Law Firm Recruitment Notice

DeHeng Law Offices (Hong Kong) LLP

Position:	Corporate Finance Paralegals				
Job category:	Law Firm – Paralegal				
Job type:	Paralegal				
Firm's practice areas:	DeHeng Law Offices (Hong Kong) LLP is the Hong Kong branch of DeHeng Law Offices.				
	Headquartered in Beijing, DeHeng Law Offices is a leading full-service Chinese law firm with over 3000 professionals and a network of 39 branches in China, including Shanghai, Guangzhou and Shenzhen, and 7 overseas offices including the Hague, New York, Paris and Brussels. For over 25 years, Deheng Law Offices has been providing comprehensive legal services for local and international clients in the areas of capital markets, banking & finance, dispute resolution, mergers & acquisitions, cross-border investment & finance, construction & real estate, antitrust & competition, intellectual property and international trade. DeHeng Law Offices's accomplishments have been recognized by Chambers & Partners, Asian Legal Business, Legal 500 and other legal media outlets.				
	DeHeng Law Offices (Hong Kong) LLP aims to combine legal professionals from the Mainland China and Hong Kong and provide high-quality and one-stop cross-border legal services to the Mainland China and international clients. Our main practice area includes IPOs, M&As, takeovers, equity and debt securities fundraising, SFC licensing, corporate compliance advisory as well as commercial, banking and insolvency litigation. Our firm provides a wide range of legal services to listed companies, investment banks and established corporations based in Hong Kong, Mainland China and overseas.				
Application procedures:	Please send us your resume with your latest and expected salary by email at careers@dehenglaw.com.hk				
Application deadline:	30 Sep 2024				
Interview period:	immediately available				
Job description and	This is an excellent opportunity to work on corporate finance				

responsibilities:	 transactions and gain valuable experience and possibility to tap into the investment bank industry. Work closely with experienced lawyers in a range of corporate finance transactions including IPOs, cross-border M&A transactions, and duties will include but not limited to: - providing support to corporate finance partners and associates; assisting in the reviewing and preparation of documents, including prospectuses, announcements, circulars, notices of meetings, due diligence report, etc; conducting verification of prospectuses and offer documents; conducting due diligence interview with parties in Hong Kong or overseas; and providing other liaison support, including liaising with listed companies, investment bankers, accountants and other professional parties.
Selection process/criteria:	 fluent in English and Putonghua; good command of MS office application and Chinese word processing; Experience in corporate finance related works such as IPO, M&A and regulatory compliance or corporate transactions involving listed companies is preferred but not essential;- Immediately availability is definitely an advantage; and part-time PCLL students will also be considered.
Contact:	Tel: 39163333 Email: careers@dehenglaw.com.hk

Law Firm Recruitment Notice

Hong Kong Society of Notaries

Position:	Administrative Officer			
Job category:	Administration			
Job type:	Full-time			
Firm's practice areas:	Professional association for notaries public in Hong Kong.			
Requirements:	Please refer to the <u>attached</u> Recruitment Notice.			
Application procedures:	Send CV & Cover Letter by email to office@notaries.org.hk.			
Application deadline:	31 August 2024			
Interview period:				
Selection process/criteria:	 [*Please add/delete as appropriate:] Academic achievements Aptitude test Case study / legal problem solving Language proficiency test (in written and spoken English, written Chinese and spoken Chinese (both Putonghua and Cantonese)) 1 [panel] interview Z Relevant work experience will be considered [Other assessment] Please refer to the <u>attached</u> Recruitment Notice. 			
Contact:	Ms. Chaling Lo – Administrative Assistant Tel: 25360961 Email: office@notaries.org.hk			



Hong Kong Society of Notaries

The Hong Kong Society of Notaries is seeking a qualified person for the post of Administrative Officer for its secretariat.

The Hong Kong Society of Notaries is the professional association for notaries public in Hong Kong. It was incorporated in 1977 as a company limited by guarantee. It administers Part IV of the Legal Practitioners Ordinance (Chapter 157 of the Laws of Hong Kong).

A notary public is a solicitor with at least 7 years post-admission qualification before being eligible for appointment as a notary public by the Chief Judge of the High Court of Hong Kong. A practising notary public must also hold a membership of our Society. The majority of our members are senior lawyers with 15 to 20 years post-admission qualification as solicitors.

Notaries Public are primarily concerned with the preparation and authentication of documents for use abroad under the Hague Apostille Convention or via legalization by consulates in Hong Kong. Notaries Public are widely recognised internationally.

For more information, please visit our website at www.notaries.org.hk.

Post Administrative Officer

Duties

Provide Professional and full spectrum of administrative support for the secretariat of the Society. Duties include but not limited to –

- (a) arranging meetings, preparing agenda for meetings, minute-taking and follow-up work after meetings such as drafting and issuing letters, conducting research legal or otherwise;
- (b) conducting legal research, delivering written advice, providing assistance in judicial proceedings;
- (c) co-ordinate workflow with other secretariat staff, update and follow up on delegated tasks to ensure progress and meeting deadlines;
- (d) effectively and respectfully communicate with internal and external stakeholders; and
- (e) such other duties as assigned, for example, membership affairs, compiling data and preparing periodic and special reports and correspondence, annual or periodic or ad hoc events

Requirements

- (i) Degree or above;
- (ii) Experience in administrative work in legal environment not essential but would be an advantage;
- (iii) Proficient in English and Chinese, written and oral; fluency in Putonghua would be a plus;
- (iv) Proficient IT skills confident in using MS Word, Outlook, Excel, PowerPoint, Access and Chinese Word Processing;
- (v) Good organization and inter-personal skills, flexible as and when appropriate and/or required;
- (vi) Self-motivated and detailed-minded;
- (vii) Ability to handle multiple tasks simultaneously and to balance competing priorities;
- (viii) Ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly;
- (ix) Ability to engage in public relations and external stakeholders;
- (x) Ability to assimilate into office culture within a reasonable period of time;
- (xi) On-the-job training will be provided; and
- (xii) Probation period will depend on experience (if any) of the selected person.

Interested parties please send your application with detailed CV, present and expected salary to Secretary General, Hong Kong Society of Notaries, Room 302, 3/F., West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong <u>no later than 31 August 2024</u>.

Our Society is an equal opportunity employer. Personal data is collected for recruitment purpose only and shall be treated in strictest confidence. Information of unsuccessful candidates shall be destroyed within six months from the date of recruitment.

CHOW & CHOW SOLICITORS 周氏津師行

Room 701A, 7/F, Tower 1, Admiralty Centre, 18 Harcourt Road, Hong Kong 香港夏愁道 18 號海富中心第一座 7 字樓 701A 空 Tel.: (852)3705 3368 Fax: (852)3705 3968 E-mail: mailbox@chowchowsolicitors.com

Principal: Chow Shan Wu 周珊瑚

Solicitor : Sit Mung Kwan 薛夢君

25th June 2024

BY EMAIL: lirachel@hku.hk

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

Dear Ms. Li,

Re: Job Posting – Trainee Solicitor 2024/2025

We are writing to invite PCLL students of the University of Hong Kong to apply for the post of Trainee Solicitor 2024/2025 of our firm.

A recruitment notice containing details is herewith attached for your handling. We appreciate if you would arrange posting of the same on your recruitment webpage/intranet and other platforms available to your students.

Thank you very much for your arrangement, and please feel free to contact me at 37053368 for further information if needed.

Yours sincerely,

Teresa Chow

Principal CHOW & CHOW SOLICITORS Encl.

Recruitment

Details of Firm					
Firm Name	:	CHOW & CHOW SOLICITORS			
Address	ì	Room 701A, Tower 1, Admiralty Centre, 18 Harcourt Road, Hong Kong			
Details of Contact Person					
Name	:	Miss Teresa Chow			
Title	:	Principal			
Telephone No.	:	3705 3368 (Main), 3705 3830 (Direct)			
Email		winniechan@chowchowsolicitors.com			
Details of Job Vacancies					
Target	:	PCLL students (2 nd year trainee solicitor will also be considered)			
Position	1	Trainee Solicitor 2024/2025			
Job Requirements	:	Good academic achievement			
		Good command of both English & Chinese and spoken Putonghua			
Personal Qualities	:	Good analytical skills, able to work independently and hard-working			
Application Procedure					
Documents Required	:	Cover letter, CV, academic transcripts (including secondary education) and reference letters (if any)			
Send to	:	Miss Teresa Chow, CHOW & CHOW SOLICITORS			
Method	:	Email to: winniechan@chowchowsolicitors.com			
Selection	:	Suitable/short-listed candidates will be invited for interview by phone			

(FAX)

M. L. TAM 談美鈴律 Agents for Trade Marks &	<u>In association with</u> Shanghat Deshen Law Office 上海德申律師事務所			
Unit 1702, 17th Floor, Tower Two Lippo Centre, No. 89 Queensway Admiralty, Hong Kong	香港金鐘金鐘道 89 號 力寶中心第 2 座 17 樓 1702 室	<u>Principal</u> Tam Mei Ling, B	.Sc. Econ/Law	該美鈴律師
Tel.: (852) 2111 0096 電话: (852) 2111 0096 Fax.: (852) 2111 0053 偉真: (852) 2111 0053		<u>Consultant</u> Chiu Sung May Caterina		趙崇美律師
Our Reference : Office 2024		Date:	29 June 2024	

Your Reference:

Dear Students.

Re: **Trainee Solicitor Position 2024**

We are M. L. Tam & Co., a firm of solicitors in Hong Kong. Our firm represents clients comprising foreign corporations, securities companies; finances and small to medium local enterprises.

We are noted for our commitment to client service and our ability to assist clients with their most complex and demanding legal and business challenges. We provide legal services in the areas of general commercial and litigation such as acquisitions and restructuring, intellectual property, civil and commercial litigation, arbitration, real estate and general matters.

Solid training will be provided on the main areas of focus which is specializing in commercial and litigation for foreign corporations, in addition to, training for general practice.

We now have openings for training contracts commencing in 2024. We would like to invite graduates of PCLL who are responsible, reliable and passionate about the law to join our firm as a trainee solicitor. Interested students, please send your resume together with your expected salary to Unit 1702, 17th Floor, Tower Two, Lippo Centre, No.89 Queensway, Admiralty, Hong Kong or e-mail to gen@mltam-co.com.

Should you have any queries, please do not hesitate to contact Ms. Cheng at 2111 0096.

Yours faithfully,

HL Con & Co

M.L. TAM & CO. ML/ac



TRAINEE SOLICITORS PROGRAMME 2024



WWW.INCEHK.COM

Ince & Co

We are constantly ranked as a "Top Ranked" and "Top Tier" law firm by Chambers Asia Pacific and Legal 500. Our team works closely with lawyers across our network to provide a seamless multijurisdictional service. Our collaborative working culture allows us swiftly to assemble the right team to serve the needs of clients in complex, cross-border transactions and high-stake disputes.

"Ince has an excellent team. Ready to go the extra mile for clients. I am very impressed with their professionalism and their strategic thinking." — Testimonials, Legal 500



Managing Partner Ian Lo, Partner Rosita Lau and Partner Zhao Rong Ooi have been recognised and included in The Legal 500 Private Practice Powerlist 2023 Arbitration Hong Kong

WHY INCE?

As a trainee solicitor at Ince, you will have an exciting opportunity to expose to a diverse range of legal matters across various practice areas, such as dispute resolution (including arbitration), regulatory enforcement, restructuring & insolvency, corporate (capital market and debt market), M&A, banking & finance, and construction. Most of our work is, by its nature, international and complex.

We are committed to providing you with a comprehensive learning and development experience. We believe in hands-on learning, and you will be given increasing responsibility as you progress, allowing you to grow and develop your legal skills. You will have the opportunity to work on crossborder matters, collaborate with colleagues from diverse backgrounds, and gain exposure to international clients and jurisdictions.

We foster an open, friendly culture. You will work alongside experienced supervisors who are eager to share their knowledge and experiences with you. They will guide and mentor you throughout your journey, helping you to develop the skills necessary to become a first-class lawyer with an international outlook.

> Trainee Recruitment Committee Human Resource Department

ABOUT INCE

Ince is a dynamic law firm, trusted by the world's most ambitious individuals and organisations.

Our practice has been covering Asia for over 40 years. We regularly represent international financial institutions, private companies, listed enterprises, insurance companies, insolvency practitioners, accounting firms, licensed persons, directors and senior officers of corporations, contractors, and high net worth individuals in any legal matters.

Our team includes lawyers qualified in Hong Kong, England & Wales, People's Republic of China, Singapore, the British Virgin Islands and Australia who not only have a deep understanding of the commercial law framework, but also the local culture and environment. Moreover, several of our partners are appointed by the Hong Kong government to assist the legislature by providing their unique insight and advice on the development of the legal system.

Global Experience and Expertise in China

Our extensive global experience makes us the ideal partner for client's business developments abroad. If clients are looking to expand their business to new or developing markets, we will ensure that their business meets all the international legal requirements and that they are able to take full advantage of the opportunities available.

We understand the growing needs of clients based in China and clients outside China wishing to do business in a country presenting great opportunities. We work closely with our network to identify business opportunities around the world for Chinese companies. We offer a full range of services to clients in all their business activities in China from the original establishment of an office through to the development of their business, and inbound and outbound investments.

We have advised major Chinese enterprises involved in cross-border projects, and are familiar with their procedures and best practices. Our dedicated team are well skilled in the reconciliation of Western and Chinese legal concepts and the preparation of dual language documentation required for legal transactions. All of our team members have extensive experience in working with Chinese clients and understand their concerns.

Y.

Global experience



Different language capabilities



Top talent





Legal and business services professionals

Multiple nationalities

MAJOR PRACTICE AREAS

Dispute Resolution (including Arbitration)

Our highly regarded dispute resolution team offers clients a network of multinational and multilingual lawyers experienced in cross-border litigation, arbitration, and alternative dispute resolution, including mediation, as well as trade remedy, regulatory, fraud, and investigation work. Our litigators have extensive experience in acting and advocating for clients in litigation in all levels of Courts in Hong Kong, China, Singapore and England, as well as arbitrations governed by ICC, LCIA, UNITRAL, HKIAC, CIETAC, SIAC, CMAC and LMAA rules. Our lawyers assist clients in supervising, managing and overseeing the progress of domestic arbitration and related award collection proceedings in China, often resolving disputes before they reach the court room. We can also assist clients with negotiating and drafting arbitration agreements to protect their rights in international transactions and provide risk mitigation advice to avoid issues arising.

Regulatory Enforcement

We offer a full range of regulatory, enforcement, litigation and transactional capabilities and provide thoughtful, creative, and practical solutions to complex issues in today's regulatory environment. We developed long-standing relationships with financial regulators; assess legal, regulatory, enforcement and reputational risks; and resolve complex legal, financial, operational and strategic issues. Our lawyers advise on cross-border regulatory compliance and enforcement matters and provide strategic advice and assistance in connection with inspections and investigations by regulators.

Restructuring & Insolvency

We have in-depth knowledge and experience acting for a wide range of clients including debtors, funders and other creditors to address their financial difficulties with a view to rescuing such businesses, mitigating risks and maximising recoveries. Our dedicated team can advise on all aspects of contentious and noncontentious insolvency matters and collaborate with specialists in other practice areas when necessary in order to provide a holistic solution to achieve the best outcome for our clients.

Construction

Our team of specialists advise on full range of construction matters from strategic advice to complex dispute procurement resolutions. We have extensive experience in the structuring of construction procurement, drafting, reviewing and negotiating all kinds of industry documents, whether standard or bespoke, including BOOT and BOT contracts, Turnkey, EPC and EPCM contracts, building engineering and civil contracts, E&M/equipment supply contracts, PFI and PPP contracts, and joint venture arrangements. We often represent clients in disputes that arise from these contracts and construction projects, including in domestic and international arbitration, mediation, dispute adjudication and dispute review boards as well as statuary and contractual adjudication. Our range of clients include contractors, owners, operators, concessioners, sponsors, lenders, developers, consultants and insurers, etc.



Corporate (Capital Market and Debt Market)

We represent issuers, underwriters, sponsors, arrangers and lead managers in a wide variety of equity capital transactions, including initial public offerings, rights offerings, follow-on offerings, investment in public equities and spin-offs. We have a long-standing relationship with a number of leading Chinese companies and financial institutions and also provide advice on listing rules, regulatory and compliance issues, and complicated financial, operational and strategic issues.

M&A

Our team helps manage legal and regulatory concerns on all aspects of corporate joint ventures, activities, mergers and acquisitions, private equity and venture banking and capital, finance and multijurisdictional and multilingual due diligence through preliminary structuring of a documentation transaction and to a successful closing. We represent investment banks, private equity funds, sovereign wealth funds, institutional investors, strategic investors, portfolio companies, management teams and state-owned government organisations to advise on the full spectrum of international corporate transactions. In addition to capital market-related services, our transactional practice includes mergers and acquisitions, private equity and venture capital, banking and finance.

Banking & Finance

Our team of banking and finance specialists represent financial institutions in a wide range of financing transactions for the different sectors. They advise lenders and borrowers on the full spectrum of secured and unsecured commercial lending transactions, including property finance, leveraged acquisition finance, asset-based and cash flow finance. development and divestiture of producing properties, establishing lines of credit for general corporate purposes and financing pipeline, drilling rig and production equipment and other corporate lending transactions. In their representation of lenders, they focus on structuring and documenting the transaction that protects the lender's assets at risk in every manner possible or practicable. The team's experience in advising both borrowers and lenders allows us to efficiently and effectively facilitate the negotiation process and stay abreast of current market trends.

TRAINEE SOLICITORS PROGRAMME 2024

- Commencement date: August / September 2024
- Programme structure
 - Seat rotation
 - Regular performance review
 - Legal drafting training
 - Guidance and support from supervisors

THEIR THOUGHTS

"Law students who contemplate to join the legal industry as solicitors often have a wide range of options in the market. Amongst which, Ince is one of the very few ideal places for candidates who wish to become capable case handlers. Indeed, there had never been shortage of opportunities to participate in complex and high-profile cases at Ince. The experience that I obtained during my traineeship has equipped me for the future challenges and has set a solid foundation for my current practice. I would recommend all law students seeking to pursue a legal career as solicitor to join Ince and become part of us."



Anderson Siu, Managing Associate (Restructuring & Insolvency Department)



"I joined Ince & Co as a trainee in August 2019. During my traineeship, I was privileged to be given a wide exposure to both contentious and non-contentious matters including corporate finance, M&A, construction, shareholders' disputes, commercial litigation and arbitration. At the same time, I had the opportunity to perform substantive legal work such as drafting agreements, advice, pleadings, witness statements, etc. under the unparalleled guidance of the different partners and senior associates. The training I received during my twoyear traineeship has equipped me with the essential skills of being a solicitor."

Peter Mak, Associate (Dispute Resolution Department) "Ince cares about its people and their growth. When I was a trainee, I had ample training in different practice areas and was given the opportunities to take on substantial responsibilities in various contentious and advisory matters. During my traineeship, many of the work I did was challenging and complex and there were often new things for me to learn. At the same time, my supervisors and colleagues were always supportive of me and were willing to teach even when they were very busy with their own work. I will forever be grateful to the firm for the training I received as trainee."



Michael Tse, Associate (Restructuring & Insolvency Department)



"During my training at Ince, I was able to work on a range of legal matters across different sectors that allowed me to have a better idea of which practice I wanted to specialise in post-qualification. I had the opportunity to follow projects through to completion. I also feel extremely lucky to have started my career in such a supportive and inclusive working environment. My seniors were always more than willing to share not only their legal knowledge but also advice on project management, how to liaise with clients and career insights in general which have been invaluable towards my professional and personal growth."

Selina Wu, Associate (Corporate Department)

"Ince provides ample opportunities for trainee solicitors to explore their full potential. Ince's broad range of service offerings spans from corporate M&As, cross-border litigation, complex construction, to private client matters, which ensures that trainees have exposure to a plethora of practice areas."







"Being a trainee at Ince, I received all-rounded trainings with exposure to both contentious and non-contentious matters. I got the opportunity to work with other solicitors at all levels – from associates to partners, who always provided me with professional guidance and constructive feedback."

Raymond Wong, Trainee Solicitor

"In each area of practice, I work with veterans who also become great mentors of mine. They do not only give me invaluable insight into how a competent solicitor should think and act, but also gradually lower the handbrake and let me handle cases as if they were my own, training me to be a handler."



Anson Tang, Trainee Solicitor



TRAINEE SOLICITORS PROGRAMME 2024

Interested candidates please send full CV, academic transcripts with cover letter to <u>hrhongkong@incehk.com</u>

Suitable candidates will be invited for a written assessment and interviews. Invitation will be sent out by email or by call

CONTACT US

Ince & Co Suites 4404-10, 44/F, One Island East, 18 Westlands Road, Taikoo Place, Hong Kong

Tel: 28773221 www.incehk.com