



THE LAW SOCIETY
OF SINGAPORE

"BOOK-KEEPING ESSENTIALS FOR LAW PRACTICE ACCOUNTS" WORKSHOP

Wednesday, 11 October 2006 – 2.00pm to 5.45pm



About this Workshop

This Workshop aims to provide book-keepers and law practice employees handling law practice accounts with a clear understanding of the requirements of the Legal Profession (Solicitors' Accounts) Rules ("Rules") and the books of accounts required to be kept under the rules. In addition, a case study would be used to illustrate various pitfalls and situations often encountered by book-keepers in their course of work as well as provide useful tips and strategies on how book-keepers could deal with these issues in compliance with the Rules. The Workshop would conclude with an interactive panel discussion on red-flagging by book-keepers.

To maximise the collective learning experience of the group, participants are encouraged to come prepared with their own experiences to share and questions to ask.

A Certificate of Completion will be awarded for participants who attend the Workshop in full.

Who Should Attend

This Workshop is highly recommended for anyone who handles or plans to handle book-keeping for a law practice.

Workshop Programme

1.45–2.00pm	Registration & Refreshments
2.00–2.15pm	Opening Remarks by Chairperson <i>Mr. Yap Teong Liang – Vice President, The Law Society of Singapore; Proprietor, M/s TL Yap & Associates</i>
2.15–3.00pm	Books Of Accounts to Be Kept By Law Practice Book-Keepers Under The Solicitors' Accounts Rules <i>Mr. Aw Eng Hai – Director, Foo Kon Tan Grant Thornton</i>
3.00–3.45pm	Duties & Responsibilities of Book-Keepers under the Solicitors' Accounts Rules <i>Ms Helen See – Director, RSM Chio Lim Ms Angie Lee – General Manager, Stone Forest Accountserve Pte Ltd</i>
3.45–4.00pm	Break
4.00–4.45pm	Case Study to Illustrate the Duty of an "Approved Book-Keeper" under the Solicitors' Accounts Rules <i>Ms Yasho Dhoraisingam – CEO, The Law Society of Singapore</i>
4.45–5.15pm	Panel Discussion on Red-Flagging of Failures as Required under the Solicitors' Accounts Rules <i>Panellists: Mr. SJ Emmanuel, Mr. Aw Eng Hai, Ms Helen See, Ms Angie Lee and Ms Yasho Dhoraisingam Moderator: Mr. Yap Teong Liang</i>
5.15–5.45pm	Question & Answer Session & Chairperson's Closing Remarks

About the Speakers

Mr. Aw Eng Hai – Director, Foo Kon Tan Grant Thornton

Eng Hai is a Director in Foo Kon Tan Grant Thornton and heads its Recovery and Reorganisation Department. He is a member of the Association of Chartered Certified Public Accountants and the Institute of Certified Public Accountants of Singapore. Eng Hai started his career as an investigator with the Commercial Affairs Department ("CAD") where he was involved in complex commercial fraud investigation and investigation into security-related offences. He subsequently joined one of the Big Four where his areas of specialization include fraud investigation and corporate recovery. A specialist in corporate recovery and business reorganisation, his areas of practice encompass turnaround and restructuring, strategic performance reviews, business reviews and asset tracing. Eng Hai is known for his extensive experience working with solicitors in litigation support and fraud investigation. Eng Hai also speaks regularly at conferences on topics ranging from cash flow management, corporate fraud and insolvency related topics.

Ms Helen See – Director, RSM Chio Lim

Helen joined Chio Lim Stone Forest as an audit assistant in 1990 upon attaining a Diploma in Accountancy (Merit) from Ngee Ann Polytechnic. She also received our Stone Forest Book Prize in 1990. She then pursued ACCA and completed all its required professional examinations in 1995. Helen became a Certified Public Accountant in 1996. Helen was promoted to Director in the audit department in 2004. From the time she was a manager, she had been responsible for a portfolio of listed and privately owned clients, including solicitors, management corporations and associations. She was also involved in due diligence and reporting accountant assignments in respect of initial public offers which were successfully launched on the Singapore Exchange. She was the management representative and played a pivotal role in the firm's ISO system.

Ms Angie Lee – General Manager, Stone Forest Accountserve Pte Ltd

Angie joined Chio Lim Stone Forest as an audit assistant in 1988 and gradually progressed to assistant audit manager in 1994. In 1997, she was transferred to head the accounting outsourcing division of the group. Angie has more than 10 years of hands-on experience in the audit and accounting of growing enterprises and foreign establishments in Singapore. Her forte is in sizing up a client's accounting needs and tailoring an optimal and cost-effective solution for his business. She has walked through this process for various companies from start-ups to established businesses.

Ms Yasho Dhoraisingam – CEO, The Law Society of Singapore

Yasho had headed the Professional Standards department of the Law Society for 10 years and is a lecturer on Professional Responsibility at the Postgraduate Practice Law Course and a regular writer on the subject for the Singapore Law Gazette.

About the Panellist

Mr. SJ Emmanuel – Avant-Garde Richfields

With the assistance of two qualified book-keepers and an accountant, SJ Emmanuel has been writing up books of accounts, both Clients' and Office accounts, for law practices for the past 22 years since 1985. His clients include sole proprietors, partnerships and law corporations.

The Chairperson

Mr. Yap Teong Liang – Vice President, The Law Society of Singapore; Proprietor, M/s TL Yap & Associates

The Law Society's vMCPD Scheme

Programme Category: Practice Management

Training Level: Update

Practice Area: N/A

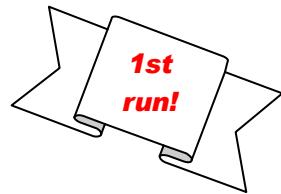
CPD Hours: 3 hrs 30 mins



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Venue:
FTSE Room
Capital Tower, Level 9
168 Robinson Road Singapore 068912
(Registrations will begin at 1.45pm.)

Fee
**Members of Law Society and Employees of
Singapore law practices**
S\$94.50
Others
S\$168.00
(includes 5% GST, materials & refreshments)

REGISTRATION FORM

Name (Dr/Mr/Mrs/Miss/Mdm): _____

Name and Address of Law Firm/Law Corporation/Organisation: _____

Date of Admission: _____ Number of years in Practice: _____

AAS No: _____ NRIC/Passport No: _____
(Law Society Members) (Law Society Associate Members & Non Law Society Members)

Position in Law Firm/Law Corporation/Organisation: _____

Tel number: _____ Fax number: _____ Email: _____
(A valid email address is required for confirmation of registration.)

Mode of payment: **GIRO DDA** **Cheque**
(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: _____
Kindly note that an administration charge of 3% is applicable for payments made via credit card.

Law Society Member **Employee of Singapore law practice** **Non-member**

Cheque payments should be made payable to "**The Law Society of Singapore**" & arrive at our office with the completed registration form on or before the closing date, **Thursday, 4 October 2006**:

The Training & CPD Department
The Law Society of Singapore
39 South Bridge Road (S) 058673

For further enquiries, please contact The Training & CPD Department at
Tel: (65) 6557 2747 Fax: (65) 6557 2751
E-mail: cpd@lawsoc.org.sg
CPD Portal: www.lawsociety.org.sg/CPD
Website: www.lawsociety.org.sg

REGISTRATION, REFUND & CANCELLATION POLICY

1. Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
2. The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
3. Substitute delegates are welcomed, subject to the Organisers being notified at least 2 working days before the course of the details of the substitute delegate.
4. The Organisers reserve the right to impose a cancellation fee in the event any registrant wishes to withdraw from the course after the registration closing date.
5. The Organisers will not entertain any request for a refund of fees made later than 24 hours before course commencement. 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.

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