



LEGIS POINT LLC  
Incorporated with Limited Liability  
Advocates & Solicitors  
16 Collyer Quay #11-01  
Hitachi Tower Singapore 049318  
Tel: (65) 6438 3668  
Fax: (65) 6438 2118

Our Ref: LP/Personnel/trncontract\_letter/

[Date]

[Name]  
[Address]

Dear [Name],

## LETTER OF APPOINTMENT

Legis Point LLC (the "Firm") is pleased to confirm its offer of a practice training contract for training in accordance with the relevant legislation on the following terms:

### 1. Basic Terms

- a) Designation: Your position will be as a Practice Trainee.
- b) Commencement Date: Subject to all relevant statutory and government requirements being met, and you having satisfactorily completed Part B of the Bar Course and Exam, your practice training contract will commence from [Period].
- c) Remuneration: During the practice training contract, your monthly honorarium will be [Amount]. Your practice training contract honorarium shall be payable monthly in arrears and pro-rated for partial calendar months.

During your Part B Bar Course & Exam, you will be paid a monthly honorarium of [Amount] to be payable monthly in arrears and pro-rated for partial calendar months.

The honorarium shall be subject to CPF and other deductions as may be prescribed.

- d) Retention: It is our policy to retain our practice trainees if their performance meets the requirements of the Firm. We therefore do not offer practice training contracts except to those whom we feel will have the potential and attitude to grow with and contribute to the Firm in the long term. We will accordingly give training assignments and supervise training to ensure that the practice training contract period with the Firm will be mutually beneficial and a rewarding experience. We will also designate a supervising solicitor to oversee your training. For those of our practice trainees who are retained, we will, in line with industry practice, reimburse the fees relating to the Bar Course and Exam, Electronic Filing Service, Board of Legal Education registration and stamp fees for court papers required for admission to the Singapore Bar.

2. Confidentiality: You will be required to at all times maintain the confidentiality of, and not disclose to any party outside the Firm, any and all client information and work product of the Firm (except to the client to which such information and work product relates or except as consented to in writing by the Firm or such client) and any information or work product which is of confidential or of a proprietary nature to the Firm; and you shall not use any such information or work product for any purpose except in the performance of your work with the Firm.
3. Termination The Firm may terminate this practice training contract without cause upon 7 days' notice in writing or, if with cause, immediately upon notice to you.
4. General Terms & Conditions: In addition to the terms contained in this letter, your practice training contract shall also be subject to the prevailing general terms and conditions of service and policies, rules and regulations of the Firm from time to time.
5. Governing Rules This practice training contract is governed by the Legal Profession Act and the rules made thereunder. The duties and obligations of the Firm under this contract are prescribed by the Legal Profession (Practice Training Period) Rules 2009 ("Rules") and guidelines issued thereto. You shall perform your duties and obligations in accordance with the Rules and the guidelines.
6. Governing Law The terms of this letter shall be governed and construed in accordance with the laws of Singapore. Any dispute as to any matter arising under, out of, or in connection with this contract shall be referred to and finally determined by arbitration at the Singapore International Arbitration Centre ("SIAC") and in accordance with its Rules.

We look forward to welcoming you as a member of the Firm. Please sign the duplicate copy of this letter and return it to the Firm as soon as possible to evidence your acceptance of our offer and your agreement to the terms set forth above. You should retain the original copy of this letter for your own file. Please note that this letter and the offer set forth herein will expire automatically without notice within 3 days from the date hereof, unless extended by the Firm, in the event your acceptance is not received by us on or prior to such time.

If you have any queries please do not hesitate to contact us.

Yours faithfully

**LEGIS POINT LLC**

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CONFIRMATION

I, [Name], hereby confirm my understanding and acceptance of the terms stated above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature