CORPORATE & COMMERCIAL – INVESTMENT FUNDS PRACTICE

(SOLICITOR SEAT) CHECKLIST

Introduction

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

1) For PTs undertaking the Corporate & Commercial (Investment Funds Practice) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:

    a) All tasks set out in Section A; and
    b) All tasks set out in Section B.

2) For PTs undertaking the Corporate & Commercial (Investment Funding Practice) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:

    a) All tasks set out in Section A; and
    b) All tasks set out in Section C.

SECTION A

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

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

SECTION B

No.	**Task**	**Done** *(please tick accordingly)*
B1	Assist with drafting, reviewing, advising on and/or updating of at least two of the following documents: a. Offering documents b. Constitutive documents c. Subscription documents d. Management / advisory agreements e. Custodian agreements and/or administration agreements	☐
B2	Assist in / prepare advice, research matters involving Singapore securities laws and/or exchange rules in respect of offerings and/or listing of collective investment schemes in Singapore, including preparing advice / research / review of documents	☐
B3	Assist in / prepare advice, research matters involving fund structuring, including preparing advice / research / review of documents	☐

No.	Task	Done *(please tick accordingly)*
B4	Assist in matters involving the development / assessment / structuring in relation to investment strategies including preparing advice / research / review of documents	☐
B5	Assist with regulatory applications and filings in connection with the offering and/or listing of collective investment schemes in Singapore	☐
B6	Assist in / prepare advice, research licensing and related regulatory matters for fund management companies in Singapore, such as licensing applications, exemptions and ongoing regulatory reporting and other requirements	☐
B7	Assist in / prepare advice, research Singapore corporate and regulatory matters relating to ongoing operations / maintenance of funds	☐
B8	Attend negotiations with counterparties in relation to fund documents and terms	☐

SECTION C

No.	Task	Done *(please tick accordingly)*
C1	Gain an understanding of Singapore securities laws and Exchange rules in respect of offerings / listing of collective investment schemes in Singapore	☐
C2	Gain an understanding of fund structures, be able to identify and describe different legal forms of fund vehicles, their characteristics, advantages and disadvantages and suitability for different fund strategies	☐

C3	Gain an understanding of different types of investment strategies employed by funds / managers, be able to identify and describe the different characteristics of investment strategies and assess the feasibility of different fund strategies and/or investments under applicable requirements and/or restrictions	☐
C4	Gain an understanding of basic fund documents: a. Offering documents b. Constitutive documents c. Subscription documents d. Management / advisory agreements e. Custodian agreements and/or administration agreements	☐
C5	Attend client meetings / calls	☐

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.

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.