

Legal Tech Platform Initiative (LTPI) Funding Programme – FAQ

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PROGRAMME PARAMETERS

1. What are the solution categories supported under this funding programme?

The solutions categories that are supported for now include:

- a. Matter Management and Collaboration Tool
- b. Practice Management Systems
- c. Document Management Systems

We will be including more solution categories such as online legal research tools, document review / assembly tools and AML/KYC tools progressively.

2. What qualifying criteria must a law firm meet in order to benefit from this funding programme?

The applicant entity should be a Singapore Law Practice (SLP) that satisfies the threshold requirements set out in Rule 3 of the Legal Profession (Law Practice Entities) Rules 2015.

In addition, the firm should fulfil the following eligibility criteria:

- Business entity that is registered/incorporated in Singapore
- At least 30% local shareholding
- Company’s Group Annual Sales Turnover of not more than S\$100 million, or Company’s Group Employment Size of not more than 200 workers
- Subscription of IT solution must be used in Singapore

In addition, prior to application submission, the company must not have:

- Made any payment to the solution provider or third party in relation to the subscription of the IT solution.
- Signed any contract with any solution provider or third party in relation to the subscription of the IT solution.

3. Can SLPs that were funded under earlier funding programmes such as Tech Start for Law and Tech-celerate for Law apply for the funding programme?

SLPs who have previously tapped on Tech Start for Law and/or Tech-celerate for Law can still qualify for the LTPI funding programme if they are adopting a solution from a different solution category. If the SLP wishes to switch solution within the same category, they should contact MinLaw. Please refer to the table below for more details.

Illustration:

Tech Start for Law or Tech-celerate for Law	LTPI funding	Eligibility
Category 1; Brand A	Category 2; Brand X	Yes
Category 1; Brand A	Category 1; Brand B	Contact MinLaw MLAW_IndustryEngagements@mlaw.gov.sg

4. How much funding can each SLP potentially receive? Is there a cap for the funding for each firm?

The amount and duration of support vary according to the solution chosen.

The grant cap is S\$30,000 per annum per entity. The cap can be shared across all solutions adopted by the SLP within PSG.

Solution that is...	Integrated and commercially bundled with LTP*	Integrated with LTP, but not commercially bundled with LTP*	Neither integrated nor commercially bundled with LTP*
Duration of support per SLP	Up to two years	Up to one year	Not supported
Amount of support per SLP	Up to 70%		0%
Grant cap per SLP	S\$30,000 per annum per entity across all solutions within PSG		

*Status of solution provider as at time of grant application by the SLP

5. Why is the duration of the support extended to two years for some solutions?

The typical duration of support for adopting of technology solutions is usually one year under the standard PSG programme. For the legal sector, we have decided to extend the duration to two years for this LTPI funding programme, so that the law firms have a longer runway to realise the benefits of adopting the LTP and solutions that are integrated and commercially bundled to it.

6. Why are some solutions supported for one year, and some two years?

We are prioritising solutions that are both integrated and commercially bundled with LTP for the two-year funding support. This is because we want to further encourage the adoption of these solutions as using them with the LTP is more seamless (due to the integration) and they offer greater value-for-money for SLPs that use the LTP (due to the commercial bundles with the LTP).

7. Can you elaborate on the application and claims processes for an SLP, e.g. documents to be submitted, time taken to approve and time taken to reimburse?

Applications

To apply for the PSG, companies will have to:

- Visit [GoBusiness Gov Assist](#) to access the [list of supportable solutions](#) and identify relevant solutions that they may want to procure
- Obtain quotations from solution provider (unsigned). IT solutions and solution providers have been pre-qualified under the grant
- Company should not have signed any contract or made any payment before submitting the PSG application
- Submit an application on the Business Grants Portal (BGP) at www.businessgrants.gov.sg Companies will need to have a CorpPass account to transact on the BGP.

Click [here](#) for a step-by-step guide.

Applications are processed about six (6) weeks from the submission of all required information and will be processed by ESG. SLPs are strongly encouraged to submit applications ahead of time to account for the application outcome and/or processing duration required.

Claims

There can only be one claim per approved application.

For claims submission, company needs to ensure:

- Claimant has subscribed to the solution as approved in the application;
- Claimant has used the solution;
- Claimant has paid for the solution in full;
- Claimant has submitted all claim documentation; and
- Disbursements can only be made after the claims have been approved.

Companies should also ensure that there is an existing GIRO arrangement. Companies may submit your company's GIRO details through the [ESG Giro Form](#).

Click [here](#) for a step-by-step guide.

8. Will this funding programme be available for foreign law practices, joint law ventures and formal law alliances?

This programme is available to Singapore Law Practices as defined in the Rule 3 of the Legal Profession (Law Practice Entities) Rules 2015 only.

The applicant firm should fulfil the local SME criteria:

- At least 30% local shareholding
- Registered and operating in Singapore
- Group annual sales turnover ≤ S\$100m or group employment of ≤200 employees

SOLUTIONS

9. What is the basis for pre-qualifying these solutions displayed on the website only, as there are many other solutions offering the same if not better functions?

The solutions identified under the LTPI funding programme are evaluated and pre-approved by IMDA, in consultation with the Ministry of Law. An open call for proposal was launched by IMDA, after which interested solution providers were put through a pre-approval evaluation process. The pre-approval process takes into consideration various factors, such as:

- Whether the solution is integrated with the LTP, a matter management and collaboration tool developed by the Ministry of Law. The LTP is envisaged to be the single platform that can meet most, if not all, of an SLP's technology needs.
- The solution's ease of use, interoperability, its provider's track record etc., to ensure that solution meets the needs of law firms.

This pre-approved list of technology solutions will greatly benefit law firms which may have limited time, financial resources and technical expertise to select the right technology solutions for their businesses.

10. Will more pre-qualified solutions be added into the programme?

Yes. We will be integrating more solution categories (e.g. online legal research tools, document review / assembly tools, AML/KYC tools) with the LTP progressively. As these solutions are integrated, we will open the pre-approval process for interested solution providers to pre-qualify their solutions.

11. With the recent spate of cyber security breaches, how will the Government ensure that the pre-approved solutions are cyber secured for SLPs' use?

Under the current requirements for solutions to be pre-approved under SMEs Go Digital, we encourage all solution providers to self-assess against the cyber-security best practices as provided in the Vendor Self-Assessment Checklist. These include best practices such as Threat Risk Assessment, Critical Design Review and Acceptance Testing that is aligned to CSA's Security-by-Design Framework.

As part of IMDA's effort to raise the standards of pre-approved solutions, all solutions that handle sensitive data (such as Human Resource Management System, Customer Relationship Management and Visitor Management System) will be required to undergo Vulnerability Assessment by a qualified third-party provider (e.g. Singapore Institute of Technology) to identify and resolve vulnerabilities found.

IMDA, with the support of CSA, has partnered with the Singapore Institute of Technology to launch GoSecure to help ICT SMEs increase awareness on Security-by-Design guidelines and practices, and improve their solution security posture through vulnerability assessment. For more information on GoSecure, please visit <https://www.imda.gov.sg/industry-development/programmes-and-grants/small-and-medium-enterprises/ict-smes-capability-development/gosecure>.

Cyber-security extends beyond the implementation of digital solutions to better protect themselves against cyber-attacks. Law firms should practice cyber-security holistically by taking a risk-based approach. Law firms can refer to [Law Society's Cybersecurity Framework](#) for more information.

LTP INITIATIVE (LTPI)

12. Beyond the funding programme, what are the other pillars under the LTPI to help law firms digitalise?

There are a few pillars under the LTPI. The primary pillar is the Legal Technology Platform (LTP), a matter management and collaboration tool designed for legal workflow. The platform is designed specifically to facilitate legal workflows from end-to-end.

In addition, the LTPI also includes the following:

- a. Funding support programme to defray the cost of adopting LTP and solutions integrated with it.
- b. LTP Technology Adoption Programme – where the LTP and LTP partners will develop a more seamless experience for users in areas such training, onboarding and technical support.
- c. Training programmes on the use of technology solutions

13. I am a law firm. How does the Government ensure competitive and transparent rates for the LTP solution on PSG when there is only one single solution provider?

MinLaw continues to monitor market developments, including changes in features and pricing for potentially comparable solutions on the open market. These, alongside periodic market surveys and other ground-sensing efforts, will be used to benchmark competitiveness and affordability of the LTP. Further, besides the LTP in Singapore, our technology provider Lupl also offers its solution internationally to a larger global market and we will continue to ensure that the pricing offered in Singapore is on par with these international rates, if not lower.

14. Why did MinLaw partially fund the development of LTP by Lupl, when they are still charging the customers the full fee?

The base platform (i.e. the platform that Lupl is offering to the global market) was fully funded and developed by Lupl. MinLaw has taken an incremental approach where our investment in the LTP is solely to develop the Singapore-specific features that are layered on top of this base platform. Lupl's pricing model is calculated based on the costs (both development and operating) that they have incurred for the base platform, and pegged to their international rates. Singapore users will therefore be paying solely for the cost of the base platform but be able to enjoy the Singapore-specific features at no additional charge.

SOLUTION PROVIDERS

15. I note that there is a deadline of 31 July 2022 for integration with the LTP, which is a mandatory requirement. What happens if my application is approved before the integration is complete? Why is this deadline imposed?

For solutions that are approved before the integration with LTP is complete, the approval will be conditional. The solution must be integrated or integrated and bundled by 31 July 2022, else the conditional approval will be revoked. Until the integration is complete, the solution will not be published and SLPs will be unable to apply for the PSG grant for it.

This deadline is to encourage solution providers to integrate their solutions with the LTP as quickly as possible, in order to bring maximum interoperability and certainty for the SLPs.

PMS/DMS solution providers applying to be onboarded to the LTPI funding programme			
	Not integrated with the LTP, not bundled with the LTP	Integrated, not bundled	Integrated and bundled
Before 31 July 2022	<ul style="list-style-type: none"> If the solution provider satisfies all other requirements under IMDA's pre-approval process, a conditional approval will be given. Solution must be integrated or integrated and bundled by 31 July 2022, else the conditional approval will be revoked. Until then, solutions will not be published, and SLPs cannot apply for the grant for it. 	<ul style="list-style-type: none"> If the solution provider satisfies all other requirements under IMDA's pre-approval process, approval will be granted for solution to be onboarded onto the funding programme. The solution can be published for SLPs to apply for a one-year grant. Solution provider signs a one-year contract with IMDA. Solution provider can choose to commercially bundle their solution with the LTP during the one-year contract period, but solution provider needs to wait till the expiry of the one-year contract with IMDA to renew the contract. Upon renewal, the solution will be supported with a two-year grant based on the bundle. 	<ul style="list-style-type: none"> If the solution provider satisfies all other requirements under IMDA's pre-approval process, approval will be granted for solution to be onboarded onto the funding programme. The solution can be published for SLPs to apply for a two-year grant.
On or after 31 July 2022	<ul style="list-style-type: none"> Application will not be considered 		

16. I am a legal technology solution provider. My solution is currently integrated with the LTP. What happens if I form a commercial bundle within the next few months with the LTP?

If your solution is already integrated with the LTP and supported under the LTPI funding programme, you can choose to form commercial bundles with the LTP to offer greater cost effectiveness to the SLPs.

Your solution will then qualify for a two-year grant (instead of one-year), if your solution continues to meet all other eligibility criteria. However, this new grant duration will only take effect after you renew your contract with IMDA that reflects the newly formed commercial bundles.

Please refer to the table below for more details.

Illustration:

Timeframe	April 2022 – April 2023	April 2023 – April 2024
Solution A	<p><u>Status:</u> Integrated, but not commercially bundled.</p> <p>Entered into a contract with IMDA for one year to provide existing non-bundled packages.</p>	<p><u>Status:</u> Entered into a commercial bundle with LTP before the one-year contract (April 2022 – April 2023) with IMDA lapsed. After forming the commercial bundle, renew the contract with IMDA featuring new packages with the newly formed commercial bundles (April 2023-April 2024).</p>
	<p><u>Grant duration:</u> SLPs applying for PSG grant in respect of Solution A during April 2022 – April 2023 will qualify for a one-year grant.</p>	<p><u>Grant duration:</u> SLPs applying for PSG grant in respect of Solution A during April 2023 – April 2024 will qualify for a two-year grant.</p>

17. Why is integration with the LTP a mandatory requirement for my solution to be pre-approved?

We see the LTP as a key step in our efforts to encourage technology adoption for SLPs. The LTP is envisioned to be a one-stop matter management platform for lawyers to take their legal workflows onto the cloud. The LTP will therefore provide SLPs with the convenience of a single access point to access select features from their commonly used solutions. To enable this, solutions would need to be integrated with the LTP.

18. What are the technical requirements to be integrated with the LTP?

The technical requirements for integration will differ across solutions, depending on the intended use case and depth of integration. Solution providers interested in integrating with the LTP should submit a request on this form.

19. How long will integration with the LTP take? How dependent is this on the bandwidth of the LTP technical team to work on the integration?

The duration of development work required will vary according to the technical complexity of the integration. The bandwidth of the LTP technical team is only one factor – others include how

widely your solution is adopted in the Singapore market, the completeness of your solution's technical documentation, and how ready your solution is for integration with third-party solutions generally.

20. How does the commercial bundle work, given that each solution category is distinct on the Business Grant Portal, and each solution provider only issues invoices in respect of its own solutions and not others?

Solution providers with solutions commercially bundled to the LTP will offer packages labelled as "LTP-bundled" on the Business Grant Portal. Such packages are usually priced lower than the non-bundled packages.

To be eligible for these packages, SLPs have to first subscribe to the LTP and inform the solution provider offering the solution that is commercial bundled to the LTP. The solution provider will issue the corresponding invoices that reflect these "LTP-bundled" packages and SLPs can submit them for grant reimbursement.

21. I am a legal technology solution provider (not Lupl). Can my solution (not LTP) be onboarded onto PSG for this "Matter Management and Collaboration Tool" solution category? Why not?

The LTP is a single platform co-developed by MinLaw and its technology partner, Lupl, that enables interoperability between select legal technology solutions commonly used in the Singapore legal industry. The features of the LTP are customised for SLPs, especially those from the small and medium-sized segments, based on a year-long engagement of the legal industry.

The LTP aims to address challenges faced by the SLPs in not having sufficient resources or time to source, assess, purchase and deploy multiple types of legal technology solutions. As it comes pre-integrated with some of the commonly-used solutions currently on the Singapore market, it enables SLPs to reap economies of scale and productivity gains from the interoperability between solutions.

Given that our legal industry may not be able to provide sufficient critical demand for multiple solutions in the LTP solution category, MinLaw will need to assess any applications for pre-approval carefully.

22. Why was Lupl chosen to be the only solution provider that MinLaw worked with for the LTP? Would MinLaw be willing to work with another solution provider which can offer a similar service?

Lupl was selected by MinLaw as the development partner for the LTP based on a rigorous and comprehensive process. Some factors that were taken into consideration include: (a) depth and breadth of existing and prospective integrations with third-party solutions, (b) familiarity with the legal industry and the Singapore market, balanced with an international presence, and (c) speed-to-market (i.e. the ability to deploy the LTP within a set timeframe for commercial usage).

MinLaw remains open to suggestions for future partnerships from legal technology solution providers. While we have an existing development partner for the LTP, we welcome solution

providers that offer other complementary services or products to reach out to MinLaw to explore collaboration opportunities.