



## RESPONDEK & FAN LTD

### DRAFTING & NEGOTIATING INTERNATIONAL COMMERCIAL CONTRACTS

Enhance your skills in a key  
area of international  
business transactions!

When? Friday, 28 November 2008  
Where? Sheraton Grande Sukhumvit,  
Bangkok  
Time? 08.30 hrs - 17.15 hrs  
Seminar Fee? THB 13,900

#### BENEFITS:

After attending the full-day seminar,  
delegates will be able to:

- have a good understanding of all important contract clauses
- adopt new techniques in negotiating and drafting contracts
- benefit from expert legal advice on a number of crucial contract questions
- maximize contract potential and minimize risks from poor contract drafting
- reduce future legal fees by improved in-house contract drafting capabilities



Dr. Andreas Respondek



Patrick Holert, CFA

#### TOPICS COVERED

- \* Systematic review and analysis of all essential general contract clauses
- \* Pre-contract considerations to optimize your contract results
- \* Avoiding typical drafting pitfalls
- \* Financial issues in contracts
- \* Thorough review of major international contract types, i.e.:
  - > Technology Transfer, License and Franchise Agreements
  - > Joint Venture Agreements
  - > Dispute Settlement Agreements
  - > Secrecy Agreements
  - > Distribution and Agency Agreements etc



#### RESPONDEK & FAN LTD

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**FULL ONE DAY PROGRAMME, Friday 28. November 2008**  
**Sheraton Grande Sukhumvit Bangkok Hotel, 08.30 – 17.15 hrs**

08.30 - 09.00	Registration of Delegates
09.00 - 09.10	Welcome of Delegates and outline of seminar
09.10 - 09.50	Effective Negotiation of International Contracts <ul style="list-style-type: none"><li>* Cross cultural communication skills</li><li>* Planning, negotiation and drafting stages</li><li>* Negotiation techniques</li></ul>
09.50 - 10.10	Basic legal concepts affecting International Contracts <ul style="list-style-type: none"><li>* Definition of contract</li><li>* Major legal systems and their influence on contracts</li><li>* Formation of contracts and freedom to contract</li><li>* Performance and interpretation of contracts</li><li>* Offer &amp; Acceptance</li></ul>
10.10 - 10.30	<b>Networking Coffee Break</b>
10.30 - 10.45	Effective Drafting of International Contracts <ul style="list-style-type: none"><li>* Contract characteristics</li><li>* Points to clarify before drafting</li><li>* Steps in the drafting process</li><li>* Contract administration</li></ul>
10.45 - 11.10	Pre-contractual documents and the structure of international contracts <ul style="list-style-type: none"><li>* Pre-contractual liability</li><li>* Letters of Intent, MoU's, Heads of Agreement</li><li>* General structure of international contracts</li></ul>
11.10 - 12.00	Typical contract clauses (1) (The Structure of International Contracts, Provision concerning parties, whereas clauses, definitions, payment terms and security for payment etc.)
12.00 - 13.00	<b>LUNCH BREAK</b>
13.15 - 13.45	Typical contract clauses (2) (Term, termination, notices, assignment, warranties, force majeure and hardship, liquidated damages and other penalties, entire agreement, arbitration, milestones)
13.45 - 14.30	Financial issues in Contracts
14.30 - 15.00	Joint Venture Contracts
15.00 - 15.30	<b>Networking Coffee Break</b>
15.30 - 16.00	Technology Transfer, License and Franchise Agreements
16.00 - 16.30	Special treaties affecting international contracts
16.30 - 16.45	Confidentiality and Secrecy Agreements
16.45 - 17.15	Distribution and Agency Agreements; Dispute Settlement Agreements; Wrap up and summary
17.15	Close of seminar

**FEES:**

The full Registration Fee is THB 13,900 per person. This fee includes the costs for all sessions, luncheons, refreshments and seminar materials. Payment is required with registration and must be received prior to the conference to guarantee your participation.

**METHOD OF PAYMENT:**

Please cross cheque or bank draft made payable to "Respondek & Fan Ltd." and mail your payment together with this registration to Respondek & Fan Ltd, 323, 39th Floor, Suite 3904 B, United Center Building, Silom Road, Bangrak, Bangkok 10500.  
Overseas delegates may pay by telegraphic transfer to Respondek & Fan Ltd.'s account:  
Account No.: 001-047745-001. Swift code: HSBCTHBK. The Hong Kong and Shanghai Banking Corporation Limited, all banking charges are to be strictly borne by the sender.  
Kindly quote your company's name in your payment instruction.

**GROUP DISCOUNT:**

For two or more participants from the same company, the fee per person is reduced to THB 12,900.

**CANCELLATION, REFUND & TRANSFER:**

A full refund less 10% administrative charge will be made for all cancellations that the organizer receives at the latest by 14 November 2008. A complete set of conference documentation and a 50% refund will be given for cancellations received by 21 November 2008. We regret that no refund can be made for a cancellation received after 21 November 2008.

**CONFERENCE VENUE:**

Sheraton Grande Sukhumvit Hotel 250, Sukhumvit Road, Bangkok, 10110, Thailand  
Tel: +66 2649-8888 Fax: +66 2649-8000  
All registrations must be sent to the Organizer

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## RESPONDEK & FAN LTD

### About Respondek & Fan

Respondek & Fan is an International Law Firm with offices in Singapore, Bangkok and Ho Chi Minh City. Founded in 1998, the firm specializes in international business, commercial and corporate transactions, international contract law, arbitration and healthcare issues.

### Dr. Andreas Respondek

Dr. Respondek, has over 20 years of experience in international law practice and as Managing Director of various companies in Thailand, China and the Asia Pacific region. As the founder of Respondek & Fan he holds a Bachelor of Laws, a Master of Laws and a Ph.D. in law. He is admitted to the Bar in the USA (since 1983) and Germany (since 1986). Dr. Respondek is a Chartered Arbitrator and a lecturer at the German Institute of Science and Technology (Subsidiary of the TU Munich), Singapore. Dr. Respondek is fluent in German, English, French, Spanish and Chinese. He is on the Board of directors of various multinational companies in Singapore and Thailand.

### About Sun Capital Research

Based in Bangkok, Thailand, Sun Capital Research provides research, analytical support, and advisory services for companies that are seeking to raise capital or enhance shareholder value. Its clients have ranged from startup companies to global financial institutions. Since its founding in 2004, the firm has completed projects in Cambodia, India, Malaysia, Singapore, Thailand, the United Arab Emirates, and Vietnam.

### Patrick Holert, CFA

Mr. Holert has more than 20 years of experience in investment research, private equity and consulting. He is founder and Managing Director of Sun Capital Research and has provided financial advice to dozens of investors and companies across Asia. Previously, he has held senior positions with Nomura Securities, Asset Plus Securities, Indochina Asset Management and Price Waterhouse Coopers. Mr. Holert specialized in finance at The University of Chicago Graduate School of Business, has a BA in economics and mathematics from Claremont McKenna College, and is a Chartered Financial Analyst.

## REGISTRATION FORM

Name	(Dr./ Mr./ Mrs./ Ms.)
Job Title	
Company	
E-mail	
Address	
City	
Postcode	
	Tel. No.: <input type="text"/> Fax. No.: <input type="text"/>

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