



## ABOUT THE FIRM

### OUR HERITAGE & OUR DEPARTMENTS

We were established in 1994 by a former *Freshfields* lawyer. We are now a medium-sized law practice with **around 37 lawyers in 5 departments** :

- **Corporate, Banking & Finance**
- **Litigation & Dispute Resolution**
- **IP, Media & Entertainment**
- **Conveyancing & Real Estate**
- **Asset & Wealth Management**

### AREAS OF EXPERTISE

We are best known for our Banking and Corporate Finance work, our Commercial and Corporate Litigation, our specialist Asset & Wealth Management team and our Intellectual Property work. More information is available at [www.tpclaw.com.sg](http://www.tpclaw.com.sg).

### WHY BE A PRACTICE TRAINEE WITH US?

- We are a closely-knit organisation with steady growth and great potential.
- We believe in working hard, playing hard and having a real life i.e. a life outside the office and the courtroom. We don't just say it; we live it.
- We have an open door policy, our lawyers readily share knowledge, experience, strategies and stories with one another.
- Our Directors are relatively young and very driven. Thinking out of the box and finding novel solutions are part of our practice. They bring with them a wealth of experience from their previous firms. Four out of five Department Heads are between 36 and 40 years of age.
- You will be exposed to challenging work, and we will train you to handle it.
- We firmly believe in giving each of our lawyers the opportunity and resources to grow and create his / her own practice as soon as possible. **What is good for you is good for us!**

## TRAINING CONTRACT INFORMATION

### NO. OF PRACTICE TRAINEES REQUIRED IN 2012 FOR EACH DEPARTMENT:

- Litigation & Dispute Resolution : 2 - 4

### RETENTION POLICY

1. We recruit to retain. For this reason, we are very selective and generally do not accept more Practice Trainees than we intend to retain in any given year. We have a history of retaining most, if not all, of our Practice Trainees.
2. Each Practice Trainee has an equal chance of being retained. He or she will be assessed on his / her own merits and performance during the Training Contract.

### TRAINING CONTRACT PACKAGE / SUPERVISING SOLICITOR / ROTATION

1. If you accept our offer of Training Contract, your Supervising Solicitor will be one of the following Directors\* (who are also Department Heads), depending on which department you are interested in being assigned to (this will be your 'Primary Department'):-

**Litigation & Dispute Resolution - Henry Heng**

(\* As a Supervising Solicitor can take up to a maximum of 2 Practice Trainees, another director may be appointed as the Supervising Solicitor if the quota is exceeded.)

2. Apart from your Supervising Solicitor, you will also have a Mentor. Your Mentor will be a Senior Associate or Associate in your Primary Department. Your Mentor is there to be your guide and friend in the transition from student-life to working-life.
3. Your Supervising Solicitor will have full responsibility for your training. He will bring you to court or arbitration hearings (where applicable), negotiations and meetings that he attends in Singapore. He may also, at his discretion, ask you to accompany other lawyers to hearings, negotiations and meetings so that you can learn from them too.
4. Our Practice Trainees will have a choice between these two broad training schemes :-

#### **A. Rotation Scheme Between Two Departments**

This scheme allows you to choose a Primary Department and a Secondary Department. You will spend half your Training Contract in your Primary Department and the other half in your Secondary Department. At the end of Training Contract, you will be asked which of these two departments you would prefer to start your professional career in.

This scheme is particularly useful if you have not yet decided which career path you wish to take e.g. whether you would prefer to be a Litigator or an IP lawyer.

## **B. Career-Weighted Scheme**

This scheme allows you to choose a Primary Department where you will spend the duration of your Training Contract, with the exception of three weeks. During those three weeks you have the option of working in one or more of the other departments in our law corporation. For example, if your Primary Department is Litigation & Dispute Resolution, you may choose to spend your three weeks in (1) Corporate, Banking & Finance, (2) IP, Media & Entertainment, (3) Conveyancing & Real Estate or (4) Asset & Wealth Management subject to minimum period of one week in each. At the end of your Training Contract, if you wish to be retained, you will start your professional career in your Primary Department.

This scheme is particularly useful if you have more or less decided on the career path you wish to take but at the same time would like to experience the working environment and challenges our other departments have to offer.

### **NO. OF PUPILS ACCEPTED FOR TRAINING CONTRACT AND RETAINED AS ASSOCIATES IN 2010:**

We retained 3 of our Practice Trainees.

### **HONORARIUM DURING TRAINING CONTRACT :**

1. Monthly Honorarium : S\$2,000 during full time Training Contract; and
2. Upon successful completion of the Training Contract and retention with us, we will reimburse in full the fees for :
  - Part B of the Singapore Bar Examinations and The Preparatory Course Leading thereto;
  - Board of Legal Education registration and Electronic Filing Service course fees; and
  - Filing and stamping fees of court papers necessary for admission to the Singapore Bar.

**EXPECTED STARTING DATE FOR RECRUITED PRACTICE TRAINEES:** January 2012 (exact date to be confirmed)

### **OTHER BENEFITS: CORPORATE PHILOSOPHY ON WORK-LIFE BALANCE**

We have a strong tradition of ensuring that all our lawyers have a good work-life balance, even at the start of their legal careers, which should be long and fruitful. This tradition extends to ensuring that our Junior Lawyers and Practice Trainees are not overworked and enjoy healthy social and family lives, despite the rigors of the training that they will have to undergo. We do not have any corporate gym memberships; nor do we frequently organize firm events. While such perks may seem attractive to some, **we consider it more important to see to it that our Junior Lawyers and Practice Trainees generally leave the office at a decent hour so they can have dinner with their friends and loved ones or engage in sports, recreational, religious or pro bono activities. We believe that great lawyers can lead great lives as well.**

## **CAREER INFORMATION**

Expected Starting Salary: **S\$4500 – 4700 (Depending on market rate at time of call.)**

Amenities Provided for Associates: **PLEASE SEE WORK-LIFE BALANCE PHILOSOPHY, ABOVE**

## **TRAINING CONTRACT CONTACT PERSON**

Name: **Sandra Wee** Telephone No: **6622 3826 (O)**

Designation: **Office Manager**

Email: [office.manager@tpclaw.com.sg](mailto:office.manager@tpclaw.com.sg)

## **APPLICATION INFORMATION**

All applications should be sent to Sandra Wee via [office.manager@tpclaw.com.sg](mailto:office.manager@tpclaw.com.sg) or by hand to TAN PENG CHIN LLC, 30 RAFFLES PLACE #11-00, CHEVRON HOUSE, SINGAPORE 048622 (Re : TRAINING CONTRACT APPLICATION).

All applications should, at the very least, contain some information on your personality, your career plans, your academic performance since Year One and your subjects for Year Four.

Good academic performance and law-related extra-curricular activities e.g. international moots, Singapore Law Review, debating, pro-bono work etc. will be an advantage, but are not essential. We don't just look at your grades or your ECAs, but 'the whole package'.