

## CORPORATE & COMMERCIAL – COMPETITION & ANTITRUST

### (SOLICITOR SEAT) CHECKLIST

#### Introduction

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

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

#### SECTION A

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

A5	Attend negotiations with counterparties in relation to contracts or transaction documents	
A6	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A7	Discuss potential ethical issues that may arise when preparing competition law advisory (e.g., deliberate non-notification of notifiable mergers, destruction of documents during searches) with the supervising solicitor	
A8	Receive guidance on handling conflicts of interest issues	

## SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Gain an understanding of the main provisions of the CA and Guidelines issued by the CCCS	
B2	Prepare advice or draft a research memo on any of the three main prohibitive provisions under the Competition Act 2004 <ul style="list-style-type: none"> <li>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</li> <li>b. Section 47: Prohibition against conduct which amounts to the abuse of a dominant position in any market in Singapore</li> <li>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</li> </ul>	
B3	Gain an understanding of the powers of investigations and enforcement of the CCCS (including powers of search with and without warrant as well as powers to impose remedies, directions and financial penalties)	
B4	Gain an understanding of the merger filing process including applicable forms, fees and timelines (both Phase 1 and Phase 2)	

## SECTION C

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

To the Singapore Institute of Legal Education:

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

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

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