

GMAP Internship Report / GMAP インターンシップ報告書

No. 2021-01

I. Basic information / 基本情報

- 1) Name / 名前 : Luk Yik Yeung
- 2) Enrolled year / 入学年 : 2020
- 3) Period of internship / インターン期間 : 23 September 2021- 29 October 2021
- 4) Place of internship / インターン場所 : Jeff Leong, Poon and Wong Law Firm(Online)
- 5) Person who accepted your internship / インターン受入担当者 : Mr. Jeff Leong
- 6) Content of work in your internship / インターン中の作業内容: Subscription agreement review and drafting(CCCPS, RCPS), Malaysia Company Act, Company constitution and policy drafting, review employee handbook, Personal Data Protection Act

II. Details and impressions / 詳細と感想

Including the following points: merits, demerits, lessons, contribution to your future career, personal experience etc.

Given the continuing health and safety issues posed by COVID-19, this year my internship was conducted online. I feel excited to start a new internship in an area that I want to deepen: Malaysia which consist of English common law and Islamic law. During this internship, I was working with Wee Loong's team. I appreciated the freedom of expression in my team. The conversation with my team member just the

talking with friends. Everyone was very friendly and helpful, and I felt comfortable working at JLPW law firm.

On the first day, I was invited to the team building activity called virtual Department Social for the lawyers in the Corporate Department to meet each other via ZOOM. I got to know the team of lawyers from different fields working in JLPW law firm and we exchanged the culture between Hong Kong and Malaysia. During the game session, I also gained an in-depth understanding of the structure of a Malaysia law firm.

My first task was to help my team to review the subscription agreement. My mission is to look out for provisions that are onerous on our client or not in their favor, suggest more favorable language and highlight the same to the client so my team member may negotiate with their investor. My team member gave me many materials of cases and as well as several other subscription agreement samples for me to refer as precedent, and then I read them and sorted my head out. When I had some questions, they answered me in detail. For example, Mr. Loong told me how to defend Serious Medical Condition of the founder in this subscription agreement.

My second assignment was to review the company constitution and company policy with the reading instruction. By following these instructions, I could be more easily to understand the Malaysia company act, for example how to set up a company in Malaysia? What are the minimum requirements for a company limited by shares? How to convene a member meeting (shareholders meeting) and director meetings? Etc.

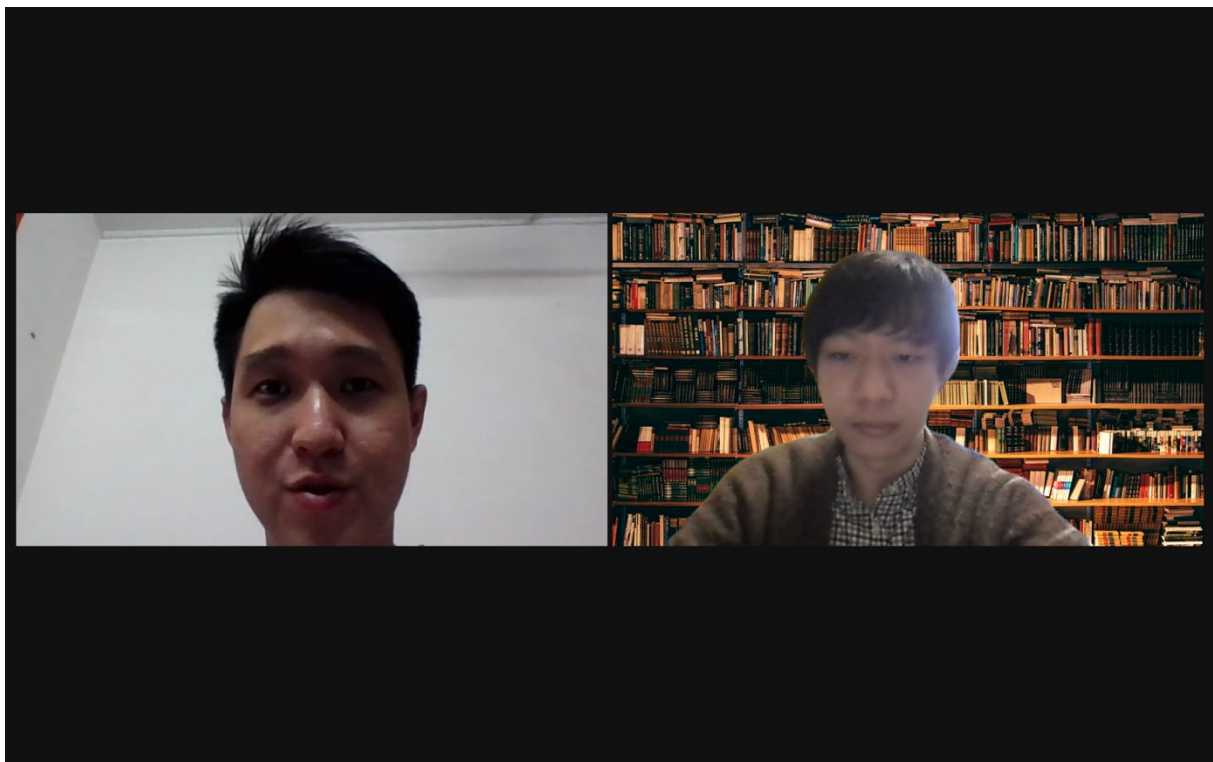
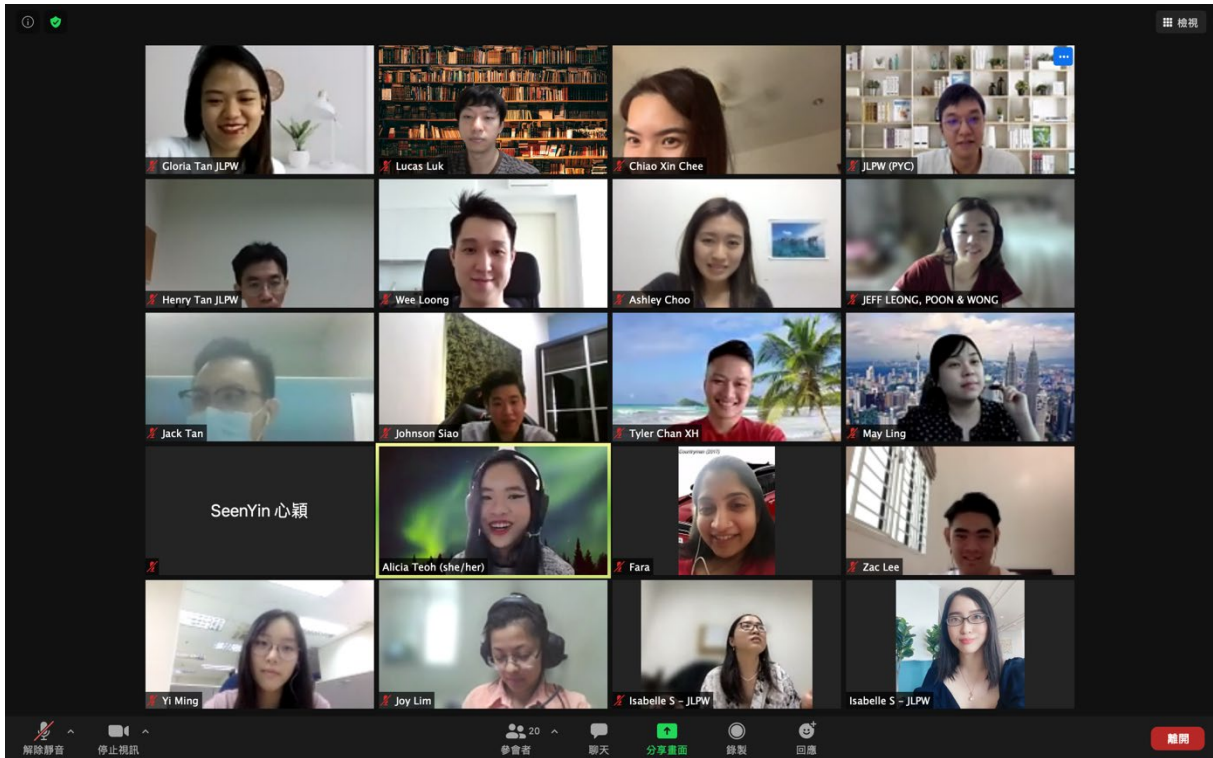
My third task was to review the employee handbook with Malaysia Personal Data Protection Act 2010. At first, I was a bit worried since it is totally new to me. But when I spent time to read this act, I found that it is not so complicated. The main point is to figure out the 7 principles and to distinguish the data user, data subject and data processor. This assignment allowed me to learn how Malaysia provide protection for an individual' s personal information to be processed for the purposes of commercial transactions.

During the internship, I was asked to take a quiz about the Malaysia Company Act and PDPA regulation on weekly basis. The scope of quiz was not only focus on these 2 acts, but also related to the on-going cases that I am dealing with. For instance the difference between the RCPS(redeemable convertible preference shares) and CCCPS(compulsorily convertible cumulative participating cumulative shares). How PDPA principles apply in the employee handbook?

Thanks to my supervisor--Mr. Loong spending his own precious time to teach me so that I could have a clear picture on these acts in Malaysia. Apart from the legal knowledge, my supervisor also provided many practical skills using in daily work, like business email writing skills, communication skills with foreign clients. These in-house training is different from the lectures in school.

To conclude, I learned more than I ever expected. I felt in the beginning that I would really have a head start being that I am a M2 student and have taken all my classes already, but I realized that I don' t think any number of classes will perfectly prepare

me for the practical work in a Malaysia law firm. Because there is a certain gap between the present theory in books and the actual practice of law. Fortunately, my colleagues were kind enough to answer my questions and educate me on the local laws and regulations in Malaysia. Overall, my experience at JLPW law firm has been outstanding. I know that not every student is fortunate enough to obtain an internship that will provide them with as much hands-on experience as mine has, but I wish that every student could. I was assigned to include in every on-going case that my team is dealing with. This experience finally opened my eyes to the real world. I really appreciate Mr. Leong and my supervisor Professor Akira Saito for their efforts to and arrangement of my internship. In addition, I am extremely great full to my team members who helped me in successful completion of this internship. Overall, I highly recommended students to take internship in JLPW family.



(Date / 記載日) 7/11/2021