

# BOOK-KEEPING FOR LAW PRACTICES COURSE

31 August 2010, 9.00am – 5.30pm, Law Society Conference Room

## About this Course

This Course will provide a clear and in-depth understanding of the requirements of the Legal Profession (Solicitors' Accounts) Rules ("SAR") and the Legal Profession (Solicitors' Trust Accounts) Rules. The Course will also explain the duties of an approved book keeper under the SAR.

Completion of this course by a book keeper satisfies the requirements for training under Rule 11A (2) of the SAR. Mandatory registrants are required to attend the course in its entirety. Voluntary registrants and legal practitioners have the option of attending the first three modules or the course in its entirety.

## Course Outline

8.30am – 9.00am	<b>Registration and Refreshments</b>
9.00am – 10.30am	<b>Module 1 – Introduction &amp; Professional Responsibilities of Lawyers to Client's Money</b> <i>Kenneth Goh, Director, The Law Society of Singapore</i>
10.30am – 10.45am	<b>Morning Break</b>
10.45am – 11.30am	<b>Module 2 – Anti-Money Laundering and the Law Practice</b> <i>Shirley Ong, Compliance Manager, The Law Society of Singapore</i>
11.30am – 1.00pm	<b>Module 3 – Book Keeping Essentials for Law Practices</b> <i>Ashok Chablani, Director, Foo Kon Tan Grant Thornton</i>
1.00pm – 2.00pm	<b>Lunch</b>
2.00pm – 3.30pm	<b>Module 4 – The Statutory Duties Of An Approved Book Keeper</b> <i>Ashok Chablani, Director, Foo Kon Tan Grant Thornton</i>
3.30pm – 3.45pm	<b>Afternoon Break</b>
3.45pm – 5.00pm	<b>Module 5 – Putting It All Together – Case Studies</b> <i>Ashok Chablani, Director, Foo Kon Tan Grant Thornton</i> <i>Mimi Oh, Sole Proprietor, Mimi Oh &amp; Associates</i> <i>Ambika Rajendram, Head (Conduct Department), The Law Society of Singapore</i>
5.00pm – 5.30pm	<b>Panel Discussion and Question &amp; Answer Session</b> <i>Ashok Chablani, Director, Foo Kon Tan Grant Thornton</i> <i>Mimi Oh, Sole Proprietor, Mimi Oh &amp; Associates</i> <i>Ambika Rajendram, Head (Conduct Department), The Law Society of Singapore</i> <i>Kenneth Goh, Director, The Law Society of Singapore</i>

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## Who Should Attend

This seminar is particularly useful for sole proprietors and employees of law practices with book-keeping responsibilities or any person interested gaining a better understanding of book-keeping for law practices and pitfalls to avoid in book-keeping for law practices.

## Desired Outcome

This course comprises 5 Modules. After the course, the registrants will have a better knowledge and understanding of the requirements of:

- Legal Profession (Solicitors' Accounts) Rules;
- Legal Profession (Solicitors' Trust Accounts) Rules;
- Duties of an approved book keeper under the Legal Profession (Solicitors' Accounts) Rules; and
- Responsibilities of law practices

## About the Course Leaders

### ***Ashok Chablani, Director, 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.

### ***Mimi Oh, Proprietor, Mimi Oh & Associates***

Mimi has been a sole-practitioner for more than a decade. She acted for Law Society in the matter against Selena Chiong under the Legal Profession (Solicitors' Accounts) Rules. Mimi presently serves as a member of the Solicitors' Accounts Rules Committee 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.

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

Kenneth 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.

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

Shirley 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

(Closing date for registration: 21 August 2010)

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

Designation: \_\_\_\_\_

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

E-mail\* (compulsory): \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

### Please tick whichever is applicable:

Law Society Member

Non-Practitioner Member

Foreign Practitioner Member

Employee of Singapore Law Practice

Others  State: \_\_\_\_\_

Admission No.: \_\_\_\_\_

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

### Mode of payment:

GIRO DDA  (Only for law practices with GIRO accounts with the Law Society)

Credit Card  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  Made payable to 'The Law Society of Singapore'

Please circle as appropriate	Modules 1-3 only (Half-Day) Inclusive of 7% GST, 1 break and course materials.	All 5 Modules (Full Day) Inclusive of 7% GST, lunch, 2 breaks and course materials.
Members, Approved book-keepers and Employees of Singapore law practices	<b>\$187.25</b>	<b>\$374.50</b> Mandatory for those required to attend under Rule 11A (2) of the SAR (Mandatory for Approved Book-keepers)
Others	<b>\$267.50</b>	<b>\$535.50</b>

### 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.
- The Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the course or event.
- 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.
- 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.
- 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.
- 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.
- 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 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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E-mail: cpd@lawsoc.org.sg Website: www.lawsociety.org.sg/cpd

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