

HFw

**YOUR GLOBAL  
SUCCESS**

**GRADUATE RECRUITMENT  
HONG KONG**



# WELCOME

**WE ARE DIFFERENT. WE ARE SECTOR-FOCUSED, ALIGNED TO OUR CLIENTS' BUSINESSES AND HAVE OVER 130 YEARS OF COMMERCIAL EXPERIENCE DOING BUSINESS INTERNATIONALLY.**

We believe in our entrepreneurial spirit, our creative expertise and our collaborative Partnerships which set the benchmark for our culture. As an HFW Trainee, you will be encouraged to develop your commercial instincts and challenged to solve problems in new and better ways. Our global outlook is so important to our business that we provide every Trainee with the opportunity to complete a secondment in one of our international offices.

As a former Trainee at HFW, I know first-hand that you will need to be prepared to work hard, and to throw yourself into every opportunity. You'll be supported throughout with structured skills training in place to supplement the hands-on responsible work that you will do. The work is dynamic and exciting – I have really enjoyed my career at HFW so far, and I have every confidence that you will too.

You will gain exposure to clients in market-leading sectors such as aerospace, construction, commodities, insurance and shipping. You might find yourself working on the financing arrangements for a new aeroplane or a wind farm, dealing with a ship arrest, or working on the insurance aspects of a corporate deal.

We recruit a small number of Trainees annually, which means we give you our full attention. In return, we expect you to embrace new opportunities and become a trusted member of our Firm.

I look forward to meeting you.



**RICHARD CRUMP**  
GLOBAL SENIOR PARTNER

**OVER 600**  
FEE EARNERS GLOBALLY



**OVER 90%**

AVERAGE **TRAINEE RETENTION**  
FOR THE LAST THREE YEARS



INTERNATIONAL  
**SECONDMENT**  
OPPORTUNITIES



**FUTURE  
TRAINEES**

WE PROVIDE **SPONSORSHIP**  
TO YOUR PCLL STUDY



**3 TRAINEES**

PER YEAR, GUARANTEEING HIGH  
LEVELS OF RESPONSIBILITY  
AND CLIENT EXPOSURE



**TOP QUALITY EXPERIENCE**  
ACROSS OUR CORE INDUSTRY SECTORS

# OUR PEOPLE

## JANICE WONG

### NEWLY QUALIFIED ASSOCIATE

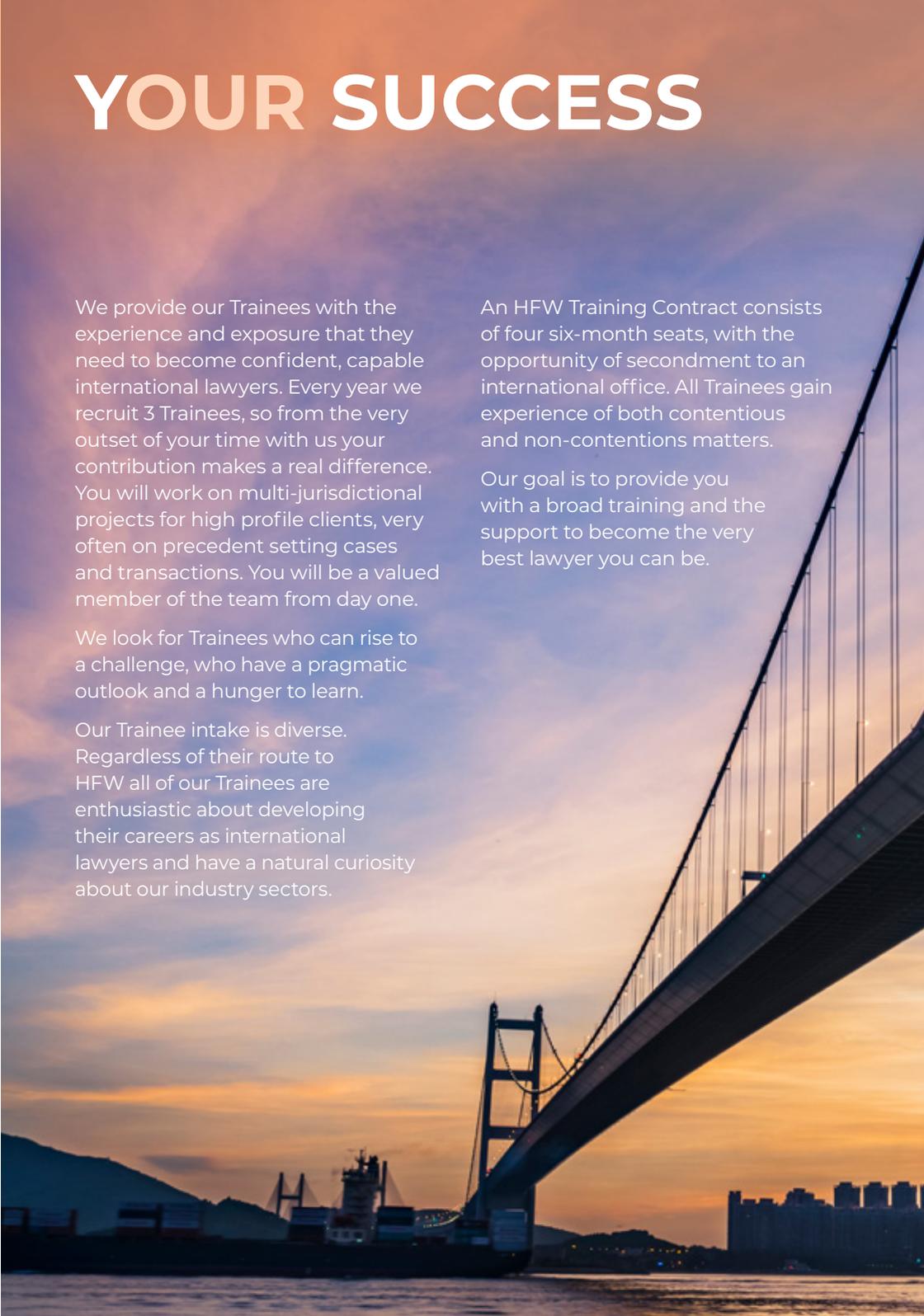
My journey in HFW began at the 2018 summer vacation scheme. During the vacation scheme, the Partners of the firm shared about their legal practices in several niche areas of law, namely shipping, aerospace, construction and insurance – these talks were helpful as they gave me a deeper insight into which areas of practice to pursue during my training contract. I was also given hands-on experiences such as participating in a mock shipping arbitration and drafting an agreement. I was attracted by the sector focused approach and the friendly environment in HFW.

I joined HFW as a Trainee in September 2019. During my first seat in shipping arbitration, I was involved in a variety of shipping disputes, one of which concerned the interpretation of a new international regulation in 2020. Such exposure enables me to grasp the international and domestic legal framework, and to understand the commercial practices in shipping. Given the cross-border nature of shipping disputes, I had the opportunity to liaise with overseas clients and lawyers.

My second seat was with the commercial litigation team where I was given a broad exposure to every aspect of litigation practice, such as drafting letters of advice, meeting witnesses, preparing court documents and attending 3-minute hearings etc. The Partners and Associates were always willing to share with me the case strategies that underlie the work that I was doing. These opportunities have deepened my knowledge of the full spectrum of tasks and skills required of a litigation lawyer.

As a result of the Covid-19 pandemic, I have had the opportunity to participate in the first virtual arbitration hearing in HFW. In addition to the preparation work for a physical hearing, I had to liaise with the electronic hearing provider and transcriber, compile electronic bundles, organise test-runs and draft protocols etc. The hearing was held successfully with the enormous support from the Partners, Associates, the IT team and the London office. It demonstrated HFW's adaptability in challenging times, and its capability to be at the forefront of new developments in the legal industry.

# YOUR SUCCESS



We provide our Trainees with the experience and exposure that they need to become confident, capable international lawyers. Every year we recruit 3 Trainees, so from the very outset of your time with us your contribution makes a real difference. You will work on multi-jurisdictional projects for high profile clients, very often on precedent setting cases and transactions. You will be a valued member of the team from day one.

We look for Trainees who can rise to a challenge, who have a pragmatic outlook and a hunger to learn.

Our Trainee intake is diverse. Regardless of their route to HFW all of our Trainees are enthusiastic about developing their careers as international lawyers and have a natural curiosity about our industry sectors.

An HFW Training Contract consists of four six-month seats, with the opportunity of secondment to an international office. All Trainees gain experience of both contentious and non-contentious matters.

Our goal is to provide you with a broad training and the support to become the very best lawyer you can be.

# OUR PEOPLE

## MATTHEW LAM ASSOCIATE

It has long been my aspiration to have an intellectually challenging and personally rewarding career, and I am grateful to have found that here at HFW.

Trainees here at HFW are considered to be key team members on cases and deals and are therefore expected to perform at the highest level.

Whilst it is challenging, trainees receive continuous support and guidance from not just their peers and seniors but also from the firm's comprehensive know-how resources which are updated by our professional support lawyers constantly. The diverse and global nature of work at HFW means that we have the chance to work together with colleagues from all levels and backgrounds in different departments in the firm's worldwide chain of offices.

The firm's extensive international network also means that it is possible and certainly beneficial for trainees to rotate to one of HFW's overseas offices. I am glad to say that my secondment to our London office, where I did my third seat with the Fraud and Insolvency Department, marked the highlight of my

traineeship where I was involved in a high-value and complex cross-border dispute involving breach of contract, fraud and/or breach of fiduciary duties and asset tracing. The invaluable experience and international perspective I developed in this new business and cultural environment contributed to my decision to qualify into commercial litigation.

Another thing that I appreciate is the down-to-earth and friendly culture of HFW both internally and externally. This extends to things beyond legal work as the firm regularly organises social and sports events including department afternoon tea sessions, weekly football friendly matches with clients, weekly language classes etc. These were all very rewarding experience as I was able to meet and socialise with people from other departments as well as with clients from different industries.

As a trainee who is due to complete his training, I am pleased to say that HFW has given me a well-rounded and fruitful traineeship which would no doubt form the solid foundation and perfect platform for me to embark on my legal career.

# A GLOBAL CAREER

A career at HFW is by definition international. Our clients are global so our lawyers must be agile and adaptive to different cultures and circumstances. We work on cross-border matters, often spanning multiple countries and time-zones and as a Trainee almost all of the matters that you work on will have an international dimension. You may have the opportunity to spend one of your seats abroad.

Throughout your training, you are encouraged to develop a global perspective and set of experiences. We look to you to show a genuine interest in international business and an enthusiasm for gaining hands-on experience of our international network and clients.



# OUR PEOPLE

## CHLOE CHOW ASSOCIATE

My path to HFW started as a summer student assisting the Construction Team with a large-scale arbitration matter involving one of the HK's largest infrastructure during my summer holiday 5 years ago. During my internship I witnessed how a legal team prepare for an arbitration and actually attended the hearing myself. I was totally fascinated and therefore two years later after obtaining my BA (Law) degree at University of Cambridge and my PCLL qualification at City University of HK, I joined HFW as a trainee solicitor.

It was a natural choice for me to spend my first seat with the Construction Team, this time assisting with another large-scale arbitration. This involved conducting discrete research tasks, attending hearings, and assisting with a major disclosure exercise. Apart from that arbitration matter, I was given greater responsibilities to review quantum reports and assess loss.

My second seat was with Shipping Litigation where work was initially challenging due to the complex nature and high level of expertise. However, with the assistance of the Partners and Associates, I learnt a significant amount within a short period of time.

I was then very lucky to be on secondment to the Commodities Litigation in the HFW London Office. This was when my shipping knowledge was put to good use. Not only was I involved in drafting pleadings, I was also able to prepare witnesses and assist with e-disclosure exercises. Being in the biggest office worldwide, I was able to communicate with staff in another office and work with some well-known clients.

My final seat, and also where I qualified with in 2019, was the Ship Finance Team. Work was particularly interesting as it was completely different from my other seats. Unlike arbitrations where you will have a longer preparation time, for ship finance, we are usually required to close a transaction within a short time frame. It is all about making quick decisions while maintaining the accuracy and keeping the clients' benefits in mind. I work predominantly with financiers and ship owners mainly in lease finance transactions. After the past 1.5 year, all I can say is it was truly satisfying to close a transaction!

# CORPORATE RESPONSIBILITY

## Our communities

- Our Firmwide charity partner is Fight for Peace.
- We have partnered with the Mission to Seafarers and Renewable World in order to share our sector specific expertise.
- Individual offices take part in a range of fundraising, pro bono and volunteering activities to support their local communities.
- HFW Hong Kong proudly supports Hong Kong based charities - The Nesbitt Centre and Sailability

## Our environment

- We are committed to reducing our environmental impact particularly through the use of technology such as video conferencing.
- Other initiatives include recycling, motion sensitive lighting and the use of responsibly sourced paper.

## Our business partners

- Building mutually advantageous relationships based on trust between us and our clients is at the core of HFW's business.
- Anti-bribery, anti-corruption and anti-money laundering policies are in place, and all employees undertake training in these areas.
- We want to work with suppliers who also believe corporate responsibility is important.

## Our colleagues

- Our diversity and inclusion focus areas are: ethnicity; gender equality; LGBT; mental health and social mobility.
- We are undertaking actions to address each area in collaboration with our employee networks.



# OUR PEOPLE

## EDWARD BEELEY SENIOR ASSOCIATE

My first experience of HFW was a summer vacation scheme in the London office. I had studied Engineering and worked in industry for two years after university, so it was a great opportunity not only to see if I'd enjoy a career in law and the day-to-day work involved, but also to get to know the firm's culture and meet some (potential) future colleagues.

I enjoyed the work: the combination of analytical legal skills and practical, business-focused advice really appealed to me and still does. More than that, I also found HFW a friendly and collaborative environment. It's no coincidence that many of our partners trained with the firm: it's a great place to build a career.

After completing the GDL and LPC, I joined the firm full-time as a trainee in September 2012. My first seat was in our non-contentious finance department: we have a market-leading practice and it was an ideal place to learn how many of our clients' businesses operate and are financed

and structured. My second seat was a secondment to the Hong Kong office's commercial litigation team: HFW's international focus is a real strength and that starts from the very beginning of the training contract.

A year later, on qualification, I returned to Hong Kong and have been here ever since. Our team advises clients in the commodities, finance, insurance and transport industries on their cross-border trading arrangements and the disputes that can arise in international trade. Hong Kong is a worldwide hub for these industries, which means there's lots of interesting and challenging work, and HFW is a world leader in these sectors, which helps us attract quality instructions from market-leading clients. With the firm's support, I recently qualified as a Hong Kong solicitor and look forward to broadening my skillset further in this dynamic and unique city.

# RECRUITMENT PROCESS

**31 OCTOBER 2021:** Winter Vacation Scheme application deadline

**JANUARY 2022:** Winter Vacation Scheme

**28 FEBRUARY 2022:** Summer Vacation Scheme application deadline

**JUNE & JULY 2022:** Summer Vacation Scheme

**Please send us your cover letter, CV and transcript (university transcript, and HKDSE/IB certificate) to [hk.graduates@hfw.com](mailto:hk.graduates@hfw.com)**

The first stage of our recruitment process is to submit your application for a Vacation Scheme. Shortlisted candidates will be contacted after the application deadline. You will be invited to attend an interview and complete a written test.

Vacation Schemes are a key part of our recruitment process for Trainees and we recruit a high proportion of our Trainees from our Vacation Schemes. Vacation Schemes take place in winter and summer months, and offer you the opportunity to experience HFW first-hand. Our Vacation Scheme students are guaranteed an interview for the Training Contract.

We run campus talks throughout the year and participate in the Hong Kong Law Fair. This provides you with the opportunity to meet our Trainees, Associates and Partners and a chance to find out more about the work that we do and the sectors that we operate in.

When recruiting Trainees we look for well rounded individuals with different experiences, perspectives to reflect our commitment to a broad spectrum of clients and also Chinese language skills.





[hfw.com](https://www.hfw.com)

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