

**APOLAT**  
— LEGAL —

*Legal  
Retainer  
Service*

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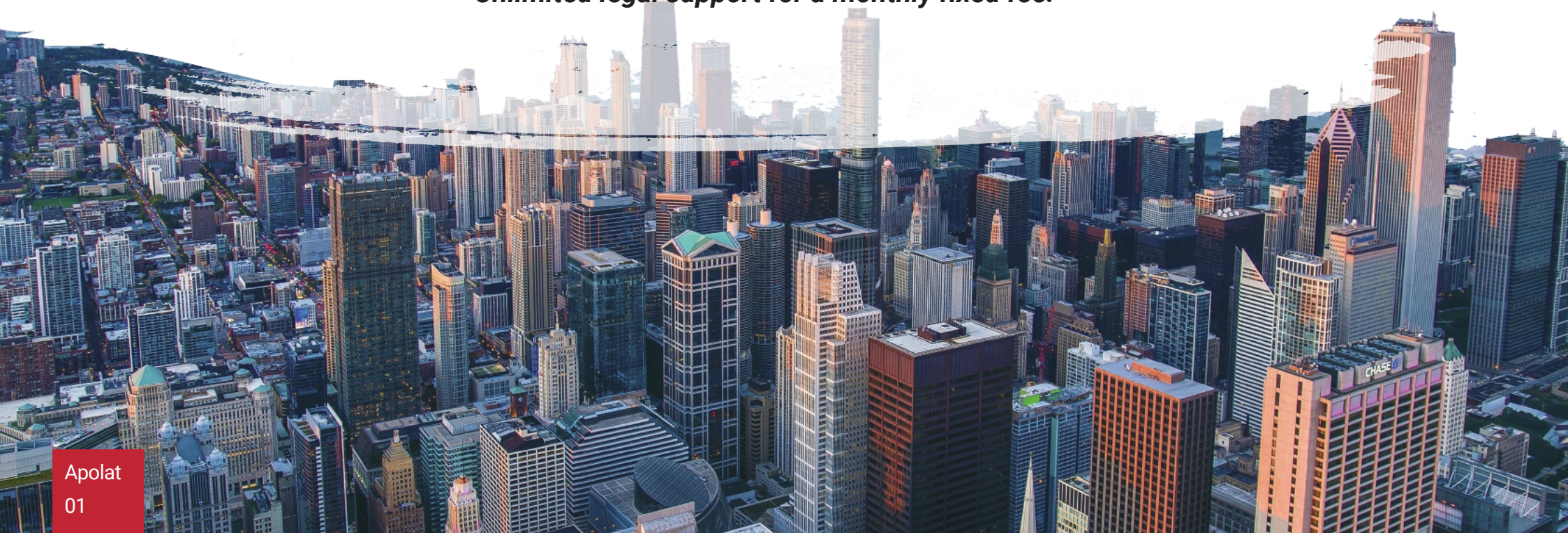
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# CERTAINTY

in a changing world

*Unlimited legal support for a monthly fixed fee.*



# About Apolat Legal

Apolat Legal is a professional law firm with its offices in Ho Chi Minh city and Ha Noi city. The firm's lawyer team specializes in almost all legal practice areas in Vietnam including Enterprise and Investment; Labor and Employment; Intellectual Property; Dispute Resolution; Real Estate and Construction; Information and Communication; Natural Resources and Environment; Transport; Industry and Trade; Education and Training; Finance and Banking; Agriculture; Legal 'Document Translation; Legal Training.

Our reputation and the quality of its services are reflected by our clients. We are serving thousands clients both local and multi-national companies.

We are also honored to receive numerous recognitions and/or 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, IP Coster, Lexology, Global Trade Review (GTR), The Saigon Times, etc.

# Legal Retainer Service

*All for a fixed monthly cost.*

***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.

### ***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 practically legal needs as well as your budget.

# Why Should You Choose LRS?

### ***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.

### ***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.

# What's Included?



## 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.

## 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.

## Intellectual property law

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



# What's Included?

## Employment

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

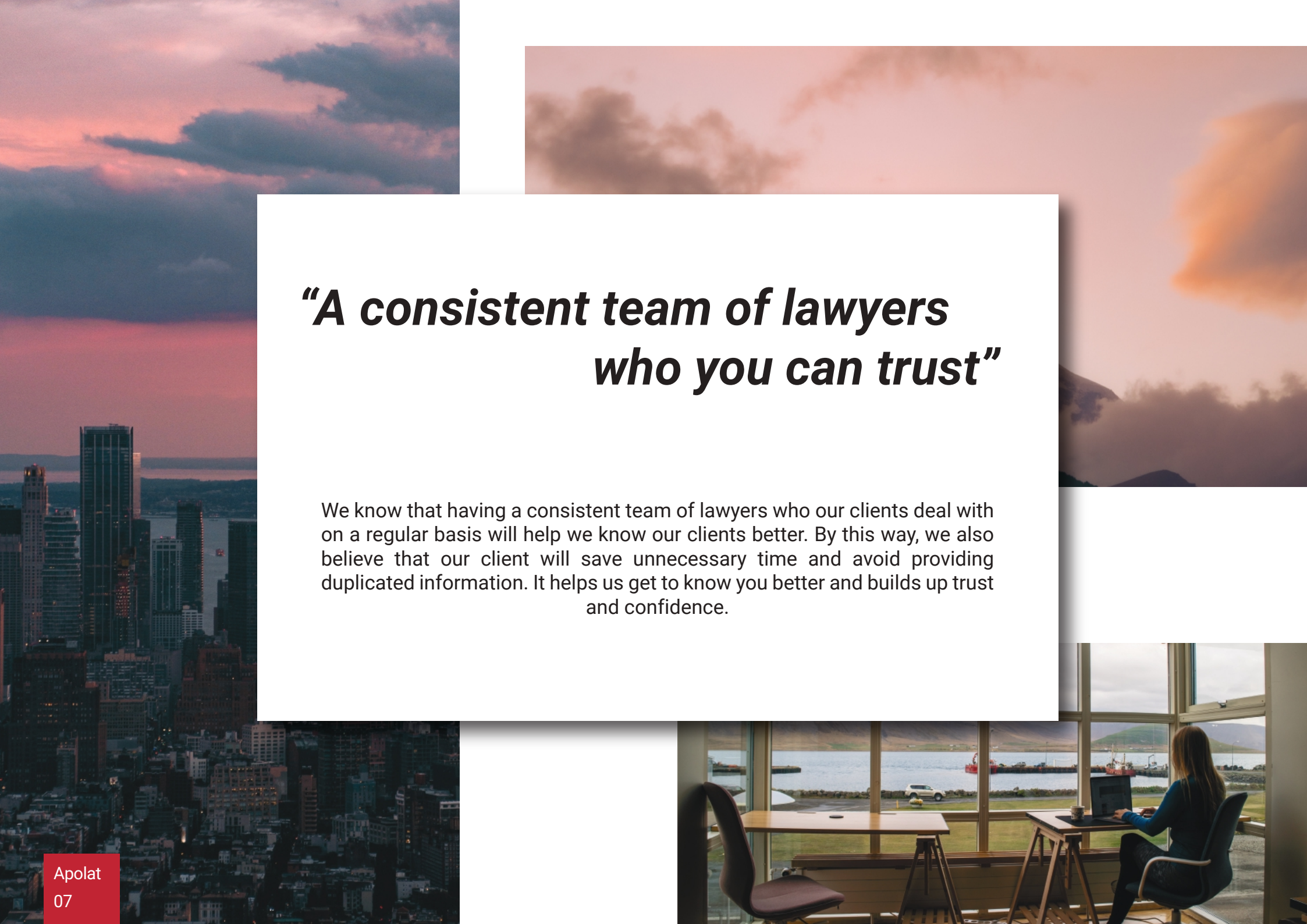
## General

Advice on issues affecting the running of your business.

## Advertisement and e-commerce

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





## ***“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.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.





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

*- Apolat Legal -*

# Our Team



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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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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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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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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.



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



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



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Nguyen Thi Kim Dung has extensive expertise in the fields of enterprise and investment law, litigation. She also has many experience in providing retainer services for large local and foreign clients.



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Le Thi Anh Thu has many expertises in foreign investment fields, M&A, corporate compliance for domestic and foreign enterprises.



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Nguyen Phuong Anh has extensive expertise in negotiation, mediation, and courts to settle domestic and international commercial disputes.



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