



Book-Keeping for Law Practices Course



12 April 2017, Wednesday
3.30pm – 6.00pm



The Law Society of Singapore
39 South Bridge Road, Singapore 058673
Amicus Room Level 2



No. of Public
CPD Points:
2 Points

Practice Area:
**Professional
Skills**

Training Level:
General

About the Seminar

This Course will provide a clear and in-depth understanding of the requirements of the Legal Profession (Solicitors' Accounts) Rules ("SAR") and the Legal Profession (Solicitors' Trust Accounts) Rules. The Course will also explain the duties of an approved book keeper under the SAR.

Completion of this course by a book keeper satisfies the requirements for training under Rule 11A (2) of the SAR. Mandatory registrants are required to attend the course in its entirety.

Who Should Attend

This course is particularly useful for sole proprietors and employees of law practices with book-keeping responsibilities or any person interested gaining a better understanding of book-keeping for law practices and pitfalls to avoid in book-keeping for law practices.

Programme Outline

Time	Programme
3.00pm – 3.30pm	Registration
3.30pm – 4.00pm (30 mins)	Module 1 - Professional Responsibilities of Lawyers to Client's Money Module 2 - Statutory Duties of An Approved Book Keeper Module 3 - Anti-Money Laundering Requirements Daniel Tan – Assistant Director (Compliance), The Law Society of Singapore
4.00pm – 4.45pm (45 mins)	Module 4 & 5 - Conveyancing Accounts and Book Keeping Essentials for Law Practices Ashok Chablani
4.45pm – 5.00pm	Tea break
5.00pm – 5.40pm (40 mins)	Module 6- Regulatory Controls to Monitor & Safeguarding of Client's Money <ul style="list-style-type: none"> - Ambika Rajendram - Director (Conduct Department), The Law Society of Singapore - Rajvant Kaur - Assistant Director (Conduct Department), The Law Society of Singapore (15 minutes)
	Case Studies Discussion on Regulatory Controls to Monitor & Safeguarding of Client's Money <ul style="list-style-type: none"> - Michael S Chia – Founder and Managing Director, MSC Law Corporation (25 minutes)
5.40pm – 6.00pm (20 mins)	Module 7 - Putting It All Together <ul style="list-style-type: none"> - Speakers will be sharing further on the professional and ethical responsibilities as a book-keeper for law firms, the protocols and importance of safeguarding client's money, and take on any questions from the participants at the end of the discussion.
	Moderator Ambika Rajendram - Director (Conduct Department), The Law Society of Singapore
	Panellists Daniel Tan – Assistant Director (Compliance), The Law Society of Singapore Rajvant Kaur - Assistant Director (Conduct Department), The Law Society of Singapore Ashok Chablani Michael S Chia – Founder and Managing Director, MSC Law Corporation
6.00pm	End

Speakers' Profiles

Daniel Tan – Assistant Director (Compliance), the Law Society of Singapore

Daniel Tan is the Assistant Director of the Compliance department and he oversees the compliance requirements pertaining to practitioners, including the AML/CFT requirements.

Ashok Chablani

Ashok is a Fellow member of the Institute of Chartered Accountants in England & Wales and a member of the Institute of Singapore Chartered Accountants (ISCA). He was with Foo Kon Tan Grant Thornton LLP for over fifteen years and has been involved in various Rule 12 inspections on behalf of the Law Society.

Michael S Chia - Founder and Managing Director, MSC Law Corporation

Michael graduated in 1996 from the University of the West of England, Bristol, with a Bachelor of Laws (Honours). Michael was called to the English Bar by the Honourable Society of Middle Temple in 1997 and admitted to the Singapore Bar in 1998. Michael is a Member of the Singapore Institute of Arbitrators, an Associate of Chartered Institute of Arbitrators (UK), a Diplomate of the Singapore Insurance Institute (now Singapore College of Insurance) and an Affiliate of the Australia and New Zealand Institute of Insurance and Finance. Michael has been a Commissioner for Oaths since 2010 and a Notary Public since 2014. He is an Associate Mediator with the Singapore Mediation Centre since 2015 and with the Law Society Mediation Scheme since 2016.

Michael's practice focuses primarily on litigation and dispute resolution. In the course of his practice, Michael has handled a wide spectrum of disputes relating to debt recovery, contract breaches, intellectual property rights infringements, equity and trusts, defamation, accidents, landlord and tenant, employment, en-bloc conveyancing; construction and renovation; corporations and partnerships; marriages and children issues as well as criminal defence and prosecution.

Michael has undertaken non-contentious court work, such as making applications to the courts for Grants of Probate or Letters of Administration, Adoptions and Guardianship of Infants, and the Appointment of Deputies under the Mental Capacity Act.

Michael routinely provides legal support to small and medium enterprises (SME), which includes the giving of legal advice or opinions on diverse topics, the review and drafting of documents as well as the negotiation of contracts. Michael has a portfolio of SME clients who retain him for general legal advice on a monthly retainer.

Ambika Rajendram - Director (Conduct Department), The Law Society of Singapore

Ambika heads the Conduct department of the Law Society which handles all disciplinary complaints made against members. In her role, she further handles the processes involving inspection of accounts of law practices and interventions into the client account of law practices. She also supports various Committees of the Law Society including the Law Society's Solicitor's Accounts Rules Committee. She was previously a practising lawyer for 17 years. Thereafter, she was a director of Lockton Companies (Singapore) Pte Ltd where she handled professional indemnity claims made against lawyers for almost a decade.

Registration Fees

CATEGORY	REGISTRATION FEES (INCLUSIVE OF 7% GST)
Law Society Members, Approved Book-Keepers and Employees of Singapore Law Practices	\$214.00 <i>Mandatory for those required to attend under Rule 11A of the SAR (Mandatory for Approved Book keepers)</i>
Others	\$267.50

To register, please visit our website at: <http://www.lawsoc.org.sg/en-gb/events.aspx>. For enquiries, please contact us at cpd@lawsoc.org.sg or 6530-0230.

Terms and Conditions

- Allocation of seats is on a first-come-first-serve basis.
- Registration closes on **27 March 2017, Monday (5.00pm)**, or when all seats are filled.
- The registration fee is due and payable upon registration and must be received prior to the event.
- Payment must be made by the closing date stated. Registration will only be confirmed upon receipt of full payment.
- The Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the course or seminar.
- If you are unable to attend, a substitute delegate is welcomed, provided that the Law Society is notified in writing of the name and particulars of the substitute delegate at least 3 working days before the seminar.

Cancellation and Refund of Fees

- Participant who cancels their registration before the commencement date shall be liable to pay the percentage of the seminar fee set out as follows:
 - 20 days before commencement date: 25% of seminar fee.
 - 19 to 8 days before commencement date: 50% of seminar fee.
 - 7 days or less before commencement date: 100% of seminar fee.
- Participant who is unable to attend the seminar due to medical exigencies will be subjected to a cancellation fee of 50% of seminar fee.

Admin Note to Singapore Practitioners in relation to the Mandatory CPD Scheme:

No of Public CPD Points: 2 Points
Practice Area: Professional Skills
Training Level: General

Participants who wish to claim CPD Points are reminded that they must comply strictly with the Attendance Policy set out in the CPD Guidelines. This includes signing in on arrival and signing out at the conclusion of the activity in the manner required by the organizer, and not being absent from the entire activity for more than 15 minutes. Participants who do not comply with the Attendance Policy will not be able to obtain CPD Points for attending the activity. Please refer to <http://www.silecpdcentre.sg/> for more information.

Note: In the course of the workshops, seminar, conferences or events, photographs of participants/videos or interviews of the participants could be conducted by the Society, or its appointed vendors, for the purpose of post event publicity of the respective workshops, seminar, conferences or events, either in the Society's official publication/website or any third party's publication/website approved by the Society.