



IN PARTNERSHIP
WITH



**APPLICATION FORM FOR
SMARTLAW ASSIST
(AN EDUCATION FUND SUBSIDY SCHEME FOR
ONLINE KNOWLEDGE DATABASES)**

Important Information

1. Each Singapore law practice (“SLP”) is entitled to apply for a subsidy under this scheme for the first year subscription fees of **one** of the approved online knowledge databases, depending on the size of the SLP, as specified in Part 2 (Table of Subscription Cost and Subsidy under SmartLaw Assist). Notwithstanding the above, an SLP shall not be eligible for such subsidy if it has any outstanding debt due and owing to the Law Society of Singapore as at the date of application for such subsidy.
2. An SLP shall only be entitled to a subsidy of the first year subscription fees of the particular approved online knowledge database of its choice if it is not already currently subscribed to that particular online knowledge database.
3. The duly completed application form must be received by the Law Society of Singapore on or before **29 June 2018**. The maximum amount of subsidies put aside under the Law Society of Singapore Education Fund for this scheme is S\$250,000. Applications will be considered on a first-come-first-serve basis.
4. This Application Form is only for the purposes of applying for the SmartLaw Assist subsidy. You may be required to enter into a separate subscriber agreement with the vendor of the online knowledge database that you have chosen.
5. You shall receive a confirmation letter from the Law Society of Singapore if your application is approved. The decision to approve your application shall be made at the sole discretion of the Law Society of Singapore.
6. An SLP may apply for a subscription of more than one of the approved online knowledge databases at the prices specified in Part 2 (Table of Subscription Cost and Subsidy under SmartLaw Assist) of this document. However, the subscription of the second and subsequent databases shall not be eligible for any subsidy. For the subscription of the second and subsequent databases, the SLP will have to satisfy the requirement of being a first time subscriber to the chosen online knowledge database(s) as well as the eligibility requirements as to size. For such applications, please kindly contact: lpi@lawsoc.org.sg.
7. The subsidy shall only be payable by the Law Society of Singapore Education Fund at the end of the first year subscription period if you have:

- (a) Submitted a scanned copy of the duly completed Reporting Form under the Annex to lpi@lawsoc.org.sg no later than one (1) month after the end of the first year subscription period;
- (b) Submitted a copy of the subscription agreement between you and the selected vendor to lpi@lawsoc.org.sg;
- (c) You are a validly incorporated SLP as at the end of the first year subscription period; **and**
- (d) No outstanding debt due and owing to the Law Society of Singapore as at the end of the first year subscription period.

failing which you shall not be entitled to claim the subsidy amount from the Law Society of Singapore.

PART 1 – SINGAPORE LAW PRACTICE INFORMATION

Registered SLP Name:	<input type="text"/>
Correspondence address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="checkbox"/> Same as registered address in ACRA
Unique Entity Number (UEN):	<input type="text"/>
Number of lawyers:	<input type="text"/>
Contact Person:	<input type="text"/>
Telephone number:	<input type="text"/>
Email:	<input type="text"/>

PART 2 – TABLE OF SUBSCRIPTION COST AND SUBSIDY UNDER SMARTLAW ASSIST

Please put a tick in **only one** of the boxes in column 3 to indicate the online knowledge database which your law practice wishes to adopt using the subsidy under SmartLaw Assist.

Vendor / Product	Eligibility	Subscription Cost	Subsidy under SmartLaw Assist
<p>Informa Law: Building Law Reports/ Lloyd's Law Reports: Financial Crime/ Medical Law Reports/ Chinese Maritime and Commercial Law Reports</p>	<p>Only for SLPs with 30 or fewer lawyers</p>	<p>Subscription fees for one entry licence (up to 3 named user IDs) (choose one only):</p> <p><input type="checkbox"/> \$1000 p.a. for Building Law Reports</p> <p><input type="checkbox"/> \$700 p.a. for Lloyd's Law Reports: Financial Crime</p> <p><input type="checkbox"/> \$830 p.a. for Medical Law Reports</p> <p><input type="checkbox"/> \$700 p.a. for Chinese Maritime and Commercial Law Reports</p>	<p>60% of the first year subscription fees for one user ID will be reimbursed to the SLP by the Law Society after the end of the 1 year subscription period. In this case, the subsidy amount would be:</p> <ul style="list-style-type: none"> • \$600 for the Building Law Reports subscription package • \$420 for the Lloyd's Law Reports: Financial Crime subscription package • \$498 for the Medical Law Reports subscription package • \$420 for Chinese Maritime and Commercial Law Reports subscription package
<p>Lexis Nexis: LexRead™ 3 ebook content package</p>	<p>Only for SLPs with 5 or fewer lawyers</p>	<p>Subscription fees for one user ID:</p> <p><input type="checkbox"/> \$872* p.a. for the following 3 ebook content:</p> <p>a) Evidence & Litigation Process 6th edition;</p> <p>b) Criminal Law in Malaysia and Singapore; and</p> <p>c) Assessment of damages 3rd edition.</p> <p>*Prices are subjected to 7% GST</p>	<p>60% of the first year subscription fees for one user ID will be reimbursed to the SLP by the Law Society after the end of the 1 year subscription period. In this case, the subsidy amount would be \$523.20 for the LexRead 3 ebook content subscription package.</p>

<p>Lexis Nexis:</p> <p>Lexis Red® (Digital Referencing Tool)</p> <p>Selective content from the following titles*</p> <ul style="list-style-type: none"> • Halsbury's Laws of Singapore • Atkins Singapore <p>*Subject to practice area subscribed</p>	<p>All SLPs</p>	<p>Subscription fees for one user ID:</p> <p><input type="checkbox"/> \$1000* p.a. for any one of the following electronic version practice area content sets:</p> <ol style="list-style-type: none"> Administrative and Constitutional Law; Arbitration; Bankruptcy and Insolvency; Building and Construction; Commercial Law; Equity, Trusts and Succession; Family Law; Intellectual Property Media, IT and Communications; or Real Property. <p>*Prices are subjected to 7% GST</p>	<p>60% of the first year subscription fees for one user ID will be reimbursed to the SLP by the Law Society after the end of the 1 year subscription period. In this case, the subsidy amount would be \$600 for the Lexis Red® (Digital Referencing Tool) subscription package.</p>
<p>Thomson Reuters:</p> <p>ProView Onepass Digital Library or Westlaw Asia package for small law firms</p>	<p>Only for SLPs with 5 or fewer lawyers</p>	<p>Subscription fees for one small-sized SLP (up to 5 user IDs) (choose one only):</p> <p><input type="checkbox"/> \$500 p.a. for Westlaw Asia Tier 1 (common law jurisdictions including Singapore, UK, Australia and Malaysia)</p> <p><input type="checkbox"/> \$500 p.a. for 4 Sweet & Maxwell Asia ebook titles*</p> <p><input type="checkbox"/> \$500 p.a. for Singapore Civil Procedure (The White Book) 2018 – 2 Volumes plus 2 annual e-Supplements, plus</p>	<p>60% of the first year subscription fees for one user ID will be reimbursed to the SLP by the Law Society after the end of the 1 year subscription period. In this case, the subsidy amount would be:</p> <ul style="list-style-type: none"> • \$300 for the Westlaw Asia Tier 1 (common law jurisdictions including Singapore, UK, Australia and Malaysia) subscription package • \$300 for the 4 Sweet & Maxwell Asia ebook titles subscription package • \$300 for the Singapore Civil Procedure (The White Book) 2018 – 2 Volumes plus 2 annual e-Supplements, plus Singapore case summaries (ProView only – no print) subscription package

		<p>Singapore case summaries (ProView only – no print)</p> <p><input type="checkbox"/> \$750 p.a. for the following content:</p> <p>a) 2 Sweet & Maxwell Asia ebook titles*; and</p> <p>b) Singapore Civil Procedure (The White Book) 2018 – 2 Volumes plus 2 annual e-Supplements, plus Singapore case summaries (ProView only – no print)</p> <p>*Access to Sweet & Maxwell titles via ProView (digital version only) – no print copies included</p>	<ul style="list-style-type: none"> • \$450 for the following subscription package: <ul style="list-style-type: none"> a) 2 Sweet & Maxwell Asia ebook titles; and b) Singapore Civil Procedure (The White Book) 2018 – 2 Volumes plus 2 annual e-Supplements, plus Singapore case summaries (ProView only – no print)
<p>Thomson Reuters:</p> <p>ProView IP-access Digital Library package for mid-sized firms</p>	<p>Only for SLPs with 6 to 30 lawyers</p>	<p>Subscription fees for one SLP (firm wide IP access) (choose one only):</p> <p><input type="checkbox"/> \$1,025 p.a. for 3 Sweet & Maxwell Asia ebook titles*</p> <p><input type="checkbox"/> \$1,370 p.a. for 4 Sweet & Maxwell Asia ebook titles*</p> <p><input type="checkbox"/> \$1,800 p.a. for the following content*:</p> <p>a) Singapore Civil Procedure (The White Book) 2018 – 2 Volumes plus 2 annual e-Supplements, plus Singapore case summaries; and</p> <p>b) 1 Sweet & Maxwell Asia ebook title.</p> <p>*All options include 1 print copy of the title(s) selected for the firm’s physical library</p>	<p>60% of the first year subscription fees for one SLP will be reimbursed to the SLP by the Law Society after the end of the 1 year subscription period. In this case, the subsidy amount would be:</p> <ul style="list-style-type: none"> • \$615 for the 3 Sweet & Maxwell Asia ebook titles subscription package • \$822 for the 4 Sweet & Maxwell Asia ebook titles subscription package • \$1,080 for the following content: <ul style="list-style-type: none"> a) Singapore Civil Procedure (The White Book) 2018 – 2 Volumes plus 2 annual e-Supplements, plus Singapore case summaries; and b) 1 Sweet & Maxwell Asia ebook title.

PART 3 – SUBSCRIPTION DETAILS

Please list the online knowledge database which your firm wishes to adopt:

Preferred Commencement Date of Subscription*:

Preferred Length of Subscription**:

*** The actual commencement date of subscription is subject to confirmation from your selected online knowledge database provider.**

**** Notwithstanding that your preferred length of subscription may be for more than 1 year, the subsidy, if granted, will only be applicable for the first year of your subscription.**

PART 4 – GENERAL QUESTIONS

1. Is your firm currently subscribed to any online knowledge databases? Yes / No

2. If the answer to the above question is yes, please provide the following details:

a. The name of the online knowledge database(s) subscribed to.

b. The number of users of each of these database(s) signed up to by your firm.

c. The length of time that your firm has been subscribing to each of these database(s).

d. The area(s) of practice for which you use each of these database(s) to carry out research for.

e. Please rate your agreement with the following statements on the scale of 1 (strongly disagree) to 4 (strongly agree).

	Database 1: _____	Database 2: _____
1. It is user friendly.	1 2 3 4	1 2 3 4
2. On average, the users in my firm use it at least once a day.	1 2 3 4	1 2 3 4
3. It helps my firm improve the quality of its legal practice.	1 2 3 4	1 2 3 4
4. It helps my firm to be more productive.	1 2 3 4	1 2 3 4
5. My firm is satisfied with it.	1 2 3 4	1 2 3 4

PART 5 – DECLARATION BY APPLICANT

I declare that:

- a. the SLP is a licensed law practice in accordance with the provisions of the Legal Profession Act Cap.161 and the Legal Profession (Law Practice Entities) Rules 2015;
- b. the facts stated in this application and the accompanying information are true and correct to the best of my knowledge and I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, the Law Society of Singapore may, at its discretion, withdraw the grant and recover immediately from the SLP any amount of the grant that may have been disbursed.

Name:
Designation:
Date:

Company stamp:

ANNEX

**SMARTLAW ASSIST -
REPORTING FORM**

Please submit a scanned copy of the duly completed form below to lpi@lawsoc.org.sg **no later than one (1) month after the end of your first year subscription period.**

Registered SLP Name:

1. Please list the area(s) of legal practice for which you use the adopted database to carry out research.

2. With regards to the adopted database, please rate your agreement with the following statements on the scale of 1 (strongly disagree) to 4 (strongly agree).

1. It is user friendly.	1 2 3 4
2. On average, the users in my firm use it at least once a day.	1 2 3 4
3. It helps my firm improve the quality of its legal practice.	1 2 3 4
4. It helps my firm to be more productive.	1 2 3 4
5. My firm is satisfied with it.	1 2 3 4

3. Please provide information on the estimated reduction in time spent on research per individual and across the firm (time to be measured in man hours per week).

4. Please provide an estimate of the revenue increase, as well as any productivity increase (i.e. reduced cost, reduced cycle time, increased capacity and/or manpower savings) as a result of the adopted database (in percentage terms).

5. Will your firm be renewing the subscription of the adopted database? Yes / No

(a) If the answer to the above question is **yes**, please state:

(i) The reasons why your firm will be renewing the adopted database.

(ii) The length of time that your firm will be renewing the subscription of the adopted database.

(b) If the answer to the above question is **no**, please state the reasons why your firm will not be renewing the subscription of the adopted database.

6. Are there any specific areas of improvement that you would like to suggest should there be a further run of the SmartLaw Assist scheme?

Declaration

I declare that the information described in the above report is true and to the best of my knowledge.

Signature of Law Practice Proprietor/
Managing Partner / Managing Director

Date: