

SHIPPING LAW
(ADVOCATE SEAT) CHECKLIST

Introduction

A Shipping Law Advocate Seat should prepare practice trainees (“PTs”) to deal with contentious work likely to be encountered in the first few years of practice in shipping law.

- 1) For PTs undertaking the Shipping Law Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
 - a) All tasks set out in Section A;
 - b) **Six tasks** set out in Section B; and
 - c) **Six tasks** set out in Section C.

- 2) For PTs undertaking the Shipping Law Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
 - a) All tasks set out in Section A;
 - b) **Three tasks** set out in Section B; and
 - c) **Three 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 (shipowner, charterer, cargo owner, P&I Club, or bank) on a charterparty, bill of lading, ship finance, ship sale and purchase, or other ship related matters ¹ | <input type="checkbox"/> |

¹ Note to supervising solicitors: trainees should be instructed to prepare fully for all client interviews, including taking minutes which record client instructions. Where possible, supervising solicitors should have a short discussion with the trainee prior to any client meeting or interview.

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| A2 | Conduct ownership search on a Vessel (e.g. on Seaweb, IHS Maritime Portal, Equasis, or Lloyd's List Intelligence Seasearcher) | <input type="checkbox"/> |
| A3 | Conduct Cause Paper Search on a Vessel on eLitigation to determine if arrest papers or a caveat have been filed against the Vessel | <input type="checkbox"/> |
| A4 | Conduct AIS or Satellite tracking of a Vessel | <input type="checkbox"/> |
| A5 | Conduct Marinet Search on a Vessel | <input type="checkbox"/> |
| A6 | Conduct Know Your Client ("KYC") checks on clients (e.g. owners, charterers, financiers, or insurers) using appropriate databases | <input type="checkbox"/> |
| A7 | Conduct Anti-Money Laundering ("AML") and Counter-Terrorism Financing checks in accordance with Law Society and MAS guidelines, especially in relation to cross-border shipping funds | <input type="checkbox"/> |
| A8 | Discuss potential ethical issues that may arise (e.g. conflict of interest between shipowner, charterer, cargo owner and insurers, duties of full and frank disclosure in ex parte arrest applications) | <input type="checkbox"/> |

SECTION B

| No. | Task | Done <i>(please tick accordingly)</i> |
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| B1 | Assist in preparing an advice on the merits of an arrest of the Vessel | <input type="checkbox"/> |
| B2 | Assist in preparing court papers for the arrest of a Vessel | <input type="checkbox"/> |
| B3 | Assist in contacting the duty registrar to arrange for an urgent hearing | <input type="checkbox"/> |
| B4 | Attend before a duty registrar to obtain a warrant of arrest | <input type="checkbox"/> |
| B5 | Assist in preparing an advice on the setting aside of an arrest | <input type="checkbox"/> |
| B6 | Assist in the negotiations on form of security in exchange for release of a Vessel | <input type="checkbox"/> |
| B7 | Assist in the negotiations on wording of security in exchange for release of a Vessel | <input type="checkbox"/> |
| B8 | Assist in the negotiations on quantum of security in exchange for release of a Vessel | <input type="checkbox"/> |
| B9 | Assist in preparing court papers for the release of a Vessel | <input type="checkbox"/> |

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| B10 | Attend before a duty registrar to release a Vessel | <input type="checkbox"/> |
| B11 | Demonstrate familiarity with the Arrest Procedures under Order 33 of the Rules of Court 2021 | <input type="checkbox"/> |
| B12 | Demonstrate familiarity with the Arrest Procedures under the Admiralty Court Guide | <input type="checkbox"/> |

SECTION C

| No. | Task | Done <i>(please tick accordingly)</i> |
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| C1 | Draft a letter of demand or a response for shipping related disputes | <input type="checkbox"/> |
| C2 | Assist in drafting a Notice of Arbitration or a response for a shipping dispute | <input type="checkbox"/> |
| C3 | Assist in drafting pleadings for a shipping dispute | <input type="checkbox"/> |
| C4 | Assist in drafting witness statement or affidavit for a shipping dispute | <input type="checkbox"/> |
| C5 | Assist in preparing Redfern Schedules, Stern Schedules or other form of discovery for a shipping dispute | <input type="checkbox"/> |
| C6 | Attend an interlocutory application hearing for a shipping dispute | <input type="checkbox"/> |

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| C7 | Attend an arbitration hearing or a trial for a shipping dispute | <input type="checkbox"/> |
| C8 | Instruct expert witness in respect of a shipping dispute | <input type="checkbox"/> |
| C9 | Instruct foreign counsel to conduct searches on Vessel / advice on foreign aspects of claim in respect of a shipping dispute | <input type="checkbox"/> |
| C10 | Assist in a collision or allision claim | <input type="checkbox"/> |
| C11 | Assist in a dispute arising from bills of lading | <input type="checkbox"/> |
| C12 | Assist in a dispute arising from charterparty | <input type="checkbox"/> |
| C13 | Assist in a dispute arising from oil pollution | <input type="checkbox"/> |
| C14 | Assist in a dispute arising from bunkering or fuel contamination | <input type="checkbox"/> |
| C15 | Assist in preparing Court papers for payment into or out of Court | <input type="checkbox"/> |
| C16 | Assist in preparing Court papers for the judicial sale of a Vessel | <input type="checkbox"/> |
| C17 | Assist in preparing Court papers for the determination of priority of claims | <input type="checkbox"/> |
| C18 | Assist in applying for an omnibus order from the Singapore Courts | <input type="checkbox"/> |
| C19 | Assist in preparing Court papers for a stay in favour of arbitration (or resisting such an application) | <input type="checkbox"/> |

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| C20 | Assist in preparing an application for constituting a Limitation Fund | <input type="checkbox"/> |
| C21 | Demonstrate familiarity with the High Court (Admiralty Jurisdiction) Act 1961, Merchant Shipping Act 1995, Bills of Lading Act 1992 and the Hague / Hague Visby Rules | <input type="checkbox"/> |

To the Singapore Institute of Legal Education:

I certify that this Checklist accurately reflects the training undertaken and completed by the Practice Trainee during the relevant period².

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|--|--|
| Full Name of Practice Trainee as per NRIC / FIN: | |
| Full Name of Singapore Law Practice: | |
| Full Name of Supervising Solicitor as per Practising Certificate: | |
| Signature of Supervising Solicitor:³ | |
| Date signed: | |

Note:

Where there is a change in supervising solicitor to a new supervising solicitor within the same Singapore law practice, the new supervising solicitor may certify the completion of tasks supervised by the previous supervising solicitor if the new supervising solicitor has verified the same with the previous supervising solicitor. If the new supervising solicitor is unable to make such a certification, the new and previous supervising solicitors may complete and sign separate copies of this checklist in respect of the tasks supervised by them respectively.

² Where the practice training checklist is submitted as part of a training review, the relevant period is the "Relevant Period" as stated in the Training Review Form. Where the practice training checklist is submitted in the course of registering a termination of a practice training contract or upon completion of the practice training period, the relevant period is the period of practice training as stated in the Certificate of Diligence issued by the abovenamed Singapore law practice.

³ Electronic and digital signatures are accepted. Please ensure that the supervising solicitor's signature is consistent across all documents submitted to the Institute, including the checklists and the Certificate of Diligence, if applicable.