



## Basic Contract Negotiation for Charities

### Introduction

This course is applicable for those who are or who intend to be involved in contract negotiations for their charities, and do not possess formal legal qualifications. It is essential for individuals who are or who will be involved in dealing or working with contracts to have some fundamental working knowledge and skills to handle contractual issues and arrangements.

The course will introduce the basic structure of a contract and will enable participants to appreciate the common types of contracts they will encounter, such as the service agreement, employment agreement etc. It will further help participants understand typical contractual clauses and how to negotiate such clauses. Participants will be given practical pointers and guidelines to connect theory to practice. Methods of negotiations and hands-on exercises will also be provided.

### Course Contents

- What is a valid contract?
- Formalities of a contract
- Nature of a business contract
- Contract analysis
- Interpreting & understanding important clauses of a contract such as termination clauses, exemption clauses, indemnities, boiler plate clauses etc
- Drafting & negotiation
- Breach of contract

### For Whom

Personnel and Executives of charities, IPCs and VWOs who are or will be involved in working with contracts for their charity organisations but who do not have formal legal qualifications.

### Trainer

Mdm Lim Ting Yin is an Advocate & Solicitor of the Supreme Court of Singapore and is Board member of New Life Community Services Centre, a not-for-profit voluntary welfare organization.

She began corporate legal practice at Colin Ng & Partners and has since worked as corporate counsel in various companies including MNCs and listed companies. Her last appointment was that of Regional Legal Manager (Asia Pacific) and she has considerable experience in drafting and negotiating contracts including cross border transactions.

Ting Yin also has extensive experience and certification in training, having taught law at NUS, NTU, SIM University, Temasek Polytechnic & Ngee Ann Polytechnic. She was also part of the teaching faculty for the University of New South Wales, Asia and for the Law Society's Paralegal Certification Course.

Ting Yin co-authored "Singapore Company Secretary's Practice" and sub-edited "Company Law in Singapore".

### Enquiries

For enquiries: please contact SAICSA at Tel 6334 4302, Fax: 6334 4669 or email: [enquiry@saicsa.org.sg](mailto:enquiry@saicsa.org.sg)

Course Date: 6 April 2010 (Tuesday)

Time: 9.30 am – 5.30 pm

Venue: SAICSA Training Centre  
149 Rochor Road, #04-06,  
Fu Lu Shou Complex

\*Course fees: \$214  
\$42.80 (After 80% VCF funding)

\*Course fee includes 7% GST, refreshment and course materials.

## Funding Details

Applicant can only apply for **one funding** for this course that is either VCF funding or SDF funding.

## VCF Funding

Status	Amount Payable
Singaporean / PR (80% VCF funding)	\$42.80
Employment Pass / Work Permit Holder (60% VCF funding)	\$85.60

- For Charities/IPC's that are members of National Council of Social Service (NCSS), kindly apply VCF funding online at <https://www.ncssapp.org.sg> at least **one week** before course commencement.
- Charities and IPC's only need to pay after-funding amount if the VCF application is approved.
- For charities/IPC's that are not members of NCSS, please download the application form at <http://www.charities.gov.sg> (click on the "Funding and Support" tab, followed by "Training", "Training Application Form" and "Download Local Training Grant Application Form"). Mail the completed form to VCF Secretariat at least **one week** before course commencement.
- For enquiries on VCF Funding, please contact:  
VCF Secretariat  
Capability & Community Funding Department  
Hotline : 6210 2555 /Fax : 6210 2530 /Email : [ncss\\_vcf@ncss.gov.sg](mailto:ncss_vcf@ncss.gov.sg)

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## **Terms & Conditions**

- A place will be reserved for you upon receipt of registration form.
- Upon confirmation, an email will be sent one week before the commencement of the course.
- Payment is due **5 working days** prior to the commencement of the course.
- There would be no cancellation and/or refund if participant fails to attend the conference.
- Full payment is chargeable for withdrawal after commencement, partial attendance or no show on the day of the course.
- A replacement from the same company is allowed. The replacement applicant who meets the funding eligibility can attend the course without penalty. Otherwise, full course fee will be charged.
- Notice of withdrawal must be made in writing.
- For withdrawal given in writing 8 working days or more **before** commencement of the course, no cancellation fee will be charged.
- For withdrawal given in writing **less** than 8 working days prior to commencement of the course, a 50% of the full fee will be charged.
- SAICSA reserves the right to change the date, time and venue or cancel the course due to unforeseen circumstances.

## Registration Form

Fax: 6334 4669



### Basic Contract Negotiation for Charities

Course date: 6 April 2010 ~ Time: 9.30 am – 5.30 pm ~ Venue: SAICSA Training Centre ~

Name: (Mr Ms Mrs Mdm Dr ) \_\_\_\_\_ NRIC No.: \_\_\_\_\_

Nationality:  Singaporean  Singapore PR  Other: \_\_\_\_\_

Membership Status:  FCIS  ACIS  Grad ICOSA  Affiliate Member  Non-Member

Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Organisation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

(If different from participant)

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organisation Sector Category \*(Please tick in the box):

- |  |   |
|--|---|
| 1. Education <input type="checkbox"/>          | 5. Community <input type="checkbox"/>                       |
| 2. Health <input type="checkbox"/>             | 6. Sports <input type="checkbox"/>                          |
| 3. Arts and Heritage <input type="checkbox"/>  | 7. Others <input type="checkbox"/> (Please indicate): _____ |
| 4. Social and Welfare <input type="checkbox"/> |   |

#### VCF Grant

Apply for VCF grant: Yes, 80%  Yes, 60%  No

Please attached a copy of the VCF approved letter with the registration form if applying for VCF grant.

Note: To obtain VCF funding, participant must meet the funding eligibility, achieve **75% attendance of the course**, and submit the course evaluation form at the end of the course. Otherwise, participant has to pay the full amount of the course fee.

#### Administrative Details:

- For enquiries: please contact SAICSA at Tel 6334 4302, Fax: 6334 4669 or email: [enquiry@saicsa.org.sg](mailto:enquiry@saicsa.org.sg)
- Please ensure that you have read the terms and conditions
- All cheque payments should be made to "SAICSA"
- Please mail your registration form with payment to :  
**SAICSA, 149 Rochor Road, #04-06 , Fu Lu Shou Complex, S(188425)**

#### For Office Use

Invoice No:	Cheque No/Cash/Nets:	Amount:	Receipt No.