

# COMPANY PROFILE



**ABOUT APOLAT LEGAL**

**AREAS OF PRACTICE**

**LEGAL SERVICES**

1. LEGAL DUE DILIGENCE

2. LEGAL CONSULTING RETAINER

3. INVESTMENT CONSULTANCY

4. DISPUTE RESOLUTION

5. LEGAL DOCUMENT TRANSLATION

6. INTELLECTUAL PROPERTY

7. LEGAL TRAINING

**TYPICAL CLIENTS**

**HUMAN RESOURCES**



**CATEGORY**

# ABOUT US



Established in 2014, Apolat Legal is a licensed law firm providing a broad range of legal services for domestic and international clients in multiple practice areas. The firm commits to resolving legal issues regarding businesses thoroughly and in the most beneficial way for various clients in Vietnam.

Apolat Legal is also honoured to receive numerous recognitions and articles posted by world-leading and local organizations and publications, including The Law Association for Asia and the Pacific (LawAsia, 1966), The Legal500, IP Link, AIPPI, IP Coster, Lexology, Global Trade Review (GTR), The Saigon Times, etc.

Apolat Legal lawyers have long been recognized for their legal expertise and attention to their dedication to work as well as the capacity to take advantage of their relationships to maximize client's interests. The lawyers will be grouped into specialized teams and directly participate in each case to provide advice and close support to customers, thereby quickly completing the assigned work most effectively.

# AREAS OF PRACTICE



The firm's lawyer team specializes in almost all legal practice areas in Vietnam, including Enterprise and Investment; Labor and Employment; Intellectual Property; Real Estate and Construction; Health; Culture, Sports and Tourism; Information and Communication; Natural Resources and Environment; Transport; Resident and Immigration; Industry and Trade; Education and Training; Finance and Banking; Agriculture, Forestry and Fisheries. Each practice area covers six principal legal services: Legal Due Diligence; Regular Legal Consultancy; Investment Consultancy; Dispute Resolution; Legal Document Translation; Intellectual Property; Legal Training.

Apolat Legal's reputation and the quality of its services are reflected by its clients. We are serving more than 1,000 clients, both local and foreign clients. The firm worked with past and current long-term clients such as LG Electronics, Coastal Living Land Joint Stock Company, Wall Street English, Hochiki Asia Pacific Pte.Ltd, Asus Technology (Vietnam) Company Limited, AEON Mall Vietnam, Baskin Robbin, Citigym, Woori Bank Vietnam Limited, Central Group, CJ Gemadep Logistics Holdings Company Limited, K Group Company Limited, Digiworld Corp., Yellow Cab Pizza, Bamboo Capital Joint Stock Company, Sinobright Pharma Co. Limited, Mayekawa, Sky Music Jsc, Oxalis Holiday Company Limited, PGT Holdings, Vinacapital, Capitaland, Donghyup,...

# 01 LEGAL SERVICES



## LEGAL DUE DILIGENCE



During their business operations, Enterprises generally do not pay the proper attention to legal issues or cannot confirm whether they have fully complied with provisions of law, what legal risks they are facing and how to overcome them. Enterprises only recognize such lack of attention when under administrative inspections, administrative violation fines or disputes with their clients or employees; however, overcoming the consequences of a happened matter is much more difficult and time-consuming.

“Prevention is better than Cure” is always a preferential conception applied in all sectors, including the legal field. Enterprises need to be proactive in utilizing laws and regulations in relevant aspects, establishing processes and forms to apply the law in practical business activities. Recognizing the demand of Enterprises, Apolat Legal brings you the Legal Due Diligence Service to assist you in Checking - Fixing - Establishing a complete internal legal system in compliance with Vietnamese law within main sectors such as Organization Structure, Business Operation and Labor Management.

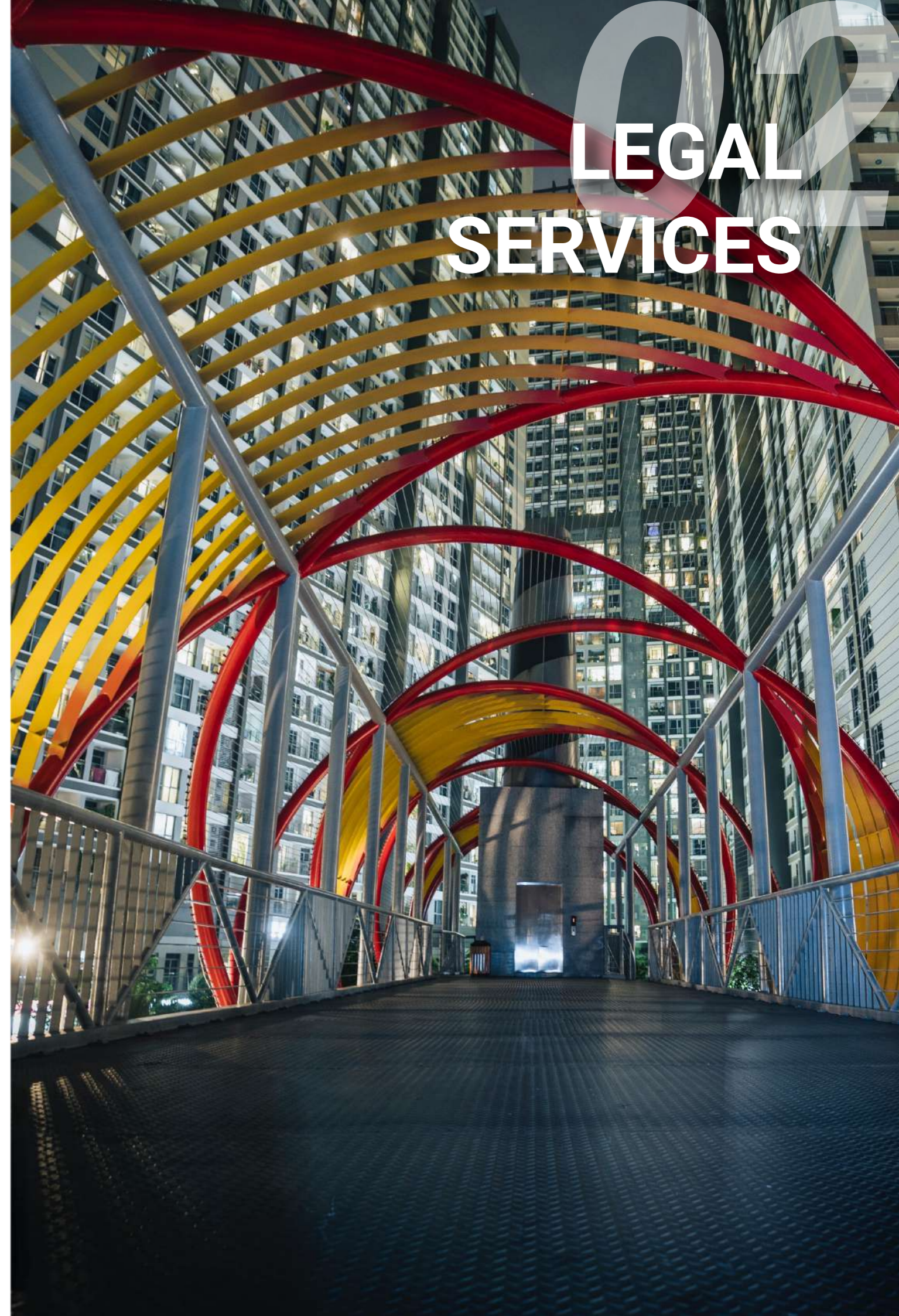
This service is also the key and significant step in which our clients (both local and foreign) are using before they decide to engage in an M&A transaction with a target company/project in Vietnam.

# LEGAL SERVICES

## LEGAL CONSULTING RETAINER



For enterprises in developed countries, effectively researching and manipulating the laws are always their top priority, which helps them minimize the legal risks and gain multiple advantages in any transaction. With the purpose of “Preventing and Minimizing legal risks which may arise in business operation”, APOLAT LEGAL will be your trustworthy partner to handle all legal issues, guide you to fully comply with law regulations and represent you before any state agency or any business partner. With ample experience in dealing with almost all legal issues arising from an enterprise’s business operation, whether you are a start-up or a fully shaped enterprise, Apolat Legal will always be with you in any market competition and will assist you in reaching any achievement you desire.



# LEGAL SERVICES

Apolat Legal consults the investors in identifying the most efficient legal structure for their business transactions; we assist them in assessing their partners and potential business locations and undertake due diligence on targeted companies or properties. In addition, we draft, review, and give opinions regarding transaction documents, represent investors in negotiating all terms and conditions of such documents, monitor the entire investment process and withdraw investment capital to protect investors from any potential risks. Our experiences allow us to help investors easily adjust their projects, which are typically complicated.

Moreover, Apolat Legal assists investors in planning their financial status from a tax perspective. Tax planning aims to optimally exploit other categories of financial plans by making the best use of tax policies in possible conditions. Making good tax plans will allow other factors of financial plans to interact more effectively and decrease tax burdens. We also assist investors in dealing with any tax-related problem arising from transactions or an enterprise's liabilities toward tax agencies.

## INVESTMENT CONSULTANCY



Since participating in WTO in 2007, Vietnam has relentlessly changed policies and regulations to attract foreign investment sources into the country. However, foreign investors are still under the strict control of state agencies and must perform much more complicated administrative procedures than domestic investors. Moreover, the overlap of regulations causes a lot of difficulties for investors to research and comply with the law.

To improve and enhance the legal system to support investors with a favorable business environment, the Law on Enterprise and Law on Investment issued in 2014 have fixed many defections and created advantageous conditions for foreign investors to operate their businesses in Vietnam. Nowadays, Vietnam is one of the most investment-attractive countries in the world. With deep knowledge of Enterprise and Investment regulations, Apolat Legal has numerous experiences in providing legal services for foreigners investing in Vietnam and for domestic enterprises receiving investment from foreign partners. We have worked on many large projects in different fields and assisted investors not only in one independent procedure but also in an entire project investment process.

## DISPUTE RESOLUTION



Apolat Legal specializes in providing dispute resolution services with the participation of lawyers with many years of experience in the legal field and is involved in major disputes in areas such as shipping, entertainment and event, intellectual property, commerce, and labor etc.

The combination of strategic approaches and effective dispute resolution methods helps Apolat Legal constantly succeed in complicated cases. The lawyers of Apolat Legal, with their professional qualifications and high experience in court litigation, arbitration, and alternative dispute resolutions, have received high trust from our clients and are considered one of the most high-qualified expert teams in Vietnam.

Apolat Legal provides some services such as:

Providing legal opinions on the disputes, researching relevant files and documents, discussing, and analyzing each fact of the disputes thoroughly. After initial contact and collection, research and discussion of information, Apolat Legal will provide the Client with legal advice in writing that clearly states all key points, regulations in effect and processes for the most optimal resolution option.

Alternative dispute resolutions: Arranging meetings with the opposing party for face-to-face negotiation, separately or with the participation of third parties to reach a mutually agreed solution.

Participating in Arbitration and Court proceedings: drafting documents, collecting relevant files and directly engaging in a part or entire of the dispute resolution proceedings at Arbitration Body or Court to defend the clients' legitimate rights and interests.

Judgment Enforcement: Drafting and collecting all relevant files and documents and directly participating in a part or the entire process of enforcing the Arbitration/Court award which is already in effect.

Apolat Legal is considered one of the most effective and highly experienced law firm for dispute resolution in Vietnam. Languages fluently used by our staff are Vietnamese and English.

# LEGAL SERVICES

## LEGAL DOCUMENT TRANSLATION



Apolat LegalL has over 10 years of experience providing translation services regarding laws and legal regulations into various languages such as English, French, Japanese, Korean, etc. Our translation service includes, but is not limited to, the documents hereunder: Legal Agreements; Documents in respect of criminal/civil/commercial cases; Birth certificates, Death certificates, Marriage certificates and Divorce certificates; Notarized documents, Patent and Trademark registration certificates; Intellectual property papers. Our associates have considerable expertise in legal transactions, years of experience in translation and have passed the strict selection process. All our transactions are reviewed and cross-checked before handing over to clients to ensure service quality.

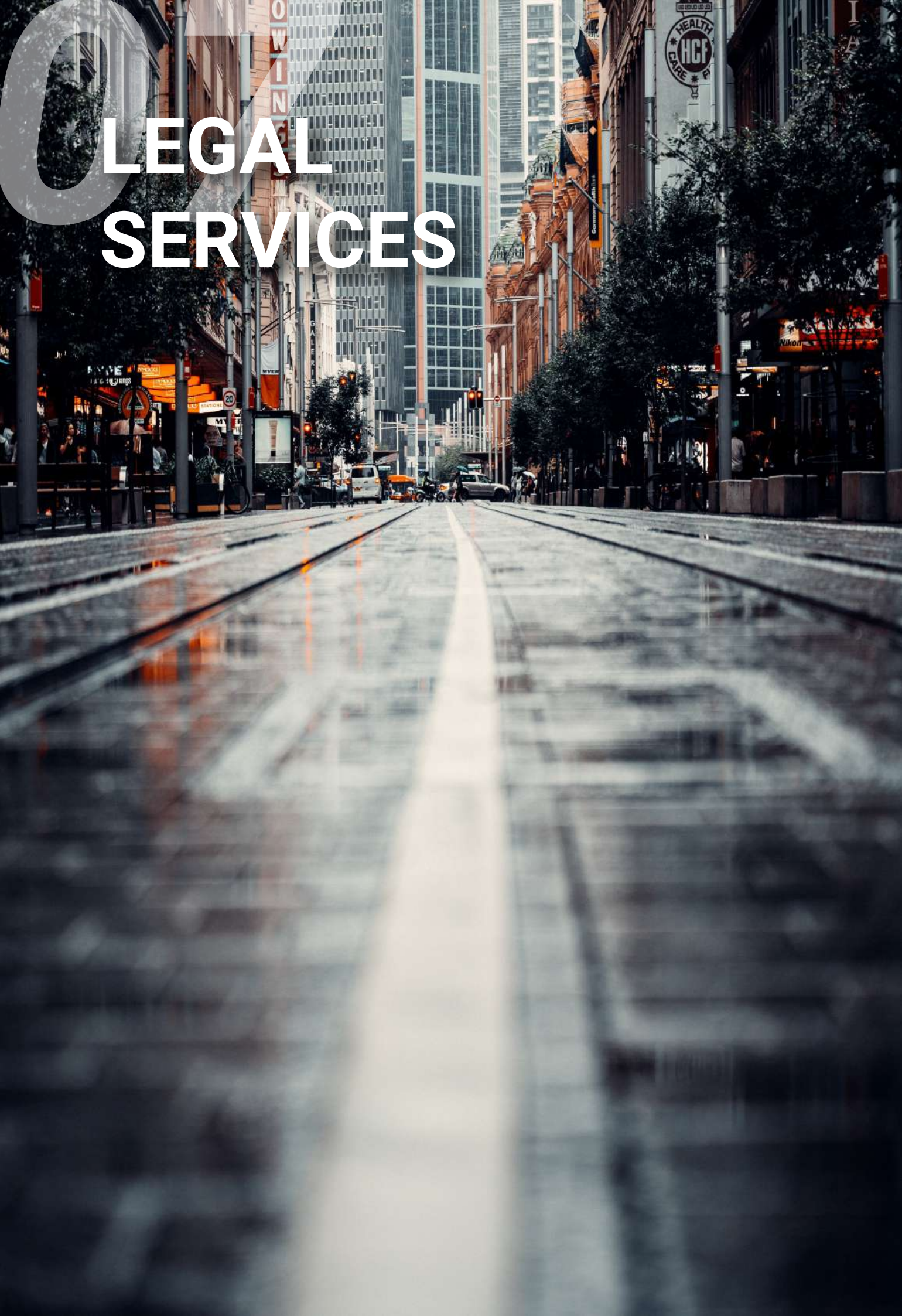


## INTELLECTUAL PROPERTY



In the age of rapid and non-stop technology development, the value of an enterprise is mainly based on how much its intellectual property assets are worth. As the intellectual property factor is increasingly appreciated, Enterprises need to pay more attention to the mechanisms, methods, and measures to protect their rights and interests regarding such asset types. Here at APOLAT LEGAL, we desire to give our clients a comprehensive perspective to help them best manage their intellectual portfolio by:

- Appraisal of all current intellectual property assets of the enterprise;
- Look up the status of establishing ownership of each type of intellectual property asset;
- Consult and make plans to defend the client's rights and interests relating to each type of such intellectual property asset;
- Organize training courses and enforce intellectual property protection rights as per client's request.



# LEGAL SERVICES

## LEGAL TRAINING



Equipping the personnel in enterprises with legal knowledge is necessary in a time when Vietnam is deepening and broadening its integration in the world economy. Here at Apolat Legal, we provide clients with comprehensive legal training and education programs to equip and improve legal knowledge, thus contributing to training high-quality national human resources for the client's development and expansion in the context of fierce international competitions. Our team of lawyers is experienced in serving high quality lectures to clients, vocational organizations, and professional associations, providing practical legal knowledge containing a well-arranged legal theoretical framework. In addition, these courses are customized based on specialized knowledge for the clients to apply in specific operating conditions.

### OUR CURRENTL LEGAL TRAINING PROGRAM INCLUDES:

- Training courses labor law;
- Training courses on commercial law;
- Training courses on contract negotiation and drafting;
- Training courses on minimizing risks in business activities;
- Training courses on enterprise management law;
- Training courses on specific areas as per client's request;

# TYPICAL CLIENTS



# HUMAN RESOURCES



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Dinh Quang Long is the head of the Investment practice groups. He has vast experience in foreign investments as well as international commerce and trade, corporate compliance.



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Pham Thi Thoa is the head of Intellectual Property Consultancy Department in Apolat Legal. In addition, Thoa also assists clients in issues relating to M&A, corporate law, negotiation and bankruptcy.



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Pham Hong Manh provides legal advice concerning real estate, M&A, IPO and issues relating to construction law and operation of representative office in Vietnam.



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Nguyen Minh Tien is the head of Litigation Team at Apolat Legal. He has many experience in counselling litigation service, providing retainer services for large local and foreign clients.



**DAO TRUNG THONG | Barney**

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Dao Trung Thong specialises in the field of foreign investments as well as international commerce and trade, corporate compliance.



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Bui Bich Phuong has considerable experience in the fields of enterprise law, corporate's internal regulations and tax.



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Pham Phuong Thao has extensive expertise in corporate and M&A, foreign investments as well as employment.



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Tran Chau Hoai Han has extensive expertise in intellectual property fields as well as international commerce.



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Thieu Thi Kieu Thu has extensive expertise in corporate compliance as well as intellectual property fields.



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Nguyen Mai Tin has extensive expertise in foreign investments, mergers and acquisitions, contracts, internal corporate governance and compliance.