



# **APOLO LAWYERS**

Solicitors & Litigators

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## I. ABOUT THE LAW FIRM

**APOLO LAWYERS** (Solicitors & Litigators) is a law firm operating under Ho Chi Minh City Bar Association's management which serves in the field of legal services including consultant, licensing, litigation at Courts of all levels and at Vietnam International Arbitration Centre (also known as VIAC), with the motto **"to help, to protect!"**.

The Client's Success is always the key goal of Apolo Lawyers and therefore it's the reason why we rapidly develop through the years. Apolo Lawyers has been not only a legal advisor but also a legal partner that Clients can trust.

When coming to Apolo Lawyers, the client will be served quality and professional legal services by Solicitors and Litigators who are seasoned lawyers and a team of paralegals, legal analysts, personnel who works professionally, quickly, supportively and efficiently.

When Apolo Lawyers has earned the trust of clients, we have more motivation to overcome complex cases and complete the mission. Not only that, we also grow in confidence from society by the free public legal works and legal consulting activities. To obtain that, each of us always improves our moral, knowledge and experience to become highly qualified and professional lawyers. Thus, most of our lawyers is the famous legal experts in Vietnam.

Furthermore, Apolo Lawyers has built a good relationship with Vietnam government agencies. In addition to the partnership with international lawyer community, it really helps Apolo Lawyers meet most of client requirements which are more and more various and complicated, and guarantee to bring the highest level of success to clients.

## **II. CORE PRINCIPLES**

**We always keep in mind that every case our law firm undertakes is not only a job, but also the belief, or the whole life, or the career, or even the future of our clients. Therefore, that requires each of us work with all our strength to become a professional lawyer. So, what is a professional lawyer by Apolo Lawyers' standards?**

Personnel of Apolo Lawyers is our pride. We always keep in mind that human factor holds a crucial role to the success of an organization. Therefore, Apolo Lawyers sets 03 standards for each of our Lawyers.

### **Being always conscious of professionalism.**

In our opinion, the professionalism of a lawyer is expressed through the knowledge, the working skill and the communication style. Our lawyers constantly aware of and practice these elements to achieve the best service for the client. And more than that, it also serves for our overall vision which Apolo Lawyers is an international law firm and reliable choice of clients.

### **Seriously investing in occupational knowledge and skill.**

Each lawyer who joins the Apolo Lawyers has seriously invest in his profession. The training process at Apolo Lawyers will help the legal services being more and more comprehensive and professional. Besides, we always focus on the development of each individual by means of spending a considerable amount of time for internal training. This will be a launcher for each individual to practice and develop fully at Apolo Lawyers.

### **Practicing with all the pride of a professional Lawyer.**

We always keep in mind that every case our law firm undertakes is not only a job, but also the belief, or the whole life, or the career, or even the future of our clients. And we believe, our clients deserve to experience perfect legal services. That's the reason why each of us work with all our strength to become a professional lawyer. The professionalism is uncertain whether leads us to be the winner in all the competition or not, however, we are confident that it will help each of our Lawyers not be left behind. At a certain point, our professionalism will be rewarded.

### III. LEGAL SERVICES



#### Land, Housing, Real Estate

- Drafting real estate contract
- Legal evaluation of real estate project
- Legal advice and assistance for commercial housing construction projects from searching and developing the land area to complete the construction
- Legal advice on land, houses, apartments transfer contracts
- Legal advice on acquisition, support, compensation, resettlement, interest related to land
- Assigning lawyer to participate in lawsuit related to real estate projects



#### Commercial Contract

- Drafting sales contract, service contract, distribution channel, agency contract and distribution contract
- Reviewing the contract
- Supporting client to negotiate contract with partners
- Assigning lawyer to negotiate with partners when occurring contractual disputes
- Assigning lawyer to participate in lawsuit related to contractual dispute resolution



#### Labor & Employment

- Reviewing and drafting Labor Contract, Labor Regulations, Internal Regulations, Procedures
- Legal advice on the process of dismissal and termination of labor contracts in accordance with the law
- Legal advice on termination of labor contracts with senior personnel
- Legal advice on confidentiality and non-competitive Agreement
- Participating in settlement of labor disputes, representing client in labor disputes at the Court



### **In-House Counsel**

- Family Lawyer Services
- Private Lawyer services for organization
- Assigning lawyer to provide legal advice at the company directly, charging hourly or monthly fees
- Regular legal advice for organization via email, phone, consulting documents, etc.



### **Investment**

- Establishment of foreign invested direct company
- Registration, adjustment, extension of Investment Registration Certificate
- Establishment of representative offices, branches of foreign companies in Vietnam
- Legal advice on capital contribution, purchasing shares for foreign investors
- Legal advice on procedures for obtaining operating licenses for foreign contractors
- Legal advice on transfer of a part or the whole of investment project



### **Licensing & Permits**

- License for setting up retail facility
- Permits for building and completing construction
- VISA
- APEC Card
- Work permit
- Pharmaceutical business license
- Liquor business license
- Permits to open hospitals, polyclinics and cosmetology clinics
- Business license for domestic travel, international
- Certificate of food hygiene and safety, environment, fire protection, security and order
- Announcement on the circulation of drugs, functional foods and cosmetics in Vietnam



## **Tax**

- Legal advice on tax authorities handling tax violations
- Legal advice on complaints and denunciations about tax authorities' decision and act
- Representing client for the entire tax investigation process
- Assigning lawyer to be in lawsuits related to tax violations



## **Finance & Banking**

- Risk analysis of a financial project, mortgage advice, draft loan agreement
- Drafting and documenting contracts for lenders and borrowers
- Consulting and drafting commitment to bidding, commitment to fulfill obligations, guarantee commitment
- Developing internal management processes, professional processes for banks and financial companies
- Registrating of foreign loans
- Drafting and registering guaranteed deal
- Participate in resolving related disputes



## **Capital Markets**

- Initial Public Offering (IPOs) and other stock offerings
- Debt and bridge financing
- Derivatives issue
- Private placement offerings



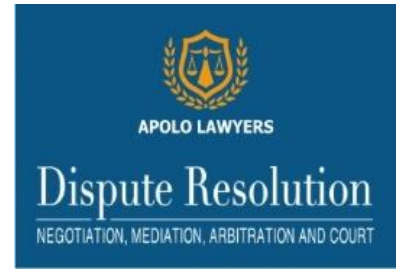
### **Intellectual Property Rights**

- Registering barcodes
- Registering trademark
- Registration of copyright
- Registration of industrial design
- Franchise advice
- Participate in resolving related disputes



### **Merger & Acquisition (M&A)**

- Pre-M&A consultancy: access, appraisal, investigation, pricing of object
- Advice in the transaction negotiation phase, legal completion to complete the transaction
- Consulting on restructuring businesses and organizing post-M&A activities



### **Litigation, Dispute Resolution**

- Participating in resolving disputes on commercial, civil and labor contracts
- Participating in resolving disputes of land, houses, real estate, and construction
- Participating in resolving disputes of inheritance, marriage & family
- Participating in resolving internal disputes of company
- Participating in resolving disputes in Court and Commercial Arbitration





### **Quick Divorce**

- Prepare divorce application
- Legal advice on procedures of divorce by mutual consent
- Legal advice on procedures for unilateral divorce, common property division
- Guiding the process of gaining child custody and child support conditions
- Legal advice on division of common property, separate property, common and private debt repayment obligations after divorce
- Assigning lawyer to participate in divorce cases



### **Legal Translation**

- Legislation
- Contract
- Agreement, commitment
- Litigation documentation of the Civil, Criminal, Commercial Court, etc.
- Dispute documentation of the International Arbitration Center
- Certificate, License, Permit of all kinds
- Patent and trademark record
- Court record and testimony
- Financial statement, documentation of tax, bank, custom, etc.

(Translation of popular languages such as English, French, Vietnamese, Chinese and Korean)



### **Insurance, Marine & Shipping**

- Preparing draft, review and advice on the following shipping documents in accordance to Vietnamese laws: Bills of Lading; Booking Notes; Letter of Indemnity
- Ship purchase contract, ship building contract, ship repair contract
- Charterparties, contracts of affreightment and ship management, agency and crewing agreements
- Registration of vessels and flagging out in Vietnamese jurisdiction
- Representing consignees, cargo insurers and other cargo interests in collision cases, advising on recovery against both non-carrying and carrying vessels
- Representing hull underwriters and shipowners on all aspects of casualty related work
- Participating in resolving maritime-related disputes in court and arbitration



## IV. OUR LAWYERS



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**VO THIEN HIEN** - Managing Partner  
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Mr. Hien Vo is the founder as well as the managing partner of Apolo Lawyers. He gained more than 15-year experiences in legal services involving contract, M&A, FDI, trade, commercial and civil disputes.

He consulted and participated in resolving the dispute of various notable multinational corporations, such as: Kyoei Steel (Japan), Auchan (French), Raffles (Singapore), etc.

Moreover, he was in charge of consulting in numerous cases of domestic clients, such as, in particular: NMY, Ursin, K&D Seoul, Coco BeachCamp, Tan Truong, An Do, Totality, Clair, Son Tinh Electricity, Marone, Martwo, etc.

Especially, he has broad experiences in commercial disputes at international arbitration organizations in Vietnam such as: VIAC, PIAC.



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**LE VIET TUAN** - Partner  
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Mr. Tuan Le has broad experience in the specific fields such as: Finance, Banking; Insurance; Real Estate; etc.

During professional life, Mr. Tuan Le has specialized in: Legal consultant; Contract; Collection; and Legal representation in court proceeding.

Mr. Tuan Le took over the position of managing the in-house, collection staff in some major companies, such as: PVcomBank (Deputy Manager of Collection Department); Bao Long Insurance (Deputy Director of Legal Department); Novaland Group (Legal Manager).



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**VO THI XUAN CHI** - Senior - Attorney at law  
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Lawyer Chi Vo has nearly 20-year experience in legal consultant related to contract, foreign direct investment and dispute resolution in commercial business, civil, labor, construction, real estate, etc.

She has broad experiences in commercial contract disputes at Vietnam International Arbitration Centre at the Vietnam Chamber of Commerce and Industry (VIAC) and many cases at Court at all levels.

Lawyer Chi Vo is a Senior - Attorney at law of Apolo Lawyers. She is an adviser to the company's leaders and plays a coordinating role in Apolo Lawyers' significant legal projects.



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**TRAN THI KIM HUE** - Senior - Attorney at law  
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Lawyer Hue Tran has nearly 10-year experience as Head of HR Administration Department in some Vietnamese companies. Therefore, her expertise is dealing regime policies, recruiting and training employees, and directly handling labor discipline and labor disputes for the company.

With her position in company, Ms. Hue Tran is in charge of handling various labor discipline and usually participate in court proceedings for complicated case on labour with big value in Court. Some typical clients that Lawyer Hue Tran provides legal consultant and represent the client in Court: Procter & Gamble Corporation, Metro Carry & Cash Vietnam, Unilever, Pepsico Foods Vietnam, Castrol and Park Hyat Hotel.

Apart from the mentioned rich experience in labour law, Lawyer Hue Tran has more than 10 years being in charge of case relating to insurance, construction, divorce, heritage, land. Such valuable chance helps her accumulate and enrich knowledge and skills in order to serve the best to client.



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**NGUYEN TRUNG TIN** - Attorney at law  
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Lawyer Tin Nguyen has more than 05-year experience in legal consultant. By the solid knowledge and broad experience, Lawyer Tin Nguyen participated in providing legal consultant and presenting in the Court for the legal issue related to commercial business, finance - credit, real estate, domestic and foreign investment, marriage and family, etc. Especially, he is providing and developing the private Lawyer service for individual, family.

Lawyer Tin Nguyen used to present for various organizations and individuals in order to give legal consultant, resolve the complicated case with big value.



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**LE THI HOAI THUONG** - Attorney at law  
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Among the clients, Ms. Thuong Le is well-known as Master of Law in leading Law Universtiy of Ho Chi Minh City. Besides, she is also a lawyer who specilizes in the law field involving real estate, including: land, housing, real estate project, contract and construction.

She has experience in legal consultant, processing the dossier of client of major project relating to real estate investment in Vietnam, from searching and developing the land area; submitting the investment project; being granted investment policy; making the 1/500 plan, master plan on resettlement compensation; creating investment project; being granted construction permit to finishing the project.

About litigation, she has 08-year experience in court proceedings in order to resolve the dispute related to real estate, construction.



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**PHAN MANH THANG - Of-Counsel**  
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Mr. Thang Phan is a lawyer who belongs to Bar Association of Ho Chi Minh City as well as Managing Director of Long Phan PMT Law Firm.

He earned the bachelor's and master's degree in Economic Law major of top ranking Ho Chi Minh City University of Law. He has nearly-07-year experience to be a law practitioner.

His expertise is resolving the dispute on land, land acquisition and commercial business.

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**PHAM VAN HUY - Senior Solicitor**  
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After graduating from Law University of Ho Chi Minh City, Mr. Huy Pham served for the government agency as civil servant in state judicial authorities.

Resigned from work in agency, he switched to be Head of Law Firm which specialized in court proceedings. During such times, he participated in resolving various disputes related to land, land acquisition and other civil issues. Specially, he took part in numerous criminal cases so he has broad knowledge and rich experience in criminal field.

With 10-year experience as Head and then, Director of Law Firm, he provides legal service to the clients who are from individuals to organizations or domestic to foreign.

About legal knowledge, Mr. Huy Pham is not only well-known by the extensive experience but also deepened in notary and bailiffs' field.

## V. OUR TYPICAL CLIENTS

Clients of Apolo Lawyers are companies, investors engaged in production, business and investment activities in many fields in domestic and foreign. Some of our typical clients include:

No.	Our Typical Clients	Fields
1	Kyoei Steel (Japan)	Steel production
2	DongBang Material Vina (Korea)	Manufacturer of electronic components
3	Auchan (French)	Retail
4	Clair (Singapore)	Perfume, cosmetic and aesthetic
5	Phu Cuong Group (Vietnam)	Real estate
6	Tan Truong Company (Vietnam)	Real estate
7	First Real Company (Vietnam)	Real estate
8	Raffles Hotel (Singapore)	Hotel
9	Totality Company (Shanghai)	Manufacturer and distributor of ink products
10	Le Vo Company (Vietnam)	Sales and distributors of security equipment
11	SSO Company (Vietnam)	Office space
12	Vietcombank (Vietnam)	
13	OCB (Vietnam)	
14	And many other companies	
15	And many clients who are individuals and organizations are in criminal cases which are very concerned by the public, related to crime of violating Bank's activities and prosecuted by the Ministry of Public Security, Ministry of Defense	

## V. OUR TYPICAL CLIENTS





**ABOUT US**

**APOLO LAWYERS**

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