

Kelvin Hok Heng Chiu

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EDUCATION

The University of Law (College of Law)

London, United Kingdom

Graduate Diploma in Law (GDL)

September 2015 – Present

Relevant Courses: Legal Ethics (Distinction), Tort Law (Commendation), EU Law, (Commendation), Criminal Law (Commendation), Contract Law (Pass), Constitutional Law (Pass), Research Project (Pass), Land Law (tbc), Equity and Trusts (tbc)

The University of Hong Kong

Hong Kong

Master of Laws (LL.M.)

August 2013 – August 2014

Relevant Courses: Global Business Law (A), International Commercial Arbitration (A-), Regulations of Financial Markets (B+), An Introduction to Chinese Law (B+), Intellectual Property Law in China (B+), Dissertation (B+) Family Law (B-) Global Business Law II (C+)

University of Essex

Colchester, United Kingdom

Bachelor of Laws (LL.B.)

October 2009 – July 2012

- **Honours:** Second Class Honours, Upper Division
- **Relevant Courses:** Contract Law, Land Law, Equity and Trusts, Administrative Law, Constitutional Law, Tort Law, Criminal Law, Jurisprudence, Commercial Law, Law of the European Union, Law of Evidence, Company Law
- **Activities:** University of Essex Law Society Mooting Competition 2011, University of Essex Law Society, Hong Kong Society

Island School

Hong Kong

International Baccalaureate

2004 – 2009

- **Relevant Courses:** Chinese B1 HL (6), Economics SL (6), History HL (5), English A1 SL (4), Biology HL (3), Math SL (3)
 - **Activities:** School Orchestra, Choir, ESF Choir, Da Vinci House Sports Team
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WORK EXPERIENCE

D. S. Cheung & Co., Solicitors

Hong Kong

Paralegal (Corporate Finance Department)

March 2015 - September 2015

- Assisted in several IPO projects, respectively the IPOs of an audio-visual conference service provider, two foundation works companies and a restaurant group company.
- Assisted in preparing Long Board Meeting document bundles to be signed by the company directors
- Took part in due diligence interviews for to A1 submission verification purposes
- Drafted due diligence interview notes for sponsors' review and comment (including audio-typing and translation)
- Assisted in amending parts of reorganisation memo of a group company prior to A1 Form submission
- Assisted in amending the 'History and Reorganisation' and 'Business Overview' sections of the prospectus
- Drafted 105 and 106 checklists in ensuring compliance with the relevant listing rules at A1 submission stage.
- Assisted in drafting verification notes (v notes)

Chiu, Szeto and Cheng Solicitors

Hong Kong

Legal Assistant

September 2012 - November 2012

- Performed legal research in relation to a negligence claim brought by employees against a listed company in Hong Kong
- Assisted in interviewing clients to gather evidence for various criminal and civil matters
- Performed legal research on the relevant Hong Kong Ordinances in relation to traffic accidents and drug trafficking
- Assisted in several other court cases (theft of company property, New Territories land title disputes and drug trafficking)
- Assisted in taking notes and writing reports in relation to court proceedings at the court on the clients' behalf, and assisted in amending litigation documents, including statement of claims and writs of summons.

Chiu, Szeto and Cheng Solicitors

Hong Kong

Summer Intern

June 2012 - July 2012

- Performed legal research in relation to a dispute between a Hong Kong company and a freight shipping company
- Conducted legal research in relation to general compliance matters regarding to rules of civil and criminal procedures, as well as the Companies Ordinance of Hong Kong
- Assisted in the translation of documents from English to Chinese, and vice versa

Angela Ho & Associates

Hong Kong

Summer Intern

September 2010 - October 2010

- Conducted legal research in relation to GEM Board and Main Board Listing Rules of the Hong Kong Stock Exchange
 - Proofread blackline prospectuses and financial statements, highlighted inconsistencies throughout, and suggested amendments to the supervising associate
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SKILLS & INTERESTS

IT Proficiency MS Word | PowerPoint | Excel

Languages Cantonese(native) | English (fluent), IELTS 7.5 | Mandarin (fluent)

Interests Football | Tennis | Music

VOLUNTARY EXPERIENCE

- Rainbow Trek 50km Trail Walk, Participated twice to fundraise for autistic children in Hong Kong
- Bronze Award for Volunteer Service to the HK Community In 2006 and 2007, Presented by the Social Welfare Department of the government of Hong Kong Special Administrative Region