

WORKSHOP

FUNDAMENTALS OF NEGOTIATING, DRAFTING AND VETTING COMMERCIAL CONTRACTS

Day: Thursday & Friday
Date: 30th and 31st July 2009
Time: 9.30am to 5.30pm
VENUE: SAICSA TRAINING CENTRE

In Association
with:



Organisers



Focus

The focus of the course is to introduce participants to the importance of Contract Law. It is essential for individuals who are going to be involved in dealing with Contracts who will need an inside to deal with Contractual issues. Real Contract issues are discussed and cases and the way to deal with issues common in contract and the pitfalls will also be discussed.

Objective

By the end of the course, participants would have developed the approach to deal with issues of contracts. Drafting and vetting of contracts will be taught and participants will be given practical exercises and guidelines in approaching contracts as a whole.

Facilitator

Mr. David Shanmugam

He holds a Bachelor of Law degree from the University of London and Master of Business Administration degree from Victoria University. He has many years of experience in the private sector and he is presently working as an in house Legal Counsel for a local company. Over the years, he has conducted legal training for the corporate sector on the various practical legal issues facing the corporate field and has lectured for many training institutions, on Business and Company Law. His main forte, is in the field of corporate and commercial drafting of contracts, including company matters.

SDF Funding for SMEs
SAICSA MEMBERS: 14 CPE HOURS

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Course Outline

How can I protect my legal interest when signing a contract?

- What terms should be agreed.
- How to negotiate difficult terms
- Balancing risk when agreeing to certain terms

What are the pitfalls in payment terms and what should be done?

- Should the parties pay up 20% upfront?
- What currency should be used for payment?
- Payment by way of using LC and the advantages

What is meant by exemption liability clause?

- Definition of exemption clause
- Legal effects of exemption clauses
- Industry practice of using exemption clause

What must be done if a contract is to be terminated?

- What issues to be examined before terminating a legal contract?
- Business issues to consider before termination.
- Negotiation skills needed in termination of contracts

What post termination clause must be included when the contract is terminated and why?

- What post termination clauses must be incorporated?
- What issues will arise when post termination.
- Enforcement and methods of settlement

How indemnity clause should be dealt with when negotiating contracts.

- What is an indemnity clause?
- Risk involved in agreeing to indemnity clause
- What do you mean by cross indemnity?
- Solutions to handling indemnity clause
- Insurance and its role when signing contract.
- Why is insurance critical when contracts are signed.
- What insurance policies should be taken
- Negotiation and settlement of insurance claims.

Importance of negotiating contracts and what skills are critical.

- Arbitration and the Choice of law and settlement.
- Should law of neutral country be used.
- Is a better idea to use UK or US law in the circumstances

How to make settlements and what issues to deal with.

- Can the matter be settled amicably
- Must a settlement agreement be drafted and all settlement issues spelled out
- Should an Attorney be involved in the negotiation of settlement

What issues to balance before commencing legal action for breach of contract?

- Is bringing legal action the best method of settlement.
- What risk are involved if redress is to be obtained using litigation process

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Registration Form
Fax: 63344669

Day: Thursday & Friday
Date: 30th and 31st July 2009
Time: 9.30am to 5.30pm
Venue: SAICSA TRAINING CENTRE

Participant's Details:-			
Salutation:	Mr. ()	Miss ()	Ms () Mrs () Mdm () Dr. () Prof. ()
Status:	FCIS ()	ACIS ()	Grad ICOSA () Affiliate Member () Non Member ()
Full Name (Capital Letters):			
Designation:			Email:
Tel (Office):	H/P:	Fax:	
Office Address:			
			Postcode:
Are you applying for SDF grant: [] Yes [] No			

Contact Person (If different from participant) :-	
Full Name (Capital Letters):	
Designation:	
Tel:	Email:

Course Fee :-
\$481.50 Inclusive of study material and refreshments.
SAICSA MEMBERS: 14 CPE HOURS
Closing Date: Friday, 17th July 2009
SDF Funding for SMEs

Invoice No	Bank/Cheque No	Amount	Official Receipt	Remarks

Administrative Details

A) Date/Time/Venue:

- Thursday & Friday, 30th and 31st July 2009
- 9.30am to 5.30pm
- SAICSA TRAINING CENTRE,
149 Rochor Road, #04-06 Fu Lu Shou Complex, Singapore 188456

Closing Date: Friday, 17th July 2009

B) Workshop Fee:

Fee	Fee Inclusive of 7% Gst	Cheque made payable to
	\$481.50	“CCMD PTE LTD”

C) Registration:

Please send your completed registration form by:

- Fax: 6334 4669
- Email: azian@ccmdpl.com.sg
- Website: www.saicsa.org.sg / www.ccmdpl.com.sg
- Mail : 149 Rochor Road, #04-06 , Fu Lu Shou Complex, S188425
- Upon receipt of registration form, a seat will be reserved for the participant and email confirmation of the events will be sent to all participants by 21st July 2009.
- No refund for withdrawal.

The Organisers reserve their rights to change the date, time, and venue or cancels the training owing to unforeseen circumstances.


D) Payment:

Fee will be charged upon receipt of registration form. Payment must be made upon receipt of tax invoice. Cheque made payable to “CCMD PTE LTD”

E) Enquiries:

Ms Azian A. Bakar - azian@ccmdpl.com.sg

Ms Kris Tan – events@saicsa.org.sg

 Main: 6334 4302