



7th LEGAL PRACTICE MANAGEMENT COURSE 2006

1, 7 & 15 March 2006

9.00am - 5.30pm

Conference Room, Level 2,
The Law Society of Singapore

About the Course

The 7th Legal Practice Management Course is being organised under **Section 75C** of the Legal Procession Act ("the Act"). A Solicitor's completion of this Course will count towards fulfillment of the requirement set out in section 75C(I)(a) of the 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 & financial management, professional standards and professional indemnity insurance.

The Course has been restructured into a comprehensive 3-day programme. Aside from the foundational session on Law Practice Management, it includes new topics of current relevance to practitioners such as anti-money laundering regulations, expanded sections on Professional Ethics and Financial Management and a session on PRIMELAW. 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 now choose to attend 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.

Who Should Attend

- Section 75C(I) (a) requires a solicitor who is admitted on or after 1st March 1997 to have successfully completed a Legal Practice Management Course before he/she can practice on his/her own account or in partnership, unless the Solicitor comes within the provision of section 75C(3) of the Act.
- 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.

Day 1 – Wednesday, 1 March 2006

9.15-9.30am	Registrations & Refreshments
9.30-11.00am	<p>Owning and Managing a Law Practice (Part 1)</p> <p>This series of 5 x 5 key learning points provides an overview of the methods you can use to not only build a new Law Practice, but also to enhance your existing Law Practice. The sessions are interactive and will feature real life Law Practice scenarios, so you can apply what you learn. Some precedents will be provided.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 5 Questions to help you decide what type of Practice you want <input checked="" type="checkbox"/> 5 Steps to get started right <input checked="" type="checkbox"/> 5 Ways to improve your bottom line
11.00-11.15am	<i>Mr Benjamin Ang – Administrative Director, White & Case LLP</i>
11.15am-12.45pm	<p>Owning and Managing a Law Practice (Part 2)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 5 Technologies that can improve your productivity <input checked="" type="checkbox"/> 5 Ways to grow your Practice (and what you need to know about JLVs and Alliances) <input checked="" type="checkbox"/> Summary & Lessons Learned
12.45-1.00pm	<i>Mr Benjamin Ang – Administrative Director, White & Case LLP</i>
1.00-2.00pm	Lunch
2.00-3.30pm	<p>Priming Your Practice for Success</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> An Overview of the PRIMELAW Standards <input checked="" type="checkbox"/> The concept of "Quality" and the underlying principles of the PRIMELAW Standards <input checked="" type="checkbox"/> Benefits of PRIMELAW implementation for your Practice
3.30-3.45pm	<i>Bizibody Technology Pte Ltd</i>
3.45-5.15pm	<p>Managing Operational Risk through PRIMELAW</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Types of practice risks & how to identify areas of risks in your practice <input checked="" type="checkbox"/> How does PRIMELAW address risk management issues? <input checked="" type="checkbox"/> Procedures and Systems for managing operational risk
5.15-5.30pm	<i>Bizibody Technology Pte Ltd</i>
	Q&A

Day 2 – Tuesday, 7 March 2006

9.15-9.30am	Registrations & Refreshments
9.30-11.00am	<p>Financial Management of Your Law Practice (Part 1)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Best practices in financial management <input checked="" type="checkbox"/> Key Accounting concepts <input checked="" type="checkbox"/> Understanding key objectives of financial statements and basic accounting processes
	<i>Mr Kon Yin Tong & Mr Ashok Chablani – Foo Kon Tan Grant Thornton</i>
11.00-11.15am	Morning Break
11.15am-12.45pm	<p>Understanding Solicitors' Accounts Rules (Part 2)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Proprietors'/Partners' and Directors' responsibilities for the client account

The Law Society's vMCPD Scheme

Programme Category: Practice Management

Training Level: Update

First 10 voluntary registrants from small practices enjoy a 60% subsidy from the Law Society on the course fees!

If you are registering for all 3 modules & wish to pay the fees over 2 installments, please contact the Director of Training at 65572747 or via e-mail junetan@lawsoc.org.sg.

Practice Area: N/A
CPD Hours: 6 hours 30 mins (per module),
19 hours 30 minutes in total



THE LAW SOCIETY
OF SINGAPORE

7th LEGAL PRACTICE MANAGEMENT COURSE 2006

1, 7 & 15 March 2006

9.00am - 5.30pm

Conference Room, Level 2,
The Law Society of Singapore

	<input checked="" type="checkbox"/> Responsibilities of the approved book keeper <input checked="" type="checkbox"/> The importance of a sound accounting system and proper financial management <input checked="" type="checkbox"/> Understanding the rules made under LPA relating to <i>solicitors' accounts</i>
	<i>Mr Kon Yin Tong & Mr Ashok Chablani – Foo Kon Tan Grant Thornton</i>
12.45-1.00pm	Q & A
1.00-2.00pm	Lunch
2.00-3.30pm	Case Study & Group Discussion (Part 1) <i>Mr Kon Yin Tong & Mr Ashok Chablani – Foo Kon Tan Grant Thornton Ms Yasho Dhoraisingam – CEO, The Law Society of Singapore</i>
3.30-3.45pm	Afternoon break
3.45-5.00pm	Case Study & Group Discussion (Part 2) <i>Mr Kon Yin Tong & Mr Ashok Chablani – Foo Kon Tan Grant Thornton Ms Yasho Dhoraisingam – CEO, The Law Society of Singapore</i>
5.00-5.30pm	Q & A

Day 3 – Wednesday, 15 March 2006

9.15-9.30am	Registration & refreshments
9.30-10.30am	A Lawyer's Ethical Obligations (Part 1) <input checked="" type="checkbox"/> Duty as counsel <input checked="" type="checkbox"/> Duty to court <input checked="" type="checkbox"/> Duty as a prosecutor/defence counsel <i>Mr Jimmy Yim SC – Council Member, The Law Society of Singapore; Managing Director – Drew & Napier LLC</i>
10.30-11.30am	A Lawyer's Ethical Obligations (Part 2) <input checked="" type="checkbox"/> Relationships with clients <input checked="" type="checkbox"/> Relationships with fellow solicitors <input checked="" type="checkbox"/> Conflicts of interest <i>Ms Malathi Das – Vice President, The Law Society of Singapore</i>
11.30-11.45am	Morning Break
11.45am-12.45pm	The Law Society's Mandatory Professional Indemnity Scheme The Compulsory Professional Indemnity Scheme (the Scheme) has been in force for 15 years now, having been implemented on 1 April 1991. It provides insurance protection to all Law Practices including <i>inter alia</i> their Practitioners against civil liability arising in connection with the practice of law. This session will help you understand the Society's Scheme and its salient terms of cover and what you should do in the event an error or omission occurs in a matter handled by you. <i>Ms K Sarogenei – Regional Director – PROFIN, Asia Pacific Regional Office, Alexander Forbes (Singapore) Pte Ltd Ms R Amika – Director, Alexander Forbes (Singapore) Pte Ltd</i>
12.45-1.00pm	Q&A
1.00-2.00pm	Lunch
2.00-3.30pm	The Legal Profession Act & Relevant Rules - Your Obligations & Privileges (Part 1) <input checked="" type="checkbox"/> Validity of Practising Certificates and powers with respect to the issue of PCs by the Council and the Attorney General – Sections 25 to 28 of the LPA <input checked="" type="checkbox"/> Unauthorised person acting as a advocate or solicitor and not acting as agent for any unauthorised person – Sections 32, 33 and 77 of the LPA <input checked="" type="checkbox"/> Rule-making powers of the Council on issues of practice and ethics <input checked="" type="checkbox"/> Qualification to practice as a locum or consultant in a law practice – Sections 26(1A) and 75D of the LPA <i>Ms Yasho Dhoraisingam – CEO, The Law Society of Singapore</i>
3.30-3.45pm	Break
3.45-5.15pm	The Legal Profession Act & Relevant Rules - Your Obligations & Privileges (Part 2) <input checked="" type="checkbox"/> Employment of staff – Section 78 of the LPA <input checked="" type="checkbox"/> Disciplinary proceedings under sections 85 and 75B of the LPA <input checked="" type="checkbox"/> Power of intervention of the Council <input checked="" type="checkbox"/> Inspection of the accounts of a law practice under rule 12 of the Solicitors' Accounts Rules <input checked="" type="checkbox"/> Anti-money laundering responsibilities <i>Ms Yasho Dhoraisingam – CEO, The Law Society of Singapore</i>
5.15-5.30pm	Q&A

The Law Society's vMCPD Scheme

Programme Category: Practice Management

Training Level: Update

Practice Area: N/A

CPD Hours: 6 hours 30 mins (per module),
19 hours 30 minutes in total



THE LAW SOCIETY
OF SINGAPORE

7th LEGAL PRACTICE MANAGEMENT COURSE 2006

1, 7 & 15 March 2006

9.00am - 5.30pm

Conference Room, Level 2,
The Law Society of Singapore

About the Course Leaders

Day 1

Mr Benjamin Ang – Administrative Director, White & Case

Benjamin Ang is the Administrative Director of White & Case LLP's Singapore office, with responsibility for all operations in Singapore. He also conducts IT training for his Firm. Benjamin was previously a Litigation lawyer, Director of Technology, a Partner and the Executive Director at Rajah & Tann. He has a Masters in MIS and MBA from Boston University, and is a Certified Network Administrator. He has also practised as an IT consultant advising small and medium sized law firms. He has presented seminars on a variety of IT related topics including business continuity planning and mobile computing.

Bizibody Technology Pte Ltd

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

Day 2

Mr Kon Yin Tong – Foo Kon Tan Grant Thornton

First Class Honours graduate from the London School of Economics, Yin Tong is a Fellow of the Institute of Chartered Accountants in England & Wales and the Institute of Certified Public Accountants of Singapore (ICPAS). He is also an elected Council member of ICPAS. For contributions to his profession and the legal profession, he was presented the ICPAS Silver Medal and the Friend of the Law Society Award, respectively, in 2004. As managing partner of Foo Kon Tan Grant Thornton, he leads a team of dedicated specialists and accountants. His areas of practice include litigation support and insolvency.

Mr 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.

Day 3

Mr Jimmy Yim SC – Managing Director, Litigation & Dispute Resolution Dept., Drew & Napier LLC

Jimmy Yim joined Drew & Napier in 1989, after a 4-year stint in Hong Kong with a Paris based International organization. He is currently Managing Director of the Litigation & Dispute Resolution Department. Under his watch, Drew & Napier LLC continues to be ranked by leading international publications as the top dispute resolution practice in Singapore. Mr Yim is recommended by name in various editions of Asia Pacific Legal 500 in the area of Dispute Resolution. He is also listed by name in Asia Law profiles as part of Drew & Napier LLC's 'powerful and effective litigation team'. His areas of practice cover a broad spectrum of Civil & Commercial Litigation involving contractual and tortious claims, real property claims and intellectual property litigation. He has also been instructed on many occasions in criminal cases and appeals. Mr Yim was appointed Senior Counsel in January 1998 and a regional arbitrator with the Singapore International Arbitration Centre since 2003.

Ms Malathi Das – Vice President, The Law Society of Singapore

Malathi Das has been a member of the Council of the Law Society of Singapore since 1996, and its Treasurer for 2 years, before being elected Vice-President. She practices in the field of commercial and family litigation. 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 Academy of Law Journal. Malathi is also Exco member of regional law organisation LAWASIA. She practises in Messrs David Nayar and Vardan. 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.

K Sarogenei – Regional Director – PROFIN, Asia Pacific Regional Office, Alexander Forbes (Singapore) Pte Ltd

Sarogenei graduated in 1978 with a Bachelor's degree in Law from the University of Singapore (now known as the National University of Singapore). Following her admission to the Singapore Bar in 1979, she practised law for six years, after which she pursued and obtained a Master's degree in Law from the University of Georgia, USA in 1985.

After obtaining her Master's degree, Sarogenei returned to law practice, until 1989, when she joined Alexander Forbes (Singapore) Pte Ltd as Head of the Claims Division. In this capacity, she handled a wide range of claims from various classes of insurance, in particular, major and complex professional indemnity, medical malpractice, directors' & officers' liability and marine hull insurance claims. Subsequently, in 1995, Sarogenei was appointed as Head of the "PROFIN" (Professions & Financial Institutions) Division, with responsibilities for broking and claims. In this role, she was intimately involved in the negotiation, placement and management of major complex professional indemnity and directors' & officers' liability risks.

Sarogenei took up her current position as Regional Director of Alexander Forbes' Asia Pacific Region in July 2005. Since then, she has been assisting in developing and strengthening the company's position as a leading broker for Professional Indemnity and Financial Institutions risks in the Asia Pacific region.

Ms R Amika – Director, Alexander Forbes (Singapore) Pte Ltd

Ambika has an LLB from the National University of Singapore and was admitted to the Singapore Bar in 1982.

The Law Society's vMCPD Scheme

Programme Category: Practice Management

Training Level: Update

Practice Area: N/A

**CPD Hours: 6 hours 30 mins (per module),
19 hours 30 minutes in total**



THE LAW SOCIETY
OF SINGAPORE

7th LEGAL PRACTICE MANAGEMENT COURSE 2006

1, 7 & 15 March 2006

9.00am - 5.30pm

Conference Room, Level 2,
The Law Society of Singapore

She began her legal career in 1982 as a legal assistant, and subsequently became a partner. Her experience in legal practice spanned over 17 years. Her areas of practice included litigation, intellectual property law, conveyancing and joint venture agreements, amongst others.

Ambika first joined Alexander Forbes (S) Pte Ltd in the claims department. In this role, her main responsibility was the efficient and effective management of claims, particularly in the areas of professional indemnity, medical malpractice and directors & officers liability claims, ensuring that the clients' interests are protected at all times. She has encountered many claims involving complex issues of both law and insurance. In 2005 she was appointed as Director of the PROFIN Division in Alexander Forbes (Singapore) Pte Ltd. In this capacity she is responsible for both broking and claims for the division in the areas of professional indemnity, directors & officers liability and financial institutions. The division arranges and places insurance for such risks for various professionals and multi national institutions.

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.

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)

Law Society Member

Employee of Singapore law practice **Non-member**

Please circle as appropriate.

All prices are inclusive of 5% GST, lunch, 2 breaks and course materials.

MEMBERS AND EMPLOYEES OF SINGAPORE LAW PRACTICES	1st 10 DELEGATES FROM SMALL LAW PRACTICES (Practices with 1 to 5 lawyers)	OTHERS
Module 1 only (\$299.00)	Module 1 only (\$119.60) *	Module 1 only (\$450.00)
Module 2 only (\$299.00)	Module 2 only (\$119.60) *	Module 2 only (\$450.00)
Module 3 only (\$299.00)	Module 3 only (\$119.60) *	Module 3 only (\$450.00)
Modules 1 & 2 (\$550.00)	Modules 1 & 2 (\$220.00) *	Modules 1 & 2 (\$840.00)
Modules 1 & 3 (\$550.00)	Modules 1 & 3 (\$220.00) *	Modules 1 & 3 (\$840.00)
Modules 2 & 3 (\$550.00)	Modules 2 & 3 (\$220.00) *	Modules 2 & 3 (\$840.00)
All 3 Modules (\$840.00) Mandatory for those required to attend under s75(C) Legal Profession Act	All 3 Modules (\$336.00) * Mandatory for those required to attend under s75(C) Legal Profession Act	All 3 Modules (\$1,260.00) Mandatory for those required to attend under s75(C) Legal Profession Act

*** After 60% subsidy; Subsidy not applicable for mandatory registrations**

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, **Wednesday, 22 February 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 Law Society Training Department 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.

1

The Law Society's vMCPD Scheme

Programme Category: Practice Management

Training Level: Update

Practice Area: N/A

**CPD Hours: 6 hours 30 mins (per module),
19 hours 30 minutes in total**