

Darren Teoh Kang Ren

To: Sanjay Kim Singh Khaira
Subject: RE: A&GEL Insider - Issue 3

From: Sanjay Kim Singh Khaira <tsanksk@agasia.law>
Sent: Wednesday, 18 March 2026 4:27 pm
To: All A&G Staff <AllA&GStaff@agasia.law>; Practice Trainees <pupdept@agasia.law>; All China Staff <allchinastaff@agasia.law>; All Indonesia Staff <AllIndonesiaStaff@agasia.law>; All Myanmar Staff <AllMyanmarStaff@agasia.law>; All RL&P Staff <AllRLPStaff@rahmatlim.com>; All Vietnam Staff <AllVietnamStaff@agasia.law>
Subject: A&GEL Insider - Issue 3
Importance: High

ALLEN & GLEDHILL

A&GEL INSIDER: ISSUE 3

New Timeline App • New Multi-Step Prompt App

A&GEL DEVELOPMENT TEAM



Dear Colleagues

A&GEL Insider Issue 3 – New Timeline & Multi-Step Prompt Apps

We are pleased to share some recent updates to A&GEL. **At a glance** –

- **Email files (.msg) can now be uploaded** onto A&GEL in your Files to be used with Chat or any of the specialised modes.
- **Scribe has been updated** to allow for live editing and audio playbacks and now autosaves the audio at one minute intervals.
- A new mode (**Multi-Step Prompt**) has been introduced under Specialised Apps to break down complex legal workflows into a series of smaller steps.
- Substantial **revamp of Timeline** to better chart out timelines across multiple documents, and to extract 'smart' chronologies.

1. Ability to upload Email files (.msg)

What's New – Updates and Improvements

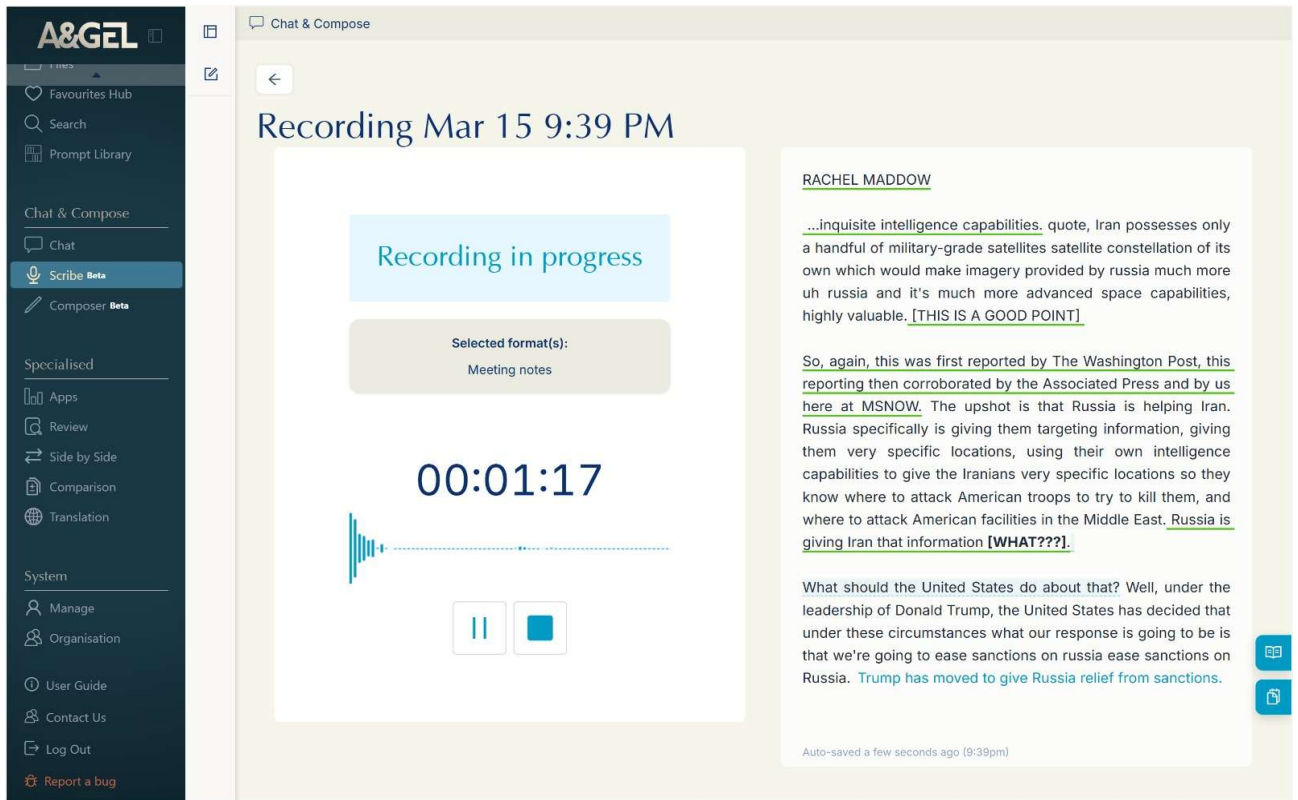
- **Uploading and reading of emails and attachments:** A&GEL users can now upload entire email files (.msg) onto A&GEL in your Files to be used with Chat or any of the specialised modes. A&GEL will be able to read all contents of the uploaded emails including attachments, but will not be able to read attachments have "Internal Only" sensitivity labels or are password protected.

- **Work with pre-existing prompts:** Once the email is uploaded, you can ask A&GEL to “summarise the email” or “summarise the documents attached in the email” or try any of the other prompts in our prompt library.

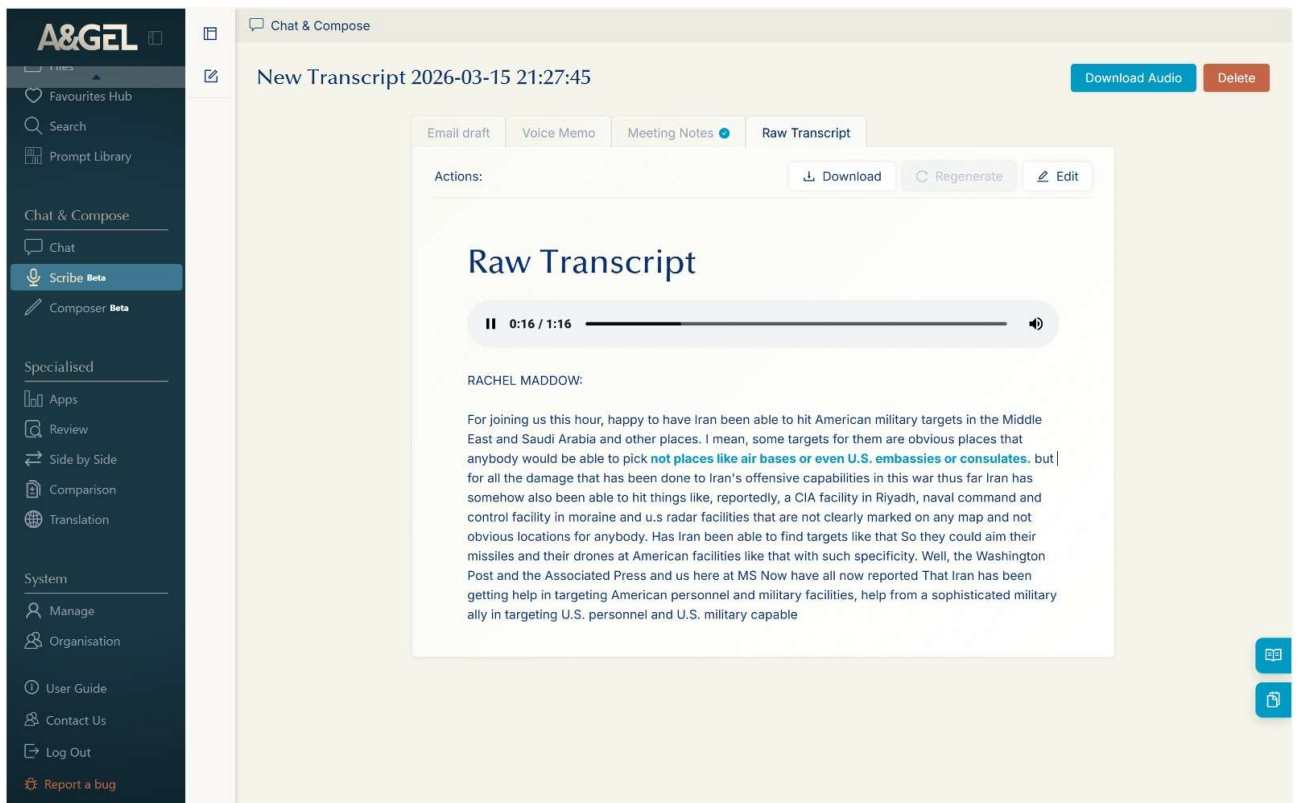
2. Scribe

What’s New – Updates and Improvements

- **Live editing:** The new and improved version of Scribe allows the user to edit the transcript. The edited portion will be underlined for ease of reference (see screenshot below).



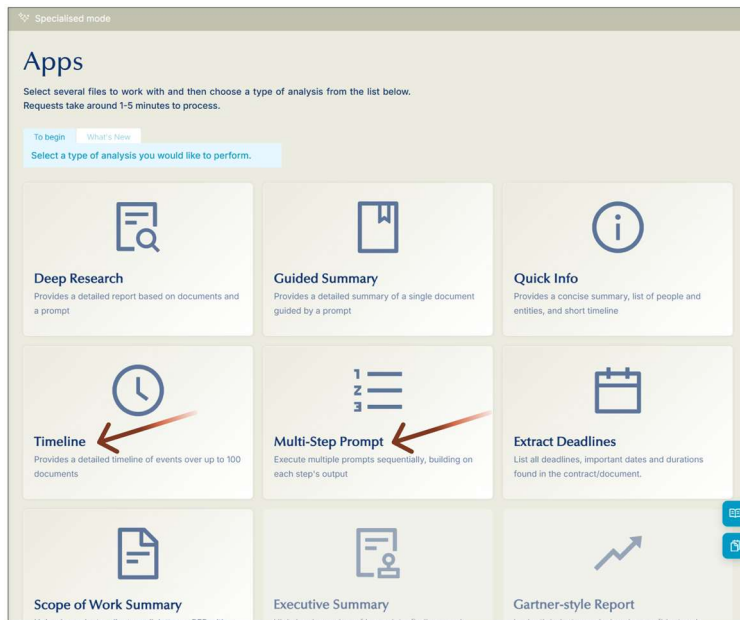
- **Audio Playback:** Scribe now also allows user to play back the specific part of the audio recording. After the transcription is completed and saved, open the raw transcript and **click on the corresponding part of the raw transcript** to listen to the audio recording from that selected segment.



3. Multi-Step Prompt

New app under Specialised Apps

- The new app (Multi-Step Prompt) can be found under Specialised Apps, see screenshot below.



New Mode – Multi-Step Prompt

- While single-shot prompts are efficient for simple queries, complex legal tasks require a structured, iterative approach to ensure precision and minimize hallucination. A&GEL supports Multi-step Prompting, allowing users to deconstruct intricate legal problems into a sequence of targeted interactions. This is our favourite mode for carrying out moderate-to-complex actions and analysis on documents.

- **Breaking down complex workflows into a series of small steps:** Instead of requesting a final deliverable in one go, you may use multi-step prompting to break the task into logical phases. For example:

Corporate Use case (user to expand with detailed prompts and context):

Step 1 – Summarise what each party is obligated to do.

Step 2 – With the summary in mind, flag any one-sided or unusual clauses.

Step 3 – With respect to the flagged clauses, redline the top 5 changes I should push for if I represent [party].

Litigation Use case (user to expand with detailed prompts and context):

Step 1 – Based on Statement of Claim [attached], draft a first set of interrogatories.

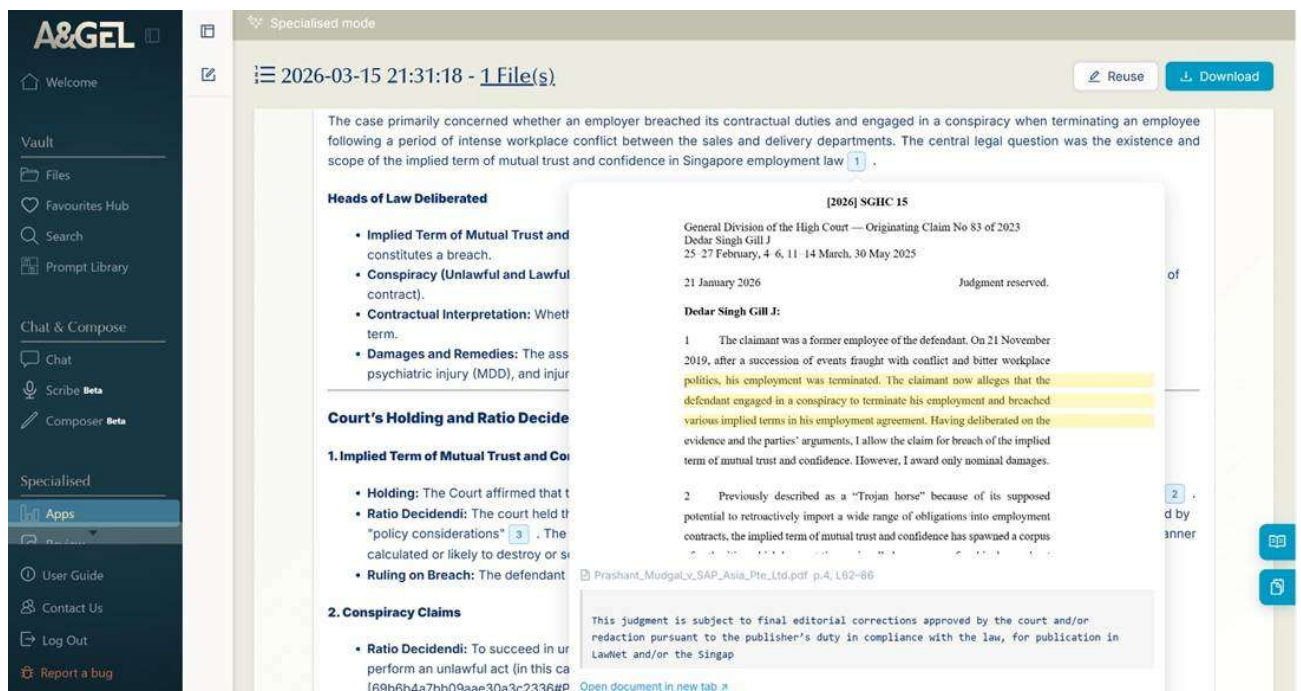
Step 2 – Having completed Step 1, draft corresponding document requests.

Step 3 – As a final step, identify the top 5 custodians likely to have responsive documents and explain why.

Only got one prompt? No problem, this App is excellent with one Prompt: Even if you have only one step, this App is highly recommended for complex single prompts which you need carried out on a document (as opposed to using Chat mode).

See references in a new light

- This new mode (Multi-Step Prompt) shows references in a very new way which we hope to make standard across all features. References (i.e., the boxed numbered elements) incorporate a document viewer with relevant parts highlighted, see image below.



4. Timeline

Highlights from Timeline’s substantial revamp:

- **Combining timelines across multiple documents:** The updated Timeline app extracts timelines from each individual document selected / uploaded and combines the various timelines into a single timeline. This is particularly useful when you have multiple large documents e.g., affidavits, pleadings, submissions, with multiple timelines in each document.
- **View the source document:** You may view the source document directly from the Timeline app itself by clicking on the reference at the end of the sentence (see screenshot below). A&GEL should have highlighted the relevant line from which the event was extracted.

🕒 **Statement of Claim and Defence Timeline - 5 File(s)**

Overall Statement_of_Claim.p... Defence_-_Lim_Huey_C... Defence_-_OK_Lim.pdf Defence_-_UTSS.pdf Defence_-_Lim_Chee_M...

| | | |
|-------------|---|--|
| 31 Dec 2000 | ○ | Natixis and HLT start having a long-standing banking relationship around the year 2000. 1 |
| 11 Oct 2005 | ○ | The Master Assignment Agreement is executed by the parties. 1 ← |
| 20 Dec 2006 | ○ | Natixis and H |
| 8 Jan 2008 | ○ | The First Sup |
| 9 Mar 2009 | ○ | The Second S |

26

(1) The Master Assignment Agreement dated 11 October 2005 (the "Master Assignment Agreement"); and

- **Examine the timeline of each document:** You can view and check the timeline extracted from each individual document as well, by clicking or scrolling through the tabs (see screenshot below).

Statement of Claim and Defence Timeline - 5 File(s)

Overall Statement_of_Claim.p... Defence_-_Lim_Huey_C... Defence_-_OK_Lim.pdf Defence_-_UTSS.pdf

31 Dec 2000 ○ Natixis and HLT start having a long-standing banking relationship around the year 2000. 1

- **Smart Timeline that can focus on your specific requirements:** You can also tailor the Timeline app to focus on and extract additional information on topics of interest i.e., issue tagging. After you choose the documents in the Timeline app, click on "Extend Prompt".
 - You may adopt the "Basic Litigation (shared)" configuration which extracts information on (1) Event Description, (2) Source Document, (3) Entities / Individuals, (4) Supporting Paragraph, and add additional fields e.g., whether anything was said about a certain piece of property. See also "Demo 1 (shared)" which is a configuration to extract a filtered chronology from WhatsApp chat logs in respect of divorce proceedings.

Timeline

Provides a detailed timeline of events over up to 100 documents.

Provide details | **Extend Prompt**

Add custom fields to extract for each event

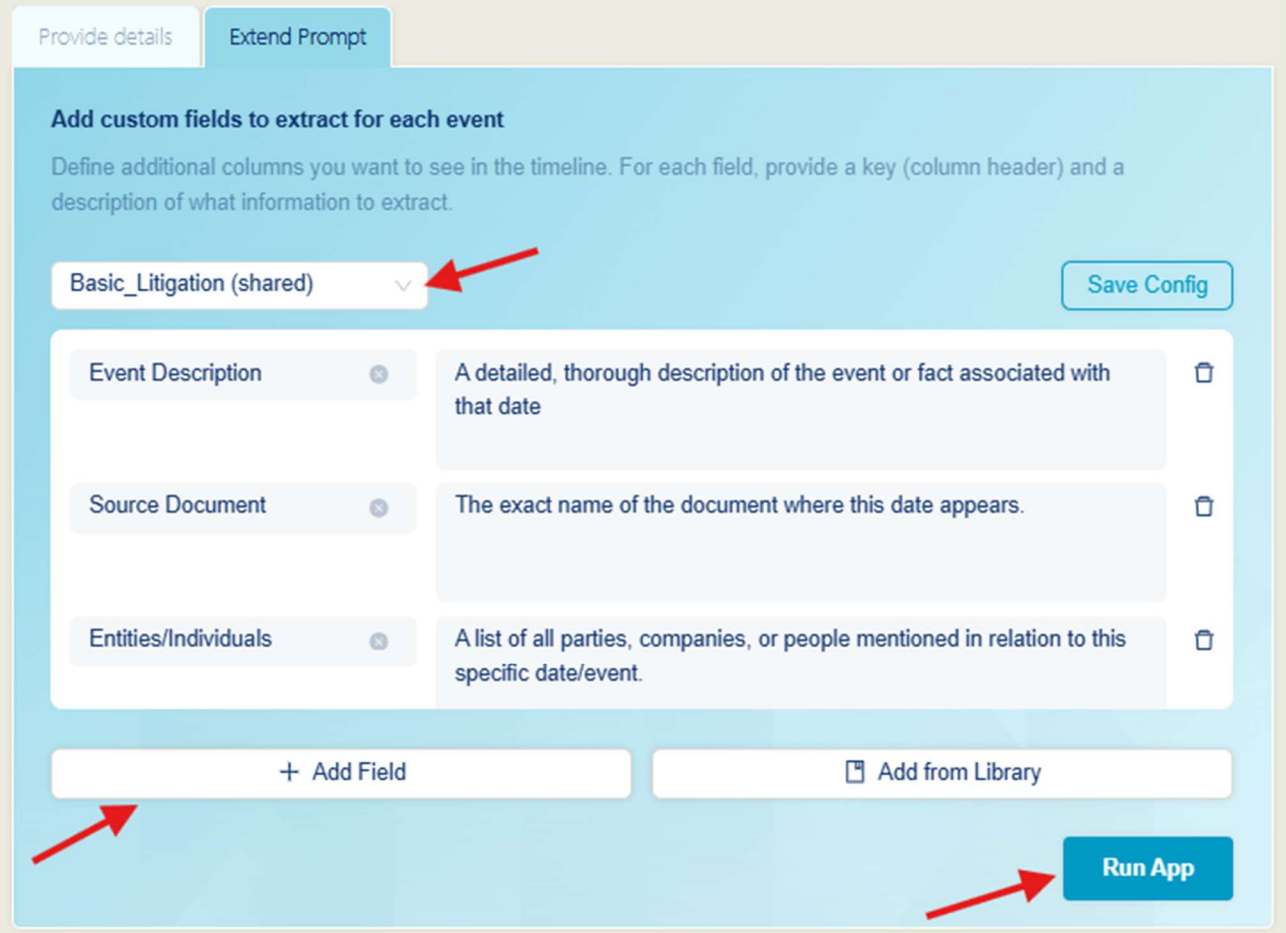
Define additional columns you want to see in the timeline. For each field, provide a key (column header) and a description of what information to extract.

Basic_Litigation (shared) ▼ Save Config

| | | |
|-------------------------------------|--|----|
| Event Description ⊗ | A detailed, thorough description of the event or fact associated with that date | 🗑️ |
| Source Document ⊗ | The exact name of the document where this date appears. | 🗑️ |
| Entities/Individuals ⊗ | A list of all parties, companies, or people mentioned in relation to this specific date/event. | 🗑️ |

+ Add Field 📄 Add from Library

Run App



- The added fields will appear below each event with the relevant information extracted.

🕒 HLT and OTPL Founding Timeline - 5 File(s)

🔗 Reuse

📄 Download

Overall

Statement_of_Claim.p...

Defence_-_OK_Lim.pdf

Defence_-_UTSS.pdf

Defen ...

1 Jan 1970

Reference to the founding period of HLT and OTPL by the 1st Defendant. 1

Event Description

Hin Leong Trading (Pte.) Ltd ("HLT") and Ocean Tankers (Pte.) Ltd ("OTPL") were established as Singapore incorporated companies by OK Lim during the 1970s. HLT is engaged in oil trading and OTPL in ship chartering, operation, and management.

Source Document

Statement_of_Claim.pdf

Entities/Individuals

OK Lim, HLT, OTPL

Supporting Paragraph

x"HLT and OTPL are Singapore incorporated companies founded by OK Lim in the 1970s. HLT is in the business of inter alia oil trading and OTPL is in the business of inter alia ship chartering, operation and management."

- **Common use case (messages):** The Timeline app can also be applied to chat logs or screenshots of messages e.g., WhatsApp and WeChat, to generate a chronology based on the chat logs. See "Demo 1 (shared)" which is a configuration to extract chronology from WhatsApp chat logs in respect of divorce proceedings.

A&GEL Specialised mode

🕒 WA Chat Log Chrono_HDB BTO Results and Housing Timeline - 1 File(s)

🔗 Reuse 📄 Download

| Date & Time | Event | Key Events and Messages | Speaker/Sender | Short Extract | Issue Tag | Why Relevant |
|--------------------|--|---|----------------|-----------------|-----------|---|
| 22 Jan 2020, 18:45 | Sarah informs Mark of her pregnancy. 1 | Pregnancy announcement; Inferred; "Wait, are you serious? Two lines?"; The reaction to 'two lines' and subsequent baby emojis clearly indicates a positive pregnancy test. | Sarah | [Audio omitted] | other | Establishes the timeline for the birth of the child and subsequent caregiving arrangements. |
| 15 May 2020, 11:20 | Dispute over nursery | [22/01/20, 19:48:30] Mark: Wait, are you serious? Two lines?? [22/01/20, 19:47:55] Sarah: Yeah! I'm shaking. We're going to be parents. Mark! [22/01/20, 18:48:15] Mark: Wow. That's... it's a lot to take in but I'm so happy. We need to start saving seriously now though. The renovation for the new place is going to be pricey. [22/01/20, 18:49:50] Sarah: We'll manage. We have our joint account and the bonuses. Let's just enjoy the moment first. [15/05/20, 11:20:44] Mark: Sarah, why did you spend \$400 at Motherswork today? We agreed to look for second-hand items for the nursery. [15/05/20, 11:22:15] Sarah: It's the car seat. Mark. I'm not buying a second-hand car seat. It's a safety issue. Don't be so stingy when it comes to our child. [15/05/20, 11:23:40] Mark: It's not about being stingy, it's about being sensible. Walao eh, my company just announced a pay freeze because of the pandemic. We need to be careful. [15/05/20, 11:25:01] Sarah: You didn't tell me about the pay freeze. [15/05/20, 11:28:12] Mark: I'm telling you now. Just please, ask me before any more big purchases. [03/10/20, 03:45:22] Sarah: He's still crying. Can you please get up? I've done the last three feeds. [03/10/20, 03:47:10] Mark: I have a presentation at 9am Sarah. I need some sleep. [03/10/20, 03:48:05] Sarah: And I have to look after a newborn all day with zero help. This isn't a holiday. Get up. [03/10/20, 03:50:11] Mark: Fine. I'm coming. Stop fucking nagging lah. [12/02/21, 14:15:00] Sarah: My mum says she can help with Leo on Thursdays, but we really need to hire a helper before I go back to work full-time in April. [12/02/21, 14:18:22] Mark: A helper is another \$800-900 a month once you include levy and food. Can't your mum do three days? [12/02/21, 14:20:05] Sarah: She's 68. Mark. She can't chase a crawling baby three days a week. We need professional help. I'm not sacrificing my career progression because you want to hoard cash in your CPF. [12/02/21, 14:22:45] Mark: I'm not hoarding. I'm planning for our retirement! Fine, look for a helper. But you're paying the agency fee. | Sarah | [Audio omitted] | other | Establishes the timeline for the birth of the child and subsequent caregiving arrangements. |
| 15 May 2020, 11:23 | Mark reveals a comp... | [22/01/20, 19:48:30] Mark: Wait, are you serious? Two lines?? [22/01/20, 19:47:55] Sarah: Yeah! I'm shaking. We're going to be parents. Mark! [22/01/20, 18:48:15] Mark: Wow. That's... it's a lot to take in but I'm so happy. We need to start saving seriously now though. The renovation for the new place is going to be pricey. [22/01/20, 18:49:50] Sarah: We'll manage. We have our joint account and the bonuses. Let's just enjoy the moment first. [15/05/20, 11:20:44] Mark: Sarah, why did you spend \$400 at Motherswork today? We agreed to look for second-hand items for the nursery. [15/05/20, 11:22:15] Sarah: It's the car seat. Mark. I'm not buying a second-hand car seat. It's a safety issue. Don't be so stingy when it comes to our child. [15/05/20, 11:23:40] Mark: It's not about being stingy, it's about being sensible. Walao eh, my company just announced a pay freeze because of the pandemic. We need to be careful. [15/05/20, 11:25:01] Sarah: You didn't tell me about the pay freeze. [15/05/20, 11:28:12] Mark: I'm telling you now. Just please, ask me before any more big purchases. [03/10/20, 03:45:22] Sarah: He's still crying. Can you please get up? I've done the last three feeds. [03/10/20, 03:47:10] Mark: I have a presentation at 9am Sarah. I need some sleep. [03/10/20, 03:48:05] Sarah: And I have to look after a newborn all day with zero help. This isn't a holiday. Get up. [03/10/20, 03:50:11] Mark: Fine. I'm coming. Stop fucking nagging lah. [12/02/21, 14:15:00] Sarah: My mum says she can help with Leo on Thursdays, but we really need to hire a helper before I go back to work full-time in April. [12/02/21, 14:18:22] Mark: A helper is another \$800-900 a month once you include levy and food. Can't your mum do three days? [12/02/21, 14:20:05] Sarah: She's 68. Mark. She can't chase a crawling baby three days a week. We need professional help. I'm not sacrificing my career progression because you want to hoard cash in your CPF. [12/02/21, 14:22:45] Mark: I'm not hoarding. I'm planning for our retirement! Fine, look for a helper. But you're paying the agency fee. | Sarah | [Audio omitted] | other | Establishes the timeline for the birth of the child and subsequent caregiving arrangements. |
| 3 Oct 2020, 03:45 | Conflict over nighttime caregiving responsibilities for newborn Leo. 1 | [22/01/20, 19:48:30] Mark: Wait, are you serious? Two lines?? [22/01/20, 19:47:55] Sarah: Yeah! I'm shaking. We're going to be parents. Mark! [22/01/20, 18:48:15] Mark: Wow. That's... it's a lot to take in but I'm so happy. We need to start saving seriously now though. The renovation for the new place is going to be pricey. [22/01/20, 18:49:50] Sarah: We'll manage. We have our joint account and the bonuses. Let's just enjoy the moment first. [15/05/20, 11:20:44] Mark: Sarah, why did you spend \$400 at Motherswork today? We agreed to look for second-hand items for the nursery. [15/05/20, 11:22:15] Sarah: It's the car seat. Mark. I'm not buying a second-hand car seat. It's a safety issue. Don't be so stingy when it comes to our child. [15/05/20, 11:23:40] Mark: It's not about being stingy, it's about being sensible. Walao eh, my company just announced a pay freeze because of the pandemic. We need to be careful. [15/05/20, 11:25:01] Sarah: You didn't tell me about the pay freeze. [15/05/20, 11:28:12] Mark: I'm telling you now. Just please, ask me before any more big purchases. [03/10/20, 03:45:22] Sarah: He's still crying. Can you please get up? I've done the last three feeds. [03/10/20, 03:47:10] Mark: I have a presentation at 9am Sarah. I need some sleep. [03/10/20, 03:48:05] Sarah: And I have to look after a newborn all day with zero help. This isn't a holiday. Get up. [03/10/20, 03:50:11] Mark: Fine. I'm coming. Stop fucking nagging lah. [12/02/21, 14:15:00] Sarah: My mum says she can help with Leo on Thursdays, but we really need to hire a helper before I go back to work full-time in April. [12/02/21, 14:18:22] Mark: A helper is another \$800-900 a month once you include levy and food. Can't your mum do three days? [12/02/21, 14:20:05] Sarah: She's 68. Mark. She can't chase a crawling baby three days a week. We need professional help. I'm not sacrificing my career progression because you want to hoard cash in your CPF. [12/02/21, 14:22:45] Mark: I'm not hoarding. I'm planning for our retirement! Fine, look for a helper. But you're paying the agency fee. | Sarah | [Audio omitted] | other | Establishes the timeline for the birth of the child and subsequent caregiving arrangements. |

📄 WhatsApp_Chat_Export_Sarah_and_Mark.pdf p.1, LO-3

I'm telling you now. Just please, ask me before any more big purchases. [03/10/20, 03:45:22] Sarah: He's still crying. Can you please get up? I've done the last three feeds. [03/10/20, 03:47:10] Mark:

🔗 Open document in new tab

5. FAQs & Example Use Cases

- For those of you just starting to explore A&GEL, to help you get started, our Technology and Corporate IP lawyers, who led the development of A&GEL, have put together the following resources:
 - a set of [FAQs](#);
 - a [Demo of Use Cases for A&GEL's features](#); and
 - a [Video Walkthrough](#).

As always, if you encounter any issues, please Teams message or e-mail our A&GEL Developer, Sanjay, (tsanksk@agasia.law); it'll be sufficient if you can provide the following 3 details:

- **Timestamp (e.g. "a chat I started at 4:31PM today")**
- **Feature in issue (e.g. "tried uploading a file in Analysis – Deep Research, it did not load")**
- **Brief Description or screenshots**

Cheers,

A&GEL Development Team



INTERNAL USE ONLY



Sanjay Khaira

A&GEL Developer | Allen & Gledhill LLP

M +65 9106 1205 | [Call me on Microsoft Teams](#) | **T** +65 6890 7188 (General Line) | **F** +65 6631 7963 | tsanksk@agasia.law

One Marina Boulevard #28-00 Singapore 018989 | www.allenandgledhill.com

Our A&G email domain has transitioned to "@agasia.law". Incoming emails sent to our previous domain "@allenandgledhill.com" will continue to be received by our email servers.

All outgoing emails will utilise our new "@agasia.law" domain. You may wish to whitelist our new email domain to ensure successful receipt going forward. Our website will remain the same: www.allenandgledhill.com

Be environmentally friendly, think before you print!

Allen & Gledhill LLP (UEN/Registration No. T07LL0925F) is registered in Singapore under the Limited Liability Partnerships Act 2005 with limited liability. A list of the Partners and their professional qualifications may be inspected at the address specified above.

CONFIDENTIALITY CAUTION: This message is intended only for the use of the individual or entity to whom it is addressed and is privileged and confidential. If you are not the intended recipient, please notify us immediately by return e-mail, delete this message and you should not disseminate, distribute or copy any information contained herein.