

CORPORATE & COMMERCIAL – EQUITY CAPITAL MARKETS PRACTICE

(SOLICITOR SEAT) CHECKLIST

Introduction

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

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

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

SECTION A

| No. | Task | Done <i>(please tick accordingly)</i> |
|-----|--|--|
| A1 | Assist in interviewing and taking instructions from a client | |
| A2 | Conduct legal research on a client’s query and communicate research results to their supervising solicitor, or any other lawyer as directed by the supervising solicitor, as effectively as possible through written memoranda or any other medium | |
| A3 | Assist in preparing an engagement letter for a corporate matter | |

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| A4 | Prepare advice on the Companies Act 1967 or on general corporate regulatory matters | |
| A5 | Assist with corporate secretarial matters for a private or public company (whether limited by shares or otherwise) | |
| A6 | Attend negotiations with counterparties in relation to contracts or transaction documents | |
| A7 | Assist with know-your-client (KYC) or anti-money laundering (AML) checks | |
| A8 | Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in the practice of equity capital markets with the supervising solicitor | |
| A9 | Receive guidance on handling conflicts of interest issues | |

SECTION B

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

SECTION C

| No. | Task | Done <i>(please tick accordingly)</i> |
|------------|---|---|
| C1 | Assist in / prepare advice on / research regulatory and compliance matters in respect of the offer of securities in Singapore under the Securities and Futures Act 2001 of Singapore and/or the listing of companies and/or Business Trusts on the SGX | |
| C2 | Assist in / prepare advice / prepare or review documents in respect of the listing on the SGX and/or the primary / secondary offering of shares and/or Business Trust units, such as listing applications, introductory documents, prospectuses, offer information statements and ancillary documents | |
| C3 | Assist in / prepare advice on / research continuing listing obligations including ongoing disclosure requirements under the SGX Listing Manual in respect of a company or Business Trust listed on the SGX | |
| C4 | Assist in drafting or review of announcements to be issued by a company or Business Trust listed on the SGX pursuant to its continuing listing obligations | |
| C5 | Prepare / review annual reports, circulars, letters to shareholders and/or other documents issued by a company or Business Trust listed on the SGX in connection with annual general meetings or extraordinary general meetings | |

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.

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

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