

Internship Booklet

Our History

Established in Malaysia in 1989, Tay & Partners (“**Firm**”) is a full service commercial law firm with offices in Kuala Lumpur and Johor Bahru. We serve the legal needs of a wide portfolio of clients, both local and multinational, across a broad spectrum of industry sectors.

Our Practice Areas

Our Firm consists of three core departments, namely the Corporate, Intellectual Property and Dispute Resolution departments. We have expertise in the following areas of practice:

- Arbitration
- Aviation
- Banking & Finance
- Banking Litigation / Insolvency
- Competition Law
- Corporate
- Corporate & Commercial Dispute Resolution
- Corporate Secretarial
- Data Protection
- Debt & Equity Capital Markets
- Employment & Industrial Relations
- Franchising
- Intellectual Property
- Real Estate
- Technology, Multimedia & Telecommunications
- Trade Regulations & Investments Compliance

Our Philosophy

We are committed to developing the very best of legal minds. Through our Internship Program, you will gain practical experience of your academic learning. We want you to reach your potential as an outstanding legal practitioner. Considerable time, effort and cost are invested to help our interns develop their skills, knowledge and level of practice.

Our Internship Program

We encourage our interns to participate in our Internship Program for a minimum one month period. The Firm may consider any request for shorter or longer internships on a case to case basis at its absolute discretion.

As an intern, you will begin with an induction to our firm. You will be assigned a lawyer-mentor, to whom you will regularly report and meet to discuss your progress. You may, however, be assigned tasks by any lawyers in the Firm. You will have the opportunity to rotate through our core areas of practice in the Corporate, Intellectual Property and Dispute Resolution departments.

During the course of the Internship Program, you will:

- Be given the chance to experience working life and put theories learnt from university into practice.
- Be exposed to case management and client management.
- Be guided on professional ethics in workplace and also office policy/procedures.
- Be guided on developing your research, drafting and advisory skills.
- Be given the opportunity to observe meetings and/or conference calls between our lawyers and the clients of our Firm.
- Be given the opportunity to observe court proceedings.

Our working hours are from Mondays to Fridays, 8:30 a.m. – 5:30 p.m. You may be required to work additional hours as and when necessary to complete any tasks assigned which have been assigned to you. Lunch break is for one hour only to be taken between 12:00 p.m. to 2 p.m. each day.

Interns will not be remunerated. However, if you are required by the Firm to travel for clients' meetings or to attend court, you may submit your mileage or transport claims which are subject to the Firm's policies and approval by the management of the Firm.

The Firm's office attire code is as follows:

Monday – Thursday : Formal Office Wear
Friday : Smart Casual

Internship Syllabus

We aim to provide our interns with hands on experience and practical application of their academic learning. You will be exposed to various aspects involved in the practice of law and day to day operations of a law firm including:

Litigation

1. Drafting

- Drafting of letters and email correspondence
- Drafting of pre-litigation documents including holding letter and letter of demand
- Drafting of pleadings

2. Court proceedings & advocacy

- Attending court with lawyer to watch brief and to understand the conduct of court proceedings at various levels

3. Legal research

- Undertaking legal research
- Developing research skill and learning to use the available resources including online database, law journal, text and reference materials in the law library
- Developing practical application skill by interpreting and applying the research result to actual file

4. Miscellaneous

- Participating in meeting and conference call
- File management

Corporate and Commercial

Assignments can be given to you from several directions, corporate and commercial, mergers & acquisitions, banking and finance, real estate, competition law and aviation, to maximize exposure to corporate and commercial practice during your stay. You will benefit not only from substantive independent assignments suitable to your abilities, but also from the opportunity to observe members of the firm at work in client interviewing, conferences, and negotiation with counterparty.

1. Contract drafting and review

- Terms sheet
- Sale and purchase agreement
- Tenancy agreement
- Share sale agreement

2. Legal due diligence

- Preparing legal due diligence checklist
- Conducting legal due diligence exercise
- Drafting legal due diligence report

3. Legal research and advisory

- Conducting basic legal research and gathering facts
- Advising on regulatory compliance
- Gathering knowledge necessary for problem solving and applying the law to fix client problems

Intellectual Property

1. Trade Mark Prosecution

- Attending to Trade Mark searches and preparing Trade Mark search report
- Drafting and checking specification of goods
- Filing Trade Mark application
- Following up with Registry
- Attending hearing with lawyer

2. Intellectual Property Litigation & Dispute Resolution

- Conducting legal research
- Drafting of pre-litigation documents including cease and desist letter and letter of undertaking
- Drafting of pleadings

3. IP Enforcement

- Attending meeting with lawyer
- Preparing required documents prior to the raid operation