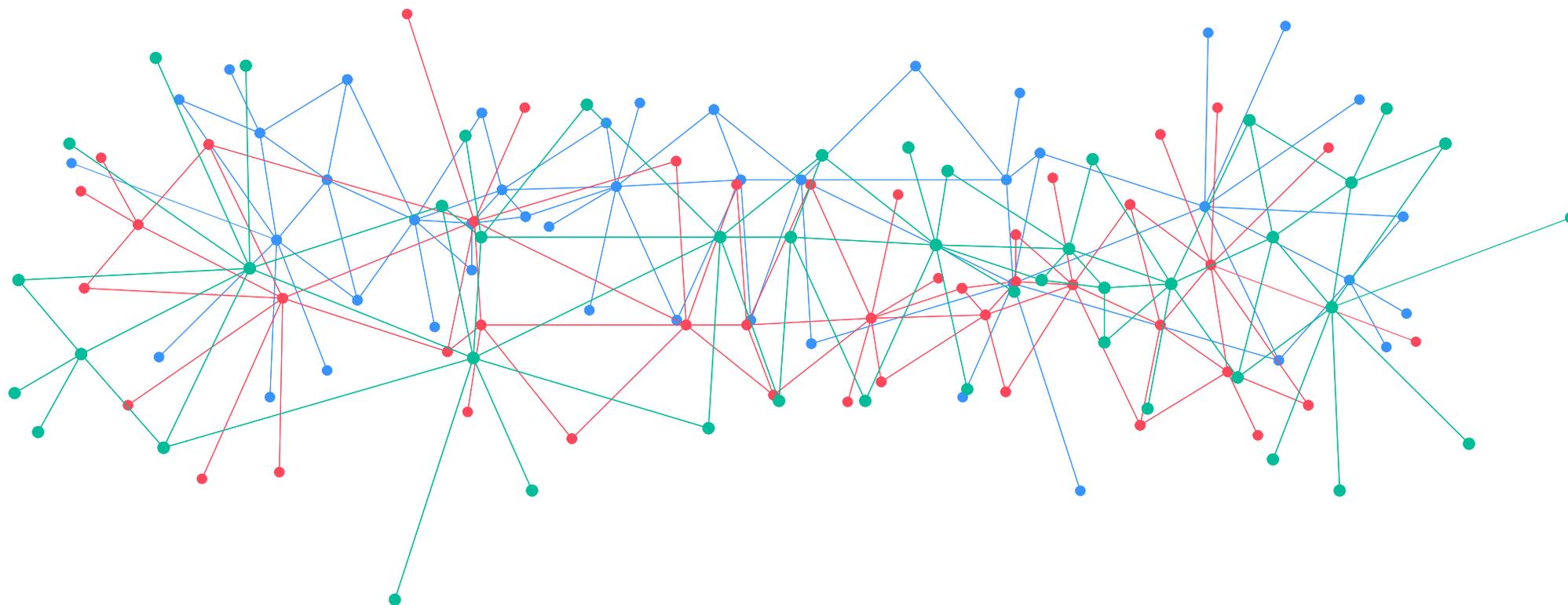


# Certainty in a changing world

*Unlimited legal support for a monthly fixed fee*



**Legal Retainer Service (LRS)** is ideal for businesses that regularly have needs to be legally consulted without internal legal department, but are concerned that legal costs can easily spiral out of control.

LRS covers the full range of legal services that a company are likely to require, from labor law and commercial advice, through to intellectual property law and corporate governance.

**All for a fixed monthly cost.**



## Why should I choose LRS?

### **Being directly advised by Partners of our firm**

We will provide you with direct dial numbers and emails of our leading legal teams of Partners so you will always know who are in charge of your cases.

### **Budget certainty**

A fixed monthly cost for all your day-to-day legal needs. The level of cost is able to be changed by negotiation.

### **Flexible duration**

If you're not happy with the service, you can cancel your LRS contract by a two-month notice in advance.

### **Diverse scope of service**

Scope of LRS will be built in consideration of your practical legal needs as well as your budget.

1

Initial consultation



2

Service proposal



3

LRS contract

# What's included?

Put simply, all the day-to-day legal support you need for your business

## **Contracts and transactions**

Advice and drafting on popular commercial contracts between our clients and their partners. Consultancy on legal conditions to duly provide specific products or services.

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## **Corporate governance**

Advice on rights and obligations of legal representative, shareholders, equity members, managers, ... and other general advice on incorporation and management of a company.

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## **Intellectual property law**

Advice on copyright and related issues, trademark, industrial design, ... and drafting non-disclose agreements.

## **Employment**

Advice on employment benefits, drafting and termination of employment contracts, labor regulation, disciplinary action and general labor legal requirements.

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## **Advertisement and e-commerce**

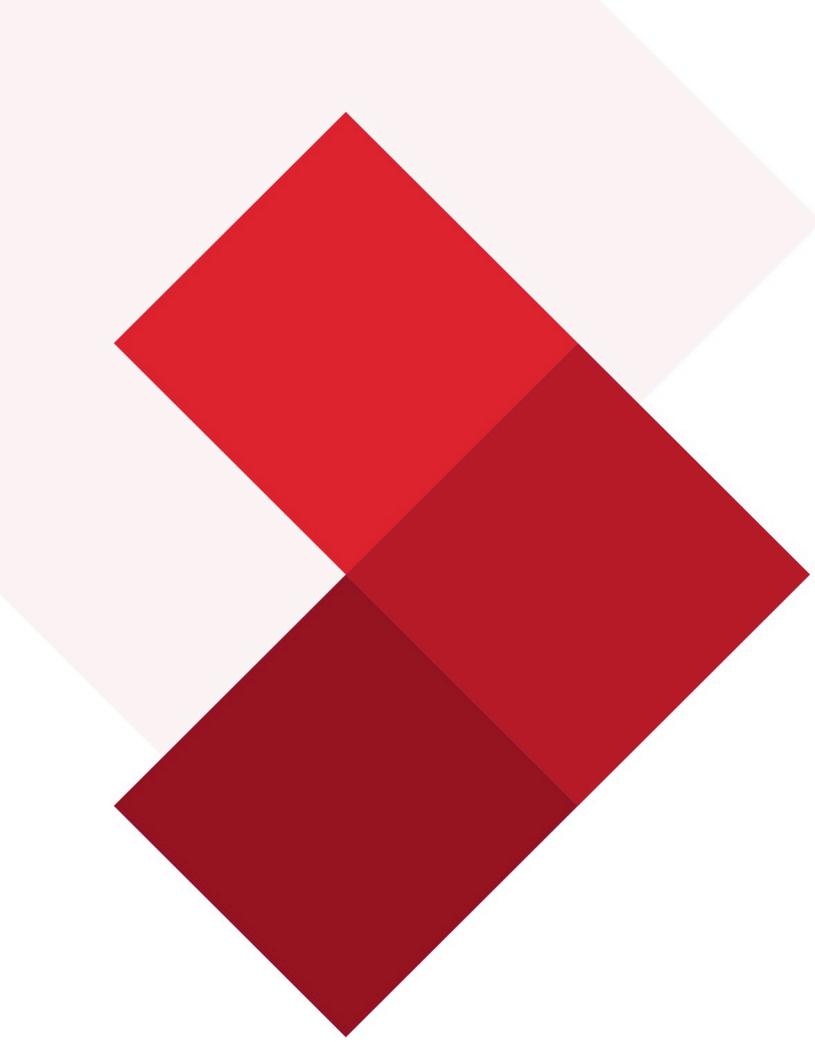
Advice on stipulations related to advertising products and services, operate an e-commerce website, social network and data protection regulations.

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## **General**

Advice on issues affecting the running of your business.





## **“A consistent team of lawyers who you can trust”**

We know that having a consistent team of lawyers who our clients deal with on a regular basis will help we know our clients better. By this way, we also believe that our client will save unnecessary time and avoid providing duplicated information. It helps us get to know you better and builds up trust and confidence.

# Q&A

## **How long does duration of LRS contract last?**

We believe that the longer duration of LRS last the better we know our clients and the more reasonable the cost will be. Therefore, the popular duration is usually no less than 06 consecutive months. However, if you feel unhappy with LRS then you always have the right to stop service by a two-month notice in advance.

## **Is dispute resolution covered in LRS?**

We will provide you with full advice in relation to any dispute with the objective of avoiding any formal claim. Once a claim is made then this falls outside the normal terms of LRS because of its complication and uniqueness.

## **Can I expand the scope of LRS?**

Our LRS mainly focuses on commercial law. There are some of legal sectors that we have not expertise but can generally support as tax & accounting law, criminal law, administration cases, dispute resolved by foreign courts, ... and other specific services stipulated in LRS contract.

## **How could I pay the cost of LRS?**

The cost of LRS is a fixed cost and will be paid in beginning of every month in duration. At the end of every month, we will send you a task report listing works were done in the previous month in order that you are able to update your company's legal health.

## **Can I change some clauses of LRS contract?**

Clauses of LRS contract are built by negotiating with our clients to make sure that our LRS is met our client's demand and differences between companies. Thus, we appreciate your contribution and suggestion to finalise LRS contract's clauses if necessary.

## **Can I request to change lawyer who is dealing with my case?**

Yes. We will always try to appoint qualified lawyers to resolve your cases. However, we are willing to appoint a new lawyer who works with you if you think this is a reasonable change.

**Being confident that you always  
have a lawyer in your team.**





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