



## PURCHASE FORM

### Training & Continuing Professional Development ("CPD") Programme Materials

Please review the attached "Terms & Conditions for Sale & Purchase of Materials from Training & Continuing Professional Development Programmes" before making your purchase.

To purchase materials from the Law Society of Singapore, kindly complete this form and return the same duly signed with your non-refundable payment to:

Training & CPD Department  
The Law Society of Singapore  
c/o 11 Collyer Quay #06-02 The Arcade, Singapore 049317

A full list of our past Training & CPD Programmes is available on our CPD Portal at [www.lawsociety.org.sg/CPD](http://www.lawsociety.org.sg/CPD) under "Resources".

Please note that NOT all materials from past CPD Programmes are available for purchase and the Law Society reserves absolute discretion in determining the materials available for purchase.

For further enquiries, please contact us at: Tel - (65) 6557 2747, Fax - (65) 6557 2751, [cpd@lawsoc.org.sg](mailto:cpd@lawsoc.org.sg)

#### DETAILS OF PROGRAMME MATERIALS

Please fill in the event title(s) and indicate the type of materials you wish to purchase materials for below:

S/N	Event Title(s)/Event Date(s)/No. of Sets/Programme Materials		
1.	Title:	Date:	No. of Sets:
	PowerPoint slides / Papers, Handouts / Video recording on VCD/CD-ROM*		
2.	Title:	Date:	No. of Sets:
	PowerPoint slides / Papers, Handouts / Video recording on VCD/CD-ROM*		
3.	Title:	Date:	No. of Sets:
	PowerPoint slides / Papers, Handouts / Video recording on VCD/CD-ROM*		

\* Delete as appropriate

#### PAYMENT DETAILS

Mode of payment : ☐ GIRO DDA (Only for law practices with GIRO accounts with the Law Society) ☐ Cheque ☐ Cash

Total Fee payable : \$\_\_\_\_\_ (includes 5% GST)

**NB: Cheque payments should be made payable to "The Law Society of Singapore".**

#### PARTICULARS OF PURCHASER

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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**TERMS & CONDITIONS**  
**Sale & Purchase of Materials from**  
**Training & Continuing Professional Development ("CPD") Programmes**  
**("Programme Materials")**

1. With an average of 50 CPD Programmes conducted each year over the past 3 years, the CPD Committee has collated a wealth of reference materials from these seminars, workshops and conferences. While simply purchasing these materials is not a substitute for attending our on-site CPD programmes, the Law Society would like to make such Programme Materials available for purchase in an effort to share these valuable resources with members and non-members.
2. To encourage attendance at the Law Society's on-site events, Programme Materials will generally be made available for purchase 1 month after the relevant Programme. In exceptional situations where the consent of the CPD Director is obtained, Programme Materials may be sold at 100% of the Programme Fee.
3. Please note that not all materials from past CPD Programmes are available for purchase and the Law Society reserves absolute discretion in determining the materials available for purchase.
4. Soft copies of Programme Materials shall not be made available for sale. Only hard copies of Programme Materials may be sold. Purchasers shall respect copyright in all Programme Materials.
5. A catalogued and referenced database containing all Programme Materials is available for perusal at the CPD Department, *by prior appointment only*. Interested purchasers may make arrangements to peruse the available Programme Materials before purchase.
6. Prevailing GST rates shall be chargeable for any Programme Materials purchased.
7. Programme Materials shall be priced according to the following sliding scale:

Timeframe from Date of Programme Completed	% of Programme Fee*
Sale after 1 month to $\leq$ 3 months	75
Sale after 3 months to $\leq$ 6 months	50
Sale after 6 months to $\leq$ 12 months	25
Sale after 12 months to $\leq$ 18 months	20
Sale after 18 months to $\leq$ 24 months	10
Sale after 24 months	0

\* Please note that the Programme Fee may differ for members and non-members of the Law Society.

8. If VCD(s) or CD-ROM(s) of the Programme proceedings are available for sale, the same may be available for purchase the same with the Programme Materials for an additional \$20.00 per VCD/CD-ROM.
9. Each purchase of Programme Materials should be accompanied by a duly completed Purchase Form with payment.
10. Payment for Programme Materials may be made by cash, cheque or GIRO DDA (for law practices only) at or before the point of purchase of the Programme Materials.
11. Purchasers should arrange to collect the purchased Programme Materials from the CPD Department.
12. If the purchaser requires the materials to be delivered, the following delivery charges shall apply for packages weighing less than 1 kg:
  - a. \$4 for delivery within CBD area and \$8 for delivery outside CBD area by PDX within 2 working days; and
  - b. \$3 for delivery by post within 5 working days.

Additional charges shall apply for packages weighing more than 1 kg.