

**IN-HOUSE PRACTICE
(SOLICITOR SEAT) CHECKLIST**

Introduction

An In-House Practice Seat should help a practice trainee (“PT”) develop skills to deal with the work likely to be encountered in the first few years if he or she chooses to move in-house or is seconded to a client. It also helps PTs to appreciate the unique perspectives of in-house counsel, which will be beneficial and helpful to a private practice lawyer.

PTs may only undertake the In-House Seat as a **Secondary Seat**.

The supervisor in the qualifying entity at which the PT is undertaking the In-House Practice Seat must ensure that the PT completes:

- a) **Three tasks** set out in Section A;
- b) All tasks under Section B; and
- c) **One task** set out in Section C.

SECTION A

No.	Task	Done <i>(Please tick accordingly)</i>
A1	Receive guidance on understanding the Company’s corporate structure, limit of authority and role of legal department	
A2	Assist in or receive guidance on interviewing and taking instructions from clients	
A3	Receive instruction or review the law on the duty of confidentiality owed to the Company	
A4	Receive instructions and review the handling of Company’s funds and budgeting	
A5	Receive guidance on drafting general correspondence	

A6	Receive guidance on drafting legal advice	
A7	Receive guidance on drafting and reviewing different types of agreements	
A8	Receive guidance on proper use of precedents	
A9	Assist in the conduct of legal research, including the use of online resources	
A10	Assist in conducting due diligence	
A11	Gain an understanding of the Company's processes and document management system	
A12	Receive instruction or review the monitoring of files	
A13	Receive instruction on conducting negotiations	
A14	Receive instruction on advising on settlement	

SECTION B

No	Task	Done <i>(Please tick accordingly)</i>
B1	Receive guidance on the Legal Profession (Professional Conduct Rules) on conduct in negotiations, "without prejudice" communications and advising on settlements	

B2	Receive guidance on the Legal Profession (Professional Conduct Rules) on duty to client; handling conflicts of duty and interest between yourself and your client, and between clients for whom you are jointly asked to act	
B3	Receive guidance on the Legal Profession (Professional Conduct Rules) on relations with external service providers including external lawyers	
B4	Receive guidance on attire	
B5	Receive guidance on modes of address	
B6	Receive guidance on dealing with situations where you are late for work	

SECTION C

No.	Task	Done <i>(Please tick accordingly)</i>
C1	Understand what industry the Company is in	
C2	Attend at least one meeting with external parties	
C3	Understand what the Company's business lines are	
C4	Attend at least one meeting with internal stakeholders	

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 period¹.

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:²	
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.

¹ 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.

² 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.