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Course Title: Getting It Right – Drafting Effective Submissions

Speakers: Tan Chuan Thye, Senior Counsel – Partner, Rajah& Tann Singapore LLP
Edmund Koh – General Counsel/Chief of Staff, INTELLEX

Duration: 75 minutes

Course description: Drafting submissions is at the core of what every litigation lawyer does; it is the backbone of what comprises our craft. Sound, persuasive and robust written submissions are complementary to the other fine art - oral advocacy.

Like all forms of legal advocacy, drafting a set of considered, well researched and persuasive submissions is a skill that can be learned, honed, and improved upon. Key to the development of such a skill are guidance, knowledge and application of some basic principles, and constant and diligent practice.

One of the speakers - an experienced Senior Counsel - will share his thoughts on the drafting process. These will include pointers on structuring the submissions, using authorities effectively and being comprehensive yet concise. The speaker will also share his views on what holds the attention of Courts and tribunals.

The second speaker will touch on the basics of conducting legal research, the dos and don'ts, as well as tips on carrying out research in as thorough and comprehensive a manner as possible. The programme will conclude with a demo of how you can improve your research skills through the use of the right research tools.

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About the speakers:



Tan Chuan Thye, Senior Counsel – Partner, Rajah & Tann Singapore LLP

Chuan Thye is a Senior Counsel of the Supreme Court of Singapore and a Fellow of the Chartered Institute of Arbitrators.

Chuan Thye has a broad commercial, corporate and financial dispute resolution practice as lead counsel in various court and arbitration proceedings. The practice has a wide geographical scope and he represents a range of domestic and international entities. He has been recognised by leading publications – such as Chambers Global – in the field of dispute resolution work.

Apart from his work as lead counsel, Chuan Thye has sat on a significant number of arbitration proceedings both as sole arbitrator and as part of a tribunal. He is on the panel of arbitrators of the ICC, the SIAC and the KLRAC.

In addition, Chuan Thye is recognised as a leading restructuring and insolvency lawyer and is a fellow of the Insolvency Practitioners Association of Singapore.



Edmund Koh – General Counsel/Chief of Staff, INTELLEX

Edmund is a founding member of INTELLEX, a legal technology startup, where he works on tools that help lawyers research better and work efficiently.

Edmund was previously from the Banking & Financial Disputes practice at WongPartnership LLP. Besides banking & finance-related disputes, he was also involved in the judicial review of the Singapore Land Authority by a property developer, defending an SIAC arbitration claim of US\$500 million concerning coalbed gas methane projects in the PRC, and successfully acted in an action to enforce a personal guarantee which involved complex issues in the conflicts of law such as the applicable law to determine an individual's capacity to contract.

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