



# PrimeLaw Seminar

28 July 2010, 12.00pm – 4.30pm, Law Society Conference Room

## ABOUT THIS SEMINAR

PrimeLaw is the quality mark awarded by the Law Society of Singapore to law firms in recognition of their efforts and commitment towards achieving and maintaining excellence in practice management standards. As of 1 April 2010, firms that are PrimeLaw Certified would be eligible for a discount from the insurers on the premium payable for Professional Indemnity Insurance. This seminar aims to provide information on PrimeLaw, the process of becoming certified and what firms stand to gain by being PrimeLaw certified.

## DESIRED OUTCOMES

By the end of this seminar, the participants will have an understanding of

- PrimeLaw, its features and the advantages of being PrimeLaw certified
- Actual instances where complaints could have been avoided had the firm had an effective practice management system in place
- Pre-certification requisites and when a consultant could be of assistance
- Assessment process and criteria and general challenges faced when attempting a quality mark certification

## WHO SHOULD ATTEND

This seminar is particularly useful for legal practitioners or legal managers wanting to improve their practice management systems or those wish to have their firm PrimeLaw certified.

## SEMINAR OUTLINE

12.00pm – 12.45pm	Registration and Lunch
12.45pm – 1.30pm	Introduction to PrimeLaw and Case Studies <b>Lim Seng Siew, Director (LawNet &amp; E-Publications), Singapore Academy of Law</b> <b>Vimala Chandrarajan, Director Conduct Department, Law Society of Singapore</b>
1.30pm – 2.15pm	Consultant's Take on prepping firm to becoming certified <b>Sylvia Low, Consultant, Bizibody Technology Pte Ltd</b>
2.15pm – 2.30pm	Break
2.30pm – 3.15pm	An Assessor's Perspective on the assessment process <b>Dave Cheng Loon, Managing Director, Certification International (S) Pte Ltd</b>
3.15pm – 4.00pm	A Practitioner's Perspective on PrimeLaw <b>Patrick Tan, Managing Partner, Patrick Tan &amp; Associates</b>
4.00pm – 4.30pm	Question and Answer Session

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## ABOUT OUR SPEAKERS

### **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 is vice-chairperson of the Law Society's Practice Management and PrimeLaw 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.

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

Patrick 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. His 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.

### **Sylvia Low, Consultant, Bizibody Technology Pte Ltd**

As lead consultants to the Law Society of Singapore in the "PRIMELAW" Standards, Bizibody was involved in its design and launch. Bizibody now conducts Assessor's Certification Courses and Primelaw Consulting for Law Firms that wish to achieve the accreditation.

### **Dave Cheng Loon, Managing Director, Certification International (S) Pte Ltd**

Dave has been the Managing Director of Certification International (S) Pte Ltd since 1996. He graduated with a degree in Mechanical Engineering (First Class Honours) in 1986 and obtained a Masters in Mathematical and Applied Statistics in 1993. Dave has been a PrimeLaw Assessor for Law Society since 2005. He has audited and trained over 600 organisations in the area of enhancing business performance in Singapore and the region.

### **Vimala Chandrarajan, Director (Conduct Department), 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.

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## REGISTRATION FORM

(Closing date for registration: 19 July 2010)

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

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

Designation: \_\_\_\_\_ NRIC No.: \_\_\_\_\_

Email\*(Compulsory): \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

### Please tick whichever is applicable:

- Law Society Member
- Foreign Practitioner Member
- Non Practitioner Member
- Employee of Singapore Law Practice / Organisation
- Others, Please State: \_\_\_\_\_

### Mode of payment:

- Cheque Made payable to 'The Law Society of Singapore'
- GIRO DDA (Only for law practices with GIRO accounts with the Law Society)
- 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.*

Please <b>tick</b> as appropriate		Fees (Inclusive of 7% GST and course materials)
<input type="checkbox"/> Member or employee of a Singapore Law Practice	<input type="checkbox"/>	\$10.70
<input type="checkbox"/> Others	<input type="checkbox"/>	\$96.30

### REGISTRATION, REFUND & CANCELLATION POLICY

1. 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.
2. The Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the course or event.
3. 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 course or event.
4. The 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 or event after the registration closing date.
5. No refund of registration fees will be made for cancellation or withdrawal made less than 3 days before the date of the course or event. However, a confirmed registrant who has fully paid the course fees but who does not turn up for the course or event will be entitled upon reasonable request to collect a set of the materials provided.
6. The Law Society reserves the right to amend, cancel and/or change the program, speaker, date or venue if warranted by circumstances beyond its control.
7. Late payment interest at the rate of 1% per month will be charged on all overdue amounts.
8. 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.
9. 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 or any delay on its part to enforce at any time any of the terms and conditions herein shall in no way be interpreted as a waiver of such provision.

For enquiries, please contact the Continuing Professional Development Department.

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