



Graduate Recruitment

**Howse Williams**
何韋律師行

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About us

Howse Williams was established in January 2012. The founding Partners are all ex-Richards Butler Hong Kong who have worked in Hong Kong for many years and who set out to establish a full service independent Hong Kong law firm. The firm currently has 27 partners, 5 consultants and approximately 200 staff in total.

Key Practice Areas:

- banking & finance
- capital markets
- clinical negligence & healthcare
- corporate & commercial
- dispute resolution
- employment
- family & matrimonial
- fraud
- insurance
- property
- regulatory & compliance
- shipping & marine
- trusts, assets and wealth management
- wills, probate and estate management

As an independent law firm we are able to minimise legal and commercial conflicts of interest and act for clients in every industry sector. The partners have spent the majority of their careers in Hong Kong and have a detailed understanding of international business and business in Asia.



Practice Areas

We have an excellent reputation for delivering high quality legal advice with a practical and commercial approach to solving legal issues in line with clients' commercial objectives.

Banking and Finance

Our banking team has experience in a broad range of banking and finance matters, including bilateral and syndicated lending, international trade finance, project finance, acquisition finance, ship finance, general cash management and liquidity products, asset and debt recovery, security enforcement actions, banking regulation and compliance, sanctions, AML, KYC and various regulatory project and remediation works. The team also specialises in a diverse range of trade finance matters, including supply chain finance programs, open account finance, letter of credit and bank guarantee disputes, export credit agency backed finance, structured trade finance, warehouse finance, prepayment and deferred payment finance, documentary credits refinance and credit risk portfolio management.



Capital markets

Our capital markets team has experience in equity capital markets (ECM) and debt capital markets (DCM). We advise companies with Hong Kong, PRC and Southeast Asia backgrounds as well as underwriters or other financial institutions on local and international capital markets transactions. We have worked with clients in the following industries: asset management, automotive, banking, construction, food & beverage, education, entertainment, healthcare & life sciences, industrial, information

technology, logistics, manufacturing, retail, securities, telecommunications, media and technology (TMT) and others. We regularly engage with regulators, industry bodies and leading players in reviewing and enhancing the regulatory regime.

Clinical Negligence and Healthcare

The medico-legal team advises doctors, dentists and their indemnity providers and other healthcare professionals. The partners (two of whom also qualified as medical doctors) also advise private hospitals, medical group practices, corporate healthcare providers and pharmaceutical companies on issues relating to the import and distribution of drugs and pharmaceutical products, drug liability claims and other regulatory matters.

Corporate and commercial

Our team advises clients on a diverse range of matters, including mergers and acquisitions, corporate finance, direct investment, capital markets and securities, private equity and venture capital, shareholder/joint venture agreements, corporate restructuring/reorganisation, corporate governance and general commercial matters.



Dispute Resolution

Howse Williams specialises in dispute resolution both in Hong Kong and internationally. The firm handles complex, multi-jurisdictional commercial cases involving sale of goods; trade finance; media law; fraud; shareholder, joint venture, employment, property and franchise disputes; injunction proceedings; jurisdictional challenges; public inquiries and judicial reviews.

Employment

Our team provides contentious and non-contentious employment advice to both employers and employees in Hong Kong. We advise on all aspects of the fast changing contractual, common law and statutory law employment framework.



Family and Matrimonial

Our cases often involve families with assets in multiple jurisdictions. We handle all manner of children's issues including custody, care and control and other parenting disputes, such as access, child maintenance, paternity and schooling applications both in respect of married and unmarried couples and cohabitants. We have experience in handling private adoptions; cases involving child abduction and family finances including property transfers, prenuptial agreements and separation deeds.

Fraud/International Fraud Group (IFG):



We regularly act for victims of all types of fraud to recover misappropriated assets.

In 2015 Howse Williams was invited to join the International Fraud Group (IFG), an elite group of handpicked lawyers across 17 countries focused on unravelling fraud and tracing and returning assets. Being part of the IFG Group enables us to track the electronic movement of money and, with an order, compel the institution that has handled it to tell us where it has gone. If it is still there, we will freeze it. IFG lawyers are experts in the use of cross-border piggyback injunctions. Being part of the IFG global network enables us to pursue fraudsters and recover assets across jurisdictions. Howse Williams is the sole Hong Kong representative of the group.



Insurance and Professional Indemnity Insurance

Our market-leading team advises on general insurance, professional indemnity, D&O and specialised insurance lines acting for, amongst others, underwriters, brokers, mutual and fixed premium insurers of ships, a wide range of insurers for freight forwarders, warehouse operators, transport intermediaries, terminal operators, cargo owners and trade insurers. We also represent insurers who provide professional indemnity insurance for

various professional bodies in Hong Kong. We provide services to the following professionals: solicitors, accountants, medical and dental practitioners, architects, directors and officers, engineers, estate agencies, financial institutions, fund managers, nurses, occupational therapists, pharmacists and health care workers.



Property

Our property team advises on a wide range of property and conveyancing matters including agreements for sale and purchase; deeds of mutual covenant; tender and auction transactions; management agreements; building management; leases and tenancy agreements; land documentation and property related regulatory matters.

Regulatory and compliance

Our regulatory team advises financial institutions and corporates on a wide variety of contentious and non-contentious regulatory and compliance issues. On the contentious side we represent clients in regulatory investigations; advise on or conduct internal/disciplinary enquiries; advise or implement remedial action; liaise and negotiate with regulators; handle issues with stakeholders and deal with related issues such as injunctions and other court orders. On the non-contentious side we advise on regulatory compliance, carry out gap analyses and operational/compliance reviews; work with clients on licensing and other regulatory applications; advise on business structure and business conduct issues; draft compliance manuals/ dawn raid procedures/client and counterparty agreements; advise on rules applicable to listed companies and shareholders and assist with entry into and exit from Hong Kong. We often work with clients in both capacities for our clients, therefore meeting all of their regulatory and compliance needs.

We are involved in key and topical issues affecting financial institutions, corporates and their senior managers/advisors, including money laundering; insider dealing and other market misconduct; fraud and bribery; listing rules; investor protection; sale of structured products; auditing issues; corporate governance; internal controls and clearing/settlement/payment systems. We also advise clients on privacy and competition issues.

Shipping, marine & international trade

The firm specialises in maritime dispute resolution; mergers and acquisitions; competition and regulation and infrastructure. The team handles a wide range of disputes both in Hong Kong and throughout Asia. The shipping team has considerable experience in all types of wet and dry shipping litigation. The team (which includes solicitors with seagoing experience) deals with collision, salvage, wreck removal and pollution cases as well as charterparty, bill of lading and other contract of affreightment disputes. We advise ship-owners and their insurers (P&I Clubs), cargo owners, freight forwarders, recovery agents, logistic companies, godowns, terminals, port authorities, commodity traders and their insurers and other organisations in the marine transport and insurance industries.



Trusts, assets and wealth management

Our team has extensive experience advising ultra high net worth individuals and their families; entrepreneurs and family businesses both in Hong Kong and the PRC. We are trusted legal advisers providing advice and support to our clients on the management of their wealth and assets, and on a wide range of inheritance and succession matters. Our private clients range from high profile to discreet individuals. We establish long-standing relationships and offer practical, innovative solutions.

We have experience in establishing trusts, in particular family trusts, educational trusts and charitable trusts. Our team includes solicitors who are full members of the Society of Trust and Estate Practitioners (STEP) and are qualified Trust and Estate practitioners.



Wills, probate and estate management

The firm handles wills, probate, estate management and general civil litigation matters.

▼ Intern Programme

We offer summer and winter intern placements, usually to law undergraduates who are in their final year of study or other students applying for training contracts. The internships are generally for three weeks. Interns work directly with partners and/or senior associates in one of our practice areas.

▼ Training Programme

Our Training Programme is normally divided into four six-month seats giving trainees practical, hands-on experience in different areas of law. Wherever possible, our trainees sit in the same room as their supervising partner. This gives trainees the opportunity to learn by example, build a relationship with their supervising partner and get immediate and ongoing guidance. In addition our trainees have mentors who provide support and practical day to day advice. Our trainees make a real contribution to the service we offer our clients. When it comes to seat rotations we consult our trainees and make every effort to accommodate specific requests.

We host regular Continuing Professional Development (CPD) and Risk Management Education (RME) seminars and workshops internally to which trainee solicitors are invited. The courses cover a wide range of legal topics and skills based training. In addition the firm offers additional adhoc training on a variety of subjects.

▼ Training Contracts

We generally recruit 8 trainee solicitors each year and have 16 trainees in rotation. We recruit trainees one year in advance. We are looking for enthusiastic applicants with excellent academic and personal achievements.



▼ Terms

We offer an attractive salary and benefits package that is competitive with international law firms.

▀ Our Culture

We offer a congenial, supportive working environment with a strong work ethic. The partners and associates have an open door policy and readily welcome questions, suggestions and ideas. Trainees are invited to regular social events such as firm dinners, drinks, junk trips, sporting events and a variety of charity events.

The partners encourage trainees to take on as much responsibility as they think they are capable of whilst providing guidance and support as needed.

▀ 100% Retention

We aim to retain all of our trainees on completion of their training contracts.



Life as a Trainee by Michael Chau



Michael Chau

Trainee Solicitor (2017-2019)

I had a wonderful and fruitful experience working at Howse Williams as a trainee. The firm has provided me with a solid platform to develop not only my legal and professional knowledge, but also my interpersonal and client management skills. I have also benefited from the "open-door" policy where fee earners of all levels are encouraged to reach out to partners and seniors for support and guidance.

My first and final seats were in the commercial & corporate finance department. I was exposed to various transactional work such as initial public offering (IPO) and mergers & acquisitions deals. I was given the opportunity to draft, review and amend legal agreements, conduct due diligence and prospectus verification and liaise with various working parties.

In my second seat I worked for both the commercial & corporate finance and property departments. On the corporate side, in addition to gaining more IPO-related experience, I was given the chance to advise companies on post-listing compliance matters including the preparation of announcements and circulars. On the property side, I was given the opportunity to review tenancy agreements and title due diligence reports. During my second seat, I leveraged my property-related skill set to enhance my ability to advise on property-related issues of listing applicants.

In my third seat I worked in the shipping litigation team. I worked on international trade dispute cases; shipping; insurance and logistics matters. I was also involved in cases where we have been representing victims of fraud to recover the misappropriated assets.

Being a trainee at Howse Williams has really been an intellectually challenging and enjoyable experience. The diversity of work that I have been exposed to, and the responsibilities that I have been assigned with, equipped me with the necessary skill set to learn and grow to be a competent associate in future. I look forward to joining the firm as an Associate in the corporate practice and the new challenges and learning experiences that I will be exposed to.

Michael joined Howse Williams' Corporate practice as an Associate on qualification in September 2019

Life as a Trainee by Samantha Hui



Samantha Hui

Paralegal (2016-2017)

Trainee Solicitor (2017-2019)

I joined Howse Williams as a paralegal working with the Corporate Department. Having spent one year with the team, I had the opportunity to sit through various stages of complex listings on the Hong Kong Stock Exchange. I was also exposed to other corporate matters including corporate restructurings, privatisation of public companies, as well as general regulatory and compliance matters for listed companies.

Starting my first seat with the Clinical Negligence & Healthcare Department, I was actively involved in a vast array of medico-legal matters, including Medical Council disciplinary inquiries, clinical negligence civil claims, criminal proceedings and other regulatory and advisory work. Rotating to my second seat with the Shipping Department, I have worked closely with the handling solicitors on multi-million dollar shipping disputes, logistics related claims, international trade dispute cases and other general commercial litigation. My third seat was in the Corporate Department and my fourth seat was working across the banking and finance and regulatory practices.

In all of my seats, I was relied on to deal with various aspects of the cases on a day-to-day basis. Contrary to the thought of only doing the typical "work of a trainee", I was valued as a team member in contributing to the services provided to our clients from the beginning. On top of being tasked to conduct due diligence exercises, draft court documents, prepare legal advices, and liaise with clients directly, I was motivated to put forward different approaches, and together, identify the best solution in resolving a problem and deliver effective legal advices to our clients. The opportunities to work with and learn from a dynamic team of lawyers with a diverse background have inspired me to adopt an innovative and outward-looking approach in today's increasingly multifaceted world.

Throughout my training contract, I was trained with immediate and continuous guidance from my supervising partners. The structured training programme undoubtedly enables its trainees to experience a wide range of practice areas, discover their paths and ultimately embark on their legal career equipped with promising abilities and skills.



Achieving work-life balance is of essence to me. Through its occasional social events, the firm encourages everyone, including the trainees to relax and recharge before returning to the energetic workplace.

I recommend Howse Williams' Training Programme to all future candidates with an aspiration to become part of a vibrant team.

I look forward to joining the firm's Corporate practice on qualification.

Samantha joined Howse Williams' Corporate practice as an Associate on qualification in September 2019

Life as a Trainee by Diana Wan



Diana Wan

Intern (May 2017 to Aug 2017)

Paralegal (Jun 2018 to Aug 2018)

Trainee Solicitor (Sept 2018 to Aug 2020)

I joined Howse Williams as a summer intern. During my summer with the firm, I worked directly with my supervising partner and associates in the corporate team to prepare for a number of initial public offerings (IPOs) and listings on the Hong Kong Stock Exchange. One of my first tasks was to complete checklists and forms to ensure the listing applicants fulfil the basic requirements for the contents of the prospectus. I was surprised at the level of involvement and exposure I was given. The hands-on experience I gained in such a supportive environment was rewarding.

I re-joined the firm as a corporate paralegal last summer after completion of my PCLL program and commenced my training contract in September 2018. I spent the first-year of my traineeship with the corporate & commercial team, while I was also given the opportunity to work with the property team in my first seat. I was actively involved in nearly 10 IPOs throughout the year by performing due diligence on the listing applicants and preparing verification notes to verify all material statements made in the prospectus. I enjoy working on IPOs as different professional parties are involved and we work together as a team for the same goal. Apart from assisting clients on IPOs, I was also exposed to a large variety of work including drafting legal agreements and corporate announcements. As for my seat with the property team, I had the opportunity to conduct real estate due diligence in various M&A transactions to ascertain terms, obligations and restrictions on tenancy agreements/ licenses that might affect these transactions; as well as to research on complex legal issues and advise clients on their rights and obligations under land documents.

Sharing an office with my supervising partner gives me the opportunity to learn by example and receive instant valuable feedback. As a first-year trainee at Howse Williams, I had ample opportunity to work in the centre of each transaction, and my responsibilities increased over time. Everyone in the office is very helpful and willing to give a hand when you need it. Their guidance and support are encouraging; and I am so thankful to be part of this big family, contributing to its continual success as the trusted independent legal advisor.



Life as a Trainee by Edwin Au



Edwin Au

Paralegal (Jul 2017 to Feb 2019)

Trainee Solicitor (Mar 2019 to Feb 2021)

I joined Howse Williams as a paralegal working in the Litigation Department. During my time there, I was able to become familiar with the court procedures in both civil and criminal matters. Being exposed to a variety of cases allowed me to better understand the complex nature of the Hong Kong legal system whilst being exposed to many different industries.

My first seat as a trainee was also in the Litigation Department where I was given the opportunity to engage and strategize on cases alongside my supervising partners. I was actively involved in cases ranging from commercial matters such as shareholder disputes in Hong Kong listed companies to criminal matters such as theft and driving offences. I was able to develop a well-rounded knowledge of the law and the practical steps required to be a competent litigation lawyer.

Being a trainee in the Litigation Department, I was able to gain valuable experience by attending Court hearings and even appearing in Court hearings myself. This has not only helped develop my advocacy skills but also advanced my ability in legal research and legal preparation.

As a trainee, I am involved in all of the stages of a matter and I am given the chance to take ownership of each of my cases. My work and contribution is valued by the team and I am always given clear guidance. In addition to drafting court documents, letters and legal advices, I am able to engage with clients and help strategize on case developments.

The trainee programme at Howse Williams encourages trainees to work closely with their supervising partners. Indeed, I am able to immediately seek guidance and discuss any difficulties with my supervising partners. They not only provide advice to me but also make the whole process engaging and motivating.

My experience as a trainee has been nothing short of amazing. From the friendly team members to the firm's overall vibrant spirit, I would definitely recommend all future candidates to consider applying to Howse Williams Trainee programme.

What our interns had to say about Howse Williams

- ▶ "My experience at Howse Williams was terrific, and it strengthened my interest in dispute resolution and my aspiration to join the HW team. I have enjoyed every moment I worked with the team. I love HW's supportive and collegial culture and was never ceased to be amazed by the high calibre professionals I was so lucky to have worked with."
- ▶ "At the end of this internship I feel like I am walking away with many skills that will help me in my future career."
- ▶ "What I enjoyed most about my internship was that I was assigned actual and meaningful tasks, and how the next task followed up from the previous one. This enabled me to see how a real life case was managed and how it progressed. Along with feedback at each stage, I was also able to learn and develop my analytical and written skills."
- ▶ "I was very fortunate to be able to share a room with [my supervisor] as I was able to observe the interaction between different legal practitioners. Being in the same room also allowed me to quickly and more readily ask for advice and discuss the work assigned to me"
- ▶ "From partners to the tea-ladies, the approachable and friendly tone was consistent."
- ▶ "It is impeccably organised "
- ▶ "It was very informative for me to observe the structured team approach in dealing with the wide variety of client matters the team received "
- ▶ "I really appreciated the hands on involvement I got..... This helped me focus my learning and apply it to real life cases."
- ▶ "An exceptionally positive experience the internal work culture here is very encouraging and welcoming; people work efficiently but with an awareness that goes beyond simply what is professionally required."
- ▶ "There was never a moment where I felt confused or out of my depth because I feel everyone went to great lengths to ensure that I was included and gaining something from my time here, and I greatly appreciate that."
- ▶ "The high standard to which the firm holds itself was apparent from the first day as an intern, and is easily one of the most inviting qualities of the firm. Held against the flexibility and openly understanding culture amongst employees, working here is an opportunity to participate in an effective practice that works hard to do right by its clients."
- ▶ "The internship program is fantastic. I believe the firm is a highly rewarding place to work."

- ▶ "I enjoyed the hands-on experience - I drafted letters, summons and bills and got really excited when they finally went out to the court/clients."
- ▶ "The opportunity to get involved with client based work is a valuable experience, very hands on work, you get stuck into it."
- ▶ "I was given an array of tasks which provided me with valuable insight into the day-to-day working life at a law firmI truly did enjoy my placement"
- ▶ "I worked with the corporate team and was given a wide variety of work. The experience was very rewarding. I really enjoyed the friendly culture."
- ▶ "From inception to completion my experience has been fantastic from day one I was made to feel a part of the team. I was given work which was in equal parts engaging, demanding and important. At all times I felt like my contribution was valued. Most importantly, the team were very supportive and a pleasure to work with."
- ▶ "All staff here are extremely welcoming and friendly. They are also willing to teach me when I encounter anything difficult or new."
- ▶ "The work I was given varied from reviewing pleading documents to attending hearings to drafting attendance notes and letters. This well-rounded variety of work gave me a full view of the stages of litigation and the corresponding work required at each."
- ▶ "The thing I enjoyed most about this internship was the opportunity to get involved with a case dealing with judicial review, and more particularly that I was able to attend a substantive hearing during my internship."
- ▶ "I got the opportunity to look at how cross-examination of witnesses is conducted that was definitely a unique experience!"
- ▶ "I am very grateful as I was given hands-on tasks and opportunities to interact with clients directly."



- ▶ "Everyone works with enthusiasm and encourages each other. I am amazed at how receptive and kind people are."
- ▶ "Be prepared to be immersed into the work as every moment has something to be taken away from it, and be ready to be overwhelmed by the amazing atmosphere here."
- ▶ "More than anything else I want to be able to do work that has substance and value and I believe I was able to accomplish that".
- ▶ "Interns are integrated into the workplace almost seamlessly and expected to work as any other employee from the start."
- ▶ "Exceeded my expectations, was a very fruitful experience 10/10, would come again!."
- ▶ "I love the fact that the solicitors are very meticulous. They are smart and amiable. They're not just lawyers they are problem solvers. I have learnt so much from them and I am very grateful."
- ▶ "[I most enjoyed] being given a wide variety of practical work and working in a professional, friendly environment, with ample opportunity to learn and put my practical knowledge to use".
- ▶ "My fellow interns and I had the chance to learn and work together - this cultivated a sense of bonding amongst us and experienced colleagues offered me practical advice and guidance in different tasks".
- ▶ "The work that [the partners] do is very challenging and intellectually demanding. The myriad of issues that can come up in hard-core shipping cases are frightening. I had heard that at school but I got to experience it".



▼ Howse Williams in the Community

We are committed to investing in Hong Kong. We seek out ways to use our legal expertise, energy and team spirit to help the community in which we live and work. Our corporate social responsibility activities include pro bono work; working in partnership with local organisations; charitable work and promoting environmental awareness.

Pro bono: The partners take on a number of pro bono projects every year either to assist clients who are not financially able to pay legal fees or where the work is for charitable or quasi charitable organisations.

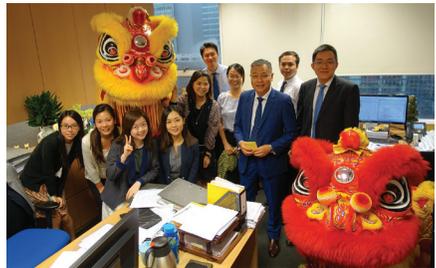
Local partnerships: We are proud to be the long term financial sponsor of local rugby club, the Tsuen Wan Rugby Football Club (TWRFC). Unlike many of the better known rugby clubs with multiple sponsors, the TWRFC had never previously received any sponsorship since their establishment in 2003. The Club encourages 6 to 18 year old local children, primarily from the New Territories, to get involved in rugby. In addition the firm has established links with local schools, universities and colleges, to give support including seminars, advice, guidance and internships.

Charitable work: We get involved in a wide range of charitable events. We host regular fund raising breakfasts in the office to help local charities.

Environment: We work hard to raise awareness of environmental issues in Hong Kong. Our staff, clients, friends and families take part in beach clean-ups and other activities to raise awareness in Hong Kong.



Our Events





How to Apply

Further information about the firm and our practice areas can be found at www.howsewilliams.com.

For further assistance please contact: Helen Rogers

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