



THE LAW SOCIETY  
OF SINGAPORE

## 12<sup>th</sup> LEGAL PRACTICE MANAGEMENT COURSE 2010

Day 1 – Tuesday, 2 February 2010, 9.00am to 5.00pm

Day 2 – Thursday, 4 February 2010, 9.00am to 5.00pm

Day 3 – Wednesday, 10 February 2010, 9.00am to 5.00pm

FTSE Room, 9<sup>th</sup> Level, Capital Tower

### About the Course

The 12<sup>th</sup> Legal Practice Management Course is conducted by the Law Society. Completion of this Course counts towards fulfillment of the requirement set out in section 75C(1)(a) of the Legal Profession Act. Delivered using a mixture of lectures, case studies and small group sessions, this Course is taught by subject matter experts in law practice management, accounting and financial management, professional standards and professional indemnity insurance.

The Course is structured as a comprehensive 3-day programme. Aside from the foundational session on law practice management, it includes topics of current relevance to practitioners such as anti-money laundering regulations, professional ethics, financial management and practice management essentials. This Course is vital for any member who wishes to start his own practice or to manage it better.

If you are attending the Course on a voluntary basis, you can choose to attend any one or more Modules.

- A “Certificate of Completion” will be issued to participants who complete all 3 Modules of this Course.
- A “Certificate of Attendance” for each Module will be issued to participants who complete each Module of this Course. Please note that certificate(s) of attendance for any Module of the LPMC will not count towards fulfillment of the requirement set out in section 75C of the Legal Profession Act.

### Who Should Attend

- Section 75C of the Legal Profession Act requires a solicitor to have successfully completed a Legal Practice Management Course before he/she can practise on his/her own account or as partner or director of a law practice, unless the solicitor has already been in practice as a sole proprietor, partner or director before 9 March 2007.
- This Course is also RECOMMENDED for any solicitor who wishes to acquire or brush up on skills relevant to setting up and developing a successful legal practice.

### Module 1 – Tuesday, 2 February 2010

8.30am – 9.00am	Registration & refreshments
9.00am – 10.30am	<b>A Lawyer’s Ethical Obligations (Part 1)</b> <ul style="list-style-type: none"><li>• Sources of Ethical Rules</li><li>• The Client-Lawyer Relationship</li><li>• The Lawyer’s Relationship with Fellow Solicitors</li></ul> <i>Malathi Das, Consultant, Joyce A. Tan &amp; Partners</i>
10.30am – 10.45am	Morning Break
10.45am – 12.00pm	<b>A Lawyer’s Ethical Obligations (Part 2)</b> <ul style="list-style-type: none"><li>• The Lawyer’s Duty to the Court</li><li>• The Lawyer’s Relationship with Third Parties</li><li>• The Lawyer’s Practice</li><li>• Case studies (selected)</li></ul> <i>Alvin Chen, Director, The Law Society of Singapore</i>
12.00pm – 1.00pm	Lunch Break
1.00pm – 2.30pm	<b>Learning from Others – Case Studies on Ethical Obligations</b> <i>Alvin Chen, Director, The Law Society of Singapore</i>
2.30pm – 3.30pm	<b>Infrastructure Essentials in Managing a Law Practice</b> <ul style="list-style-type: none"><li>• Client management systems (including for client complaints)</li><li>• Leveraging on IT</li><li>• Bankruptcy searches</li></ul> <i>Lim Seng Siew, Director (LawNet &amp; E-Publications), Singapore Academy of Law</i>
3.30pm – 3.45pm	Afternoon Break
3.45pm – 5.00pm	<b>12 Rules of Client Care Service</b> <i>Lim Seng Siew, Director (LawNet &amp; E-Publications), Singapore Academy of Law</i>



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### Module 2 – Thursday, 4 February 2010

8.30am – 9.00am	Registration & Refreshments
9.00am – 10.15am	<p><b>Complying with The Legal Profession Act &amp; Relevant Rules –What every lawyer needs to know</b></p> <ul style="list-style-type: none"> <li>• Obligations for filing of Practising Certificates (“PCs”)</li> <li>• Change of particulars</li> <li>• Validity of “PCs” and powers (s.25 to 28 of the LPA)</li> <li>• Obligations in preparing Accountant’s Report</li> <li>• Unauthorised person acting as a advocate or solicitor and not acting as agent for any unauthorised person (s.32, 33 and 77 of the LPA)</li> <li>• Qualifications to practice as a practitioner</li> <li>• Qualification to practice as a locum or consultant in a law practice (s. 26(1A) and 75D of the LPA)</li> <li>• Employment of staff (s. 78 of the LPA)</li> <li>• Requirements of Second Signatory</li> <li>• Requirements to have an approved Bookkeeper</li> <li>• Implementation of Unique Entity Numbers – practical implications</li> </ul> <p><i>Kenneth Goh, Director, The Law Society of Singapore</i></p>
10.15am – 10.30am	Morning Break
10.30am – 11.30am	<p><b>Financial Fundamentals for Running a Law Practice – What every lawyer should know</b></p> <ul style="list-style-type: none"> <li>• Best practices in financial management</li> <li>• Key Accounting concepts</li> <li>• Understanding key objectives of financial statements and basic accounting processes</li> </ul> <p><i>Ashok Chablani, Foo Kon Tan Grant Thornton</i></p>
11.30am – 12.30pm	<p><b>Understanding the Legal Profession (Solicitors’ Accounts) Rules – Your Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Proprietors/Partners’ and Directors’ responsibilities for the client account</li> <li>• Responsibilities of the independent approved book keeper and second signatory under the Rules and the Council’s Practice Direction.</li> <li>• The importance of a sound accounting system and proper financial management</li> <li>• Understanding the rules made under LPA relating to solicitors’ accounts</li> </ul> <p><i>Ashok Chablani, Foo Kon Tan Grant Thornton</i></p>
12.30pm – 1.30pm	Lunch Break
1.30pm – 2.30pm	<p><b>Inspection of Client Accounts under Rule 12 Legal Profession (Solicitors’ Accounts) Rules</b></p> <p><i>Ambika Rajendram, Head (Conduct), The Law Society of Singapore</i></p> <p><b>Case Study &amp; Group Discussion</b></p> <p><i>Ambika Rajendram, Head (Conduct), The Law Society of Singapore</i> <i>Ashok Chablani, Foo Kon Tan Grant Thornton</i></p>
2.30pm – 3.45pm	<p><b>Managing Difficult Clients and their Complaints</b></p> <p><i>Ambika Rajendram, Head (Conduct), The Law Society of Singapore</i></p>
3.45pm – 4.00pm	Afternoon Break
4.00pm – 5.00pm	<b>Tax Implications for New Directors, Partners and Sole Proprietors</b>



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### Module 3 – Wednesday, 10 February 2010

8.30am – 9.00am	Registration & Refreshments
9.00am – 10.15am	<b>The Law Society Mandatory Professional Indemnity Scheme – Understanding how and when to leverage on the scheme</b> <ul style="list-style-type: none"><li>• History of the Compulsory Professional Indemnity Scheme and its intent</li><li>• Terms of coverage</li><li>• Making a claim under the Scheme</li></ul> <p><i>K. Sarogenei, Regional Director Professions &amp; Financial Risks, Asia Pacific, Lockton Companies (Singapore) Pte Ltd</i></p>
10.15am – 10.30am	Morning Break
10.30am - 12.00pm	<b>Priming Your Practice for Success</b> <p><i>Vimala Chandrarajan, Director (Conduct Department), The Law Society of Singapore</i> <i>Patrick Tan, Managing Partner, Patrick Tan &amp; Associates</i></p>
12.30pm – 1.30pm	Lunch Break
1.30pm – 2.45pm	<b>Practice Rules Against Money Laundering and Funding of Terrorist Activities – Implementation in Practice</b> <p><i>Shirley Ong, Compliance Manager, The Law Society of Singapore</i></p>
2.45pm – 3.00pm	Afternoon Break
3.00pm – 4.50pm	<b>Panel Discussion – Putting It Together</b>
4.50pm – 5.00pm	Closing Remarks

### **ABOUT THE COURSE LEADERS**

#### **MODULE 1**

##### ***Malathi Das, Consultant, Joyce A. Tan & Partner***

Malathi Das has been a member of the Council of the Law Society of Singapore since 1996 and had served her fourth term as its Vice-President until 2009. Malathi is also Vice-President and Exco member of regional law organisation LAWASIA. She practices in the field of commercial, intellectual property law and family litigation in Messrs Joyce A. Tan and Partners. She lectures and tutors the Professional Responsibility module at the Postgraduate Practice Law Course run by the Board of Legal Education and has co-authored an article on amendments to the Legal Profession Act published in the Singapore of Academy of Law Journal. She believes that many instances of breaches of professional conduct by members can be avoided by seeking guidance from fellow senior practitioners or the Law Society and consciously keeping abreast of current developments in legal practice.

##### ***Alvin Chen, Director, The Law Society of Singapore***

Alvin is the director of the Representation and Law Reform department of the Law Society and oversees the Society's Ethics Committee. He was previously a Deputy Public Prosecutor and State Counsel with the Attorney-General's Chambers and a litigation lawyer.

##### ***Lim Seng Siew, Director (LawNet & E-Publications), Singapore Academy of Law***

Lim Seng Siew is the Director of LawNet & E-Publications at the Singapore Academy of Law. Prior to his appointment, he was a partner at Ong Tay & Partners, a three partner legal practice. He chairs the Law Society's Practice Management Committee. He is familiar with the use of technology in managing legal practices. He has also written articles and spoken at seminars about these topics.



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### **MODULE 2**

#### ***Kenneth Goh, Director, The Law Society of Singapore***

Kenneth Goh is the Director of the Compliance department and he oversees matters pertaining to practising certificates, establishing law practices, second signatories, engagement of book-keepers, certificates of standing, employment of staff and cessation of practice.

#### ***Ashok Chablani, Foo Kon Tan Grant Thornton***

Ashok is an Associate of the Institute of Chartered Accountants in England & Wales and a member of the Institute of Certified Public Accountants of Singapore (ICPAS). He has been with Foo Kon Tan Grant Thornton for over ten years and has been involved in various *Rule 12 inspections* on behalf of the Law Society.

#### ***Ambika Rajendram, Head (Conduct Department), The Law Society of Singapore***

Ambika heads the Conduct department of the Law Society which handles all disciplinary complaints made against members. She also oversees the Society's Professional Indemnity Committee. She was previously a practicing litigation and conveyancing lawyer for 17 years and a director of Lockton Companies (Singapore) Pte Ltd where she handled professional indemnity claims made against lawyers for almost a decade.

### **MODULE 3**

#### ***K. Sarogenei, Regional Director, Professions & Financial Risks, Asia Pacific, Lockton Companies (Singapore) Pte Ltd***

Sarogenei is a qualified lawyer, and was in private law practice for 8 years before joining Lockton Companies in 1989. At Lockton Companies, she has been extensively involved in the Law Society of Singapore Compulsory Professional Indemnity Scheme since its inception in 1991. Besides handling the claims under the Scheme, she has been in charge of the Professional Indemnity Law Letters, a quarterly newsletter for lawyers, where topics such as risk management are covered. In addition, she has given talks on and participated in several risk management seminars for lawyers.

#### ***Vimala Chandrarajan, Director (Conduct Department), The Law Society of Singapore***

Vimala is a director in the Conduct department of the Law Society. She is a key person in the team handling complaints relating to Inadequate Professional Services and works closely with the Investigative Tribunal and Mediators appointed to investigate such complaints. She also oversees the Society's Practice Management Committee and the PrimeLaw Committee. Previously the head of the Contract Publishing Department of LexisNexis and the editor of the Singapore Law Gazette, Vimala has also worked as a prosecutor handling regulatory compliance.

#### ***Patrick Tan, Managing Partner, Patrick Tan & Associates***

Patrick is an advocate and solicitor, Supreme Court Singapore. He graduated with top honours from the University of Nottingham, clinching several prizes in land law, company law and partnership law. Whilst at Nottingham, he served as editors on both the editorial boards of the university's Law Society and Malaysian and Singaporean Society. An accomplished marathoner and triathlete, Patrick also played rugby for Nottingham in the British Universities Sports Association (BUSA) Games.

Patrick's areas of specialization include dispute resolution, landlord and tenancy matters, general corporate and commercial, and private clients' work. In 2005, Patrick was nominated for the Spirit of Enterprise Award in Singapore. In 2007, Patrick steered his firm into becoming the first law firm in Singapore to be awarded the "PrimeLaw" Practice Management Excellence Standard by the Law Society of Singapore.

#### ***Shirley Ong, Compliance Manager, Law Society of Singapore***

Shirley Ong is qualified both in finance and law. She was an auditor and tax advisor with Price Waterhouse (as it was then known) and went on to practice corporate, banking, trust and tax law with Allen & Gledhill and David Chong & Co. She was subsequently headhunted to join the banking industry as a trust and estate planning specialist. Her last role was Director, Head of Fiduciary Services, Deutschebank AG in which she was responsible for, amongst other matters, the implementation of and compliance with AML policies and procedures for Deutschebank's trust company in Singapore. Shirley is also the author of a book titled "Money, Death & You" which deals with trust and estate planning issues.



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### REGISTRATION FORM

Name (Dr/Mr/Mrs/Miss/Mdm): \_\_\_\_\_

Name and Address of Law Practice/Organisation: \_\_\_\_\_  
\_\_\_\_\_

Position in Law Practice/Organisation: \_\_\_\_\_

Admission Number: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

NRIC/Passport No: \_\_\_\_\_ Email: \_\_\_\_\_  
(Law Society Associate Members & Non-Law Society Members) (A valid email address is required for confirmation of registration)

Tel/Handphone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

**Mode of payment:** **GIRO DDA**  **Cheque**  **Credit Card**   
(Only for law practices with GIRO accounts with the Law Society)

**Membership:** **Law Society Member**  **Employee of Singapore law practice**  **Other**

*Please circle as appropriate.*

MEMBERS AND EMPLOYEES OF SINGAPORE LAW PRACTICES <i>All prices are inclusive of lunch, 2 breaks and course materials.</i>			OTHERS <i>All prices are inclusive of lunch, 2 breaks and course materials.</i>		
	Before 7% GST	After 7% GST		Before 7% GST	After 7% GST
Module 1 only	361.21	386.50	Module 1 only	541.82	579.75
Module 2 only	361.21	386.50	Module 2 only	541.82	579.75
Module 3 only	361.21	386.50	Module 3 only	541.82	579.75
Modules 1 & 2	662.24	708.60	Modules 1 & 2	993.32	1,062.85
Modules 1 & 3	662.24	708.60	Modules 1 & 3	993.32	1,062.85
Modules 2 & 3	662.24	708.60	Modules 2 & 3	993.32	1,062.85
All 3 Modules Mandatory for those required to attend under section 75C(1)(a) of the Legal Profession Act	963.18	1,030.60	All 3 Modules	1,444.81	1,545.95

**Credit card: Mastercard/Visa No.** \_\_\_\_\_ **Card Expiry Date:** \_\_\_\_\_ (MM/YY)

**Cardholder's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

*An administration charge of 3% is applicable for payments made via credit card.*

Cheque payments should be made payable to "The Law Society of Singapore" and arrive at our office  
**39 South Bridge Road, Singapore 058673**  
with the completed registration form on or before the closing date, **Tuesday, 26 January 2010.**

For enquiries, please contact  
Continuing Professional Development Department  
Tel: (65) 6530 0239 Fax: (65) 6536 3855  
E-mail: [cpd@lawsoc.org.sg](mailto:cpd@lawsoc.org.sg)  
Website: [www.lawsociety.org.sg/cpd](http://www.lawsociety.org.sg/cpd)

#### **REGISTRATION, REFUND & CANCELLATION POLICY**

- The registration fee is due and payable upon registration and must be received prior to the event. Registration will only be confirmed upon receipt of full payment accompanied by a duly completed registration form.
- Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the course.
- If you are unable to attend, a substitute delegate is welcomed, provided that the Law Society is notified in writing of the name and particulars of the substitute delegate at least 2 working days before the event.
- Law Society reserves the right to impose a cancellation fee in the event any registrant wishes to cancel his registration or withdraw from the course after the registration closing date.
- No refund of registration fees will be made for cancellation or withdrawal made less than 3 days before the date of the course. However, a confirmed registrant who has paid in full the course fees but does not turn up for the course will be entitled to collect a set of the materials provided.
- Law Society reserves the right to amend, cancel and/or change the program, speaker, date or venue if warranted by circumstances beyond its control.
- Late payment interest at the rate of 1% per month will be charged on all overdue amounts.
- Any costs, fees or expenses (including legal costs) incurred by the Law Society as a result of a breach of the terms and conditions herein or arising out of the enforcement of any of the Law Society's rights hereunder shall be recoverable by the Law Society from the registrant on a full indemnity basis.
- No waiver by the Law Society of any breach of any of the terms and conditions herein shall be deemed to be a waiver of any other or of any subsequent breach. The failure of the Law Society to enforce at any time any of the terms and conditions herein shall in no way be interpreted as a waiver of such provision.