

**CORPORATE & COMMERCIAL –
REAL ESTATE INVESTMENT TRUSTS (“REITs”) PRACTICE
(SOLICITOR SEAT) CHECKLIST**

Introduction

A Corporate & Commercial (REITs 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 REITs practice.

- 1) For PTs undertaking the Corporate & Commercial (REITs 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 & Commercial (REITs 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 other lawyer as instructed 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 of REITs with their 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 Code on Collective Investment Schemes (including the Property Funds Appendix) as applicable to REITs	
B2	Gain an understanding of the continuing listing requirements in respect of REITs and/or Business Trusts under the SGX Listing Manual	
B3	Gain an understanding of corporate governance issues involving REITs, REIT Managers, Business Trusts and/or Business Trust Trustee-Managers	

B4	Gain an understanding of disclosure requirements applicable to REITs and Business Trusts under the SGX Listing Manual	
B5	Prepare / review documents in respect of annual general meetings of REITs and/or Business Trusts	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Assist in / prepare advice on, and research 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	
C2	Assist in / prepare advice on, and research continuing listing requirements in respect of REITs and/or Business Trusts under the SGX Listing Manual, such as applications to regulators	
C3	Assist in the preparation / review of corporate governance statements in annual reports of REITs	
C4	Assist with drafting of announcements, such as for major transactions and interested person transactions	
C5	Assist in / prepare advice / prepare or review 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	

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.