

MESSRS JOSHUA & ASSOCIATES INTERNSHIP MODULES

Dear Intern,

Module 1 : Introduction to Messrs Joshua & Associates & Basic Skills

- Getting to know the lawyers and staff. Formal introduction on the First day of internship.
- Learning and understanding essential office processes (Laptop, Printing, Faxing Photocopying, File Management, Letter-Writing format, etc)
- Letter-Writing (In English & Malay) – official letters to Court, Clients, Letter of Demand
- Drafting Warrant to Acts & Bills
- Accompanying and observing Lawyers at client meetings
- Gathering information and recording statements from clients
- Attending to and communicating with clients under the guidance of a Lawyer
- Active participation in the Monthly Office Meetings

Module 2 : Probate & Administration (Court application & subsequent transfers)

- Drafting of the Grant of Probate application
- Drafting of the Letter of Administration application
- Drafting of the Letter of Administration with Will-annexed application
- Drafting of the Letter of Administration De Bonis Non application
- Drafting of the Notice of Application to transfer properties directly from Deceased to agreed Beneficiaries
- Drafting of Distribution Order application
- Drafting of Small Estate Distribution application
- Attending to Hearings for Small Estate Distribution application
- Drafting of Subsequent Small Estate Distribution application
- Drafting letters related to Life Insurance Policy claims
- Drafting of Transfer documents (Memorandum of Transfer, Representative Forms, CKHT 1A, 2A and 3, Cover letters to LHDN, Land Office, client)
- Attending to the Transfer application (Adjudication of Stamp Duty, CTC of all necessary documents, following up with the Runner on Presentation, vetting of the documents)
- Drafting of Letters to Developer/ Liquidators (Insolvency and Private Liquidators) for confirmation of Strata Title details, service of the Sealed High Court Order, submitting all necessary CTC documents requested together with payment (if any)
- Drafting of Perfection of Transfer documents and attending to the Perfection of Transfer
- Drafting of Transfer documents for transfers by way of Love and Affection and attending to the Transfer application
- Drafting and attending to the Discharge application
- Drafting and attending to the Receipt & Reassignment application
- Attending meetings with Client to understand and solve practical issues arising prior and after obtaining the Grant of Probate / Letter of Administration / Small Estate Distribution Order
- Attending to Court CTC of Probate/ Letter of Administration, List of Assets and Will at Kuala Lumpur High Court / Shah Alam High Court (payment and extraction)
- Conducting research

Module 3 : Will Writing

- Understanding the need for Drafting a Will
- Drafting of Wills (simple and complex)
- Attending meetings with Client to understand and solve practical issues arising prior and after Writing the Will

Module 4 : Divorce & Matrimonial Proceedings

- Drafting Divorce petitions and related cause papers
- Drafting Custody applications and related cause papers
- Drafting of property Transfer documents (Deed of Gift, Memorandum of Transfer, etc)
- Attending meetings with Client to understand and solve practical issues arising prior and after obtaining the Sealed Divorce Order
- Attending the Court Hearing as an Observer to understand practical Court process
- Attending to the extraction of the Letter from Jabatan Pendaftaran Negara at Putrajaya
- Conducting research

Module 5 : Personal Injury & Fatal Claims

- Drafting cover letters to JPJ, Hospitals, Traffic Police Stations, Insurance company, Employers
- Attending to the application for Specialist Report and attending the Doctor's appointment together with the Client
- Drafting opinion on Liability and Quantum
- Drafting the Writ and Statement of Claim and all subsequent cause papers related thereto
- Attending meetings with Client to obtain information on accident, job details and history and observation through interview on whether there is a need to refer client to specialist
- Conducting research

Module 6 : The Law of Tort

- Drafting Letter of Demand for Factory Negligence, Medical Negligence, Service Negligence and all replies thereafter
- Drafting of Police Reports
- Drafting of cover letters to Hospitals
- Attending meetings with Client to understand and solve practical issues arising prior and after the matter is filed into Court
- Conducting research

Module 7 : Debt Recovery

- Drafting Letter of Demand for outstanding sum owe and due to client and subsequent replies
- Drafting the Writ & Statement of Claim into court and all cause papers related thereto
- Attending meetings with Client to understand and solve practical issues arising prior and after the matter is filed into Court

During this internship period, you are expected to complete most areas under Module 1-4 (2 months internship) Or Module 1-7 (3 months internship)

Other modules that you may be exposed to:-

- **Agreements (Sale & Purchase, Tenancy Agreement, Guarantor & Indemnity, Licensing)**
- **Bankruptcy Proceedings (including Discharge of Bankrupt application)**
- **Companies Winding Up Proceedings**

In the event that you have been confirmed for internship at our firm, we welcome you and we hope that you use the knowledge and experiences which you have obtained for the betterment of yourself and your future clients.

Yours faithfully,

Joshua Kuan

Joshua & Associates