

Law Firm Recruitment Information

KWAN & CHOW SOLICITORS

| | |
|-------------------------|---|
| Position : | Paralegal |
| Job Type : | Full-time |
| Firm's practice areas : | Various civil matters including civil litigation, conveyancing, company and commercial matters, wills and probate / estate administration of estate, landlord and tenant matters, property management and DMC enforcement, intellectual property, China Attesting and notarization. |
| Requirements : | <ul style="list-style-type: none">- Completed LLB / JD- Good academic background- Good command of English and Chinese- Mature, good interpersonal skills and able to work under pressure- Expect to start in November 2020 |
| Application procedure : | Send your full resume and expected salary to our email address below |
| Contact : | Mr. Tom Tsang (tel: 2526-5528) Email : ttsang@kwanandchow.com |
| Remarks : | Personal data collected will be used for recruitment-related purposes only |

梁寶儀劉正豪律師行
有限法律責任合夥
LEUNG & LAU, Solicitors LLP

We invite applications for the position of:

1. Research Assistant

We are a medium size law firm, Leung & Lau, Solicitors. We are conducting an IT project on Employees Compensation cases and Personal Injuries cases in HK and require a diligent law student to conduct some of the required background legal research.

- Fair remuneration commensurate to ability and contribution will be given.
- Flexible working hours and location.
- Knowledge on Employee Compensation and Personal Injuries is preferred but not essential.

Please apply with full resume to The Recruitment Manager, 16/F, Bangkok Bank Building, 28 Des Voeux Road C., Central, Hong Kong or by email to recruitment@leunglau.com

Personal data collected will be treated in strict confidence and will be handled confidently by authorized personnel for recruitment-related purposes. Information on unsuccessful applications will be destroyed after the recruitment exercise.

PRIVILEGED AND CONFIDENTIAL

If you received this in error, do not keep, copy or pass it on. Please notify us immediately at (852) 3421 2870 and we will retrieve it. Thank You.
如非收件人，因郵遞錯誤而接收此文件，請勿保存、複印或轉遞。敬請立即致電(852) 3421 2870 給本行，以便本行處理。謝謝！

| | | | | | |
|------------------|---------------------|--------------|--|-----------------------|--------------|
| PARTNERS: | NANCY LEUNG | 梁寶儀律師 | CONSULTANT: SENIOR ASSOCIATE: ASSOCIATES: | CHRISTINA KAM | 甘美娜律師 |
| | JONATHAN LAU | 劉正豪律師 | | STEVE CHOW | 周少南律師 |
| | DAVIS CHAN | 陳棟華律師 | | QUINCY HO | 何軍賜律師 |
| | | | | TSE CHUNG PING | 謝中平律師 |
| | | | | WARREN CHAN | 陳廷鈞律師 |

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Visit the careers website for more on working at Linklaters, upcoming events and contacts.

careers.linklaters.com



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Are you ready?

CAREERS IN LAW



Linklaters



Want to get to know us a little better? Read on.

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WHY LINKLATERS?

Are you ready?

From a shifting geopolitical landscape to the exponential growth in fintech, this is a time of unprecedented change. At Linklaters, we're ready. Our people go further to support our clients, with market-leading legal insight and innovation. We go further for each other too. We're people you want to work with, generous with our time and ready to help. So no matter what the future holds, with us you'll be one step ahead.

Empowering our teams

Working together and working well together: there's an important difference. In an international firm of our scale, it's a given that we work on complex projects over multiple jurisdictions. But it's how we do it that makes us different. Wherever you are in the firm, you'll find people you want to work with. We welcome diversity and individuality. It's what makes this a great place to work.

We attract and develop talent with the potential to become exceptional. Whether you choose to stay or ultimately pursue opportunities elsewhere, we want you to fulfil your potential.

OUR VALUES

Better shared

We strive for excellence
We are leaders
We respect each other
We act with integrity
in everything we do
We are one team

And we're well aware that your job satisfaction and our success go hand in hand. So you'll be involved in complex, high-profile, multi-jurisdiction work for the world's leading organisations. Along with highly competitive rewards, we'll provide the very best training throughout your career, with open feedback at every stage. And we reward your commitment to learning with the flexibility you need to steer your own career.

Together, we'll create an environment where outperforming is the norm. We'll ensure you exceed what you imagined you were capable of, and deliver the excellent service our clients deserve.

Our strengths and vision set out our roadmap to an even more successful future. Achieving it, though, starts at home. It calls for everyone who works under the Linklaters name to work to common values. It's what we call 'Our Team Linklaters Way'. Our five values guide every action we take, making us stronger and bringing us closer to our goals.



WHY LINKLATERS?

Investing in our clients

New markets, new technology and new demands. The world is changing at a dramatic pace, presenting businesses with complex challenges. At Linklaters, we offer the market-leading expertise our clients need to succeed. We are business partners as well as legal advisors. Guided by experts from the world of law and beyond, we are our clients' guide to global trends and their commercial implications.

Work with us, and you'll discover it's our approach that sets us apart as much as our expertise. We're supportive, open-minded and passionate. With cutting-edge work, we grasp clients problems from every angle. Then we go out of our way to help. And it's that unwavering commitment that fuels our expertise and fantastic client service.

While we've already achieved a great deal, we're not complacent either. Our vision is to be best-in-class, which means winning in our chosen markets. We want to be the go-to firm for our clients, so we will become more client-centric, collaborative, and entrepreneurial.

Focusing on the future

In our rapidly changing world, our clients, and our own people, expect us to keep evolving to stay a step ahead so we're entrepreneurial, and it's this mindset that's led us to set legal precedents. We seek out ways to do things differently and embrace innovative ideas, tools and technology.

It starts with our culture. Join us and you'll be struck by how well we work together. Open, approachable people make for great teams. Teams that are more united even when separated by hundreds of miles. We invite everyone who works here to shape our ideas and ensure they're not afraid to experiment. We help each other to do the right thing for our clients, communities and the environment – because together, we're more effective.

“

We deliver the very best for our clients because of our culture where people are confident, empowered and supported to fulfil their full potential. What a great career platform for any ambitious candidate.

Charles Jacobs
Chairman and Senior Partner

”

OUR PRACTICE AREAS

Where strength meets depth

Rather than specialise in just one area, we're proud to have leading practices in corporate, finance division and dispute resolution.

Our corporate division is a world leader in mergers, acquisitions, equities, joint ventures and private equity. In finance division, we advise on the most complex financing and derivatives transactions for major financial institutions and private equity sponsors, and are a market leader in leading energy and infrastructure projects as well as structuring debt issuances for a variety of clients in the region.

Wherever you ultimately focus, you'll be involved in the very best work. You'll also be given continuous, tailored training by experienced lawyers.



OUR PRACTICE AREAS

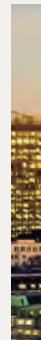
Corporate

Mergers & Acquisitions covers everything from public takeovers and complex multi-jurisdictional deals to corporate restructuring.

Private Equity advises private equity houses and fund managers on all aspects of the industry.

Competition handles merger control, cartels and dawn raids, competition litigation, market and sector investigations, abuse of dominance, state aid, public procurement and economic or utilities regulation.

Employment and Incentives advises corporate and financial institutions on their share plans and tax incentives. The team also deals with many day-to-day issues, including remuneration, contracts, terminations, discrimination and dismissal, health and safety and immigration, as well as issues surrounding M&A transactions.



OUR PRACTICE AREAS

Finance Division

With a truly robust financial institutions practice, our finance division advises on many of the market-leading deals for our clients involving a variety of (and often innovative) debt structures. Innovation is the heart of our work. And the practices work closely with other divisions of the firm to consolidate our expertise in order to provide the most workable commercial and legal solutions for our clients. Here, experts act for major international corporations, international financial institutions and private equity and credit funds on complex, high-profile financing transactions.

Banking guides clients on all elements of private bespoke debt finance, including acquisition and leveraged finance, real estate finance, financial structuring and regulatory finance, asset finance, trade and emerging markets finance, mainstream banking, and high-yield securities work.

Capital Markets (Equity and Debt Markets, Derivatives and Structured Products, Structured Finance Group) helps international investment banks, governments and corporates to raise funds through international capital markets and restructuring existing financial commitments.

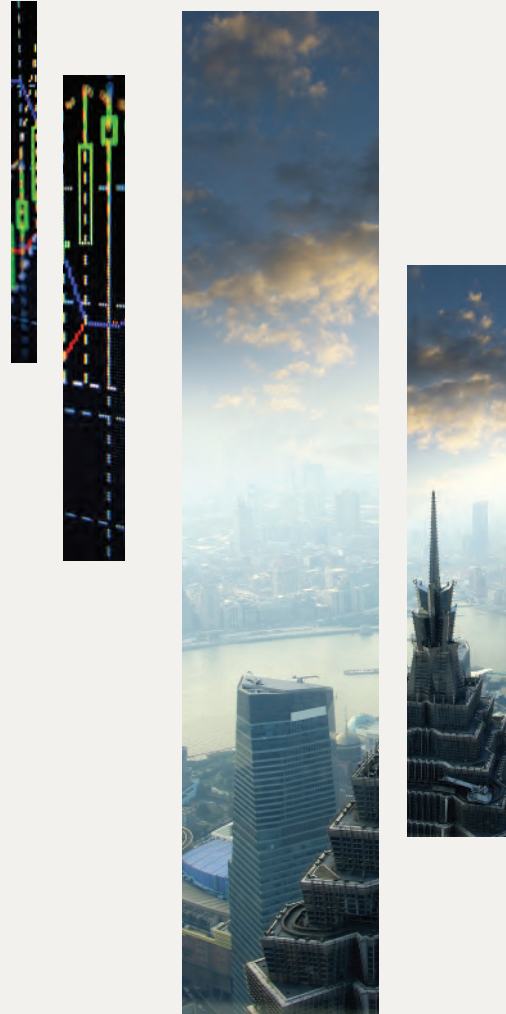
The Financial Regulatory Group

advises financial institutions on legal and regulatory matters (including compliance and risk matters) on the conduct of regulated activities in the financial markets, dealing with regulators with respect to enforcement investigations and disciplinary actions together with our Dispute Resolution team.

Investment Management consults on structuring, formation, taxation and regulation of all types of investment funds including real estate, securities and debt, as well as other financial instruments, such as large pension funds and private equity.

The award-winning **Energy & Infrastructure** team is called upon to advise governments, corporates and banks on project financing that involves Energy, Infrastructure or Private Finance Initiative (PFI)/Public Private Partnership (PPP).

The global **Restructuring and Insolvency** team works on some of the most complex and innovative cross-border restructuring and insolvency transactions: debt restructurings, recapitalisations, distressed M&A, formal insolvency procedures and strategic distressed debt and equity investments.



OUR PRACTICE AREAS

Dispute Resolution

Handling our clients' most sensitive and complex disputes is central to Linklaters' strategy, and our market-leading disputes division is a large and growing part of the firm. We have a reputation for major wins and an integrated, multi-jurisdictional team who focus on a range of specialisms. Considering the increasingly global nature of disputes, collaboration has never been more essential.

Our **International Arbitration** practice is one of the largest in the world. The team act as arbitrators and counsel in arbitral proceedings globally. We are regularly instructed by top corporates, financial institutions and nation states in both commercial and investment arbitrations, and we have an excellent track record of success. We also advise our clients on the pros and cons of using arbitration, the different geographical options available, and the use of arbitration to enhance the protection of "foreign" investments. And we advise on the options for tailoring arbitration clauses to the needs of different contracts, parties, geographies and legal systems.

We have extensive courtroom experience in many of the major financial and business centres across the world, and we're well placed to provide **Commercial Litigation**. We're instructed by top corporates, firms and financial institutions to act on high-profile and business critical litigation, covering a wealth of subject matters.

Linklaters has broad experience of **Regulatory Investigations** worldwide. We are market leaders in advising financial institutions on legal and regulatory risk, and we use our skills and expertise to investigate even the most complex of issues. A particular strength is our multi-jurisdictional presence, giving us the resources and cultural sensitivity to conduct global investigations. This also allows us to harmonise the reaction to regulatory investigations in numerous jurisdictions.

Whether it's the actions of a rogue employee, a dawn raid, an oil spill, a liquidity crisis, a product recall, significant fraud, an accident, press attack or collapse of a key supplier – anything can threaten our clients' business. We believe prevention is always better than a cure. And we bring unparalleled experience in **Crisis Management** to contain serious issues, thinking ahead to mitigate risk before a crisis occurs.

As well as active disputes, we also regularly undertake **Advisory** work for internal and external clients. For example, we advise on anti-bribery and corruption due diligence, compliance with global anti-corruption laws, contractual construction, negotiation management, and dispute resolution clauses. In doing so, we work seamlessly with our transactional colleagues.

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OUR SECTORS

All-round expertise

We are business partners as well as legal advisors. It means we're committed to understanding sector-specific commercial challenges as well as legal requirements.

By specialising in both practice and industry areas, our lawyers can provide our clients with all-round expertise and unique perspectives. Our training contract provides an opportunity to experience work across these areas, while learning from leading industry experts.

17 global sector networks, serving every client industry

| | | |
|----------------------|------------------------------|---------------------------------------|
| Automotive | Industrials | Private Equity and Financial Sponsors |
| Banks | Infrastructure and Transport | Real Estate and Leisure |
| Chemicals | Insurance | Sports |
| Consumer | Investment Managers | Technology |
| Energy and Utilities | Mining | Telecoms |
| Fintech | | |
| Healthcare | | |



CORPORATE RESPONSIBILITY

A collective responsibility

We're dedicated to being a responsible business, whether advising clients on issues such as sustainability, ethics or anti-bribery and corruption, or taking direct action to support communities and reduce our impact on the environment. Launched in 2013, our collective responsibility strategy is award-winning and wide-ranging. It formulates how we use our skills and resources as a global law firm to build a fairer and more prosperous society. We've also joined the UN Sustainable Development Goals initiative, capitalising on opportunities to create social impact.

Protecting the right to justice

Every year our offices around the globe provide more than 30,000 hours of pro bono legal support to around 200 not-for-profit organisations, and many more vulnerable individuals. Pro bono work is treated as chargeable work which contributes to bonus calculations. In Hong Kong, for example, our lawyers receive training and provide free legal advice to foreign domestic workers at drop-in clinics run by HELP for Domestic Workers and provide casework support and research to Justice Centre Hong Kong, protecting the rights of forced migrants. The Hong Kong Law Society has awarded us the Distinguished Pro Bono Law Firm Award.

Investing in the community

Our award-winning community investment programme allows us to donate money and skills to not-for-profit organisations within our communities in Mainland China and Hong Kong. With our realising aspirations programme, we're removing barriers to success for children and young people from low socio-economic backgrounds and other marginalised groups. Our growing capabilities programme aims to put our special skills and resources to good use expanding the capabilities of not-for-profit organisations. And through matched giving and paid time off to volunteer, we're inspiring our colleagues to improve lives and give back to the community.

Promoting diversity

We know that diversity of thought makes us a better law firm, helps us attract the best talent, and allows us to deliver the best experience for everyone who comes into contact with us. As a responsible business, it's important that we represent the diversity of our people, clients and communities. We aim to tackle any unconscious bias in the recruitment, retention and progression of talent, focusing on six priority areas – gender, LGBT+, race and ethnicity, disability, age and life stage and social mobility. In Hong Kong, we have established the Linklaters Marc Harvey scholarship, providing financial assistance to high-achieving Hong Kong law students. Our Young Talents Programme also supports students from under-resourced schools with skills training, job shadowing and advice on university applications. We're also proud to have been placed first on the Hong Kong LGBT+ Inclusion Index.

REWARDS AND BENEFITS

More rewarding

We expect a lot from our people in terms of commitment and performance, so it's only fair that our salary and benefits package reflects your dedication.

We pay at the top end of the legal market and review salaries each year to ensure your earning power reflects your performance and contribution to the firm. You'll also be eligible for a performance-related bonus.

But a rewarding career is about more than money. So, as well as a generous salary and financial benefits package and personal and company-wide bonus, we provide a whole raft of perks, services and social activities to give you peace of mind and fulfilment both in and out of work. And perhaps most rewarding of all, we give you paid time off for volunteering so you can do your bit for the community.

Grants

- GDL course fees (Hong Kong)
- PCLL course fees (Hong Kong)
- PCLL conversion examinations (Hong Kong)
- Maintenance grant during PCLL (Hong Kong)
- Potential sponsorship for LLM and New York Bar (Beijing/Shanghai)
- PRC Bar examination (Beijing/Shanghai)

Additional benefits

- Birthday leave
- Employee Assistance Programme
- English language classes
- Mandarin language classes
- Gym reimbursement
- Income protection
- Life assurance
- Medical insurance
- Pension scheme
- Travel insurance
- Use of the Linklaters junk
- Agile working flexibility

Beyond work

- Examples of diversity networks:
 - Gender Equality Network
 - LGBT & Ally Network
 - Family Network
 - Christian fellowship
- Social committee
- Environment committee
- Community investment and pro bono committee
- Matched giving for fundraising
- Paid time off for personal volunteering



CASE STUDY: HERTZ

Ready, set...

A co-ordinated team from our Shanghai, Hong Kong, London and New York offices had guided Hertz through its pre-IPO investment into CAR Inc., the Hong Kong-listed, China-based, market leader in car rentals, in 2012, before taking on the Hong Kong IPO of CAR Inc. itself in 2014. Then, with the relationship well-established, the team set to work helping Hertz on a crucial deal in their China growth strategy.

We advised on the sale of the majority of their shareholding in CAR Inc., to UCAR Technology Inc., a chauffeured car service provider, also based in China.

In the end, the sale came together very quickly over a weekend. It called for our global team to rally round in order to meet the deadline. Ultimately, the hard work was all worthwhile of securing a market-leading deal.

US\$240
million

The sale generated US\$240 million in proceeds for Hertz, and the client was delighted with our joined-up, invested team.



“

We were all really attached to this client, so when the time came to respond, it came naturally. We worked across three offices to negotiate the strategic sale and co-operation agreements. And the client thought it was just brilliant.

Craig Dally
Corporate Partner, Hong Kong SAR

”

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It's challenging but there is continuous support and guidance from the team.

Karina Mak,
Trainee

”

PROFILE: TRAINEE

Encouraging potential

Karina Mak, Trainee

I completed my Economics degree at the London School of Economics and Political Science and obtained the Graduate Diploma in Law in the United Kingdom. I took the Postgraduate Certificate in Laws (PCLL) course at the University of Hong Kong while working as a paralegal in Linklaters' financial regulation group. After seven months, I was offered the opportunity to become a trainee.

My first seat was with the fast-paced EDM (equity and debt markets) team, where I worked on multiple transactions such as straight debt, equity-linked products, credit-support debt and high yield bond products. In my current seat with the corporate team, I've been involved in a wide range of deals ranging from public mergers and acquisitions to initial public offerings and listed companies' compliance work.

The diverse nature of work at Linklaters means that we face complex and technical legal issues every day. It's challenging but there is continuous support and guidance from the team.

This support extends beyond my daily work to long-term development and career aspirations. As a result, I was able to complete my PCLL with distinction while managing my day-to-day work at Linklaters. The team was very understanding and accommodated my need for agile working.

Linklaters has a friendly and collegiate culture. People from all levels and backgrounds work together as one team. As part of the organising committee of the Young Talents Programme, I feel that I'm able to make a positive contribution to the firm's commitment to diversity and inclusion. This programme provides career support and guidance to small groups of students from secondary schools in Hong Kong that are under-resourced when compared to traditional elite schools. In the programme, we invite students to take part in work experience days at Linklaters and help them to develop their interview and business skills.

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Doors are always open and Partners encourage Associates to pop their heads round if there's anything they want to talk about.

En-Li Lim,
Managing Associate.
Energy & Infrastructure.

”



PROFILE: ASSOCIATE

A culture apart

En-Li Lim, Managing Associate, Energy & Infrastructure

I'm a Malaysian, born and bred, but studied law at the University of Warwick in the United Kingdom before beginning my training contract with Linklaters in 2013. I've now been with Linklaters for nearly seven years.

At the risk of sounding like a marketing brochure, the deals we work on are truly cutting-edge. Clients come to us with the most complex challenges because they know we have the capacity and experience to get the deal through in the most efficient way possible. This of course sometimes means long hours, but it's also hugely satisfying when a deal is successfully closed. I'm an active contributor to a deal's success. Often, I'm also the bridge between the client and senior members of the team, and I co-ordinate workstreams to ensure that all client issues are appropriately dealt with.

Apart from the work we do, the one single factor that sets us apart from the rest is our culture. The collaborative, collegiate environment in the firm is

an excellent breeding ground for great lawyers. Every successful deal we do is the product of great teamwork. We take accountability very seriously, to ensure that the final work produced meets or exceeds client expectations. Being part of a collaborative team also helps more junior lawyers learn from seniors on the job – the best way to pick up good lawyering habits!

Linklaters places huge importance on learning and development. This is something I appreciate both as an individual and as a lawyer, and the courses I've attended through the Linklaters Law & Business School have been extremely beneficial to my personal and professional development. There are lunchtime seminars almost every day, and I like how I'm encouraged to always ask questions. Doors are always open and partners encourage associates to pop their heads round if there's anything they want to talk about. We're always told that there's no such thing as a stupid question.



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PROFILE: ASSOCIATE

Pioneering

Shujun Li, Associate, Corporate

After seven years of study in a Chinese law school, I started an internship at the Linklaters Beijing office. Then I joined Linklaters as a Trainee after obtaining an LLM degree, and I'm now an Associate in our Shanghai office.

I've benefitted a lot from the firm's training system, platform and resources support, and its sharing and caring culture. I have experienced seat rotations in different cities and offices, with guidance from senior mentors in very supportive environments – these are all invaluable experience for a junior. It also drives me to be proactive in exploring different practice areas. In the past two years, I've gained experience in Mainstream Corporate and Capital Markets (Structured Finance and Derivatives), and have exposed myself to various types of work and opportunities.

Practice in a law firm is frequently a collaborative process. It's vital from the very beginning, that we foster strong business relationships characterised by open communication, mutual respect and the pursuit of common goals. It usually starts by networking with colleagues, and then extends to clients. Relationship building is an important skill and beneficial to long-term career.

At Linklaters, there's also always an emphasis on our wellbeing. Our firm-wide exercising activities in the Shanghai office, such as the riverside running club and yoga class, give us valuable time exercising together as a team. These sessions also help us to maintain good mental health and the ability to meet the exciting challenges and achieve work-life balance.

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Linklaters

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The rare combination of success, confidence, and humanity is what makes the people at Linklaters special.

Chris Yip, Partner,
Corporate

”

PROFILE: PARTNER

Where expectation meets understanding

Chris Yip, Partner, Corporate

I'm originally from Hong Kong, but I went to boarding school in Sydney, Australia. There, I studied law and started my legal career. In 2008 I joined Linklaters in London before transferring back to Hong Kong three years later.

What makes this firm different is the people. While we all have extremely high expectations of each other, colleagues are very understanding. The rare combination of success, confidence and humanity is what makes the people at Linklaters special.

We genuinely enjoy working with each other to deliver success for the firm. It's a place where I feel I belong. We often socialise together and routinely go out for lunch or drinks after work.

Delivering the financial return is obviously a big part of what I do here. It's all about achieving successful outcomes for clients in the least painful way, from a perspective of time, effort and cost. There's a lot of satisfaction when clients are appreciative of your hard work.

At the same time, my job is to serve as a bridge between senior management and junior lawyers. It's important to ensure that colleagues are happy, morale is high, and everyone feels like they're learning.

If you're embarking on a career in law, know that you're expected to work hard. Don't be discouraged by your mistakes. They're learning points, and we all make them. As long as you work hard, and give everything your best shot, you can be proud of your achievements.

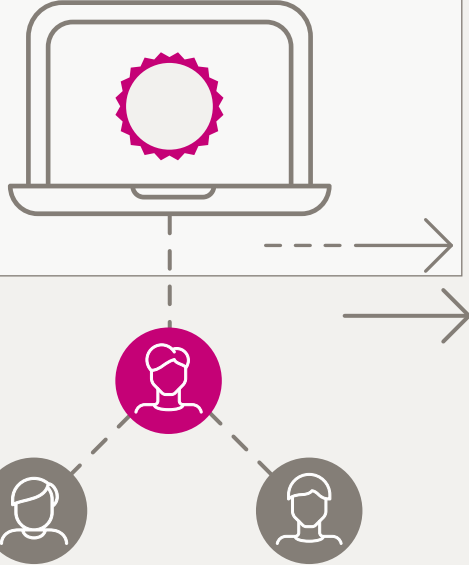


Great change for you

First year

Hong Kong Pathfinder

A one-day insight programme into a career in commercial law at Linklaters. Find out more on page 26.



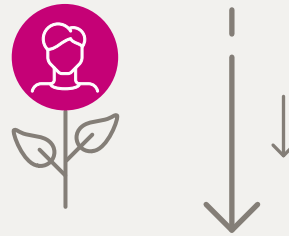
Penultimate year/final year

Hong Kong Summer Scheme

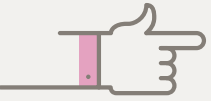
A four-week programme in June and July that provides a genuine experience of life as a trainee at Linklaters. Find out more on page 27.

Mainland China Internship Programme

A three-month internship that gives you real life experience of working as a trainee in the Beijing or Shanghai office. Find out more on page 28.



Your Linklaters journey continues on the next page



After university

Graduate Diploma in Law

(Non-law degree or non-common law degree)

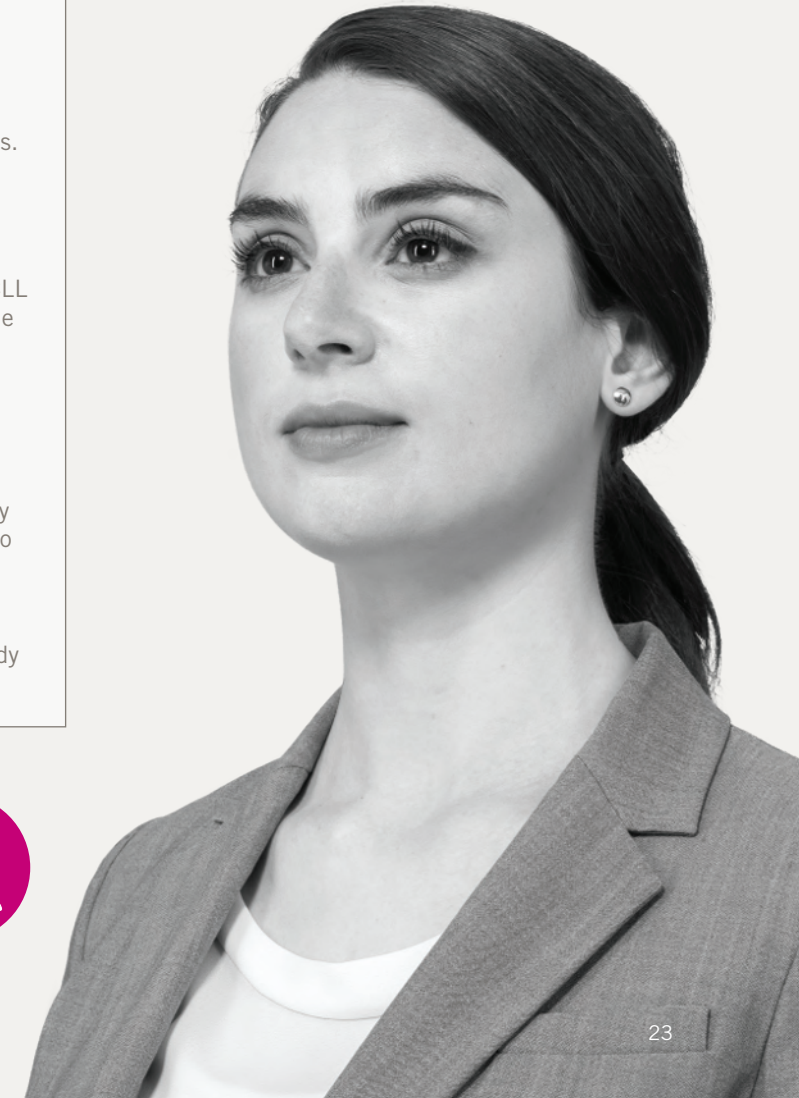
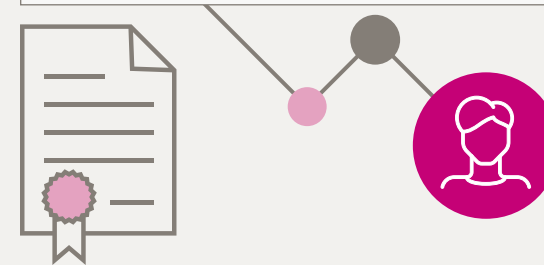
A one-year conversion course at any branch of the University of Law in the United Kingdom or a two-year part-time conversion course in Hong Kong. Linklaters will pay your course fees.

PCLL conversion examination

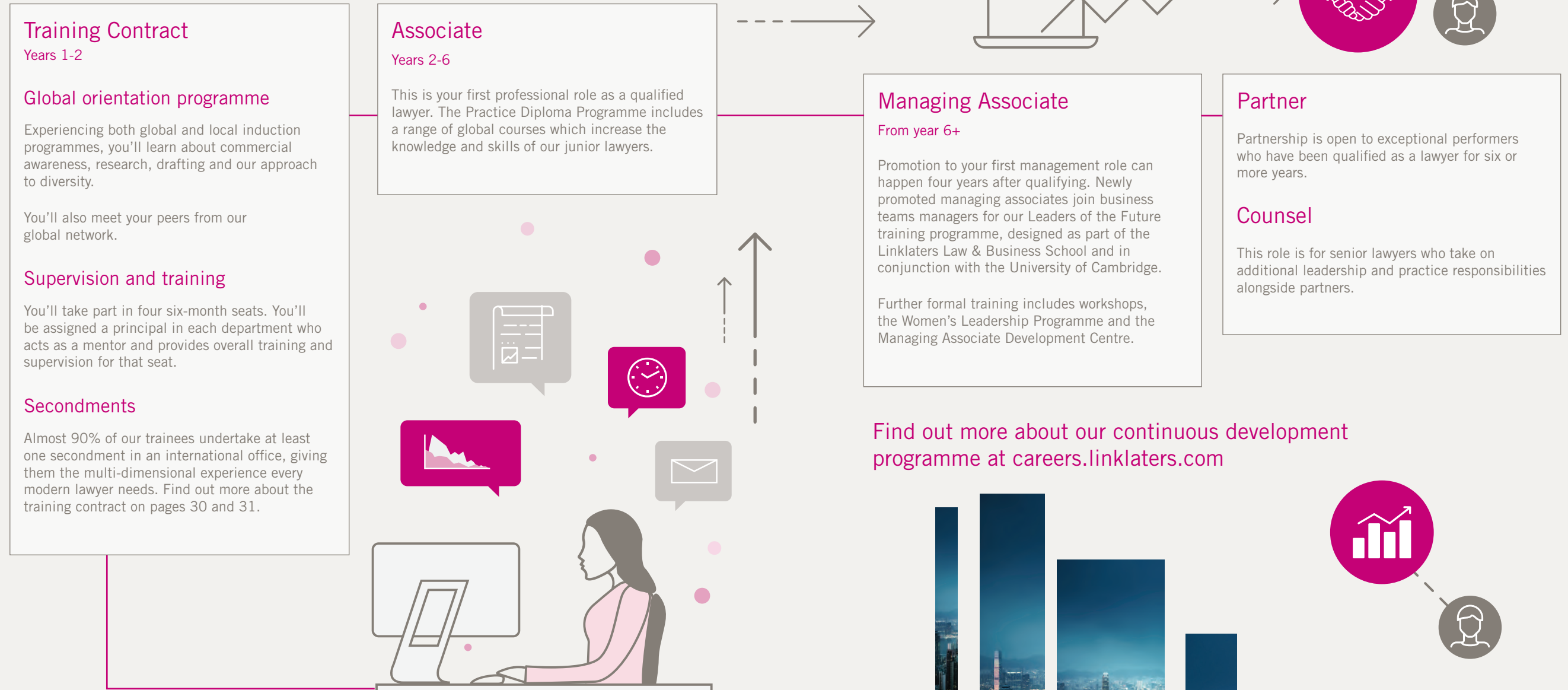
Graduates without a Hong Kong LLB and/or Hong Kong JD degree will need to pass the PCLL conversion examination before commencing the PCLL. Find out more at www.pcea.com.hk.

Postgraduate Certificate in Laws (PCLL)

A one-year programme to provide the necessary professional qualification for law graduates who have completed the LLB and/or JD degree in Hong Kong and non-law graduates who have completed the GDL. You can choose the Hong Kong university at which you would like to study the PCLL.



In Practice



HONG KONG PATHFINDER

Hong Kong Pathfinder

Our one-day Pathfinder Scheme is for first-year undergraduates. It offers a taste of life in commercial law at a global law firm. And you'll also pick up the skills to take the next step: applying for one of our vacation schemes.

You'll learn about our culture, work and strategy and attend workshops to develop commercial skills such as teamwork and networking that will see you succeed in any setting.

You'll also shadow trainees and associates and attend a personal impact masterclass. This will give you some pointers on how to stand out from the crowd – a vital skill when it comes to applying for vacation schemes.

HONG KONG SUMMER VACATION SCHEME

Hong Kong Summer Vacation Scheme

Our four-week summer scheme (June and July) offers genuine insight into life as a trainee.

Join and you'll benefit from, real-life experience in different practice areas combined with workshops and seminars dedicated to your professional development. As well as the recruitment team, you'll rub shoulders with experienced lawyers and trainees who are there to help you make the most of the scheme and your talents.

You'll get to know Linklaters, and develop negotiation and presentation skills. The scheme is also a potential passport to bigger things, as you'll automatically be offered an interview for a training contract.

The scheme is for penultimate and final-year law undergraduates or graduates (law and non-law).

Mainland China Internship Programme

Gain an in-depth view of life as a trainee, and our global business, with a three-month Internship in Beijing or Shanghai.

Who can apply?

Our three-month Internship is for individuals from mainland China who are penultimate or final-year undergraduates or postgraduates in law, as well as law postgraduates from the United Kingdom and United States.

The work

The Internship is your opportunity to see what it takes to succeed in a global law firm and includes the potential for a full-time work placement. Designed to increase your understanding of business strategy and practice areas in China, the Scheme will give you valuable exposure to live projects, as well as access to bespoke training sessions and workshops.

Your performance will be monitored throughout your Internship. A formal performance review will take place at the end of the Internship. Successful candidates will be considered for a Training Contract.

Support

In addition to support from the graduate recruitment team, you will have access to experienced lawyers and Trainees in the workplace and at social events. They will be on hand to answer your questions and give you the constructive advice and feedback you need to make the most of the scheme and your talents. The firm will also work with you to agree on an appropriate schedule that balances your work and class commitments.



Training for success

We believe that what makes us stand out as an employer is the attention we give to training and support. We offer the fully rounded programme you need to rapidly develop your understanding of commercial law and build your skills, providing the foundation you need to become a successful lawyer. This dedication is paying dividends, as our trainees choose to stay with us year after year. It's clear to us that maximising the potential of our people makes us a stronger firm.

Experience

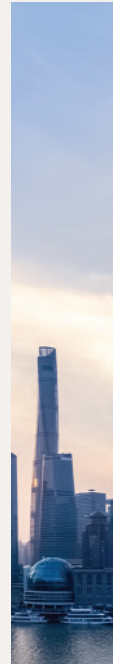
In our experience, there is no substitute for the depth and quality of experience that can be achieved by spending six months in a department. Your time in each practice area will enable you to experience a range of work, meaning you will have a depth of understanding to assist you in making decisions about qualification. We will give you a say in the content of your training, as well as the flexibility to change your preferences as you go along.

Support

In each department, you'll sit with a principal, who acts as a mentor and provides overall training and supervision for that seat. In each practice group, partners will also support you in your training. And, with feedback a core part of development, you'll have ample opportunity to discuss your progress with our human resources team, and draw up a plan for the remainder of your training.

Training and development

Our global and local induction programmes provide a solid foundation for the training contract. They're also an ideal chance to build a network at the firm and familiarise yourself with our processes. Training and development is ongoing throughout your career, through both formal and on-the-job learning.



China-London Training Contract

This is a unique opportunity for native Mandarin-speaking undergraduates or postgraduates to be trained as England and Wales qualified lawyers before returning to China to embark upon an exciting career as a commercial lawyer in Beijing, Hong Kong or Shanghai.

We have won awards for this programme:

Human Resources Asia Recruitment Awards

- 2018 Best Global Recruitment Programme (Bronze)
- 2017 Best Global Recruitment Programme (Silver)
- 2017 Best Regional Recruitment Programme (Bronze)

Who can apply?

Penultimate or final-year law undergraduates or postgraduates in the United Kingdom who can speak, read and write Mandarin as a native speaker and are keen to work in China upon completion of a training contract.

How to apply

careers.linklaters.com

The work

This is an unparalleled opportunity to develop skills across different offices and practice areas, and gain exposure to the international work and strategy of Linklaters. Starting with a bespoke Legal Practice Course at the University of Law in London, this is followed with four six-month seats (two in London and two in our China offices). Combining this broad-ranging experience with ongoing feedback, training and support, you'll develop the professional and commercial skills every successful lawyer needs. Upon qualification, you will have the opportunity to commence your career as an associate in Beijing, Hong Kong or Shanghai.

MAKING YOUR APPLICATION

Are you ready?

If you're considering a career in law these are the steps to follow. Talk to us and find out more about what we do and what we can do for you.

On careers.linklaters.com, you'll find a calendar of our upcoming events. Come along and ask us anything – we promise to give you a straight answer.

About you

So, what are we looking for from you? Mindset matters. We exist to help our clients' businesses succeed, no matter what. In a climate of great change – commercial, political and economic – that means evolving and adapting at pace to stay ahead – so our clients can, too. So, we're looking for candidates with an agile mindset, and the ability to match. Motivated and resilient but also capable and collaborative. Consider that when completing the application form, taking a test or meeting us face to face.

Empathy

- Interpersonal skills
- Respect
- Working with others/one team

Divergent thinking

- Critical thinking
- Intellect
- Technical capability

Entrepreneurial outlook

- Commercial thinking/awareness
- Excellence
- Resource and work management

Social & emotional intelligence

- Integrity
- Leadership
- Motivation
- Oral/written communication
- Resilience



MAKING YOUR APPLICATION

Getting to know each other

If you're considering a career in law in China, you don't need to decide where to apply right away. Talk to us to find out more about what we do and what we can do for you. Come along to one of our events and ask us anything – we'll always give you a straight answer.

First things first

Whichever of our schemes you ultimately choose, you will need to have a strong academic record. You'll have a minimum GPA 3.4 (or equivalent) in Mainland China, or you'll be on track for a 2:1 degree, in any discipline.

Remember

It's all about you as an individual and what you can bring to our firm. So, throughout our recruitment process, we're looking for you to show your personality as well as your commercial awareness, communication skills, drive, motivation, intellect, teamwork and attention to detail.

Apply online

Change starts with our new online assessment. Before you start, we'll ask you to fill in basic information such as your contact details and academic record. The process is untimed, and the six modules, covering scenarios such as global transactions and critical thinking, should take you between 60 to 90 minutes to complete.

The assessment is designed to help us find out more about you and your skillset, but it also shows you what life is like as a Linklaters trainee. Once complete, you'll receive a personalised feedback report detailing your key skills and any areas for development.

Relax, and use this as an opportunity to get to know us better.

Remember

Before putting fingers to keys, make sure you're clear in your own mind why you've chosen Linklaters and why you want to become a commercial lawyer. What is it that excites you about the work we do? Also, attention to detail is an essential skill for a lawyer, so check thoroughly for grammar and spelling errors.

MAKING YOUR APPLICATION

The critical thinking test

After you've submitted your application form, we'll also ask you to take a test so that you can show off your critical and logical thinking. We recommend checking out the practice version on the Pearson website here: www.pearsonvue.com/phnro/wg_practice.pdf

Remember

Selection is mutual. It allows us to find out more about you. But it's also an opportunity for you to decide whether we're right for you. So ask questions, allow time to think and do your research.

The interview

Our interview day covers the following:

Interview one

Our graduate recruiters will be looking for examples from you to demonstrate you have the qualities in our mindset framework. You can use work, your hobbies and interests or your studies – it's up to you.

Interview two

You'll be interviewed by two managing associates. It will be competency based followed by a few more questions about you.

It's our business, to know business

Because business matters to our clients, it matters to us. So we'll expect you to be interested in the commercial world and the issues that affect both our clients and our firm. Before you come to interview, we recommend you pick one or two key business or legal news stories that interest you. Then we'd like you to follow them for at least a couple of weeks, so you're ready to discuss them with us. Some good places to start include BBC News Business, Business Week or The Economist and broadsheet newspapers. There are also a range of commercial awareness books available.



MAKING YOUR APPLICATION

Schemes and application dates



Hong Kong Summer Vacation Scheme

APPLICATION DATE
16 Sep 2020 – 11 Jan 2021



Singapore Summer Vacation Scheme

APPLICATION DATE
1 Nov 2020 – 28 Feb 2021



China/London Training Contract 2023

APPLICATION DATE
1 Oct 2020 – 10 Dec 2020



Singapore/London Training Contract 2023

APPLICATION DATE
1 Oct 2020 – 10 Dec 2020



Mainland China Internship Programme

APPLICATION DATE
5 Sep 2020 – 18 Oct 2020

VINCENT T. K. CHEUNG, YAP & CO.

SOLICITORS & NOTARIES

張葉司徒陳律師事務所

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* Notary Public 國際公證人

[#] China-Appointed Attesting Officer 中國委託公證人

OUR REF.: HR/jfmt

YOUR REF.:

DIRECT LINE:

DATE: 12 October 2020

Ms. Rachel Li
Faculty of Law
The University of Hong Kong
Pokfulam
Hong Kong

Dear Ms. Li,

Job Posting - Trainee Solicitor 2021

We are writing to invite PCLL students of the University of Hong Kong to apply for the post of Trainee Solicitor 2021 of our firm.

A form containing details of our firm and job requirements is herewith attached for your handling. Appreciate if you arrange job posting on your recruitment webpage/intranet and other platforms available to your students.

Thank you very much for your arrangement. Should there be any questions or if any further information is required, please do not hesitate to contact me.

Yours sincerely,



Josephine Fong
HR & Administration Manager

CENTRAL BRANCH 4/F, VC HOUSE, 4-6 ON LAN STREET, CENTRAL, HONG KONG
中環分行 香港中環安蘭街4-6號4樓

SHANGHAI OFFICE SUITE 1008 (NO. 1), KERRY EVERBRIGHT CITY, 218 TIANMU XI ROAD, SHANGHAI 200070, PRC.
上海代表處 中國上海市天目西路218號嘉里不夜城(第一座)1008室 郵編200070

TEL: (852) 2525 8380 FAX: (852) 2525 7332
E-MAIL: central@vtkcyc.com

TEL: (8621) 6390 6886
E-MAIL: shanghai@vtkcyc.com

Recruitment

Details of Firm

| | |
|-----------------|--|
| Firm Name | : Vincent T. K. Cheung, Yap & Co. 張葉司徒陳律師事務所 |
| Address | : 23/F Office Tower, Convention Plaza, 1 Harbour Road, Wanchai, Hong Kong. |
| Company Website | : www.vtkcyc.com |

Details of Contact Person

| | |
|---------|--|
| Name | : Ms. Josephine Fong |
| Title | : HR & Administration Manager |
| Tel No. | : 2532 2232 (HR) 2523 5022 (Main) |
| Email | : jfong@vtkcyc.com |

Details of Job Vacancies

| | |
|--------------------|---|
| Target Programme | : PCLL students |
| Position | : Trainee Solicitor 2021 |
| Job Posting Date | : 12 Oct 2020 – 28 Feb 2021 |
| Job Requirements | : Good academic background. Good command of English & Chinese and conversational Putonghua |
| Personal Qualities | : Pleasant personality, hard-working, good analytical skills and a good team player |

Application Procedure

| | |
|--------------------|---|
| Documents Required | : Cover letter, CV, academic transcripts (including secondary education) and reference letters (if any) |
| Send to | : Recruiting Partner, Vincent T. K. Cheung, Yap & Co. |
| Method | : Email to hr@vtkcyc.com |
| Selection | : Suitable/short-listed candidates will be invited for interview by phone in Q4/2020 |



ADDLESHAW GODDARD 2022 TRAINING CONTRACT

Addleshaw Goddard is a premium law firm with international reach and an exceptional breadth of services. Our reputation for outstanding quality of service is built upon long term relationship investment and a deep understanding of client markets combined with high calibre expertise, straight talking advice and a collaborative team culture. By developing what clients want whenever they need it, from high value strategic advice, to the everyday, we pride ourselves on a service which is high quality, focused relevant and consistently excellent.

Our client list has grown to include government departments, FTSE-100 and Hong Kong listed companies. As a trainee, you'll work on everything from high value and complex deals to major corporate restructurings to high defamation cases, employment disputes and landmark construction projects.

We are currently recruiting for a 2022 Training Contract. The two-year training contract will cover several seats within our divisions. You'll receive training that's tailored to your needs and interests while gaining a first-hand insight into life at AG. You will be supported by some of the brightest minds and challenged by meaningful work, helping you to develop the connections and skills you need to become a trusted lawyer.

We require applicants to have relevant right to work.

APPLICATION DETAILS

To apply for a Training Contract, please complete an application form (which can be accessed via our website.)

graduates.addleshawgoddard.com

Job title: Intellectual Property Paralegal

(Final year student will also be considered)

Job duties:

- Drafting legal documents
- Legal document translation (English <--> Chinese)
- Answer client's enquires about trademark (training will be provided)
- Handling the patent and trademark filing procedures: conducting trademark searches; preparing filing documents; reporting to client; preparing invoices
- Portfolio management: monitoring status of applications; docketing deadlines; keep our database up to date
- Liaise with client, foreign agents, and IP Office
- Provide administrative support to IP professional

Skills & Requirements

- Fields of Study: Law
- Excellent in English and Chinese reading and writing
- Legal document drafting and translation (English <--> Chinese)
- Detail oriented and willing to learn
- Active and positive character

About Idea Intellectual Limited

Idea Intellectual Limited is an all-around IP(Intellectual Property) firm focusing on various patent, trademark, design, and copyright related matters including original application specification drafting, filing, prosecution, maintenance, commercialization, enforcement, and valuation. We are a fast-growing Intellectual property firm headed by US lawyers with offices in Hong Kong, Shenzhen, Taipei, and Virginia U.S.A., and capable of handling IP application filings worldwide either directly or via our worldwide network of associates in a cost-effective manner. Our clients include some of Hong Kong well-known universities and research institutes, well established international corporations, and startups. Friendly working environment but fast pace with no time for office politics and micro-management. 20 days annual leave to start for everyone in the firm as we believe in happy and well rested associates are productive associates.

Benefits:

- 20-day annual leave
- Medical insurance
- 5-day work
- Flexible working hour

Application Methods

Please address your application to: Ms. Ng

E-mail: mng@ideaintellectual.com

Website: www.ideaintellectual.com

Office address: 21/F, Skyway Centre, No. 23 Queen's Road West, Sheung Wan, Hong Kong

Tel: +852-39746680

Note: Please send your CV with your photo, expected salary, DSE certificate, university transcript and availability to mng@ideaintellectual.com