

**SHIPPING LAW**  
**(SOLICITOR SEAT) CHECKLIST**

**Introduction**

A Shipping Law Solicitor Seat should prepare practice trainees (“PTs”) to deal with non-contentious or transactional 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) **Five tasks** set out in Section B; and
  - c) **Four 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) **Two tasks** set out in Section C.

**SECTION A**

<b>No.</b>	<b>Task</b>	<b>Done</b> <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 <sup>1</sup>	<input type="checkbox"/>

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<sup>1</sup> 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.

A2	Conduct Know Your Client (“KYC”) checks on clients (e.g. owners, charterers, financiers, or insurers) using appropriate databases	<input type="checkbox"/>
A3	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"/>
A4	Discuss ethical or compliance issues in shipping practice such as conflict of interest and handling of client funds/remittances including identifying the source of funds	<input type="checkbox"/>

## SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Request and review supporting documents from clients (e.g., corporate constitution, registry extracts, vessel particulars, financing letters of offer)	<input type="checkbox"/>
B2	Conduct searches on international compliance databases (e.g., OFAC, EU, UN sanctions lists)	<input type="checkbox"/>
B3	Conduct ownership information searches on a vessel (e.g., Seaweb, Equasis, IHS)	<input type="checkbox"/>
B4	Conduct a search with the Ship Registry to confirm vessel particulars and encumbrances	<input type="checkbox"/>
B5	Assist in the sale and purchase of a vessel	<input type="checkbox"/>

B6	Assist in ship registration or mortgage filings or discharge of mortgage of a vessel	<input type="checkbox"/>
B7	Conduct AIS/satellite tracking to verify a vessel's trading pattern and potential sanctions exposure	<input type="checkbox"/>
B8	Discuss latest shipping law developments, such as sanctions, MARPOL compliance, ballast water rules, and IMO conventions	<input type="checkbox"/>

### SECTION C

No.	Task	Done <i>(please tick accordingly)</i>
C1	Assist in preparing or negotiating or advising on a charterparty	
C2	Assist in drafting or reviewing bills of lading clauses	
C3	Assist in drafting of preparing ship sale and purchase agreement	
C4	Assist in preparing ship finance security documents (e.g. mortgage, deed of covenant, assignment of earnings, guarantees)	
C5	Assist in preparing closing checklist and coordinate satisfaction of conditions precedent for ship finance or sale.	
C6	Assist in preparing an advice on international sanctions	

C7	Assist in drafting or reviewing ship management, agency, or crewing agreements	
C8	Assist in drafting or reviewing bunker supply agreements	
C9	Assist in advice on offshore and energy-related shipping transactions (e.g., FPSOs, drilling rigs, supply/support vessels)	
C10	Assist in advice on constitution of a limitation fund or limitation of liability in Singapore	
C11	Assist in preparing advice for clients on environmental regulations (e.g., MARPOL sulphur cap, ballast water management)	
C12	Assist in drafting or reviewing insurance policies (hull & machinery, P&I, war risk) and related wordings	

**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 period<sup>2</sup>.**

<b>Full Name of Practice Trainee as per NRIC / FIN:</b>	
<b>Full Name of Singapore Law Practice:</b>	
<b>Full Name of Supervising Solicitor as per Practising Certificate:</b>	
<b>Signature of Supervising Solicitor:<sup>3</sup></b>	
<b>Date signed:</b>	

**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.

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<sup>2</sup> 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.

<sup>3</sup> 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.