



RESPONDEK & FAN PTE LTD

DRAFTING & NEGOTIATING INTERNATIONAL COMMERCIAL CONTRACTS

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

When? Tuesday, 07 October 2008

Where? Raffles Hotel Singapore

Time? 08.30 hrs - 17.15 hrs

Seminar Fee? SGD 550

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 PTE LTD

1 North Bridge Road #16-03 High Street Centre Singapore 179094

Tel: +65 6324 0060 Fax: +65 6324 0223 Email: respondek@rflegal.com Website: www.rflegal.com

FULL ONE DAY PROGRAMME, Tuesday 7 October 2008

Raffles Hotel Singapore, 08.30 hrs - 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">* Cross cultural communication skills* Planning, negotiation and drafting stages* Negotiation techniques
09.50 - 10.10	Basic legal concepts affecting International Contracts <ul style="list-style-type: none">* Definition of contract* Major legal systems and their influence on contracts* Formation of contracts and freedom to contract* Performance and interpretation of contracts* Offer & Acceptance
10.10 - 10.30	Networking Coffee Break
10.30 - 10.45	Effective Drafting of International Contracts <ul style="list-style-type: none">* Contract characteristics* Points to clarify before drafting* Steps in the drafting process* Contract administration
10.45 - 11.10	Pre-contractual documents and the structure of international contracts <ul style="list-style-type: none">* Pre-contractual liability* Letters of Intent, MoU's, Heads of Agreement* General structure of international contracts
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	LUNCH BREAK
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	Networking Coffee Break
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 SGD 550 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 Pte Ltd" and mail your payment together with this registration to Respondek & Fan Pte Ltd, 1 North Bridge Road #16-03 High Street Centre, Singapore 179094

Overseas delegates may pay by telegraphic transfer to Respondek & Fan Pte Ltd's account:
Account No.: 152-235412-001. Swift code: HSBCSGSG. The Hong Kong and Shanghai Banking Corporation Limited, 21 Collyer Quay, #08-01, HSBC Building, Singapore 049320, 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 SGD 500

CANCELLATION, REFUND & TRANSFER:

A full refund less 10% administrative charge will be made for all cancellations that the organizer receives at latest by 17 September 2008. A complete set of conference documentation and a 50% refund will be given for cancellations received by 29 September 2008. We regret that no refund can be made for a cancellation received after 29 September 2008.

CONFERENCE VENUE:

Raffles Hotel Singapore 1 Beach Road Singapore 189673
Phone: +65 6337 1886 Fax: +65 6339 7650
All registrations must be sent to the Organizer

RESPONDEK & FAN PTE LTD

1 North Bridge Road #16-03 High Street Centre Singapore 179094
Tel: +65 6324 0060 Fax: +65 6324 0223 Email: respondek@rflegal.com Website: www.rflegal.com



RESPONDEK & FAN PTE 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.: Fax. No.:

RESPONDEK & FAN PTE LTD

1 North Bridge Road #16-03 High Street Centre Singapore 179094

Tel: +65 6324 0060 Fax: +65 6324 0223 Email: respondek@rflegal.com Website: www.rflegal.com