

**CORPORATE & COMMERCIAL – TECHNOLOGY & DATA PRACTICE
(SOLICITOR SEAT) CHECKLIST**

Introduction

A Corporate & Commercial (Technology & Data 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 technology and data practice.

- 1) For PTs undertaking the Corporate & Commercial (Technology & Data 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) **Two tasks** set out in Section C.

- 2) For PTs undertaking the Corporate & Commercial (Technology & Data 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) **Three 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 on a matter with a technology and/or data aspect, and triaging the application of existing technology and data laws to the matter and considering the appropriate structures or agreements needed	
A2	Take instructions from the client in respect of the application of technology and prepare advice in relation to the legal aspects of such technological application	

A3	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	
A4	Attend negotiations with counterparties in relation to contracts or transaction documents	
A5	Assist with know-your-client (KYC) or anti-money laundering (AML) checks	
A6	Discuss potential ethical issues that may arise in a corporate and commercial practice, including any issues that may arise in technology & data practice with the supervising solicitor	
A7	Receive guidance on handling conflicts of interest issues	

SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Gain an understanding of issues relating to e-commerce and online contracting under the Electronic Transactions Act, including the use of electronic signatures	
B2	Gain an understanding of Singapore's PDPA and consider its application with regard to businesses	
B3	Gain an understanding of internet content regulations, POFMA, POHA, and online safety legislation (e.g. Broadcasting Act amendments) and consider its implications on online businesses	

B4	Gain an understanding of the Singapore Cybersecurity Act and consider its implications on businesses	
B5	Gain an understanding of the various guidelines and directions relating to Artificial Intelligence and consider the ethical implications of the use of Artificial Intelligence	
B6	Gain an understanding of the Singapore telecommunications regulatory framework	
B7	Gain an understanding of the legal and regulatory issues arising from Web3 and the application of blockchain technologies	

SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Draft or review a simple software license agreement	
C2	Draft or review a simple hardware procurement agreement	
C3	Draft or review a simple software as a service / cloud agreement	
C4	Draft or review a simple website's terms of service	

C5	Draft or review an external privacy policy	
C6	Prepare advice on electronic direct marketing activities, taking into account the Spam Control Act and the Singapore PDPA	
C7	Prepare advice on how a business can comply with the requirements under the Singapore PDPA	

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.