working as a Judicial or Legal Service Officer. The Judicial Service and Legal Service will be responsible for designing training programmes to ensure that the practice trainee is adequately trained, comparable to a practice trainee serving the PTP in a Singapore law practice.

Mandatory quarterly feedback sessions

- 28. A supervising solicitor must conduct quarterly feedback and review sessions with the practice trainee.
 - 28.1. Each mandatory quarterly review should document the following items:
 - a. the items on the checklists which were completed during the quarter;
 - b. feedback on the practice trainee's performance during the quarter;
 - c. learning goals for next quarter; and
 - d. the practice trainee's questions and concerns, and how the questions and concerns were addressed.
 - 28.2. The supervising solicitor will consult with any other mentors who worked with the practice trainee (and where the practice trainee is being trained in a Covering Law Practice, the supervisor in the Covering Law Practice) to give the practice trainee feedback.
 - 28.3. The quarterly review will be signed off by the supervising solicitor and the practice trainee and submitted to SILE for review and record keeping.
 - 28.4. In the 3rd quarterly feedback session, the supervising solicitor must, in consultation with the law practice, discuss the matter of retention explicitly with the practice trainee. The practice trainee is to be informed if they will be retained, but this information need **not** be reported in the quarterly return. This will allow a practice trainee who will not be retained to make alternative employment arrangements early.

Consultation Questions (Mandatory quarterly feedback sessions):

- Q14. Do you have any feedback on the quarterly review? What other items, if any, should be covered during the quarterly review?
- Q15. Do you think a law practice will be able to assess whether it is able to retain a practice trainee by the 3rd quarterly feedback, i.e., after 9 months of training?
- Q16. What do you think about the requirement for a law practice to inform the practice trainees whether they would be retained by the 3rd quarterly feedback, so as to enable them to make alternative plans should they not be retained?

Commencement, Duration and Calculation of PTP

Commencement

29. A practice trainee may commence the PTP after the end of the Part B Bar examinations, pending the release of the results. If they fail the examinations, the PTP served continues to be valid. A candidate must pass all modules of the Part B Examinations within 4 consecutive sessions (i.e., over a maximum period of 2 years). If they are unable to clear all the modules, they will need to take the Part B Course afresh and sit for the examinations for all the modules.

Duration

30. Practice trainees will be required to complete the 12-month PTP within a continuous period of 18 months⁷. This is to ensure that the training is completed within a continuous period, while recognising that there might be circumstances under which a practice trainee might have to temporarily stop the training. These include periods of illness, maternity leave, or in the case of a practice trainee who fails the Part B Bar Examinations, a desire to take time off practice training to concentrate on preparing for the examinations.

Calculation

31. Given the extended duration of the PTP, a practice trainee will be allowed to be away from training for up to 18 working days⁸ (“non-training days”). For example, the practice trainee may be on vacation, sick, compassionate, or unpaid leave. Any firm closure during the PTP will also be counted in the 18 days. The practice trainee will have to make up for any time away from practice training which exceeds the 18 non-training days.
32. The start and end dates of the PTP must frame at least 1 calendar year. A practice trainee cannot complete the PTP in less than 1 calendar year by choosing not to consume any non-training days.

Consultation Questions (Commencement, Duration, and Calculation of PTP):

- Q17. What do you think about allowing practice trainees up to 18 non-training days within the 12-month practice training period?
- Q18. What do you think about requiring practice trainees to complete the 12 months of practice training within 18 months? Should this be shortened to 14 or 16 months, to ensure that the training is completed expeditiously?
- Q19. What do you think about the requirement for candidates of the Part B Bar Exams to pass all modules within 4 consecutive sessions? Under the existing practice, candidates are generally

⁷ Under the existing framework, practice trainees need to complete the 6-month PTP within a continuous period of 8 months.

⁸ For the avoidance of doubt, this is not to be taken as a stipulation that law practices are required to grant practice trainees 18 days (or any number of days) of paid leave.

given a maximum of 3 attempts at the Part B Bar Exams before being required to take the course afresh.

Courses to be undertaken during the PTP

33. Practice trainees do not need to take any additional exams or tests during the PTP. However, they have to undertake additional courses, as is the case under the present system. Requiring practice trainees to complete additional learning during the PTP will reinforce the importance and practice of continuing professional development at this early stage of their legal careers.
- 33.1. Practice trainees will undertake the following training during the PTP:
- a. an online course on professional ethics;
 - b. an online course on the Legal Profession (Solicitors' Accounts) Rules; and
 - c. an advocacy training programme⁹.
- 33.2. Time spent attending the mandatory training is deemed to be part of the Practice Training Period.

Conclusion

34. SILE invites members of the legal community and other interested parties to provide feedback on the questions raised above, as well as any other views in relation to the new Practice Training Framework. Please give your feedback and comments at https://www.surveymonkey.com/r/CPTL_Survey. The consultation exercise will close on 24 April 2024.

Prepared by
Secretariat for SILE Working Group

3 April 2024

⁹ This is the Advocacy programme which used to be done as part of the Part B Bar Course.

Annex A – Focus Group Discussion Participants

SILE gratefully acknowledges the contributions of the following law practices which sent representatives to participate in the focus group discussions:

Abdul Rahman Law Corporation	Lee & Lee
Allen & Gledhill LLP	Legal Solutions LLC
Angeline Suparto Law Corporation	Luo Ling Ling LLC
Ascendant Legal LLC	Morgan Lewis Stamford LLC
Braddell Brothers LLP	Oon & Bazul LLP
Cavenagh Law LLP	PDLegal LLC
Chong Chia & Lim LLC	Phoenix Law Corporation
CNPLaw LLP	Providence Law Asia LLC
Davinder Singh Chambers LLC	R.S. Solomon LLC
Dentons Rodyk & Davidson LLP	Rajah & Tann Singapore LLP
Drew & Napier LLC	Ramdas & Wong
East Asia Law Corporation	Resource Law LLC
Edmond Pereira Law Corporation	RHTLaw Asia LLP
Eldan Law LLP	Sabara Law LLC
Eugene Thuraisingam LLP	Seah Ong & Partners LLP
Gloria James-Civetta & Co	Shook Lin & Bok LLP
Harry Elias Partnership LLP	Tan Kok Quan Partnership
I.R.B. LAW LLP	Tembusu Law
Invictus Law Corporation	TSMP Law Corporation
Joseph Tan Jude Benny LLP	Virtus Law LLP
K&L Gates Straits Law LLC	Withers KhattarWong LLP
Kelvin Chia Partnership	WongPartnership LLP

Annex B – Checklist Developers

SILE gratefully acknowledges the contributions of the following individuals to the development of the draft checklists:

Mr Adrian Chan
Ms Jennifer Chia
Ms Serene Gan
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Ms Lim Lei Theng
Mr Darrell Low
Ms Linda Ong
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Mr Harikumar Pillay
Mr Sui Yi Siong
Mr Jeremy Tan
Mr Tham Lijing
Mr Suang Wijaya
Ms Rachel Wong
Mr Wong Yi

Annex C

Draft Checklists for Consultation

Practice Area Checklists

Advocate-Seats

1. Arbitration – **Page C-1**
2. Civil Litigation – **Page C-4**
3. Criminal Litigation – **Page C-8**
4. Family Law (Advocate) – **Page C-11**
5. Intellectual Property (Advocate) – **Page C-16**

Solicitor-Seats

6. Competition Law & Antitrust – **Page C-19**
7. Corporate & Commercial Practice (General) – **Page C-22**
8. Corporate & Commercial Practice (Specialised)
 - a. Corporate & Commercial Practice (Corporate Regulatory & Compliance) – **Page C-28**
 - b. Corporate & Commercial Practice (Debt Capital Markets) – **Page C-31**
 - c. Corporate & Commercial Practice (Energy, Infrastructure & Projects) – **Page C-36**
 - d. Corporate & Commercial Practice (Equity Capital Markets) – **Page C-39**
 - e. Corporate & Commercial Practice (Financial Regulatory & Compliance) – **Page C-42**
 - f. Corporate & Commercial Practice (Investment Funds) – **Page C-45**
 - g. Corporate & Commercial Practice (M&A) – **Page C-48**
 - h. Corporate & Commercial Practice (REITs) – **Page C-51**
 - i. Corporate & Commercial Practice (Tax) – **Page C-54**
9. Family Law (Solicitor) – **Page C-57**
10. Intellectual Property (Solicitor) – **Page C-62**
11. Real Estate – **Page C-65**
12. Technology & Data – **Page C-73**
13. In-house Legal Practice – **Page C-76**

General Practice Training Checklist

14. General Practice Training Checklist – **Page C-79**

Arbitration Checklist (Advocate Seat)

Introduction

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

For trainees with Arbitration as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks set out under the section titled “A. Taking of Instructions” below; and
- (b) **B1** and **B2** set out under the section titled “B. Arbitration Procedure and Interaction with Domestic Courts” below; and
- (c) **1** task (out of the list of 8 tasks) set out under the section titled “C. Written Advocacy / Evidence” below; and
- (d) **E1** set out under the section titled “E. Ethics” below; and
- (e) at least **2** more non-mandatory tasks set out under sections B, C, or D.

For trainees with Arbitration as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks set out under the section titled “A. Taking of Instructions” below; and
- (b) **B1** and **B2** set out under the section titled “B. Arbitration Procedure and Interaction with Domestic Courts” below; and
- (c) **E1** set out under the section titled “E. Ethics”.

A. Taking of Instructions

A trainee needs to understand the importance of taking clear and accurate instructions, and of advising the client on the merits of a claim / defence.

No.	Task
1.	Reviewing an arbitration clause.
2.	Taking instructions / collating documents from the client / reviewing the documents.
3.	Advising on the substantive merits of the claim / defence, or parts thereof.

**Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.*

B. Arbitration Procedure and Interaction with Domestic Courts

A trainee should be aware of the broad differences between arbitration and litigation – e.g., that there are different arbitral institutions with their own rules of procedure, and the permitted zones of court intervention under Singapore legislation.

No.	Task
1.	Advising or drafting a research memo on the grounds on which an award may be set aside under Singapore legislation.
2.	Familiarity with the timelines, pleading/memorial requirements, and arbitration processes of at least one of the following: SIAC Rules, UNCITRAL Rules, ICC Rules.
3.	Advising on the enforceability of a Singapore-seated or foreign award.
4.	Understanding 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.
5.	Understanding 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.

** Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work*

C. Written advocacy / Evidence

Written advocacy is increasingly a key part of arbitration practice. The trainee should have a basic understanding of how to put forward the client's case in a persuasive and tailored manner.

No.	Task
1.	Drafting submissions for any set of interlocutory proceedings (including but not limited to joinder, production of documents, security for costs, etc).
2.	Drafting of factual witness statements, expert witness statements, or the equivalent.
3.	Drafting submissions for the substantive hearing (Opening Statement / Closing Submissions)
4.	Drafting any pleadings in the arbitration, including the Notice of Arbitration / the Response – or the equivalent.
5.	Assisting 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)
6.	Preparing / resisting proceedings for interim relief.
7.	Preparing / resisting a challenge to jurisdiction of the tribunal.
8.	Preparing post-hearing applications (including but not limited to an application for clarification, further arguments, setting aside of the Award)

** Note to supervising solicitors: it is generally not recommended to have trainees prepare a first draft or first cut unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills*

D. Oral advocacy

The trainee should experience the nature of an oral hearing, and how oral advocacy builds on and develops the written submissions.

No.	Task
1.	Attending and assisting on a hearing for interim relief / on challenge to jurisdiction.
2.	Attending and assisting on a contested interlocutory hearing.
3.	Attending and assisting with the main arbitration hearing.

E. Ethics

The supervising solicitor is to discuss with the trainee on what ethical issues may arise in arbitration, in contradistinction with the solicitors' duty to the courts.

No.	Task
1.	Discussion on potential ethical issues that may arise in arbitration.

Civil Litigation Checklist (Advocate Seat)

Introduction

A Civil Litigation Seat should prepare a practice trainee (“trainee”) 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 practice.

For trainees with Civil Litigation as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks set out under the section titled “A. Client Meetings & Instructions” below; and
- (b) **all** of the tasks set out under the section titled “B. Legal Research and Civil Procedure” below; and
- (c) **all** of the tasks set out under the section titled “C. Ethics & Professional Conduct ” below; and
- (d) **D1 and D9** set out under the section titled “D. Written Advocacy” below; and
- (e) at least **5** more non-mandatory tasks set out under sections D or E.

For trainees with Civil Litigation as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks set out under the section titled “A. Client Meetings & Instructions” below; and
- (b) **all** of the tasks set out under the section titled “B. Legal Research and Civil Procedure” below; and
- (c) **all** of the tasks set out under the section titled “C. Ethics & Professional Conduct ” below; and
- (d) **D1 and D9** set out under the section titled “D. Written Advocacy” below; and

A. Client Meetings & Instructions

A trainee should have assisted their supervising solicitor in the following where he / she is exposed to how client meetings are conducted where instructions are taken, and advice given to the client.

No.	Task
1.	Attendance in 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
2.	Attendance in 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
3.	Preparation and finalising of attendance notes in A.1 and A.

**Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to and after any client meeting or interview.*

B. Legal Research and Civil Procedure

A trainee should be familiar with how to conduct research which involves looking at statutes, case law and textbooks. Aside from the substantive law, the trainee must also be exposed to and familiar with the Rules of Court 2021

No.	Task
1.	Researching specific legal questions using <i>LawNet</i> , other online legal search engines as well as offline research using textbooks, law reports and other legal authorities
2.	Communicating research results in B.1 to the supervising solicitor as effectively as possible through written memos or any other medium
3.	Keeping current and up to date on the latest practice directions and case authorities which relate to civil procedure and under the Rules of Court 2021
4.	Legal and procedural considerations in relation to the conduct of cases

** Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work*

C. Ethics and Professional Conduct

A trainee must be aware of the relevance and applicability of ethics and professional responsibility in relation to the conduct of cases and matters.

No.	Task
1.	Being aware of the applicability of the <i>Law Society Practice Directions</i> in relation to the factual circumstances of the case / matter
2.	Being aware of the applicability of the <i>Legal Profession (Professional Conduct) Rules 2015</i> in relation to the factual circumstances of the case / matter

** Note to supervising solicitors: trainees should be properly briefed on their ethical duties and where ethical issues arise or are in play you must discuss the applicable practice direction or rule and how the same should be ethically handled*

D. Written Advocacy

A trainee should be familiar with and have assisted their supervising solicitor with the following:

No.	Task
1.	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)
2.	Assist with the drafting of the papers in relation to an Originating Application, which includes the supporting affidavit as well as the defendant's affidavit
3.	Assist with the drafting of the papers in relation to any set of interlocutory applications
4.	Assist with the drafting of the papers in relation to the Single Application Pending Trial
5.	Assist with the drafting of affidavit(s) of evidence-in-chief, expert report(s), or the equivalent
6.	Assist with the drafting of submissions for the substantive hearing (Opening Statement / Closing Submissions)
7.	Assist with the drafting and/or review of an Order of Court / Judgment
8.	Assist with the drafting of a mediation opening statement
9.	Assist with the drafting of a legal opinion to the client

** Note to supervising solicitors: it is generally not recommended to have trainees prepare a first draft or first cut unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills and has been properly briefed and prepared for what is expected of him / her (e.g. providing earlier precedents as a reference point / guide)*

E. Oral Advocacy

A trainee should have observed a hearing in the following categories:

No.	Task
1.	Attend an uncontested interlocutory hearing
2.	Attend a contested interlocutory hearing
3.	Attend a Trial / assessment of damages hearing
4.	Attend a hearing in relation to an Originating Application (or its earlier equivalent, the Originating Summons)

5.	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)
6.	Attend at least 5 case management conferences
7.	Attend a mediation hearing

** Note to supervising solicitors: the trainees should only attend the hearings which they have been involved with and had assisted on so that they can better understand how their work ties in with the matters / arguments that will be raised at the hearing itself*

Criminal Litigation Checklist (Advocate Seat)

Introduction

A Criminal Litigation Seat should prepare practice trainees (“**trainee**”) to a standard which will enable them to deal with the work likely to be encountered in the first 1 – 3 years of criminal practice.

For trainees with Criminal Litigation as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **A1** set out under the section titled “A. Introduction to Client Management” below; and
- (b) **all** tasks set out under the section titled “B. Development of Legal Knowledge and Professional Ethics” below; and
- (c) **2** tasks (out of the list of 5 tasks) set out under the section titled “C. Development of Written Advocacy Skills” below; and
- (d) **all** tasks set out under the section titled “D. Familiarisation with Criminal Proceedings”.

For trainees with Criminal Litigation as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **A1** set out under the section titled “A. Introduction to Client Management” below; and
- (b) **all** tasks set out under the section titled “B. Development of Legal Knowledge and Professional Ethics” below; and

A. Introduction to Client Management

A trainee must accompany and assist their supervising solicitor in:

No.	Task
1.	Interviewing a client to take instructions at any stage of criminal proceedings, including keeping contemporaneous notes of any meeting or interview
2.	Attending a CCMS meeting with the Prosecution
3.	Providing advice (whether oral or written) on whether to claim trial or plead guilty

**Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.*

B. Development of Legal Knowledge and Professional Ethics

A trainee must be familiar with all of the following areas of law and professional ethics:

No.	Task
1.	The criminal case disclosure procedures under the Criminal Procedure Code 2010
2.	The procedure for pleading guilty under the Criminal Procedure Code 2010, including when a plea of guilt is qualified by a mitigation plea
3.	The types of sentences that can be passed under the Criminal Procedure Code 2010, including community sentences and probation
4.	The Legal Profession (Professional Conduct) Rules 2015 on conducting the defence in criminal proceedings, in particular: <ul style="list-style-type: none"> • The guiding principles when representing an accused person: Rules 14(1) & (2); • The appropriate course of action if an accused confesses to any offence: Rule 14(4); and • The permissible limits of a mitigation plea: Rule 14(7)

**Note to supervising solicitors: a trainee's familiarity in the above areas can be assessed in any way the supervising solicitor deems fit, including preparing a research memo for that area of law/ethics or discussing an ongoing case.*

C. Development of Written Advocacy Skills

A trainee (in the Core Seat only) must assist their supervising solicitor in at least 2 of the following tasks:

No.	Task
1.	Drafting written representations to an investigating authority or to the Attorney-General's Chambers
2.	Drafting a mitigation plea for a plead guilty mention in the State Courts or General Division of the High Court

No.	Task
3.	Drafting any written submissions for a criminal trial in the State Courts or General Division of the High Court
4.	Drafting any written submissions for a Criminal Motion, Criminal Revision, or Magistrate's Appeal in the General Division of the High Court
5.	Drafting any written submissions for a Criminal Appeal, Criminal Motion or Criminal Reference in the Court of Appeal

**Note to supervising solicitors: it is generally not recommended to have trainees prepare the entirety of a first draft or first cut of written submissions unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills.*

D. Familiarisation with Criminal Proceedings

A trainee (in the Core Seat only) must complete the following tasks:

No.	Task
1.	Attend and observe either: <ul style="list-style-type: none"> • A plead guilty mention in the State Courts or General Division of the High Court; or • A criminal trial in the State Courts or in the General Division of the High Court (one trial day only)
2.	Attend and observe either: <ul style="list-style-type: none"> • A Criminal Motion, Criminal Revision, or Magistrate's Appeal in the General Division of the High Court; or • A Criminal Motion, Criminal Appeal or Criminal Reference in the Court of Appeal

**Note to supervising solicitors: Trainees should also be able to explain the differences between an appeal, a Criminal Motion, a Criminal Revision, and a Criminal Reference.*

Family Law (Advocate) Checklist (Advocate Seat)

Introduction

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

For trainees with Family Law (Advocate) as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

(a) **all** of the tasks set out under the following sections:

- i. Section A, all the tasks
- ii. Section B, tasks 1-4
- iii. Section C, all the tasks
- iv. Section E, all the tasks
- v. Section F, all the tasks
- vi. Section G, Task 1 and 3, and
- vii. Section H, all the tasks

(b) All of the non-mandatory tasks set out under any **1** of the following sections:

- i. Section B, tasks 5 – 7
- ii. Section D, all the tasks, or
- iii. Section G, task 2

For trainees with Family Law as the **Secondary Seat (Advocate)**, the supervising solicitor should ensure that the trainee covers **all** of the tasks set out under the following sections:

- (a) Section B, tasks 1-4
- (b) Section E, all the tasks
- (c) Section F, all the tasks
- (d) Section G, Task 1 and 3, and
- (e) Section H, all the tasks

A. Communication with client

A trainee needs to learn the need to communicate and handle emotional family clients, in a thoughtful, respectful manner while ensuring that they are given proper legal advice.

No.	Task
1.	Ability to identify with respect to a proposed communication the purpose; and - the most appropriate and effective way of making it.
2.	To present thoughts, advice and submission 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.
3.	To steer the client towards resolving matters in a therapeutic mindset, and to draw the client's attention to the need to act in the best interests of the child (if any)

B. Interviewing/ meeting client or witnesses

A trainee needs to understand the importance of taking clear and accurate instructions, and of advising the client in a therapeutic mindset.

No.	Task
1.	Prepare for a meeting*
2.	Attend meetings with clients with the supervising solicitor and take notes of meetings*
3.	Conduct or assist in meetings with clients under the close supervision of solicitor*
4.	Take any follow up action after the meeting*
5.	Attend interviews with witnesses with the supervising solicitor and take notes of the interviews
6.	Conduct or assist in interviews with witnesses under the close supervision of solicitor
7.	Take any follow up action after the interview

* mandatory task

**Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.*

C. Legal Research Skills

The trainee should be directed to do proper legal research.

No.	Task
1.	Research specific legal issues using traditional and computerised research tools and sources
2.	Ability 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.
3.	Record the results of research and apply them to the facts in question
4.	Record orally and in writing the results and application to the supervising solicitor

*** Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work*

D. Negotiation

The trainee should, where possible, experience the negotiations process and how effective solutions can be achieved for the family if lawyer adopt a collaborative mindset to problem solve while still protecting their client's interests.

No.	Task
1.	Prepare for negotiation on a matter on behalf of a client (identify the issues, assess the position and plan the strategy)
2.	Observe negotiations conducted by experienced solicitors
3.	Conduct/ assist in negotiations under close supervision
4.	Takes notes of the negotiation
5.	Take any follow up action including drafting a settlement agreement

E. Mediation

The trainee should, where possible, experience the mediation process and understand the role of the mediation advocate in the resolution of family matters.

No.	Task
1.	Understand the difference between court mediation and private mediation
2.	Prepare for mediation on a matter on behalf of a client (identify the issues, assess the position and plan the strategy) through a TJ lens of care
3.	Drafting of proposal/ mediation case statement with a TJ mindset
4.	Observe mediation conducted by experienced solicitors

No.	Task
5.	Conduct/ assist in mediation under close supervision
6.	Takes notes of the mediation
7.	Take any follow up action including drafting a settlement agreement

F. Drafting

Written advocacy is a key part of family law practice. The trainee should have a basic understanding of how to put forward the client's case in a persuasive and tailored manner through a TJ lens of care.

No.	Task
1.	Draft legal documents for matrimonial matters (such as originating processes, affidavits, submissions, court orders) both with and without the use of precedents <ul style="list-style-type: none"> - Ability 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.
2.	Understand the proper use of precedents
3.	Draft general correspondence, advice letters, letters to Court and relevant 3 rd parties
4.	Drafting all documents through a TJ-mindset

*** Note to supervising solicitors: it is generally not recommended to have trainees prepare a first draft unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills*

G. Advocacy

The trainee 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
1.	Court etiquette* <ul style="list-style-type: none"> - Attire - Modes of address - Dealing with situations where you are late for court or a conference - Conducting oral hearing in a TJ-led manner
2.	Work done for trial <ul style="list-style-type: none"> - Preparing witnesses - Preparing trial bundles - Trial process – opening statement, evidence in chief, cross-examination, re-examination, closing statements - Taking notes - Assisting counsel - Drawing up judgment

3.	Work done for chamber hearings* <ul style="list-style-type: none"> - Preparing for hearing - Preparing bundles (if needed) - Taking notes - Assisting counsel - Drawing up the court order
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* mandatory task

H. Ethics

The supervising solicitor is to discuss with the trainee on what ethical issues may arise in the course of family law.

No.	Task
1.	Fiduciary duty <ul style="list-style-type: none"> - Act in client's best interests - Conducting conflict checks - Identify possible / actual conflict - Handling of possible/actual conflict
2.	Duty of Confidentiality <ul style="list-style-type: none"> - Recognise and comply with duty of confidentiality owed to clients
3.	Professional fees/ handling of client funds <ul style="list-style-type: none"> - Giving costs estimates - Sending, recording and settlement of bills - Responsibility and the restrictions of client funds/ client account - Understand the office procedures on issue of receipts and payment of fees into office, client accounts / third parties
4.	Receive guidance on the Legal Profession (Professional Conduct Rules) ("PCR") and the following matters: <ul style="list-style-type: none"> - Conduct towards the bench, court staff, client, witnesses, opponents and other parties - Conduct in negotiations, "without prejudice" communications and advising on settlements - Conduct in conferences - Relations with fellow solicitors, including dealing with situations where a solicitor withdraws and exercises a lien over the client's papers - Rules 15A and 15B of PCR on rules governing family practitioners
5.	Therapeutic Justice ("TJ") lens of care <ul style="list-style-type: none"> - Duty to advise client of TJ - Duty to conduct proceedings in a TJ manner - Duty to practise TJ in communication with opposing counsel

Intellectual Property (Advocate) Checklist (Advocate Seat)

Introduction

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

For trainees with IP as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) at least **10** tasks set out under the sections titled “A. Contentious”.

For trainees with IP as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (b) at least **5** tasks set out under the sections titled “A. Contentious”.

A. Contentious

No.	Task
1.	Conduct IP registration searches for clients or against alleged infringers
2.	Conduct searches in respect of identity and contact information of alleged infringers (including company, business, domain name searches etc)
3.	Conducting searches for evidence (online and/or physical) of alleged infringement or reviewing evidence (online and/or physical) in response to allegations of infringement
4.	Preparing or responding to demand letters in respect of alleged infringement
5.	Preparing advice on merits of an infringement claim / draft court papers in respect of pursuing an infringement claim
6.	Preparing advice on merits of defence against an infringement claim / draft court papers in respect of defending against an infringement claim
7.	Preparing advice on risks of potential infringement
8.	Preparing advice / draft court papers in respect of seeking an interim injunction for an infringement claim
9.	Preparing advice / draft court papers in respect of defending an interim injunction for an infringement claim
10.	Preparing advice / draft court papers in respect of an Anton Pillar Order
11.	Preparing advice / draft court papers in respect of pre-action discovery
12.	Preparing advice / draft court papers in respect of an IP licensing dispute
13.	Preparing advice / draft court papers in respect of an IP assignment dispute
14.	Attend an IP-related hearing at the IPOS Registry
15.	Attend an IP-related hearing at the State Courts (including pre-trial conferences / Registrar's Case Conference)
16.	Attend an IP-related hearing at the Supreme Court (including pre-trial conferences / Registrar's Case Conference / Case Conference)
17.	Attend an IP-related hearing before any Tribunal
18.	Attend an IP-related session before any alternative dispute resolution forum
19.	Preparing advice on alternative dispute resolution methods in respect of IP disputes
20.	Being aware of the IP Court Guide issued by the Supreme Court and considering its application
21.	Being aware of the IP related legislation and rules, including the Supreme Court of Judicature (Intellectual Property) Rules 2022 and considering their application

No.	Task
22.	Preparing advice in respect of criminal proceedings or charges involving IP rights
23.	Attend a hearing relating to criminal proceedings or charges involving IP rights
24.	Instructing foreign counsel to conduct foreign IP registration searches for a contentious matter
25.	Instructing foreign counsel to conduct searches in respect of identity and contact information of alleged foreign infringers (including company, business, domain name searches etc)
26.	Instructing expert witness in respect of an IP-related claim
27.	Being involved in a matter relating to customs border enforcement of IP rights
28.	Preparing advice / draft application for a domain name dispute

Competition Law & Antitrust Checklist (Solicitor Seat)

Introduction

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

For trainees with Competition Law & Antitrust as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks set out under the sections titled “A. Taking of Instructions” and section titled “B. Provisions of the Competition Act 2004 and the Guidelines” below; and
- (b) **1** task (out of the list of 8 tasks) set out under the section titled “C. Written Advocacy” below; and
- (c) **E1** set out under the section titled “E. Ethics” below; and
- (d) at least **2** more non-mandatory tasks set out under sections C or D.

For trainees with Competition Law & Antitrust as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks set out under the sections titled “A. Taking of Instructions” and section titled “B. Provisions of the Competition Act 2004 and the Guidelines” below; and
- (b) **E1** set out under the section titled “E. Ethics”.

A. Taking of Instructions

A trainee needs to understand the importance of taking clear and accurate instructions, and of advising the client on the various provisions of the Competition Act 2004 (“CA”).

No.	Task
1.	Assisting with the getting up / preparation of meetings / discussions with client.
2.	Taking instructions / collating information and documents from the client / reviewing the information and documents.

**Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.*

B. Provisions of the Competition Act 2004 and the Guidelines

A trainee should be aware of the provisions under the CA and the Guidelines issued by the Competition and Consumer Commission of Singapore (“CCCS”).

No.	Task
1.	Gain an understanding of the main provisions of the CA and Guidelines issued by the CCCS.
2.	Advising or drafting a research memo on any of the three main prohibitive provisions under the Competition Act 2004. <ol 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.
3.	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).
4.	Gain an understanding of the merger filing process including applicable forms, fees and timelines (both Phase 1 and Phase 2).

** Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee’s work*

C. Written advocacy

Written advocacy is a key part of a competition law practice. The trainee should have a basic understanding of how to put forward the client’s case in a persuasive and tailored manner as well as to assist the client in its compliance initiatives with respect to the CA.

No.	Task
1.	Drafting of legal opinion on a competition law matter.

No.	Task
2.	Drafting of preliminary merger assessment.
3.	Drafting of competition law advisory to the client.
4.	Drafting submissions for written representations to the CCCS.
5.	Drafting submissions for oral representations to the CCCS.
6.	Drafting of submissions for third party feedback to the CCCS (in respect of a public consultation).
7.	Preparing and drafting of competition law compliance manuals for client.
8.	Preparing and drafting of presentation slides for compliance training of client's personnel.

** Note to supervising solicitors: it is generally not recommended to have trainees prepare a first draft or first cut unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills*

D. Oral/Compliance advocacy

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

No.	Task
1.	Attending and assisting on an oral representation before the CCCS.
2.	Attending and assisting on a Competition Appeal Board hearing.
3.	Attending and assisting with compliance/dawn raid training for client's personnel.

E. Ethics

The supervising solicitor is to discuss with the trainee on what ethical issues may arise in the course of competition law advisory.

No.	Task
1.	Discussion on potential ethical issues that may arise when providing competition law advisory (e.g., deliberate non-notification of notifiable mergers, destruction of documents during searches)

Corporate & Commercial (General) Checklist (Solicitor Seat)

Introduction

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

For trainees with Corporate & Commercial (General) as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks set out under the section titled “A. Fundamental Matters” below; and
- (b) at least **five (5)** tasks set out under the section titled “B. Other Matters” below.

For trainees with Corporate & Commercial (General) as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) at least **eight (8)** tasks set out in any of the sections titled “A. Fundamental Matters” or “B. Other Matters” below.

A. Fundamental Matters

No.	Task
1.	Assisting in interviewing and taking instructions from a client on a corporate matter ¹
2.	Conducting legal research on a client's query on a corporate matter, and communicating research results to their supervising solicitor as effectively as possible through written memorandums or any other medium ²
3.	Assisting in preparing an engagement letter for a corporate matter
4.	Providing advice on the Companies Act 1967 or on general corporate regulatory matters ³
5.	Assisting with corporate secretarial matters for a private or public company (whether limited by shares or otherwise) ⁴
6.	Assisting with lodgements or filings to be made with the Accounting and Corporate Regulatory Authority of Singapore
7.	Attending negotiations with counterparties in relation to contracts or transaction documents ⁵
8.	Discussion on potential ethical issues that may arise in a corporate matter
9.	Assisting with know-your-client (KYC) or anti-money laundering (AML) checks
10.	Receiving guidance on handling conflicts of interest issues

B. Other Matters

No.	Task
1.	Assisting in the establishment or incorporation of a business vehicle in Singapore (e.g. companies, partnerships, variable capital companies)

¹ Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.

² Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work.

³ Note to supervising solicitors: constructive feedback should generally be provided on the quality and presentation of the advice.

⁴ Note to supervising solicitors: this may include getting the trainees to assist with the drafting or review of board or shareholders' resolutions, the preparing or review of the notice or minutes of annual general meeting(s), or such other corporate secretarial documents as the supervising solicitor may deem fit.

⁵ Note to supervising solicitors: whilst the trainee does not need to lead the negotiations, trainees should be instructed to prepare fully for all negotiation meetings, including taking minutes which record the respective parties' positions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any negotiation meeting. If negotiations take place over email correspondence, supervising solicitors can have a short discussion with the trainee to explain the rationale for the amendments made.

No.	Task
2.	Providing advice on the Employment Act, Employment of Foreign Manpower Act, or on any collective agreements or employment related matters
3.	Providing advice on the Personal Data Protection Act or other personal data or privacy related matters, or reviewing any personal data protection policy(ies)
4.	Providing advice on the Securities and Futures Act or other securities related matters
5.	Assisting in preparing, reviewing and/or advising on non-disclosure agreement(s) or confidentiality agreements
6.	Assisting in preparing, reviewing and/or advising on consultancy or service agreement(s)
7.	Assisting in preparing, reviewing and/or advising on agreement(s) relating to agency or distribution arrangements
8.	Assisting in preparing, reviewing and/or advising on agreement(s) relating to outsourcing arrangements
9.	Assisting in preparing, reviewing and/or advising on contract(s) for manufacture or for procurement of goods and services
10.	Conducting legal due diligence, including conducting intellectual property, litigation or insolvency searches, and reporting or advising on legal due diligence findings
11.	Assisting in drafting, reviewing and/or negotiating a share subscription or investment agreement, convertible note agreement, or other funding or financing agreement
12.	Assisting in drafting, reviewing and/or negotiating a share purchase agreement
13.	Assisting in drafting, reviewing and/or negotiating a business or asset sale agreement
14.	Assisting in drafting and/or reviewing completion documents in relation to the completion of a share sale
15.	Assisting in drafting and/or reviewing completion documents in relation to the completion of a business or asset sale
16.	Assisting in preparing and/or reviewing a disclosure letter containing exceptions to representations and warranties in a transaction document
17.	Assisting in drafting, reviewing and/or negotiating a shareholders' agreement or a joint venture agreement
18.	Assisting in drafting, reviewing and/or negotiating a term sheet, letter of intent or memorandum of understanding
19.	Assisting in drafting, reviewing, negotiating, and/or advising on an employment agreement or service agreement

No.	Task
20.	Assisting in drafting, reviewing, negotiating, and/or advising on a loan agreement, facilities agreement, or any agreement creating security in respect of any liabilities
21.	Assisting in drafting, reviewing, negotiating, and/or advising on any personal or corporate guarantee
22.	Assisting in drafting, reviewing and/or making amendments to a company's constitution
23.	Assisting with the preparation of a legal opinion
24.	Assisting 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
25.	Assisting with the drafting or review of a novation or assignment agreement
26.	Assisting with the drafting or review of an offer announcement in connection with a public takeover transaction
27.	Assisting with the preparation of an application to the Securities Industry Counsel (SIC) in accordance with the Singapore Code on Takeovers and Mergers
28.	Assisting with the drafting or review of an offer document or offeree circular or scheme document in connection with a public takeover transaction
29.	Assisting a company with its share buyback or capital reduction exercise
30.	Assisting a company with its share consolidation or share split exercise
31.	Assisting a company with its declaration of dividends
32.	Assisting a company to prepare an announcement pursuant to the listing requirements in respect of listed companies under the SGX Listing Manual
33.	Assisting 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
34.	Attending 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
35.	Assisting a company to populate an SGX compliance checklist
36.	Providing advice on continuing listing requirements in respect of listed companies under the SGX Listing Manual
37.	Assisting in the preparation or review of corporate governance reports or statements in annual reports of companies listed on the SGX
38.	Preparing or reviewing of documents in respect of annual general meetings of companies listed on the SGX

No.	Task
39.	Assisting with the review or preparation of a prospectus or offer document in connection with an initial public offering (IPO)
40.	Assisting 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
41.	Assisting with the drafting or review of the underwriting agreement, placement agreement or continuing sponsorship agreement
42.	Assisting 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
43.	Assisting 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
44.	Assisting in or preparing advice on matters involving fund structuring
45.	Assisting with the drafting, reviewing, advising on and/or updating of an offering document, a constitutive document or a subscription document for a fund
46.	Assisting 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
47.	Assisting with regulatory applications and filings in connection with the offering and/or listing of collective investment schemes in Singapore
48.	Assisting 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
49.	Assisting in, researching on, or preparing advice on Singapore corporate and regulatory matters relating to ongoing operations / maintenance of funds
50.	Assisting in, researching on, or preparing advice on regulatory and compliance matters in respect of REITs and/or Business Trusts
51.	Assisting in, preparing advice, or reviewing documents in respect of the primary / secondary offering of REIT and/or Business Trust units
52.	Assisting in, preparing advice and/or researching on regulatory and compliance matters in respect of REIT Managers under the capital markets services license regime
53.	Assisting in the preparation and/or review of advice relating to legal risk analysis arising from project agreements
54.	Assisting in the preparation, review and/or research for advising on regulatory, licensing and compliance matters in various energy and infrastructure sectors
55.	Assisting in the preparation and/or review of regulatory applications and/or submissions to regulatory authorities in various energy and infrastructure sectors

No.	Task
56.	Assisting in preparing, reviewing and/or negotiating project tender document(s) or requests for proposal(s) for an energy, infrastructure or other project
57.	Assisting in preparing, reviewing and/or negotiating project development agreement(s) or ancillary documentation for an energy, infrastructure or other project
58.	Providing advice on any other regulatory or licensing matter(s) relating to businesses which do not fall under any of the categories above
59.	Advised on and attended to the perfection, stamping, and registration of finance documents in Singapore
60.	Assisted with the collation of conditions precedent documents and issuing a customary report on conditions precedent documents

Corporate & Commercial Practice (Corporate Regulatory & Compliance) Checklist (Solicitor Seat)

Introduction

For trainees with Corporate Regulatory & Compliance as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** items in the “Corporate Regulatory & Compliance Checklist”

For trainees with Corporate Regulatory & Compliance as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) at least **five (5)** items in the “Corporate Regulatory & Compliance Checklist”

Corporate Regulatory & Compliance Checklist

No.	Task
1.	Prepared advice on the law and procedure governing annual and extraordinary general meetings, and interpreting the Constitution on the regulation of general meetings with a focus on advising on the processes and timelines for Annual General Meetings convened by SGX listed companies
2.	Prepared advice on corporate actions such as share issue mandates, share buybacks mandates, declaration of interim/final dividends, scrip dividend schemes and interested party transaction (“IPT”) mandates (collectively, the “Corporate Actions”) and advising on the required announcements to be made over the SGXNet and filings with ACRA
3.	Assisted in drafting letters to shareholders for the adoption and implementation of the Corporate Actions and facilitating clearance with SGX Regco, where required
4.	Prepared advice on corporate governance matters generally, including reviewing and advising on corporate governance reports issued by SGX listed companies for compliance with the SGX Listing Manual, the Code of Corporate Governance 2018 and the accompanying Practice Guidance
5.	Prepared and assisted with drafting terms of reference for board committees of SGX listed companies, such as the audit committee, nominating committee, remuneration committee, risk committee, sustainability committee, etc., and preparing and advising on board policies such as diversity policies, dealing policies and other codes of conduct
6.	Assisted with drafting and preparing advice on equity-based share plans, cash-based share plans; and preparing advice on securities law and employment law in relation to the implementation of foreign companies’ share-based or cash-based plans for participants in Singapore
7.	Prepared advice analysing how an interest in securities arises and further advising on the manner of disclosure of interests in securities by substantial shareholders, Directors and the Chief Executive Officer of SGX listed companies under the Securities and Futures Act 2001 and, where applicable, the Companies Act 1967
8.	Prepared advice on disclosure of material information under the SGX Listing Manual, including whether and when disclosure may be withheld, and preparing the relevant announcements for the initial disclosure and for subsequent updates
9.	Prepared advice on continuing disclosure obligations under the SGX Listing Manual, and drafting the requisite announcements for certain corporate actions requiring immediate disclosure including but not limited to acquisitions and disposals, disclosure of material information, grant of share awards and use of treasury shares
10.	Prepared advice on analysing whether an arrangement or transaction is classified as an IPT and the implications/compliance requirements that arise as a result, and if required, preparing the relevant announcements and letters to shareholders for approving the IPT

No.	Task
11.	Prepared advice and assisted with analysing how a transaction may be classified under the SGX Listing Manual rules regulating significant transactions, and if required, preparing the relevant announcements and letters to shareholders for approving the transaction
12.	Preparing advice on directors' duties and liabilities generally, with a focus on the compliance requirements under the Companies Act 1967 and SGX Listing Manual across a wide spectrum of matters including but not limited to the management of conflicts of interests and disclosure requirements
13.	Preparing advice on the listing of a Singapore company on a foreign securities exchange, and subsequently advising on reconciling the Companies Act 1967 regime with applicable foreign listing rules and securities regulations for Singapore companies after its listing on the foreign securities exchange
14.	Preparing advice on the intricacies of drafting the Constitution of a company and where relevant, advising on the interplay between harmonising the salient provision under a shareholders' agreement with the Constitution
15.	Preparing advice on setting up a business establishment in Singapore and ancillary advice relating thereto
16.	Preparing advice on the disclosure requirements governing the Register of Registrable Controllers, Register of Nominee Directors and Register of Nominee Shareholders
17.	Preparing advice on employment-relating matters, including malus and clawback arrangements, and drafting employment agreements
18.	Assisted with the conduct of seminars for boards of directors of SGX listed companies and training workshops for management on various regulatory compliance matters under the SGX Listing Manual, the Companies Act and the Securities and Futures Act

Corporate & Commercial Practice (Debt Capital Markets) Checklist (Solicitor Seat)

Introduction

For trainees with Debt Capital Markets as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks in “A. Fundamental Matters”;
- (b) B1-B7 in “B. Other Matters”; and
- (c) at least **[four]** other tasks in “B. Other Matters”.

For trainees with Debt Capital Markets as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **B1 – B7** in “B. **Other Matters**”; and
- (b) **at least [four (4)]** other tasks in “A. Fundamental Matters” or “B. Other Matters”.

A. Fundamental Matters

No.	Task
1.	Assisted in interviewing and taking instructions from a client ¹
2.	Conducted legal research on a client's query, and communicated research results to their supervising solicitor as effectively as possible through written memoranda or any other medium ²
3.	Provided advice on the Securities and Futures Act 2001 or on general matters relating to raising debt capital ³
4.	Assisted with matters relating to the issue of debt securities ⁴
5.	Assisted with lodgements or filings to be made with the Singapore Exchange
6.	Attended negotiations with counterparties in relation to contracts or transaction documents ⁵
7.	Discussed potential ethical issues that may arise in a capital markets matter

B. Other Matters

¹ Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.

² Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work.

³ Note to supervising solicitors: constructive feedback should generally be provided on the quality and presentation of the advice.

⁴ Note to supervising solicitors: this may include getting the trainees to assist with the drafting or review of board or shareholders' resolutions, the preparing or review of the notice or minutes of annual general meeting(s), or such other corporate secretarial documents as the supervising solicitor may deem fit.

⁵ Note to supervising solicitors: whilst the trainee does not need to lead the negotiations, trainees should be instructed to prepare fully for all negotiation meetings, including taking minutes which record the respective parties' positions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any negotiation meeting. If negotiations take place over email correspondence, supervising solicitors can have a short discussion with the trainee to explain the rationale for the amendments made.

No.	Task
1.	Gained understanding of: <ul style="list-style-type: none"> - different types of bonds and their terms and characteristics; - different counterparties involved in a bond transaction; - different approaches to liability management in respect of bonds; - completion sequence and timelines; - legal and commercial considerations that inform any issue of debt securities and liability management exercises pertaining to debt securities
2.	Gained understanding of: <ul 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 - discharge mechanics
3.	Assisted with preparation and/or review of the typical suite of bond documents
4.	Assisted with preparation and/or review of the typical suite of bond drawdown documents
5.	Assisted with preparation and/or review of the typical suite of loan documents
6.	Gained an understanding of the legal issues that would typically arise in the context of debt securities and loans and that underpin customary legal opinions
7.	Gained familiarity with key deadlines and deliverables pertaining to each listing of debt securities in Singapore
8.	Gaining an understanding of and/or assisting 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
9.	Gained an understanding of / assisted 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)

10.	<p>Assisted with drafting, reviewing, advising on establishment and/or updating of at least two bond documents, including but not limited to</p> <ul style="list-style-type: none"> - offering documents (including business write-ups and risk factors) - documents in connection with liability management exercises (such as consent solicitation exercises, exchange offers and tender offers) - constitutive documents - programme/dealer agreements - agency agreements - trust deeds - CDP application forms and terms and conditions - the CDP deed of covenant - board resolutions - legal opinions
11.	<p>Gained 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</p>
12.	<p>Assisted 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</p>
13.	<p>Gained familiarity with drawdown and/or listing mechanics and timelines for both local and foreign issuers</p>
14.	<p>Assisted with drafting, reviewing, advising on and/or updating of at least two loan documents, including but not limited to</p> <ul 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)
15.	<p>Gained 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</p>
16.	<p>Gained familiarity with transaction sequence and timeline</p>

17.	<p>Prepared advice, researched and/or assisted generally on legal issues pertaining to any of the below, or any combination thereof</p> <ul style="list-style-type: none"> - contract law - trust law - equity - property law - taking security - companies law - corporate governance pertaining to loans and the issue of debt securities - the law and regulations pertaining to the Qualifying Debt Securities Scheme - securities laws in key jurisdictions such as Singapore, USA, EEA, UK and HK - the ICMA Primary Market Handbook - the Securities and Futures Act - the SGX Listing Manual
18.	<p>Attended client meetings, calls and/or negotiations with counterparties on bond and loan documents and terms</p>
19.	<p>Assisted with regulatory applications and filings in connection with the offerings and/or listing of debt securities in Singapore</p>
20.	<p>Prepared advice, researched and/or assisted generally on Singapore corporate and regulatory matters relating to the issue of debt securities and loans</p>

Corporate & Commercial Practice (Energy, Infrastructure & Projects) Checklist (Solicitor Seat)

Introduction

For trainees with Corporate & Commercial Practice (Energy, Infrastructure & Projects) as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks set out under the section titled “A. Fundamental Matters” below; and
- (b) **B1 – B6** tasks set out under the section titled “B. Other Matters” below, with the following criteria:
 - (i) at least **[two (2)]** sets of primary documents set out in **B5** below; and
 - (ii) at least **[two (2)]** sets of ancillary supporting documents set out in **B6** below.

For trainees with Corporate & Commercial Practice (Energy, Infrastructure & Projects) as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) at least **[eight (8)]** tasks set out in any of the sections titled “Fundamental Matters” or “Other Matters” below, with the following mandatory criteria:
 - (i) **B7 – B11** tasks set out under the section titled “B. Other Matters” below; and
 - (ii) at least **[one (1)]** set of documents set out in **B11** below.

A. Fundamental Matters

No.	Task
1.	Assisting in interviewing and taking instructions from a client on a corporate matter ¹
2.	Conducting legal research on a client's query on a corporate matter, and communicating research results to their supervising solicitor as effectively as possible through written memorandums or any other medium ²
3.	Assisting in preparing an engagement letter for a corporate matter
4.	Providing advice on the Companies Act 1967 or on general corporate regulatory matters ³
5.	Assisting with corporate secretarial matters for a private or public company (whether limited by shares or otherwise) ⁴
6.	Assisting with lodgements or filings to be made with the Accounting and Corporate Regulatory Authority of Singapore
7.	Attending negotiations with counterparties in relation to contracts or transaction documents ⁵
8.	Discussion on potential ethical issues that may arise in a corporate matter
9.	Assisting with know-your-client (KYC) or anti-money laundering (AML) checks
10.	Receiving guidance on handling conflicts of interest issues

B. Other Matters

No.	Task
1.	Assisted in the preparation / review of advice relating to legal risk analysis arising from project agreements

¹ Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.

² Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work.

³ Note to supervising solicitors: constructive feedback should generally be provided on the quality and presentation of the advice.

⁴ Note to supervising solicitors: this may include getting the trainees to assist with the drafting or review of board or shareholders' resolutions, the preparing or review of the notice or minutes of annual general meeting(s), or such other corporate secretarial documents as the supervising solicitor may deem fit.

⁵ Note to supervising solicitors: whilst the trainee does not need to lead the negotiations, trainees should be instructed to prepare fully for all negotiation meetings, including taking minutes which record the respective parties' positions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any negotiation meeting. If negotiations take place over email correspondence, supervising solicitors can have a short discussion with the trainee to explain the rationale for the amendments made.

No.	Task
2.	Assisted in the preparation / review / conduct of legal risk analysis on project agreements
3.	Assisted in the preparation / review / research for advice on regulatory, licensing and compliance matters in various energy and infrastructure sectors
4.	Assisted in the preparation / review / of regulatory applications and/or submissions to regulatory authorities in various energy and infrastructure sectors
5.	Assisted in preparing / reviewing / negotiating primary documents for an energy, infrastructure, or other project: <ul style="list-style-type: none"> - project tender documents - requests for proposal - project development agreements
6.	Assisted in preparing / reviewing / negotiating ancillary supporting documentation for an energy, infrastructure, or other project
7.	Gained an understanding of the framework and structure of various aspects of energy and infrastructure related work: <ul style="list-style-type: none"> - land development - procurement - construction - financing - operations - maintenance
8.	Gained an understanding of the concerns of stakeholders (such as government authorities, the concessionaire, financiers and sponsors) in a project development arrangement
9.	Gained an understanding of public and private procurement arrangements, including the framework relating to Public-Private Partnerships in Singapore
10.	Gained an understanding of regulatory, licensing and compliance matters in various energy and infrastructure sectors: <ul style="list-style-type: none"> - electricity - renewable energy - energy transition and sustainability solutions - different fossil fuels - telecommunications - media - transportation - water treatment - waste management
11.	Assisted in preparing, reviewing, and negotiating <ul style="list-style-type: none"> - project tender documents - requests for proposal - project development agreements - and ancillary supporting documentation

Corporate & Commercial Practice (Equity Capital Markets) Checklist (Solicitor Seat)

Introduction

For trainees with Equity Capital Markets as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) all of the tasks in “A. Fundamental Matters” and “B. Other Matters”.

For trainees with Equity Capital Markets as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **B1 – B3** in “B. Other Matters”; and
- (b) at least **five (5)** other tasks in “A. Fundamental Matters” or “B. Other Matters”.

A. Fundamental Matters

No.	Task
1.	Assisted in interviewing and taking instructions from a client ¹
2.	Conducted legal research on a client's query, and communicated research results to their supervising solicitor as effectively as possible through written memoranda or any other medium ²
3.	Provided advice on the Companies Act 1967 or on general corporate regulatory matters ³
4.	Assisted with corporate secretarial matters for a private or public company (whether limited by shares or otherwise)
5.	Attended negotiations with counterparties in relation to contracts or transaction documents ⁴
6.	Discussed potential ethical issues that may arise in a capital markets matter

B. Other Matters

No.	Task
1.	Gained an understanding of the Securities and Futures Act 2001 of Singapore as applicable to an offer of securities in Singapore
2.	Gained an understanding of the SGX Listing Manual as applicable to a listing of equity securities on the SGX
3.	Gained 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
4.	Assisted in / prepared advice on / researched 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 Singapore Exchange (SGX)

¹ Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.

² Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work.

³ Note to supervising solicitors: constructive feedback should generally be provided on the quality and presentation of the advice.

⁴ Note to supervising solicitors: whilst the trainee does not need to lead the negotiations, trainees should be instructed to prepare fully for all negotiation meetings, including taking minutes which record the respective parties' positions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any negotiation meeting. If negotiations take place over email correspondence, supervising solicitors can have a short discussion with the trainee to explain the rationale for the amendments made.

No.	Task
5.	Assisted in / prepared advice / prepared or reviewed 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
6.	Assisted in / prepared advice on / researched continuing listing obligations including ongoing disclosure requirements under the SGX Listing Manual in respect of a company or Business Trust listed on the SGX
7.	Assisted 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
8.	Preparation / review of 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 Practice (Financial Regulatory & Compliance) Checklist (Solicitor Seat)

Introduction

For trainees with Financial Regulatory & Compliance as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** the items in “A. Fundamental Matters” and “B. Other Matters”.

For trainees with Financial Regulatory & Compliance as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) at least **[five (5)]** items from “A. Fundamental Matters” and “B. Other Matters”

A. Fundamental Matters

No.	Task
1.	Assisted in interviewing and taking instructions from a client on a licensing and/or regulatory matter for a financial institution ¹
2.	Conducted legal research or drafted advice on a client's query on a licensing and/or regulatory matter for a financial institution, and communicated research results to their supervising solicitor as effectively as possible through written memoranda or any other medium ²
3.	<p>Conducted research or drafting advice on any of the following or the subsidiary legislation thereof: ³</p> <ul style="list-style-type: none"> - Securities and Futures Act - Financial Advisers Act - Banking Act - Trust Companies Act - Insurance Act - Payment Services Act - Notices and Guidelines issued by the Monetary Authority of Singapore to financial institutions under the above statutes - Commodity Trading Act - Moneylenders Act - Monetary Authority of Singapore Act - Financial Services and Markets Act - Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act - SGX-ST and SGX-DT Trading Rules and Clearing Rules

B. Other Matters

No.	Task
1.	Gained 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
2.	Gained an understanding of the types of products that are subject to laws on securities offering and the applicable prospectus requirements and exemptions
3.	Gained an understanding of the laws that regulate the trading of financial products

¹ Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.

² Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work.

³ Note to supervising solicitors: constructive feedback should generally be provided on the quality and presentation of the advice.

No.	Task
4.	Gained an understanding of Singapore anti-money laundering and countering of financing of terrorism laws
5.	Prepared advice, researched and/or assisted generally on licensing and regulatory matters for financial institutions in Singapore, such as licensing applications, exemptions and ongoing conduct of business requirements
6.	Prepared advice, researched and/or assisted 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
7.	Prepared advice, researched and/or assisted generally on Singapore laws on anti-money laundering and countering of financing of terrorism

Corporate & Commercial Practice (Investment Funds) Checklist (Solicitor Seat)

Introduction

For trainees with Corporate & Commercial Practice (Investment Funds) as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks in “A. Fundamental Matters”; and
- (b) **all** of the tasks in “B. Other Matters”

For trainees with Corporate & Commercial Practice (Investment Funds) as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **B9 – B13** ; and
- (b) at least **four** other tasks in “A. Fundamental Matters” or “B. Other Matters”.

A. Fundamental Matters

No.	Task
1.	Assisting in interviewing and taking instructions from a client ¹
2.	Conducting legal research on a client's query, and communicating research results to their supervising solicitor as effectively as possible through written memoranda or any other medium ²
3.	Assisting in preparing an engagement letter for a corporate matter should be covered in General Checklist and not repeated here
4.	Providing advice on the Companies Act 1967 or on general corporate regulatory matters ³
5.	Assisting with corporate secretarial matters for a private or public company (whether limited by shares or otherwise) ⁴
6.	Attending negotiations with counterparties in relation to contracts or transaction documents ⁵
7.	Discussion on potential ethical issues that may arise in a corporate matter
8.	Assisting with know-your-client (KYC) or anti-money laundering (AML) checks should be covered in General Checklist and not repeated here
9.	Receiving guidance on handling conflicts of interest issues should be covered in General Checklist and not repeated here

B. Other Matters

No.	Task
1.	Assisted with drafting, reviewing, advising on and/or updating of at least two of the following documents: <ul style="list-style-type: none"> - offering documents - constitutive documents - subscription documents

¹ Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.

² Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work.

³ Note to supervising solicitors: constructive feedback should generally be provided on the quality and presentation of the advice.

⁴ Note to supervising solicitors: this may include getting the trainees to assist with the drafting or review of board or shareholders' resolutions, the preparing or review of the notice or minutes of annual general meeting(s), or such other corporate secretarial documents as the supervising solicitor may deem fit.

⁵ Note to supervising solicitors: whilst the trainee does not need to lead the negotiations, trainees should be instructed to prepare fully for all negotiation meetings, including taking minutes which record the respective parties' positions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any negotiation meeting. If negotiations take place over email correspondence, supervising solicitors can have a short discussion with the trainee to explain the rationale for the amendments made.

No.	Task
	<ul style="list-style-type: none"> - management / advisory agreements - custodian agreements and/or administration agreements
2.	Assisted in / prepared advice, researched 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
3.	Assisted in / prepared advice, researched matters involving fund structuring, including preparing advice / research / review of documents
4.	Assisted in matters involving the development / assessment / structuring in relation to investment strategies including preparing advice / research / review of documents
5.	Assisted with regulatory applications and filings in connection with the offering and/or listing of collective investment schemes in Singapore
6.	Assisted in / prepared advice, researched licensing and related regulatory matters for fund management companies in Singapore, such as licensing applications, exemptions and ongoing regulatory reporting and other requirements
7.	Assisted in / prepared advice, researched Singapore corporate and regulatory matters relating to ongoing operations / maintenance of funds
8.	Attended negotiations with counterparties in relation to fund documents and terms
9.	Gained an understanding of Singapore securities laws and Exchange rules in respect of offerings / listing of collective investment schemes in Singapore
10.	Gained 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
11.	Gained 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
12.	Gained an understanding of basic fund documents: <ul style="list-style-type: none"> - offering documents - constitutive documents - subscription documents - management / advisory agreements - custodian agreements and/or administration agreements
13.	Attended client meetings / calls

Corporate & Commercial Practice (M&A) Checklist (Solicitor Seat)

Introduction

For trainees with Corporate & Commercial Practice (M&A) as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks set out under the section titled “A. Fundamental Matters” below; and
- (b) **B2 – B5** tasks set out under the section titled “B. Other Matters” below, with the following mandatory criteria:
 - (i) at least **[two (2)]** sets of primary M&A documents set out in **B3**; and
 - (ii) at least **[three (3)]** sets of ancillary M&A documents set out in **B4**; and
 - (iii) at least **[two (2)]** corporate transaction/action set out in **B5**.

For trainees with Corporate & Commercial Practice (M&A) as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) at least **[eight (8)]** tasks set out in any of the sections titled “A. Fundamental Matters” or “B. Other Matters” below, with the following mandatory criteria:
 - (i) **B1** task set out under the section titled “B. Other Matters” below; and
 - (ii) at least **[one (1)]** set of primary M&A documents set out in **B3** below; and
 - (iii) at least **[two (2)]** sets of ancillary M&A documents set out in **B4** below; and
 - (iv) at least **[one (1)]** corporate transaction/action set out in **B5**.

A. Fundamental Matters

No.	Task
1.	Assisting in interviewing and taking instructions from a client on a corporate matter ¹
2.	Conducting legal research on a client's query on a corporate matter, and communicating research results to their supervising solicitor as effectively as possible through written memorandums or any other medium ²
3.	Assisting in preparing an engagement letter for a corporate matter
4.	Providing advice on the Companies Act 1967 or on general corporate regulatory matters ³
5.	Assisting with corporate secretarial matters for a private or public company (whether limited by shares or otherwise) ⁴
6.	Assisting with lodgements or filings to be made with the Accounting and Corporate Regulatory Authority of Singapore
7.	Attending negotiations with counterparties in relation to contracts or transaction documents ⁵
8.	Discussion on potential ethical issues that may arise in a corporate matter
9.	Assisting with know-your-client (KYC) or anti-money laundering (AML) checks
10.	Receiving guidance on handling conflicts of interest issues

¹ Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.

² Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work.

³ Note to supervising solicitors: constructive feedback should generally be provided on the quality and presentation of the advice.

⁴ Note to supervising solicitors: this may include getting the trainees to assist with the drafting or review of board or shareholders' resolutions, the preparing or review of the notice or minutes of annual general meeting(s), or such other corporate secretarial documents as the supervising solicitor may deem fit.

⁵ Note to supervising solicitors: whilst the trainee does not need to lead the negotiations, trainees should be instructed to prepare fully for all negotiation meetings, including taking minutes which record the respective parties' positions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any negotiation meeting. If negotiations take place over email correspondence, supervising solicitors can have a short discussion with the trainee to explain the rationale for the amendments made.

B. Other Matters

No.	Task
1.	Legal Due Diligence, including <ul style="list-style-type: none"> - Conducting intellectual property, litigation, or insolvency searches - Reporting or advising on legal due diligence findings
2.	Lodgements with the Accounting and Corporate Regulatory Authority of Singapore (ACRA)
3.	Assisted in the preparation / review of primary M&A Document: <ul style="list-style-type: none"> - Share subscription or investment agreement - Share purchase agreement - Business or asset sale agreement - Shareholders' agreement - Joint venture agreement - Offer announcement - Offer document / offeree circular / scheme document
4.	Assisted in the preparation / review of ancillary M&A Documents: <ul style="list-style-type: none"> - Term sheet or letter of intent - Board or shareholder resolution - Other corporate waivers or consents - Non-disclosure agreement - Employment agreement - Services agreement - Constitution - Legal opinion - Employee share option plan - Novation or assignment agreement - Share transfer instrument and share certificate
5.	Assisted in the preparation of advice / review of corporate transaction or action to be undertaken by a corporate entity: <ul style="list-style-type: none"> - Establishment of business vehicles (e.g. companies, partnerships, variable capital companies) - Share buybacks - Capital reductions - Share consolidations or splits - Share issuances or redemptions - Dividends - SGX announcements - SGX shareholder circulars

Corporate & Commercial Practice (REITs) Checklist (Solicitor Seat)

Introduction

For trainees with Corporate & Commercial Practice (REITs) as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks in “A. Fundamental Matters” and “B. Other Matters”.

For trainees with Corporate & Commercial Practice (REITs) as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **B9 – B13** in “B. Other Matters” below; and
- (b) at least **three (3)** additional tasks from either “A. Fundamental Matters” or “B. Other Matters”.

A. Fundamental Matters

No.	Task
1.	Assisting in interviewing and taking instructions from a client ¹
2.	Conducting legal research on a client's query, and communicating research results to their supervising solicitor as effectively as possible through written memoranda or any other medium ²
3.	Assisting in preparing an engagement letter for a corporate matter Should be covered in General Checklist and not repeated here.
4.	Providing advice on the Companies Act 1967 or on general corporate regulatory matters ³
5.	Assisting with corporate secretarial matters for a private or public company (whether limited by shares or otherwise) ⁴
6.	Attending negotiations with counterparties in relation to contracts or transaction documents ⁵
7.	Discussion on potential ethical issues that may arise in a corporate matter
8.	Assisting with know-your-client (KYC) or anti-money laundering (AML) checks Should be covered in General Checklist and not repeated here.
9.	Receiving guidance on handling conflicts of interest issues Should be covered in General Checklist and not repeated here.

B. Other Matters

No.	Task
1.	Assisted in / prepared advice on, researched 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

¹ Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.

² Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work.

³ Note to supervising solicitors: constructive feedback should generally be provided on the quality and presentation of the advice.

⁴ Note to supervising solicitors: this may include getting the trainees to assist with the drafting or review of board or shareholders' resolutions, the preparing or review of the notice or minutes of annual general meeting(s), or such other corporate secretarial documents as the supervising solicitor may deem fit.

⁵ Note to supervising solicitors: whilst the trainee does not need to lead the negotiations, trainees should be instructed to prepare fully for all negotiation meetings, including taking minutes which record the respective parties' positions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any negotiation meeting. If negotiations take place over email correspondence, supervising solicitors can have a short discussion with the trainee to explain the rationale for the amendments made.

No.	Task
2.	Assisted in / prepared advice on, researched continuing listing requirements in respect of REITs and/or Business Trusts under the SGX Listing Manual, such as applications to regulators
3.	Assisted in the preparation / review of corporate governance statements in annual reports of REITs
4.	Assisted with drafting of announcements, such as for major transactions and interested person transactions
5.	Assisted in / prepared advice / preparation or reviewed 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
6.	Assisted in the preparation / review of documents in respect of acquisitions, disposals and/or joint ventures involving REITs and/or Business Trusts, such as due diligence and corporate authorisations
7.	Preparation / review of documents in respect of circulars or documents issued by REITs and/or Business Trusts in connection with extraordinary general meetings
8.	Assisted in / prepared advice, researched on regulatory and compliance matters in respect of REIT Managers under the capital markets services license regime such as license applications and ongoing license compliance obligations
9.	Gained an understanding of the Code on Collective Investment Schemes (including the Property Funds Appendix) as applicable to REITs
10.	Gained an understanding of the continuing listing requirements in respect of REITs and/or Business Trusts under the SGX Listing Manual
11.	Gained an understanding of corporate governance issues involving REITs, REIT Managers, Business Trusts and/or Business Trust Trustee-Managers
12.	Gained an understanding of disclosure requirements applicable to REITs and Business Trusts under the SGX Listing Manual
13.	Preparation / review of documents in respect of annual general meetings of REITs and/or Business Trusts

Corporate & Commercial Practice (Tax) Checklist (Solicitor Seat)

Introduction

For trainees with Tax as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) all the items in “A. Fundamental Matters” and “B. Other Matters”.

For trainees with Tax as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) at least **[five]** items from “A. Fundamental Matters” and “B. Other Matters”

A. Fundamental Matters

No.	Task
1.	Assisted in interviewing and taking instructions from a client on a tax matter ¹
2.	Conducted legal research on a client's query on a tax matter, and communicated research results to their supervising solicitor as effectively as possible through written memoranda or any other medium ²
3.	Providing advice on any of the following or the subsidiary legislation thereof: ³ <ul style="list-style-type: none"> - Income Tax Act 1947 - Goods and Service Tax Act 1993 - Stamp Duties Act 1929
4.	Assisted with matters relating to tax structuring
5.	Discussed potential ethical issues that may arise in a tax matter

B. Other Matters

No.	Task
1.	General tax structuring
2.	Withholding tax and application of tax treaties in general
3.	Tax residency and assessment of whether gains are capital or revenue in nature
4.	Tax compliance and reporting obligations
5.	Assisted in drafting of tax opinion, including research
6.	Assisted in drafting / review of Singapore tax disclosures in offering documents
7.	Assisted in the review of minutes of Board of Directors' meetings and Constitutions to determine tax residence
8.	Assisted in drafting / review of sale and purchase agreements from a Singapore income tax and goods and services tax perspective
9.	Assisted in drafting stamp duty documents for submission to the Stamp Office
10.	Tax structuring of a deal / transaction, including Singapore goods and services tax and stamp duty consequences
11.	Withholding tax in relation to certain payments to non-tax-residents

¹ Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.

² Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work.

³ Note to supervising solicitors: constructive feedback should generally be provided on the quality and presentation of the advice.

No.	Task
12.	Transfer pricing
13.	Assisted in drafting / review of tax indemnity in a Sale and Purchase Agreement
14.	Assisted in drafting / review of specific agreements from a Singapore tax perspective, for example <ul style="list-style-type: none">- Sale and Purchase Agreement- Asset Purchase Agreement- Facility Agreement- Services Agreement- Business Transfer Agreement

Family Law Checklist (Solicitor Seat)

Introduction

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

For trainees with Family Law (Solicitor) as the **Core Seat (Solicitor)**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks set out under the following sections:
 - i. Section A, all the tasks
 - ii. Section B, tasks 1-4
 - iii. Section C, all the tasks
 - iv. Section D, all the tasks
 - v. Section E, tasks 1-3
 - vi. Section F, all the tasks and
 - vii. Section H, all the tasks

- (b) The following non-mandatory tasks set out under any **1** of the following sections:
 - i. Section E, tasks 4 – 7 or
 - ii. Section G, task 3

For trainees with Family Law (Solicitor) as the **Secondary Seat (Solicitor)**, the supervising solicitor should ensure that the trainee covers **all** of the tasks set out under the following sections:

- (a) Section B, tasks 1-4
- (b) Section D, all the tasks
- (c) Section F, all the tasks
- (d) Section G, Task 3, and
- (e) Section H, all the tasks

A. Communication with Client

A trainee needs to learn the need to communicate and handle emotional family clients, in a thoughtful, respectful manner while ensuring that they are given proper legal advice.

No.	Task
1.	Ability to identify with respect to a proposed communication the purpose; and - the most appropriate and effective way of making it.
2.	To present thoughts, advice and submission 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.
3.	To steer the client towards resolving matters in a therapeutic mindset, and to draw the client's attention to the need to act in the best interests of the child (if any)

B. Interviewing/ meeting client or witnesses

A trainee needs to understand the importance of taking clear and accurate instructions, and of advising the client in a therapeutic mindset.

No.	Task
1.	Prepare for a meeting
2.	Attend meetings with clients with the supervising solicitor and take notes of meetings
3.	Conduct or assist in meetings with clients under the close supervision of solicitor
4.	Take any follow up action after the meeting
5.	Attend interviews with witnesses with the supervising solicitor and take notes of the interviews
6.	Conduct or assist in interviews with witnesses under the close supervision of solicitor
7.	Take any follow up action after the interview

**Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.*

C. Legal Research Skills

The trainee should be directed to do proper legal research.

No.	Task
1.	Research specific legal issues using traditional and computerised research tools and sources

No.	Task
2.	Ability 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.
3.	Record the results of research and apply them to the facts in question
4.	Record orally and in writing the results and application to the supervising solicitor

*** Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work*

D. Negotiation

The trainee should, where possible, experience the negotiations process and how effective solutions can be achieved for the family if lawyer adopt a collaborative mindset to problem solve while still protecting their client's interests.

No.	Task
1.	Prepare for negotiation on a matter on behalf of a client (identify the issues, assess the position and plan the strategy)
2.	Observe negotiations conducted by experienced solicitors
3.	Conduct/ assist in negotiations under close supervision
4.	Takes notes of the negotiation
5.	Take any follow up action including drafting a settlement agreement

E. Mediation

The trainee should, where possible, experience the mediation process and understand the role of the mediation advocate in the resolution of family matters.

No.	Task
1.	Understand the difference between court mediation and private mediation*
2.	Prepare for mediation on a matter on behalf of a client (identify the issues, assess the position and plan the strategy) through a TJ lens of care*
3.	Drafting of proposal/ mediation case statement with a TJ mindset*
4.	Observe mediation conducted by experienced solicitors
5.	Conduct/ assist in mediation under close supervision
6.	Takes notes of the mediation
7.	Take any follow up action including drafting a settlement agreement

**mandatory task*

F. Drafting

Written advocacy is a key part of family law practice. The trainee should have a basic understanding of how to put forward the client's case in a persuasive and tailored manner through a TJ lens of care.

No.	Task
1.	Draft legal documents for matrimonial matters (such as originating processes, affidavits, submissions, court orders) both with and without the use of precedents <ul style="list-style-type: none"> - Ability 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.
2.	Understand the proper use of precedents
3.	Draft general correspondence, advice letters, letters to Court and relevant 3 rd parties
4.	Drafting all documents through a TJ-mindset

**Note to supervising solicitors: it is generally not recommended to have trainees prepare a first draft or first cut unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills*

G. Advocacy

The trainee 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
1.	Court etiquette <ul style="list-style-type: none"> - Attire - Modes of address - Dealing with situations where you are late for court or a conference - Conducting oral hearing in a TJ-led manner
2.	Work done for trial <ul style="list-style-type: none"> - Preparing witnesses - Preparing trial bundles - Trial process – opening statement, evidence in chief, cross-examination, re-examination, closing statements - Taking notes - Assisting counsel - Drawing up judgment
3.	Work done for chamber hearings <ul style="list-style-type: none"> - Preparing for hearing - Preparing bundles (if needed) - Taking notes - Assisting counsel - Drawing up the court order

H. Ethics

The supervising solicitor is to discuss with the trainee on what ethical issues may arise in the course of family law.

No.	Task
1.	Fiduciary duty a) Act in client's best interests b) Conducting conflict checks c) Identify possible / actual conflict d) Handling of possible/actual conflict
2.	Duty of Confidentiality - Recognise and comply with duty of confidentiality owed to clients
3.	Professional fees/ handling of client funds - Giving costs estimates - Sending, recording and settlement of bills - Responsibility and the restrictions of client funds/ client account - Understand the office procedures on issue of receipts and payment of fees into office, client accounts / third parties
4.	Receive guidance on the Legal Profession (Professional Conduct Rules) ("PCR") and the following matters: - Conduct towards the bench, court staff, client, witnesses, opponents and other parties - Conduct in negotiations, "without prejudice" communications and advising on settlements - Conduct in conferences - Relations with fellow solicitors, including dealing with situations where a solicitor withdraws and exercises a lien over the client's papers - Rules 15A and 15B of PCR on rules governing family practitioners
5.	Therapeutic Justice ("TJ") lens of care - Duty to advise client of TJ - Duty to conduct proceedings in a TJ manner - Duty to practise TJ in communication with opposing counsel

Intellectual Property (Solicitor) Checklist (Solicitor Seat)

Introduction

This Intellectual Property (Solicitor) checklist should prepare a practice trainee (“**trainee**”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of practice in both the contentious and non-contentious context. The term IP would include trade marks (registered / unregistered), patents, copyright, geographic indicators, plant variety, registered designs, trade secrets, confidential information, and domain name disputes.

For trainees with Intellectual Property (Solicitor) as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) at least **10** tasks set out under the sections titled “A. Non-Contentious” below.

For trainees with Intellectual Property (Solicitor) as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (b) at least **5** tasks set out under the sections titled “A. Non-Contentious” below.

A. Non-Contentious

No.	Task
1.	Draft and/or review IP related licences or assignment agreements or agreements relating to the licensing or assignment of IP rights
2.	Preparing advice on IP protection strategies for businesses
3.	Preparing advice or being involved in an IP audit
4.	Draft and/or review trade mark IPOS registration application forms (including specifications) for a trade mark
5.	Preparing advice on registrability of trade mark in Singapore
6.	Conduct searches for client in relation to the registrability of trade mark in Singapore
7.	Preparing advice on draft classes / specifications in relation to trade mark registration
8.	Preparing report of IPOS trade mark office action to client
9.	Preparing arguments to overcome IPOS trade mark office action
10.	Preparing advice on copyright protection in Singapore
11.	Draft and/or review IPOS patent application forms (excluding description, claims and drawings) for a patent
12.	Preparing report of IPOS patent office action to clients
13.	Draft and/or review IPOS registered designs application forms for a design
14.	Preparing advice on registrability of registered designs in Singapore
15.	Conduct searches for clients in relation to the registrability of registered designs in Singapore
16.	Draft and/or review advice and/or forms in relation to the renewal of registered IP rights in Singapore
17.	Draft and/or review advice in respect of matters post-registration of IP in Singapore
18.	Instructing foreign counsel ¹ to draft trade mark registration forms in a foreign jurisdiction and reporting to the client on the draft
19.	Instructing foreign counsel to prepare advice on registrability of trade mark in a foreign jurisdiction and reporting to the client on the advice
20.	Instructing foreign counsel to conduct searches for client in relation to the registrability of trade mark in a foreign jurisdiction and reporting to the client on the outcome / advice
21.	Preparing report of foreign trade mark office action to client and instructing foreign counsel to prepare arguments to overcome trade mark office action

¹ Foreign counsel for non-contentious matters includes foreign agent where applicable.

No.	Task
22.	Instructing foreign counsel to prepare advice on copyright protection in a foreign jurisdiction
23.	Instructing foreign counsel to draft patent application forms (excluding description, claims and drawings) in a foreign jurisdiction and reporting to the client on the draft
24.	Preparing report of foreign patent office action to client and instructing foreign counsel to prepare arguments to overcome patent office action
25.	Instructing foreign counsel to draft utility model application forms in a foreign jurisdiction and reporting to the client on the draft
26.	Instructing foreign counsel to prepare advice on registrability of utility model in a foreign jurisdiction and reporting to the client on the advice
27.	Instructing foreign counsel to conduct searches for client in relation to the registrability of utility model in a foreign jurisdiction and reporting to the client on the outcome / advice
28.	Instructing foreign counsel to draft registered design application forms in a foreign jurisdiction and reporting to the client on the draft
29.	Instructing foreign counsel to prepare advice on registrability of registered designs in a foreign jurisdiction and reporting to the client on the advice
30.	Instructing foreign counsel to conduct searches for client in relation to the registrability of registered designs in a foreign jurisdiction and reporting to the client on the outcome / advice
31.	Instructing foreign counsel in relation to the renewal of registered IP rights in a foreign country

Real Estate Checklist (Solicitor Seat)

Introduction

A Real Estate Seat should prepare a practice trainee (“**trainee**”) to a standard which will enable him or her to deal with the work likely to be encountered in the first few years of practice. The supervising solicitor should ensure that the trainee covers the areas listed in the checklist.

A. Client care and management and general etiquette

A trainee should have accompanied and assisted their supervising solicitor in:

A	Task
A.1	Meeting a client to take instructions on the proposed transaction structure and any commercial considerations required to prepare the transaction documents, and thereafter advising the client on the appropriate transaction structure and documents
A.2	Guiding 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, seeking confirmation from the client to ensure the agent/representative has authority to act on behalf of the client
A.3	Conducting Know Your Client (“ KYC ”) checks on individual and corporate clients
A.4	Conducting 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
A.5	Requesting supporting documents from a client (i.e. Identification document, Bank’s letter of offer)
A.6	When conducting KYC/AML checks, identifying and applying ethical rules and obligations set out in the relevant statutes which have specific applicability to conveyancing transactions. This includes rules which prohibit a solicitor from: <ul 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
A.7	In relation to holding of clients' moneys, identifying, and applying ethical rules and obligations set out in the relevant statutes which have specific applicability to clients' money. This includes rules which require a solicitor to: <ul 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”); (b) promptly notify a client when monies such as conveyancing monies are received by a solicitor 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 solicitor to withdraw moneys from a client account under the SAR; and (d) deposit monies in a fixed deposit account in accordance with the Legal Profession (Deposit Interest) Rules

A	Task
A.8	In relation to the practice of general etiquette with clients, other legal practitioners and third parties, identifying and applying ethical rules and obligations set out in the relevant statutes, and especially: <ul style="list-style-type: none"> (a) adhering to the general principle to be fair and courteous towards every person under the PCR; and (b) observing 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.

* Note to supervising solicitors: trainees should be instructed to prepare fully for all client meetings, including taking minutes which record client instructions and to have the client information sheet/warrant to act ready. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting.

B. Legal research and knowledge

A trainee should be familiar with the following:

B	Task
B.1**	Researching 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: <ul style="list-style-type: none"> (a) formalities for lease creation; (b) difference between an assignment and a novation of a lease; and (c) documents required under statute to be furnished for real estate transactions (e.g., Letter of Confirmation pursuant to Section 45D of Income Tax Act 1947)
B.2**	Communicating research results to their supervising solicitor as effectively as possible through written memos or any other medium
B.3	Remaining up to date on the latest regulatory and practice guidelines and frameworks and being familiar with real estate statutes, regulations, and the Law Society's Conditions of Sale

* Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work.

** Note to supervising solicitors: B.1 and B.2 are optional for 3-month secondary seat trainees.

C. Review Title Searches, Legal Requisitions and Corporate Documents

A trainee should be familiar with and have assisted their supervising solicitor with the following:

C	Task
C.1	Conducting 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, preparing the Report on Title

C	Task
C.2**	Conducting property due diligence to review documents not directly related to title to the property, but which may have an implication on the transaction such as: <ul style="list-style-type: none"> (a) licence agreements; (b) property management agreements; (c) tenancy and subletting agreements; and (d) side letters from and correspondences with regulatory bodies
C.3	Conducting bankruptcy/winding up and litigation searches on the vendor, borrower and mortgagor. Where the vendor is an individual, conducting a bankruptcy search to determine the vendor's capacity to dispose of the property. Where the vendor is a company, conducting a winding up search and judicial management search on the vendor's insolvency status
C.4	Where the client or the counterparty is a company, carrying out the following: <ul style="list-style-type: none"> (a) conducting company searches; and (b) reviewing the constitutional documents and preparing the corporate authorisations of the company to ensure that the parties have legal capacity to enter into the transaction documents and undertake the obligations set out therein

* Note to supervising solicitors: it is generally not recommended to have trainees prepare a first draft or first cut unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills.

** Note to supervising solicitors: C.2 is optional for 3-month secondary seat trainees.

D. Sale and purchase of property

A trainee should be familiar with and have assisted their supervising solicitor with the following:

D	Task
D.1***	Where a foreign person and/or corporation intends to purchase restricted property under the Residential Property Act 1976, seeking approval from the Land Dealings Approval Unit to obtain approval for the purchase
D.2***	Where the consent of relevant authorities (e.g. the Singapore Land Authority, HDB, JTC) is required, seeking approval from such authorities
D.3A#	<p><u>Completed Properties</u></p> Drafting options to purchase and sale and purchase agreements and, <i>inter alia</i> , reviewing terms pertaining to: <ul style="list-style-type: none"> (a) the particulars of the property; (b) the particulars of the parties (e.g. checking whether there is a nominee); (c) the payment structure of the option fee and purchase price of the property; (d) the mode in which the option is exercised (e.g. checking whether there is any stake holding); and (e) the Law Society's Conditions of Sale (e.g. checking whether any conditions should be modified in favour of the client)
D.3B#	<p><u>Properties under Construction</u></p> Drafting of the following: <ul style="list-style-type: none"> (a) options to purchase in accordance with Form 2 of the Housing Developers Rules ("HDR"); and

D	Task
	(b) 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
D.4***	Attending negotiations regarding the transaction documents and taking notes on the discussions at negotiations
D.5	Preparing the transaction documents for signing
D.6	Updating 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 solicitors 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
D.7	Lodging the purchaser's caveat as soon as possible after the exercise of the option to purchase or entry by parties into the sale and purchase agreement
D.8	Attending to stamping of the option to purchase and the sale and purchase agreement within the statutory timeframe set out in the Stamp Duties Act 1929
D.9**	Drafting and reviewing security documents required by the Bank for financing such as: (a) the Mortgage; (b) the Assignment of Rental Proceeds; and (c) the Guarantee
D.10**	Reviewing 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
D.11**	Where CPF is utilised for the purchase of the property: (a) preparing the Letter of Authorisation, Declaration, Consent & Agreement; (b) preparing and submitting the e-application to the CPF Board via the CPF portal; and (c) liaising with the CPF Board's solicitors on the disbursements of the CPF funds
D.12**	Where discharge of existing mortgage and other security documents are required: (a) drafting and serving notice of redemption on the Bank and drafting the discharge documents (e.g. Total Discharge of Mortgage); (b) where the mortgagor is a company, drafting and filing the statement of satisfaction of registered charge; and (c) where the mortgagor is an individual, submitting an online application to CPF to request for the client's CPF refund statement and arranging for the discharge of CPF charge on the property

* *Note to supervising solicitors: it is generally not recommended to have trainees prepare a first draft or first cut unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills. At negotiations, trainee to take notes on the parties' discussions.*

** *Note to supervising solicitors: D.9 to D.12 are optional for 3-month secondary seat trainees.*

*** *Note to supervising solicitors: D.1, D.2, D.4, and D.7 are optional for all trainees.*

Note to supervising solicitors: All trainees must complete either D.3A or D.3B or both.

E. Completion

A trainee should be familiar with and have assisted their supervising solicitor with the following:

E	Task
E.1	Preparing and checking completion and discharge documents, such as: (a) the transfer instrument; (b) the Letter of Confirmation (pursuant to Section 45D of Income Tax Act 1947); (c) the Total Discharge of Mortgage and application to notify discharge of charge; (d) the Seller's Stamp Duty Declaration Form for residential and industrial properties; (e) the Letter of Authority for the payment of sale proceeds; and (f) conditions precedent documents for loan drawdown purposes
E.2	Checking the payment of property tax and management and sinking fund contributions
E.3	Preparing or reviewing completion account and mode of payment
E.4	Updating title searches and insolvency searches on the date of completion
E.5	Attending 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 solicitors' office or, if there is a mortgagee, at the mortgagee's solicitors' office
E.6***	Arranging for the release of moneys held by the vendor's solicitors as stakeholders (if any) in accordance with the terms of the option to purchase or the sale and purchase agreement
E.7	Once transaction documents have been signed and returned, collating documents, returning originals to parties

* *Note to supervising solicitors: it is generally not recommended to have trainees prepare a first draft or first cut unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills. At completion meetings, trainees to take notes. Supervising solicitors should have a short discussion with the trainee prior to any completion to guide trainees on what to prepare and expect to ensure a smooth completion.*

*** *Note to supervising solicitors: E.6 is optional for all trainees.*

F. Stamping and Registration of Transaction Documents

A trainee should be familiar with and have assisted their supervising solicitor with the following:

F	Task
F.1	Preparing and checking transaction documents for filing with Singapore Land Authority, e.g. Caveats, Instruments of Transfer, Mortgage, Total Discharge of Mortgage, Application to Notify Charge and Discharge of Charge
F.2	Calculating 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)
F.3	Attending to and preparing the Stamp Duty Declaration Forms, stamping forms for payment of stamp duty, and arranging for the payment of stamp duty to the Inland Revenue Authority of Singapore on behalf of the client, as well as applying for remission of stamp duties (if applicable)
F.4	Reviewing and preparing e-Notice of Transfer

** Note to supervising solicitors: filing of documents to be attended to by lawyers but trainees can help prepare and proofread documents.*

G. Corporate Leasing (Optional*)**

A trainee should be familiar with and have assisted their supervising solicitor with the following:

G	Task
G.1	Drafting of leasing documents such as: (a) Letters of Offer; (b) Lease Agreements; (c) Deeds of Novation; (d) Deeds of Assignment; and (e) Deeds of Surrender
G.2	Preparation of stamping form and/or calculation of stamp duty on lease documents

** Note to supervising solicitors: it is generally not recommended to have trainees prepare a first draft or first cut unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills. At negotiations, trainee to take notes on the parties' discussions.*

**** Note to supervising solicitors: Section G is optional for all trainees.*

H. En-Bloc Sale (Optional)**

A trainee should be familiar with and have assisted their supervising solicitor with the following:

H	Task
H.1	(a) Familiarising with and being aware of the relevant rules pertaining to the proceedings of a collective sale under the Land Titles (Strata) Act 1967 ("LTSA"), including: (b) the threshold of approval required from the subsidiary proprietors for the collective sale before an application to the Strata Title Board for an order of sale can be made; (c) the procedure to convene a general meeting on requisition by a management corporation;

H	Task
	(d) the proceedings of general meetings convened by the management corporation (e.g. the quorum, the location of the general meeting and the threshold of approval for resolutions to be passed, the voting procedure); (e) the requirement to form a collective sale committee ("CSC"); (f) the requirements for a person to be eligible for election as a member of the CSC; (g) the disclosure requirements where there is a (potential) conflict of interest of the person standing for election and his/her duties as a member of the CSC; (h) the proceedings of general meetings convened by the CSC; (i) formalities pertaining to the signing of the collective sale agreement by the subsidiary proprietors; (j) the mode in which the collective sale is to be launched (i.e. by way of public tender or public auction and, only after ten (10) weeks from the close of the public tender or public auction, by private contract); and (k) the rules in relation to the termination of the CSC
H.2	Familiarising with and being aware of the relevant rules pertaining to the timelines and requirements of a collective sale under the First Schedule to the LTSA. Certain key timelines and requirements include: (a) the execution of the collective sale agreement by the subsidiary proprietors within twelve (12) months from the date where the first subsidiary proprietor signs the collective sale agreement (the "Permitted Time"); (b) within four (4) weeks after the start of the Permitted Time, affixing of an official notice on the building (in the requisite languages) specifying the items set out in Paragraph 1(b) to the First Schedule of the LTSA; and (c) the right of the subsidiary proprietor to rescind his/her agreement to the collective sale agreement by serving a notice of rescission within the cooling off period of five (5) days
H.3	Drafting and reviewing of the collective sale agreement, including terms relating to: (a) the reserve price for the development; (b) the apportionment method for the proceeds of sale; (c) the fees payable to the advocate and solicitor, marketing agent and other person involved in handling the collective sale; (d) the amount of the compensation fund (if any); (e) the person entitled to any interest derived from moneys held by any stakeholder; and (f) the date of delivery of vacant possession of the lot or flat
H.4	Drafting of the Public Tender / Private Contract
H.5	Before any subsidiary proprietor signs the collective sale agreement, attending at one (1) or more general meetings of the management corporation for the following purposes: (a) to appoint any advocate and solicitor, any property consultant or marketing agent in connection with a collective sale where the CSC is not already authorised at a general meeting to make such appointments; (b) to approve the apportionment of sale proceeds; or (c) to approve the terms and conditions of the collective sale agreement

H	Task
H.6	After the close of the public tender or public auction or after the CSC has entered into a private contract (whichever is applicable), attending at one (1) or more meetings of the subsidiary proprietors for the following purposes: (a) to provide information on the number of offers received for the collective sale and the respective prices so offered; and (b) to provide information on the terms and conditions of the sale and purchase agreement
H.7	Arranging for the signing of the collective sale agreement by the subsidiary proprietor in the following modes (whichever applicable): (a) if signed in Singapore, in the presence of an advocate and solicitor who has a valid practising certificate appointed by the CSC; or (b) in the presence of an advocate and solicitor who has a valid practising certificate appointed in accordance with Paragraph 7(1)(a) of the Third Schedule to the LTSA
H.8	Making an application to the Strata Title Board to seek approval for the collective sale
H.9	Liaising with the relevant professionals such as property consultants and independent valuers

** Note to supervising solicitors: it is generally not recommended to have trainees prepare a first draft or first cut unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills. At negotiations, trainee to take notes on the parties' discussions.*

**** Note to supervising solicitors: Section H is optional for all trainees.*

Technology & Data Checklist (Solicitor Seat)

Introduction

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

For trainees with Technology & Data as the **Core Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) **all** of the tasks set out under the section titled “A. Taking of Instructions” below and
- (b) **B1 – B5** set out under the section titled “B. Act / Provisions / Guidelines” below; and
- (c) at least **2** other tasks set out under sections B or C.

For trainees with Technology & Data as the **Secondary Seat**, the supervising solicitor should ensure that the trainee covers:

- (a) at least **3** tasks (out of the 5 tasks listed in B1 – B5) set out under the section titled “B. Act / Provisions / Guidelines” below.

A. Taking of Instructions

A trainee needs to understand the importance of taking clear and accurate instructions, and of advising the client on the wide range of technology and data laws.

No.	Task
1.	Assisting with the getting up / preparation of meetings / discussions with client
2.	Taking instructions on a matter with a technology and/or data aspect, and to triage the application of existing technology and data laws to the matter and considering the appropriate structures or agreements needed.

**Note to supervising solicitors: trainees should be instructed to prepare fully for all client meetings, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting.*

B. Act / Provisions / Guidelines

A trainee should be aware of the existence of and the provisions of acts, regulations and guidelines relating to technology and data.

No.	Task
1.	Gain an understanding of issues relating to e-commerce and online contracting under the Electronic Transactions Act, including the use of electronic signatures.
2.	Gain an understanding of Singapore PDPA and consider its application with regard to businesses.
3.	Gain an understanding of internet content regulations, POFMA, POHA, online safety (e.g. Broadcasting Act amendments) and consider its implications on online businesses.
4.	Gain an understanding of the Singapore Cybersecurity Act and consider its implications on businesses.
5.	Gain an understanding of the various guidelines and directions relating to Artificial Intelligence and consider the ethical implications of the use of Artificial Intelligence.
6.	Gain an understanding of the Singapore telecommunications regulatory framework.
7.	Gain an understanding of the legal and regulatory issues arising from Web3 and the application of blockchain technologies.

** Note to supervising solicitors: any research tasks should be geared towards producing a practical work product, and constructive feedback should generally be provided on the quality of the trainee's work*

C. Contract drafting and review

Reviewing and drafting contracts and the relevant policies are key aspects of a technology & data law practice. The trainee should have a basic understanding of the key issues to consider

in any technology and data contract or policy, as well as to assist the client in its compliance initiatives with respect the relevant technology and data laws.

No.	Task
1.	Drafting or reviewing a simple software license agreement.
2.	Drafting or reviewing a simple hardware procurement agreement.
3.	Drafting or reviewing a simple software as a service / cloud agreement.
4.	Drafting or reviewing simple website terms of service.
5.	Drafting or reviewing an external privacy policy.
6.	Preparing advice on electronic direct marketing activities, taking into account the Spam Control Act and the Singapore PDPA.
7.	Preparing advice on how a business can comply with the requirements under the Singapore PDPA.

** Note to supervising solicitors: it is generally not recommended to have trainees prepare a first draft or first cut unless the trainee has demonstrated himself or herself to possess the appropriate drafting skills*

In-House Legal Practice Checklist (Solicitor Seat)

Introduction

An In-house Legal Practice Seat should help a practice trainee (“trainee”) 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 trainees to appreciate the unique perspectives of in-house counsel, which will be beneficial and helpful to a private practice lawyer.

This Seat is only available as a **Secondary Seat** lasting a maximum of 3 months. The supervising in-house counsel should ensure that the trainee covers:

- (a) at least **three (3)** of the tasks set out under the section titled “A. Legal Skills” below; and
- (b) **all** of the tasks set out under the section titled “B. Professional Responsibility, Etiquette and Conduct” below; and
- (c) at least **one (1)** of the tasks set out under the section titled “C. Exposure to Company’s Business”.

A. Legal Skills

1.	Task – Client Care and Management
1.1	Receive guidance on understanding Company’s corporate structure, limit of authority and role of legal department
1.2	Assist in or receive guidance on interviewing and taking instructions from clients
1.3	Receive instruction or review the law on duty of confidentiality owed to the Company
1.4	Receive instructions and review the handling of Company’s funds and budgeting.
2.	Task – Drafting
2.1	Receive guidance on drafting general correspondence
2.2	Receive guidance on drafting legal advice
2.3	Receive guidance on drafting and reviewing different types of agreements
2.4	Receive guidance on proper use of precedents
3.	Task – Conducting Legal Research
3.1	Assist in the conducting of legal research, including the use of online resources
4.	Task – Conducting Due Diligence
4.1	Assist in conducting of due diligence
5.	Task – Case and Transaction Management
5.1	Understand Company’s processes and document management system
5.2	Receive instruction or review the monitoring of files
6.	Task – Negotiation
6.1	Receive instruction on conducting negotiations
6.2	Receive instruction on advising on settlement

B. Professional Responsibility, Etiquette and Conduct

1	Task - Conduct
1.1	Receive guidance on the Legal Profession (Professional Conduct Rules) on conduct in negotiations, “without prejudice” communications and advising on settlements
1.2	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
1.3	Receive guidance on the Legal Profession (Professional Conduct Rules) on relations with external service providers including external lawyers.

2	Task - Etiquette
2.1	Receive guidance on attire
2.2	Receive guidance on modes of address
2.3	Receive guidance on dealing with situations where you are late for work

C. Exposure to Company's Business

1	Task - Industry
1.1	Understand what industry the Company is in
1.2	Attend meeting with external parties
2	Task - Company
2.1	Understand what are the Company's business lines
2.2	Attend meeting with internal stakeholders

GENERAL PRACTICE TRAINING CHECKLIST

Introduction

This general checklist should familiarise a practice trainee ("**trainee**") with aspects of professional conduct, care or etiquette that are essential to any practice area.

The supervising solicitor should ensure that the trainee covers **all** the areas below.

A. Client care and management¹

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

No.	Task
1.	Attending client meetings promptly and taking accurate attendance notes
2.	Ensuring that clients are updated on matter developments in a timely manner
3.	Responding to client queries within a reasonable timeline, not exceeding 1-2 working days

B. Legal research and knowledge²

A trainee should be familiar with the following standards in respect of legal research and knowledge:

No.	Task
1.	Researching specific legal questions based on primary and secondary legislation, cases, academic textbooks, LawNet and other legal search engines
2.	Communicating research results concisely, effectively and accurately ³ through written memos or any other medium
3.	Remaining up-to-date with the latest legal developments relevant to the trainee's practice area(s)

C. Conduct and etiquette

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

No.	Task
1.	Ensuring that written communications to external parties (such as the Court, opposing party, or client) are drafted in plain, appropriate and polite English

¹ **Note to Supervising Solicitors:** Trainees should be instructed to prepare for all client meetings, including taking minutes that record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting.

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 trainee's work.

³ **Note:** This includes ensuring that the legal position stated in advice to the client or submissions to the Court is 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).

No.	Task
2	Conducting oneself in a professional manner in Court proceedings and/or formal business settings; and in an appropriate manner that upholds the standard of the profession

D. Ethics and professional responsibility

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

No.	Task
1.	Understanding that the lawyers' duties to the Court are paramount and override their duties to the client.
2.	Ensuring that there is no misrepresentation or misleading statement made in communications with the Court, or the client
3.	Understanding 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)
4.	Understanding the rules relating to the maintenance of confidentiality in respect of client and firm matters

E. Professional skills

A trainee should adhere to the following standards in respect of professional skills:

No.	Task
1.	Understanding the processes involved in opening a new client file or file matter, including running conflict checks, drafting, and scoping a letter of engagement and basic billing matters.
2.	Ensuring familiarity with all key aspects of a client matter/ file and that all materials are well organised
3.	Ensuring sufficient preparation in advance of key events such as Court hearings, negotiations or key client meetings (for example ensuring that document bundles are in order)
4.	Being proactive in respect of follow-ups after key events such as Court hearings, negotiations or key client meetings (for example ensuring that key deadlines are entered in the team's diary)
5.	Ensuring that key deadlines, dates and steps are accurately recorded in the team's diary or project management calendar

F. Continuing Professional Development (CPD) requirements

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

No.	Task
1.	Understanding that it is a requirement to satisfy the CPD requirements mandated by the relevant regulatory bodies, including the Singapore Institute of Legal Education (SILE)
2.	Understanding that professional development can expand beyond legal skills i.e. external skillsets can be helpful in the professional development of a lawyer
3.	Understanding that the maintenance of good physical and mental health is important, and that there are avenues for remedies and relaxation
4.	Discussing the Supervising Solicitor's personal approach and strategy towards continuous professional development.

F. Community

A supervising solicitor should introduce the trainee to the wider legal community:

No.	Task
1.	Explain the roles and functions of the different stakeholders e.g.: 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; the Singapore Institute of Legal Education; Pro Bono SG, etc., how each is relevant to the trainee, and ways of engaging with each of the stakeholders.
2.	Introduce the trainee to key events in the legal calendar e.g.: Opening of Legal Year; Renewal of Practising Certificates; participating in Law Society Council Elections, etc.