

Book-keeping for Law Practices Course

Tuesday, 10 January 2012
9.00am-5.30pm
Law Society Conference Room

Online registration is available at <http://www.lawsociety.org.sg/registration/reg-bookkeepingforLP.aspx>

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 four modules or the course in its entirety.

Course Outline

8.30am – 9.00am	Registration and Refreshments
9.00am – 10.00am	Module 1 – Introduction & Professional Responsibilities of Lawyers to Client's Money <i>Kenneth Goh, Director, The Law Society of Singapore</i>
10.00am - 10.30am	Module 2 – Update on changes to the Conveyancing Regime <i>Jasmine Foong, Senior Executive Officer, The Law Society of Singapore</i>
10.30am – 10.45am	Morning Break
10.45am – 11.30am	Module 3 – Anti-Money Laundering and the Law Practice <i>Vimala Chandrarajan, Director, The Law Society of Singapore</i>
11.30am – 1.00pm	Module 4 – Book Keeping Essentials for Law Practices <i>Ashok Chablani, Director, Foo Kon Tan Grant Thornton</i>
1.00pm – 2.00pm	Lunch
2.00pm – 3.30pm	Module 5 – The Statutory Duties Of An Approved Book Keeper <i>Ashok Chablani, Director, Foo Kon Tan Grant Thornton</i>
3.30pm – 3.45pm	Afternoon Break
3.45pm – 5.00pm	Module 6 – Putting It All Together <i>Ashok Chablani, Director, Foo Kon Tan Grant Thornton</i> <i>Mimi Oh, Sole Proprietor, Mimi Oh & Associates</i> <i>Ambika Rajendram, Head (Conduct Department), The Law Society of Singapore</i>
5.00pm – 5.30pm	Panel Discussion and Question & Answer Session <i>Ashok Chablani, Director, Foo Kon Tan Grant Thornton</i> <i>Mimi Oh, Sole Proprietor, Mimi Oh & 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 course 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 6 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

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.

Jasmine Foong, Senior Executive Officer (Representation & Law Reform), The Law Society of Singapore Jasmine is a Senior Executive Officer of the Representation and Law Reform department of the Law Society and assists the Society's Conveyancing Practice Committee. She practiced general litigation at a Singapore law firm prior to joining the Society.

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.

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.

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.

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.