

8th LEGAL PRACTICE MANAGEMENT COURSE 2007

Wednesday, 7, 14 & 21 February 2007

9.00 am - 5.30 pm

Conference Room, Level 2, The Law Society of Singapore

About the Course

The 8th Legal Practice Management Course is being organised under **Section 75C** of the Legal Profession Act ("the Act"). A Solicitor's completion of this Course will count towards fulfillment of the requirement set out in section 75C(1)(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.

Since 2006, the Course has been restructured into a comprehensive 3-day programme based on participant feedback as well as the evolving needs of the legal profession. 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 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(1) (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, 7 February 2007

9.15-9.30am	Registration & Refreshments
9.30-11.00am	Owning and Managing a Law Practice (Part 1) 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. ☒ 5 Questions to help you decide what type of Practice you want ☒ 5 Steps to get started right ☒ 5 Ways to improve your bottom line
	<i>Mr Benjamin Ang – Associate Director, Engelin Teh Practice LLC</i>
11.00-11.15am	Morning Break
11.15am-12.45pm	Owning and Managing a Law Practice (Part 2) ☒ 5 Technologies that can improve your productivity ☒ 5 Ways to grow your Practice (and what you need to know about JLVs and Alliances) ☒ Summary & Lessons Learned
	<i>Mr Benjamin Ang – Associate Director, Engelin Teh Practice LLC</i>
12.45-1.00pm	Q&A
1.00-2.00pm	Lunch
2.00-3.30pm	Priming Your Practice for Success ☒ An Overview of the PRIMELAW Standards ☒ The concept of "Quality" and the underlying principles of the PRIMELAW Standards ☒ Benefits of PRIMELAW implementation for your Practice
	<i>Ms Sylvia Low - Bizibody Technology Pte Ltd</i>
3.30-3.45pm	Break
3.45-5.15pm	Managing Operational Risk through PRIMELAW ☒ Types of practice risks & how to identify areas of risks in your practice ☒ How does PRIMELAW address case management and risk management issues? ☒ Procedures and Systems for managing operational risk
	<i>Ms Sylvia Low - Bizibody Technology Pte Ltd</i>
5.15-5.30pm	Q&A

Day 2 – Wednesday, 14 February 2007

9.15-9.30am	Registration & Refreshments
9.30-11.00am	Financial Management of Your Law Practice (Part 1) ☒ Best practices in financial management ☒ Key Accounting concepts ☒ 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	Understanding Solicitors' Accounts Rules (Part 2) ☒ Proprietors'/Partners' and Directors' responsibilities for the client account ☒ Responsibilities of the approved book keeper

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

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	☒ The importance of a sound accounting system and proper financial management ☒ Understanding the rules made under LPA relating to <i>solicitors'</i> accounts
	<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</i> <i>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</i> <i>Ms Yasho Dhoraisingam – CEO, The Law Society of Singapore</i>
5.00-5.30pm	Q & A

Day 3 – Wednesday, 21 February 2007

9.15-9.30am	Registration & refreshments
9.30-10.30am	A Lawyer's Ethical Obligations (Part 1) ☒ Duty as counsel ☒ Duty to court ☒ Duty as a prosecutor/defence counsel
	<i>Mr Michael Hwang SC - Vice President, The Law Society of Singapore; Chairman, Ethics Committee, The Law Society of Singapore; Senior Counsel & Arbitrator, M/s Michael Hwang</i>
10.30-11.30am	A Lawyer's Ethical Obligations (Part 2) ☒ Relationships with clients ☒ Relationships with fellow solicitors ☒ 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 inter alia 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 - Professions & Financial Risks, Asia Pacific Regional Office, Lockton Companies (Singapore) Pte Ltd</i> <i>Ms R Ambika - Director - Professions & Financial Risks, Lockton Companies (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) ☒ 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 ☒ Unauthorised person acting as an advocate or solicitor and not acting as agent for any unauthorised person – Sections 32, 33 and 77 of the LPA ☒ Rule-making powers of the Council on issues of practice and ethics ☒ 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) ☒ Employment of staff – Section 78 of the LPA ☒ Disciplinary proceedings under sections 85 and 75B of the LPA ☒ Power of intervention of the Council ☒ Inspection of the accounts of a law practice under rule 12 of the Solicitors' Accounts Rules ☒ Anti-money laundering responsibilities
	<i>Ms Yasho Dhoraisingam – CEO, The Law Society of Singapore</i>
5.15-5.30pm	Q&A

About the Course Leaders

Day 1

Mr Benjamin Ang - Associate Director, Engelin Teh Practice LLC

Benjamin Ang was formerly the Administrative Director of White & Case LLP's Singapore office, with responsibility for all operations in Singapore. 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

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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.

Ms Sylvia Low - Bizibody Technology Pte Ltd

As lead consultants to the Law Society of Singapore in the "PRIMELAW" Standards, Bizibody was 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 Michael Hwang SC- Vice President, The Law Society of Singapore; Chairman, Ethics Committee, The Law Society of Singapore; Senior Counsel & Arbitrator, M/s Michael Hwang

Michael Hwang received his legal education (both undergraduate and post-graduate) at Oxford University. He then took up a teaching appointment at the Faculty of Law at the University of Sydney before returning to Singapore to commence private practice in 1968. In 1991 Mr. Hwang was appointed a Judicial Commissioner of the Supreme Court for a fixed term which expired at the end of 1992. During his term of office Mr Hwang dealt with a full caseload across the whole range of civil litigation. 15 of his judgments are reported in the Singapore Law Reports and several of them have been referred to with approval by other courts and academic commentators. He returned to private practice at the beginning of 1993, as the Head of Litigation at the law firm of Allen & Gledhill, Singapore. In 1997 Mr Hwang was appointed as one of the first twelve Senior Counsel of the Supreme Court of Singapore. He established his own specialist practice as Senior Counsel and Arbitrator at the beginning of 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 is currently serving her second term as its Vice-President. Malathi is also Vice-President and Exco member of regional law organisation LAWASIA. She practices in the field of commercial and family litigation in Messrs David Nayar and Vardan. 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. 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.

Ms K Sarogenei - Regional Director - Professions & Financial Risks, Asia Pacific Regional Office, Lockton Companies (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 the position of 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. Effective from 18th December 2006 Alexander Forbes (Singapore) Pte Ltd is known as Lockton Companies (Singapore) Pte Ltd.

Ms R Ambika - Director - Professions & Financial Risks, Lockton Companies (Singapore) Pte Ltd

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

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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. Effective from 18th December 2006 Alexander Forbes (Singapore) Pte Ltd is known as Lockton Companies (Singapore) Pte Ltd.

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** ☐ **Credit Card** ☐

(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		OTHERS	
Module 1 only	(\$315.00)	Module 1 only	(\$472.50)
Module 2 only	(\$315.00)	Module 2 only	(\$472.50)
Module 3 only	(\$315.00)	Module 3 only	(\$472.50)
Modules 1 & 2	(\$567.00)	Modules 1 & 2	(\$840.00)
Modules 1 & 3	(\$567.00)	Modules 1 & 3	(\$840.00)
Modules 2 & 3	(\$567.00)	Modules 2 & 3	(\$840.00)
All 3 Modules	(\$840.00)	All 3 Modules	(\$1,260.00)
Mandatory for those required to attend under s75(C) Legal Profession Act		Mandatory for those required to attend under s75(C) Legal Profession Act	

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.

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, 31 January 2007**:

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. 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.