



PHAN GIA HAN

Paralegal

- ✉ han.phan@apolatlegal.com
- 🏢 Ho Chi Minh City

LANGUAGE

Vietnamese

English

MAIN PRACTICE

Business and Investment

Employment

Corporate

BIOGRAPHY

With a passion for law nurtured since her early university years, Gia Han graduated from the High-Quality Program in Law at Ho Chi Minh City University of Law, where I was trained in a rigorous and multidimensional academic environment.

Currently, Han serves as a Paralegal at Apolat Legal, specializing in Investment, Corporate, and International Commercial Law. She approaches her work with precision, initiative, and adaptability - ensuring both legal accuracy and practical, lasting solutions for clients.

Believing that “every legal document tells a story, and every clause creates real value”, Han continuously develops her expertise and perspective, aspiring to become a bridge between Vietnamese law and the global business landscape.

EDUCATION

Ho Chi Minh City University of Law – Bachelor of Laws, High-Quality Program

PRACTICE FOCUS

Currently, Gia Han assists Partners and Associates at Apolat Legal in handling legal matters primarily related to Investment, Corporate, and International Trade.

REPRESENTATIVE LEGAL MATTERS

INVESTMENT

- Assisted in preparing and filing foreign investment registration documents (IRC) for projects in southern provinces of Vietnam.
- Participated in capital contribution, equity transfer, and share acquisition transactions involving both domestic and foreign investors.
- Supported the preparation of enterprise registration applications (ERC) for foreign-owned and joint-venture companies.
- Provided assistance in investment structuring and business expansion advisory for clients in the trade, manufacturing, and service sectors.

CORPORATE & COMPLIANCE

- Supported corporate clients in restructuring and adjusting company governance, including changes of legal representatives and business lines.
- Assisted in drafting and reviewing internal regulations, company charters, labor contracts, and compliance frameworks.
- Helped newly established companies register tax codes, corporate seals, and business announcements.
- Provided ongoing legal assistance on labor, payroll, insurance, and initial tax compliance matters.

CONTRACT DRAFTING AND REVIEWING

- Drafted, reviewed, and revised commercial, service, distribution, and investment cooperation contracts in both English and Vietnamese.
- Supported clients in negotiating commercial terms and mitigating contractual legal risks.

EMPLOYMENT

- Advised foreign labor employment procedures, including work permit and temporary residence card applications.
- Supported clients in drafting and reviewing labor contracts, workplace rules, and internal HR policies.

OTHERS:

- Collaborated with senior lawyers in commercial dispute resolution, emphasizing mediation and pre-litigation negotiation.

SCAN QR CODE



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