



CORPORATE PRIMER SERIES I
Practical guidance for routine junior to intermediate
Corporate Law Clerk practice

DATE: Saturday November 7, 2009
TIME: Registration: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 12:00 p.m.

LOCATION: Fanshawe College
1001 Fanshawe College
Alumni Lounge
London, Ontario

COST: \$80.00 for Members
\$100.00 for Non-Members
\$80.00 for Students

Register for Series I (November 7th) and Series II (November 21st) and SAVE! \$150 for Members (Series) \$175 for Non-Members (Series) \$150 for Student (Series)

Are you a recent Law Clerk graduate? Have you recently found employment at a Law Firm working in Corporate Law? Have you been out of the legal field for a period of time and need a refresher? If you answered “yes” to any (or all) of these questions, this *seminar series* is for you! This program will give you hands on guidance of routine junior to intermediate level corporate law clerk practice! Our speaker, Debra Bell (Cassels Brock & Blackwell LLP), will discuss the following topics:

- General overview of different business entities (incorporations, sole proprietorships, partnerships, limited liability corporations, joint ventures, franchises, licenses, unincorporated associations);
- Setting up a business (actual business formation and government requirements including general information about corporate management, share capital structures, name overview, pre and post organization considerations);
- Maintaining a corporation (including licenses, registrations such as extra provincial, government filings, meetings of directors and shareholders, corporate changes and other changes);
- General discussion on the professional responsibilities of Law Clerks and commitment to the career.

Please bring your Ontario Business Corporations Act (OBCA) to this seminar.

THE COMPLETED REGISTRATION FORM ATTACHED TO THIS FLYER MUST BE RECEIVED WITH PAYMENT NO LATER THAN Friday October 30, 2009 BY THE INSTITUTE OF LAW CLERKS OF ONTARIO, OR FOR PAYMENT BY VISA fax to (416) 214-6255. (Receipts will be issued) PLEASE NOTE: A minimum of 10 attendees is required for this program to proceed. All applicants will be advised in advance if the program is cancelled.



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**** RETURN REGISTRATION FORM TO: ****

The Institute of Law Clerks of Ontario
20 Adelaide Street East, Suite 502
Toronto, Ontario M5C 2T6
For Payment by Visa fax to (416) 214-6255

Please check one: Member \$80.00 [] Non-Member \$100.00 [] Student \$80.00 []
Series \$150.00 [] Series \$175.00 [] Series \$150.00 []

Cheque payable to "The Institute of Law Clerks of Ontario"; or Charge by VISA

Note: You are not registered until payment has been received by the ILCO office.

Visa Card No: _____ Expiry Date: _____

Name on Card: _____ Signature: _____

Registrant's Name: _____ Firm Name: _____

Address: _____ Telephone No: _____

_____ E-Mail Address: _____

Receipts will be mailed to address provided

If you have any questions, please contact our office at 416-214-6252 or by e-mail to [Lindsey Bombardier@ilco.on.ca](mailto:Lindsey_Bombardier@ilco.on.ca)

CANCELLATION AND REFUND POLICY:

Cancellation and requests for refunds **must be submitted in writing** to the office of the Institute at least five (5) business days prior to the date of the program in order to be entitled to a refund. ALL refund requests received at least five (5) business days prior to the date of the program will be subject to a \$25.00 administration fee. Any refund request received by the Institute any date later than five (5) business days prior to the program date will be submitted to the Institute's Continuing Legal Education Committee for its review and consideration.

FOR OFFICE USE ONLY:

PAID BY: CC/PC/FC/MO\$ _____

AUTHORIZATION _____

RECEIPT NUMBER: _____