

[Webinar] Book-Keeping for Law Practices Course



21 February 2023, Tuesday
2.30pm – 5.45pm



*This programme is conducted as a live
webinar.*

**Note: This course will be coupled with 2 e-learning
modules. The e-learning modules are compulsory to
complete for those attending this course on a
mandatory basis.*



No. of Public
CPD Points:
3.0

Practice Area:
**Professional
Skills**

Training Level:
General

About the Programme

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 in gaining a better understanding of book-keeping for law practices and pitfalls to avoid in the course of book-keeping for law practices.

Additional e-Learning Modules

This course will be coupled with the following e-Learning modules:

1. [e-Learning] Anti-Money Laundering (AML) and Countering Terrorism Financing (CTF) (5 Modules)

Mod 1: Introduction to AML and CTF

Mod 2: Introduction to the Legal and Regulatory Framework for the Legal Profession to Prevent Money Laundering and Terrorism Financing

Mod 3: Obligation to Conduct Customer Due Diligence ('CDD') to Prevent Money Laundering and Terrorism Financing

Mod 4: Obligation to Report Suspicious Transactions ('STR') to Prevent Money Laundering

Mod 5: Internal Policies, Procedures, Controls and Training for Law Firms to prevent Money Laundering and Terrorism Financing

2. [e-Learning] Risk management (2 Modules)

Mod 1: Understanding and Managing Risks in a Law Practice Part 1

Mod 2: Understanding and Managing Risks in a Law Practice Part 2

Notes

It is compulsory to complete the e-learning modules for those attending this course on a mandatory basis. An e-Certificate of Completion will only be issued after the completion of the course AND e-Learning modules.

More information and access to the e-Learning modules will be provided closer to the commencement date of the course after successful registration and payment.

Programme Outline

Time	Programme
2.00pm – 2.30pm	Registrants to log on
2.30pm – 2.50pm	Professional Responsibilities of Lawyers to Client's Money K Gopalan - Director (Regulatory), The Law Society of Singapore
2.50pm – 3.10pm	Statutory Duties of an Approved Book Keeper Alvin Chen - Chief Legal Officer, The Law Society of Singapore
3.10pm – 3.30pm	Anti-Money Laundering Requirements Alvin Chen - Chief Legal Officer, The Law Society of Singapore
3.30pm – 4.15pm	Conveyancing Accounts and Book Keeping Essentials for Law Practices K Gopalan - Director (Regulatory), The Law Society of Singapore
4.15pm – 4.30pm	Break
4.30pm – 5.15pm	(a) Regulatory Controls to Monitor & Safeguarding of Client's Money K Gopalan - Director (Regulatory), The Law Society of Singapore (b) Case Studies Discussion on Regulatory Controls to Monitor & Safeguarding of Client's Money Michael S Chia – Managing Director, MSC Law Corporation
5.15pm – 5.45pm	Panel Discussion: Putting It Together <u>Moderator</u> K Gopalan - Director (Regulatory), The Law Society of Singapore <u>Panellists</u> Alvin Chen - Chief Legal Officer, The Law Society of Singapore Michael S Chia – Managing Director, MSC Law Corporation
5.45pm	End

Speakers' Profile



K Gopalan – Director (Regulatory), The Law Society of Singapore

K Gopalan graduated from the University of Singapore in 1978 and was admitted to the Bar in 1980.

He has been continuously in practice since admission and has generally been practicing civil litigation and conveyancing. He joined the Law Society in 2013 and has served as director in the Regulatory Department where he dealt with the complaints and disciplinary processes and in the Representation & Law Reform Department where he has dealt with a wide ranging issues relating to the practice of law and alternative dispute resolution.



Alvin Chen – Chief Legal Officer, The Law Society of Singapore

Alvin is the Chief Legal Officer of The Law Society of Singapore. He also heads the Law Society's Representation and Law Reform department.

Alvin graduated from the Faculty of Law, National University of Singapore, with Second Class (Upper Division) Honours, and holds two Master of Laws degrees from New York University and the National University of Singapore. Alvin has worked as a lawyer in both the public and private sectors.

Alvin has substantial practical experience with regulatory compliance in a law firm environment, including anti-money laundering, data protection and risk management.

Alvin has authored numerous articles on professional ethics for the Singapore Law Gazette. He was the winner of the 2017 Law Gazette Awards for his article "Ethical Limits of Making Imputations Against Complainants of Sexual Offences: Time for Reform?".

His notable publications (books and book chapters) include:

- Understanding Lawyers' Ethics in Singapore (Lexis-Nexis, 2016): co-author
- "Ethical Duties in the Conduct of Civil Proceedings" in Civil Litigation in Singapore (Sweet & Maxwell, 2016): author
- "Singapore: Regulating Domestic and Foreign Lawyers – Singapore's Unified Approach" in International Perspectives on the Regulation of Lawyers and Legal Services (Hart Publishing, 2017): co-author
- Chapter on "Legal Profession Act" in Annotated Laws of Singapore: Volume 3 (Court Practice and Procedure) (LexisNexis, 2021): author



Michael S Chia – 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 Diplomat 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 is the founder and Managing Director of MSC Law Corporation, a small-sized boutique dispute resolution practice. MSC Law Corporation is accredited as a Smart Law Legal Practice, for its efforts to harness technology to improve productivity, and named “Volunteer of the Year 2017” and “Volunteer of the Year 2018”, in the Small-Sized Law Practice category, for significant contributions to the Law Society of Singapore.

Aside from general civil litigation, which accounts for half of his caseload, Michael practices what is fashionably called “community law”, i.e. family law and criminal law. He is on the panel of volunteer lawyers for the Criminal Legal Aid Scheme and the panel of lead counsels for the Legal Assistance Scheme for Capital Offences. Michael also does solicitors’ work and has a portfolio of SMEs that retains his law practice to give advice on dispute avoidance and general legal matters.

Michael is a Council Member of the Law Society and sits in various standing committees of the Law Society.

Admin Note to Singapore Practitioners and s36B Foreign Lawyers in relation to the Mandatory CPD Scheme:

No of Public CPD Points: 3.0
Practice Area: Professional Skills
Training Level: General

Participants who wish to obtain CPD Points are reminded that they must comply strictly with the Attendance Policy set out in the CPD Guidelines. For this activity, this includes logging in at the start of the webinar and logging out at the conclusion of the webinar in the manner required by the organiser, and not being away from any part of the webinar 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 event, photographs/videos/interviews of participants could be taken/conducted by the Law Society or parties appointed by the Law Society for the purpose of post event publicity, either in the Law Society’s official publication/website, social media platforms or any third party’s publication/website/social media platforms approved by the Law Society.

Registration Fees

Membership Category	Fees (Inclusive of 8% GST and course materials)
Law Society Members, Approved Book-Keepers and Employees of Singapore Law Practices	\$237.60 <i>Mandatory for those required to attend under Rule 11A of the SAR</i> <i>(Mandatory for Approved Book-Keepers)</i>
Non-Member	\$345.60

To register, please visit our website at: <https://www.lawsociety.org.sg/CPD-Portal/Law-Society-Events>.
For enquiries, please contact us at cpd@lawsoc.org.sg or 6530-0255.

1. Terms and Conditions

- 1.1 Registration closes on the date as stipulated on the registration page or when all seats are filled.
- 1.2 The registration fee is due and payable upon registration and must be received prior to the programme.
- 1.3 Payment must be made by the closing date stated. Registration will only be confirmed upon receipt of full payment. An email confirming your registration will be sent to the email address provided in your registration, and/or a message confirming your registration will be displayed on the Website. If you do not receive confirmation of your registration within twenty-four (24) hours of your registration, please contact the Law Society CPD team at cpd@lawsoc.org.sg.
- 1.4 The Law Society reserves the right to refuse to register or admit any participant, and to cancel or postpone the programme.
- 1.5 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 programme.

2. Cancellation and Refund of Fees

- 2.1 Allocation of seats is on a first-come-first-served basis and limited seats for each programme.
- 2.2 Participant who cancels their registration before the commencement date shall be liable to pay the percentage of the registration fee set out as follows:
 - i. 20 calendar days before commencement date: 25% of registration fee.
 - ii. 8 to 19 calendar days before commencement date: 50% of registration fee.
 - iii. 7 calendar days or less before commencement date: 100% of registration fee.
- 2.3 Participants who cancel their registration without prior payment made shall also be liable to the cancellation fee set out in 2.2. In the event that the payment for cancellation fee is not received despite multiple chasers, a tax invoice will be issued and mailed to your law practice/organisation.
- 2.4 Participant who is unable to attend the programme due to medical exigencies will be subject to a cancellation fee of 50% of registration fee.

3. Intellectual Property Rights

- 3.1 The Law Society reserves all its intellectual property rights (including but not limited to all copyright) which it either owns or holds as licensor in the programme and any materials forming part of the programme (including but not limited to written materials, slides, recordings, assessments and downloadable materials) made available to you as part of the programme (“**Law Society Materials**”) and you agree that you will not do anything to infringe or prejudice those rights.
- 3.2 You may view (and where required to do so, download certain) Law Society Materials for your personal educational and training purposes only, subject to the restrictions set out in clause 3.3 below.
- 3.3 You may not:
- 3.3.1. download or copy onto any device or medium any Law Society Materials other than as may be required as part of the programme;
 - 3.3.2. sell, sublicense, distribute, display, broadcast, store, modify, translate or transfer any Law Society Materials;
 - 3.3.3. use any Law Society Materials to create any derivative materials or competitive products;
 - 3.3.4. use any automated, programmatic, scripted or other mechanical means to access the programme;
 - 3.3.5. allow anyone except the individual to whom access to an programme has been allocated;
 - 3.3.6. allow any third parties to access, use or benefit from the Law Society Materials in any way; or
 - 3.3.7. share your password or logon details with anyone.

4. Data Protection

- 4.1 All personal information you disclose to us in the registration form will be processed in accordance with the Personal Data and Protection Act. We will not share your contact details without your written consent.
- 4.2 By submitting this registration form, you consent that the Law Society may collect, use and disclose the personal data you provide in this form to administer your registration for this event and for statistical, analysis and planning purposes, solely related to this programme. You consent that we may disclose: (i) aggregate participant data to speakers to tailor their presentations for this event; (ii) aggregate participant data for publicity purposes.
- 4.3 You agree that any personal information you submit as part of your registration for the programme is accurate and that you have all necessary permissions to submit such personal information.