



# **OUTSOURCED LEGAL SERVICES**

# 3 MISCONCEPTIONS ABOUT LEGAL AFFAIRS

01



## **Legal affairs do not contribute to business operations**

Business owners need to recognize that all business activities are governed by a legal framework. The legal department functions to prevent and control legal risks in all aspects of a company's operations. Many businesses have suffered losses amounting to hundreds of millions, even billions of VND, simply due to a lack of legal consultation in critical transactions. Investing in legal compliance helps businesses save multiple times the cost of handling legal consequences.

02



## **Only large businesses need legal affairs**

Legal risks can arise in businesses of all types and sizes. Small enterprises, with limited financial capacity and societal position, are often more vulnerable to legal changes they fail to anticipate or when negotiating contracts with partners who have a stronger grasp of the law. Many businesses have struggled due to a missing or flawed clause in a high-value contract simply because they lacked a legal compliance function.

03



## **Internal legal affairs can handle all issues**

Given the specialized nature of the legal field, it takes a significant amount of time for a lawyer to provide effective consultation in a specific area. In reality, to offer sound legal advice and propose effective legal solutions for a business, the legal compliance team must have a solid foundation of expertise as well as sufficient experience and practical exposure to relevant legal matters. Therefore, it is challenging for just a few in-house legal personnel to deeply grasp and address all of a company's legal issues.

# SELF-BUILDING A LEGAL DEPARTMENT?

*Building an in-house legal department is something not many businesses can accomplish. In fact, even many large companies do not actually have a dedicated legal department. Why?*



## Large expenses

Maintaining a legal department is usually not a top priority for most businesses. Experienced legal officer requires a salary of 15-30 million VND per month. With 2-3 personnel, the monthly cost of maintaining a legal department is very high.



## Advisory capability

As analyzed, apart from large corporations with strong financial capabilities that allow them to maintain a large and effective legal department, most smaller legal departments struggle to advise on all issues of a business. So, what is the solution?



## Conflict of interest risk

In-house legal compliance, being closely tied to the business, may face difficulties in maintaining absolute objectivity when dealing with issues involving multiple departments or management, sometimes creating potential risks for the business.



# OUTSOURCED LEGAL AFFAIRS



## Expertise and Experience

The business receives optimal consulting solutions from a team of lawyers with extensive experience in resolving diverse legal issues across various fields.



## Cost Savings

The cost is certainly much lower compared to running an in-house legal department. Consulting service packages are suitable for all types of businesses.



## Flexibility and Specialization

The scope of services is flexible and specialized based on the actual needs of the clients.



## Objectivity

Providing objective advice for the maximum legal benefit of the client, free from any internal conflicts of interest.



## Network

Extensive relationships with relevant authorities, helping to provide practical and comprehensive solutions.



## Focus on Core Activities

The business can fully focus on its core operations, while the outsourced legal affairs team handles internal legal issues.





# Y&P LAW FIRM'S CAPACITY

*The metrics that demonstrate we are the leading law firm in the field of regular /outsource legal advisory and compliance services for businesses.*



## **Extensive experience consulting regularly**

>30 FDI, DDI clients are receiving retainer legal service at Y&P.



## **Nationwide**

Y&P Law Firm has a comprehensive network of associates spanning the entire territory of Vietnam.



## **Lawyer's capabilities**

Our lawyers are multilingual (Vietnamese- English - Korean - Chinese - Japanese). The team comprises senior lawyers who have advised leading companies in Vietnam such as Samsung, Masan, FPT, Viettel, etc.

# STANDARD CONSULTATION PROCESS



# TYPICAL CLIENTS





## CONSULTING SERVICE PACKAGE

| SCOPE OF REGULAR CONSULTING                       |                                                                                             | Basic                                                                   | Pro                                                                         | VIP                                                                                             | SUPER VIP                                                                                                             |
|---------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Consulting on corporate governance.               | Legal update                                                                                | Update new legal normative documents monthly.                           | BASIC + Monthly assessment of the impact of new legal normative documents.  | PRO + Immediate updates on important documents; Assessment through judgments/case law.          | VIP + On-site training at the enterprise.                                                                             |
|                                                   | Reorganizing the enterprise, changing business registration, and investment projects.       | Consulting on conditions, documentation, and implementation procedures. | BASIC + Drafting documents and templates.                                   | PRO + Free drafting of basic procedures, discounted fees for other procedures.                  | VIP + Free services under 20 million VND, 30% discount on services over 20 million VND.                               |
|                                                   | Streamlining the internal system of documents and templates.                                | Reviewing based on available documents and materials.                   | BASIC + Developing templates and documents (<5 pages).                      | PRO + Developing templates and documents with no page limit + Bilingual (English - Vietnamese). | VIP + Directly conducting registration at the competent authority/providing on-site guidance.                         |
|                                                   | Consulting on matters related to HR, EHS, Finance, etc.                                     | Consulting.                                                             | In-depth consulting + Developing appropriate templates (<5 pages).          | PRO + Creating templates and documents with no page limit + Bilingual English-Vietnamese.       | VIP + Providing direct guidance on implementation.                                                                    |
| Consulting on business and commercial activities. | Reviewing documents and official letters with partners and government agencies.             | Reviewing documents drafted by the company.                             | BASIC + Direct drafting.                                                    | PRO + Bilingual English-Vietnamese.                                                             | VIP + Directly working with partners and government agencies.                                                         |
|                                                   | Drafting, reviewing, and amending contracts and agreements.                                 | Reviewing and amending based on existing contracts under 5 billion VND. | Review and revise all types of contracts + Draft common types of contracts. | PRO + Drafting all types of contracts and agreements + Bilingual English-Vietnamese.            | VIP + Negotiating contract amendments with partners.                                                                  |
|                                                   | Providing dispute resolution consultancy (excluding litigation).                            | Consultation.                                                           | In-depth consulting.                                                        | PRO + Drafting correspondence between parties.                                                  | VIP + Direct negotiation within the scope of representation.                                                          |
| Forms of consulting.                              | Online consulting.                                                                          | 01-hour online meeting per month.                                       | 02-hour online meeting per month.                                           | 04-hour online meeting per month.                                                               | Unlimited.                                                                                                            |
|                                                   | In-person consulting.                                                                       | Not applicable.                                                         | Not applicable.                                                             | 04-hour on-site presence at the enterprise's headquarters per month.                            | 16 hours of on-site presence at the enterprise or other locations per month.                                          |
|                                                   | Representation in/outside of litigation.                                                    | 10% discount on service fees.                                           | 20% discount on service fees.                                               | 30% discount on service fees.                                                                   | 50% discount on service fees.                                                                                         |
| Training/ Compliance guidance.                    | Integrity; Prevention of Sexual Harassment; RBA Code of Conduct.                            | Consulting, reviewing, and editing based on available documents.        | BASIC + Developing missing documents and training guidelines.               | PRO + Bilingual English-Vietnamese and training on 1 topic per year.                            | VIP + Conducting an on-site review session at the enterprise's headquarters, providing training on 2 topics per year. |
|                                                   | Handling Resignations; Disciplinary Actions; Complaints and Accusations; Other Regulations. | Consultation, review, and revision based on existing documents.         | BASIC + Providing training guidance.                                        | Online training on 1 topic per year for the enterprise.                                         | Providing on-site training on 3 topics per year at the enterprise.                                                    |

# SERVICE FEE

|                              | Basic                                                                | Pro                                                                                     | VIP                                                        | Super VIP                                                                                                                     | Theo yêu cầu   |
|------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| Service Fee                  | 7.000.000 VNĐ                                                        | 10.000.000 VNĐ                                                                          | 15.000.000 VNĐ                                             | 30.000.000 VNĐ                                                                                                                | 7.000.000 VNĐ+ |
| Time                         | 10H                                                                  | 20H                                                                                     | 40H                                                        | 100H                                                                                                                          | 10H+           |
| Excess consulting fee        | 500.000 VNĐ                                                          | 400.000 VNĐ                                                                             | 300.000 VNĐ                                                | 200.000 VNĐ                                                                                                                   | 200.000 VNĐ+   |
| Language                     | VIETNAMESE                                                           | ENGLISH+<br>VIETNAMESE                                                                  | ENGLISH/JAPANESE/<br>CHINESE/ KOREAN-<br>VIETNAM           | ENGLISH/JAPANESE/CHINESE/<br>KOREAN-VIETNAM                                                                                   | ....           |
| Consultation feedback method | Maximum 3 days Viaemail, social media (at the company's discretion). | BASIC + Direct phone consultation + Same-day support for up to 3 hours of consultation. | PRO + Same-day support for up to 10 hours of consultation. | VIP+ Consultation within 1 day for simple issues + Direct consultation - Same-day support for up to 15 hours of consultation. | ....           |

-Advisory email, consultation letter, or drafted document: 500 words correspond to 1 hour.  
 -Documents requiring legal review or verification: 2,000 words correspond to 1 hour.  
 -Date are counted based on working days.

# THANK YOU!

## COMPANY'S ADDRESS:

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