

# 3<sup>rd</sup> SMALL FIRM PRACTICE MANAGEMENT SERIES

Wednesdays, 6, 13, 20 & 27 September 2006  
5.15-7.30pm

The Law Society of Singapore, Conference Room, Level 2



## About this Series

After two successful runs in 2003 and 2005, the Law Society is pleased to bring you its 3<sup>rd</sup> Small Firm Practice Management Series. This year's Series is a collaboration between the Small Law Firms Practice Committee and the Continuing Professional Development Committee. Participation will be subsidised by the Society for small law practices.

### Who Should Attend

All lawyers and law practice employees, particularly from small practices.

This Series aims to provide practical guidance to help lawyers from small practices and their support staff with the knowledge, skills and competencies to better manage their practices. While the learning points shared apply generally to all law firms alike, issues especially relevant for small practices are highlighted. Taught by subject matter experts in client care and ethics, law practice management and law practice accounting, this series is a **MUST ATTEND** for any legal professional or support staff in need of an update or overview on the rules of practice and ethics and fundamentals of managing a small law practice. Its modular format enables participants to select the topics of relevance or interest to them. **Places are limited, so register early!**

5.15-5.30pm Registrations and refreshments  
5.30-5.40pm Chairperson's Opening Remarks  
5.40-7.10pm Interactive seminar session (with group discussions, case studies, worked examples)  
7.10-7.30pm Panel Discussion / Q&A Session

## Programme Outline

DATE	TOPIC	SPEAKER(S)
6 September 2006	<b>Group Law Practice, Law Corporation, Limited Liability Law Partnership – What Is The Difference?</b> Issues discussed include: 1. Traditional Models – Sole Proprietorship or Partnership 2. First Innovation – The Group Law Practice 3. The advent of Law Corporations 4. Forthcoming – the Limited Liability Law Partnership 5. Contrasts & Similarities of Different Models	<ul style="list-style-type: none"> <li>Mr. Loo Ngan Chor – Partner, M/s Lee &amp; Lee</li> <li>Mr. Kim Seah – Chairman, Practice Structures Committee; Partner, M/s A.Ang, Seah &amp; Hoe</li> </ul>
13 September 2006	<b>The Solicitors' Accounts Demystified</b> Issues discussed include: 1. "Solicitors Accounts – Perspective of A Small Practice" a. Key Compliance Requirements under the Solicitors' Accounts Rules b. Clients' Accounts Management: Checks To Be In Place c. Using Clients' Accounts to Manage Cashflow d. Useful Financial Data From the Office Accounts	<ul style="list-style-type: none"> <li>Mr. Lim Seng Siew – Partner, M/s Ong, Tay &amp; Partners</li> <li>Mr. Ashok Chablani – Foo Kon Tan Grant Thornton</li> </ul>
20 September 2006	<b>Publicity – What Are the OB markers?</b> Issues discussed include: 1. The basic OB Markers 2. Publicity along the Information Superhighway. 3. When is Third Party/Client Publicity too close for comfort? 4. Publicity vs. Touting 5. Referrals and Touting	<ul style="list-style-type: none"> <li>Mr. Young Chee Foong – Director, Legis Point LLC</li> </ul>
27 September 2006	<b>Ethics for Legal Support Staff</b> Issues discussed include: 1. Rules of ethics on practice and duties to client and third parties relevant to support staff 2. "Know your client" requirements under the Society's proposed anti money laundering rule of practice relevant for support staff	<ul style="list-style-type: none"> <li>Ms Yasho Dhoraisingam – CEO, The Law Society of Singapore</li> </ul>

## About the Speakers (in speaking order)

**Mr. Loo Ngan Chor – Partner, M/s Lee & Lee**

**Mr. Kim Seah – Chairman, Practice Structures Committee; Partner, M/s A.Ang, Seah & Hoe**

Kim graduated from the University of Singapore Law Faculty in 1977 and Harvard Law School in 1978 and is a former Vice-Dean of the Law Faculty of the NUS. He has been in banking, corporate and commercial practice since 1989 and is a founding partner of Messrs A.Ang, Seah & Hoe.

Kim serves as a member of the Singapore Income Tax Board of Review, the International Chamber of Commerce Panel of Experts for Dispute Resolution under the DOCDEX Rules, Referee of the Singapore Industrial Arbitration Court, an arbitrator on the International Panel of the Singapore International Arbitration Centre and an accredited mediator of the Singapore Mediation Centre.

He is the Chairman of the Law Society's Practice Structures Committee which advises on the introduction of the LLP model for Singapore practitioners. As a member of the Law Reform Committee of the Singapore Academy of Law, he worked on the proposals leading to the previous inclusion of the LLC model into our Legal Profession Act.

**Mr. Lim Seng Siew – Partner, M/s Ong, Tay & Partners**

Lim Seng Siew is a partner of Ong Tay & Partners, a two partner legal practice. He also co-Chairs the Law Society's IT/EFS Committee and is a member of the PrimeLaw Committee, Ethics Committee and the Solicitors' Accounts Ad Hoc Committee 2006. He also is a member of the LawNet Management Committee of the Singapore Academy of Law. Seng Siew has been very active in promoting IT for small practices and is familiar with how to maximize their use to benefit legal practitioners in running their office, including managing their accounts – both the

**Programme Category: Practice Management**  
**Level: Update**

**Practice Are: N/A**  
**CPD Hours: 2hrs per session**

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office and clients' accounts. As a member of the Ad Hoc Committee set up to look into tightening the Solicitors' Accounts Rules, he is also familiar with its workings in a small legal office.

**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.

**Mr. Young Chee Foong - Director, Legis Point LLC**

Young Chee Foong is a Director of Legis Point LLC. He is a member of the Law Society's Ethics Committee which guides Council on issues relating to publicity. He was involved in the drafting and review of the Publicity Rules in its present form. He also serves on the PrimeLaw and Practice Structures Committees.

**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 Chairperson

**Mr. Mark Goh Aik Leng - Chairman, Small Law Firms Committee; Partner, M/s Goh Aik Leng & Partners**

Mark graduated from the University of Buckingham, UK in 1992 and obtained an L.L.B (Hons.), 2<sup>nd</sup> Class Upper Division. He obtained First Class Honours in Land Law and Labour Law. In 1993, he was admitted and called to the Utter Bar of England and Wales. In 1994, Mark was admitted and called to the Singapore Bar. After doing his pupillage in M/s Ramdas & Wong, he established the sole proprietorship of Goh Aik Leng & Partners in 1994. In 2000, Mark was appointed Lead Counsel by the Supreme Court of Singapore, in their Assigned Counsels Scheme for Capital cases.

#### 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 ☐ SCCA Member ☐ Other ☐

All prices are inclusive of 5% GST. Please circle as appropriate.

SESSION DATE/TITLE	LAW SOCIETY & SCCA MEMBERS	SPECIAL RATES – MEMBERS & EMPLOYEES FROM SMALL LAW PRACTICES (with 1 to 5 lawyers)	NON MEMBERS
<u>6 September 2006</u> Group Law Practice, Limited Law Corporation, Limited Liability Law Partnership – What Is The Difference?	\$52.50	\$26.25	\$63.00
<u>13 September 2006</u> The Solicitors' Accounts Demystified	\$52.50	\$26.25	\$63.00
<u>20 September 2006</u> Publicity – What Are the OB markers?	\$52.50	\$26.25	\$63.00
<u>27 September 2006</u> Ethics for Legal Support Staff	\$52.50	\$26.25	\$63.00
All 4 Sessions (Further 10% discount)	\$189.00	\$94.50	\$226.80

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, 30 August 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](mailto:cpd@lawsoc.org.sg)  
CPD Portal: [www.lawsociety.org.sg/CPD](http://www.lawsociety.org.sg/CPD)  
Website: [www.lawsociety.org.sg](http://www.lawsociety.org.sg)

#### REGISTRATION, REFUND & CANCELLATION POLICY

- Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
- The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
- 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.
- 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.
- 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.