

**INTELLECTUAL PROPERTY  
(SOLICITOR SEAT) CHECKLIST**

**Introduction**

The Intellectual Property (“IP”) (Solicitor) Seat should prepare a practice trainee (“PT”) to a standard that will enable him or her to deal with the work likely to be encountered in the first few years of practice in non-contentious IP work. The term IP would include trademarks (registered / unregistered), patents, copyrights, geographic indicators, plant variety, registered designs, trade secrets, confidential information, and domain names.

- 1) For PTs undertaking the IP (Solicitor) Seat as their **Core Seat**, the supervising solicitor must ensure that the PT completes:
  - a) **Ten tasks** set out under Section A; and
  - b) All tasks under Section B.
  
- 2) For PTs undertaking IP (Solicitor) Seat as their **Secondary Seat**, the supervising solicitor must ensure that the PT completes:
  - a) **Five tasks** set out under Section A; and
  - b) All tasks under Section B.

**SECTION A**

<b>No.</b>	<b>Task</b>	<b>Done</b> <i>(please tick accordingly)</i>
A1	Prepare and/or review IP-related licenses or assignment agreements or agreements relating to the licensing or assignment of IP rights	
A2	Prepare advice on IP protection strategies for businesses	
A3	Prepare advice or assist with an IP audit	
A4	Prepare and/or review trade mark IPOS registration application forms (including specifications) for a trade mark	
A5	Prepare advice on the registrability of trade mark in Singapore	

A6	Conduct searches for clients in relation to the registrability of trade mark in Singapore	
A7	Prepare advice on draft classes/specifications in relation to trade mark registration	
A8	Prepare a report of IPOS trade mark office action to the client	
A9	Prepare and/or review response / submissions to overcome IPOS trade mark office action to be filed with IPOS	
A10	Prepare advice on copyright protection in Singapore	
A11	Draft and/or review IPOS patent application forms (excluding description, claims and drawings) for a patent	
A12	Prepare report of IPOS patent office action to clients	
A13	Draft and/or review IPOS registered designs application forms for a design	
A14	Prepare advice on the registrability of registered designs in Singapore	
A15	Conduct searches for clients in relation to the registrability of registered designs in Singapore	
A16	Draft and/or review advice and/or forms in relation to the renewal of registered IP rights in Singapore	
A17	Draft and/or review advice in respect of matters post-registration of IP (other than renewals) in Singapore	
A18	Instruct foreign counsel to draft trade mark registration forms in a foreign jurisdiction and provide assistance in reporting the draft to the client. Foreign counsel for non-contentious matters includes foreign agent where applicable	
A19	Instruct foreign counsel to prepare advice on registrability of trade mark in a foreign jurisdiction and report to the client on the advice	
A20	Instruct foreign counsel to conduct searches for client in relation to the registrability of trade mark in a foreign jurisdiction and report to the client on the outcome/advice	

A21	Prepare a report of foreign trade mark office action to the client and instruct foreign counsel to prepare arguments to overcome trade mark office action	
A22	Instruct foreign counsel to prepare advice on copyright protection in a foreign jurisdiction	
A23	Instruct foreign counsel to draft patent application forms (excluding description, claims and drawings) in a foreign jurisdiction and report to the client on the draft	
A24	Prepare a report of foreign patent office action to the client and instruct foreign counsel to prepare arguments to overcome patent office action	
A25	Instruct foreign counsel to draft utility model application forms in a foreign jurisdiction and report to the client on the draft	
A26	Instruct foreign counsel to prepare advice on the registrability of utility model in a foreign jurisdiction and report to the client on the advice	
A27	Instruct foreign counsel to conduct searches for clients in relation to the registrability of utility models in a foreign jurisdiction and report to the client on the outcome/advice	
A28	Instruct foreign counsel to draft registered design application forms in a foreign jurisdiction and report to the client on the draft	
A29	Instruct foreign counsel to prepare advice on the registrability of registered designs in a foreign jurisdiction and report to the client on the advice	
A30	Instruct foreign counsel to conduct searches for clients in relation to the registrability of registered designs in a foreign jurisdiction and report to the client on the outcome/advice	
A31	Instruct foreign counsel in relation to the renewal of registered IP rights in a foreign jurisdiction	

## SECTION B

No.	Task	Done <i>(please tick accordingly)</i>
B1	Discussion on relevant general ethics and principles, including potential ethical issues that may arise in the practice of Intellectual Property law	

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>1</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>2</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.

<sup>1</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>2</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.