



## LEGAL SUPPORT ON SUBSCRIPTION BASIS

GRATA International Moscow office provides a complex service – legal support of day-to-day activities of legal entities and individual entrepreneurs on the basis of subscription. This form of services provision makes it possible for our clients to get high quality legal support and to optimize expenses for external consultants.

Advantages of legal servicing by GRATA International on subscription basis:

**1. Reduction of expenses for legal services:**

at the cost comparable with monthly salary of one in-house general counsel you will get legal advice and practical support of the team of professionals who specialize in various law domains (including tax, contract, corporate, labor, administrative law, real estate and construction) while you will be released from the necessity to pay personal income tax and social insurance contributions, as well as annual vacations and seek leave allowances, the fees for legal data basis access, to provide a work place in your office and bear other expenses.

**2. Promptness in resolving your legal issues:**

we guaranty prompt feedback to all your requests and provision of advice and solutions in shortest possible terms based on the long-term experience of our lawyers in international consulting.

**3. Quality guarantees:**

our attorneys hold law degrees awarded by the leading universities and each of them has more than 10 years of experience in legal support of Russian and foreign clients; we have, in particular, references of major multinational companies.

**4. Convenience of administration:**

we enter into a single subscription agreement and appoint a single point of contact – the relations manager who administers all your requests among of the attorneys of our firm according to their specialization and provides you with ready answers and solutions.

**5. Confidentiality:**

we provide for protection of all the confidential information that we receive in the course of provision of legal services by including the respective clauses in the subscription agreement and taking necessary measures within our firm.

### Monthly Retainer Fee:

Based on the Monthly Retainer Fee program the Client will be provided with legal advice and practical support in the amount of up to 20 hours per 1 (one) month for a fixed subscription fee (the "Subscription Fee") calculated on the basis of a special hourly rate.

How it works:

- The maximum number of hours to be spent for legal services (hereinafter - the "Number of Hours") under the Monthly Retainer Fee - 20 hours per month;
- The Monthly Retainer Fee shall be calculated based on the special hourly rate excluding actual additional costs, if any (post office expenses, documents translation, notarization of translation and similar expenses, etc., as defined in the general agreement for provision of services) (hereinafter - the "Monthly Retainer Fee"), to be paid regardless of the Number of Hours used by your company per month<sup>1</sup>;

<sup>1</sup> Expenses in connection with payment of state duties, fees, postal fees, business trips expenses, notarial fees, translation cost and other similar expenses confirmed by documents will be invoiced in addition.

- You can find below the list of legal services that are / are not included in the scope of services under the Monthly Retainer Fee;
- You will be notified immediately upon reaching the limit of the Number of Hours. Services in the scope of Monthly Retainer Fee in excess of the Number of Hours will be offered at the same special hourly rate;
- Legal services included in the scope of services under the Monthly Retainer Fee arrangement in excess of the Number of Hours per 1 (one) month will be (i) provided at the Average Special Hourly Rate and (ii) invoiced additionally on top of the Monthly Retainer Fee.
- The Number of Hours and the Monthly Retainer Fee may be less/more depending on the needs of your company.

**Legal services included in the scope of Monthly Retainer Fee program:**

- Provision of verbal and written consultations on the issues of application of the effective laws of the Russian Federation (administrative, antitrust, civil, corporate, tax, land, etc.)<sup>2</sup>;
- Preparing, legal review and participation in negotiating with counterparties of various commercial contracts (supply, lease, works, agency, etc.);
- Preparing enquiries, notifications, information letters, complaints and other documents for submission to various state and municipal bodies and institutions;
- Preparing and legal review of employment agreements, HR documents and local normative acts (internal policies);
- Preparing claims, points of claim and other procedural claims;
- Preparing documents for making amendments to the Unified State Register of Legal Entities, including amendments to the charter documents;
- Preparing documents for organization and holding general meetings of shareholders (participants);
- Representing your interests in negotiations of various levels, including preparing documents and legal positions for negotiations and immediate participation in negotiations;
- On-going information support of your activities: provision of the information on changes in the legislation and law enforcement practice.

If you have material number of similar administrative and/or judicial proceedings (e.g. recovery of debts) legal support on subscription basis may include our immediate participation (representation) in the respective proceedings.

**Legal services which are not included in the scope of Monthly Retainer Fee program (unless otherwise is agreed with the client):**

- Providing for the state registration of legal entities at their establishment and reorganization and amending their constituent documents;
- Providing for the state accreditation of branches and representative offices of foreign legal entities;
- Legal support of complex M&A or joint venture projects;
- Legal support of application of disciplinary measures and dismissal of employees, employment disputes;
- Providing for the state registration of the rights and the registration of intellectual property in the customs register;
- Arbitration / litigation;

<sup>2</sup> Except for legal memoranda and legal opinions on specific/complex issues (that require analysis of laws and law enforcement practice in several areas of law simultaneously).

- Tax issues, appealing against the decisions and actions of tax authorities, including the results of tax control;
- Customs issues, appealing against the decisions and actions of customs authorities, including the results of customs control.

Services outside the scope of Monthly Retainer Fee program will be invoiced in accordance with the general terms of the services agreement with GRATA International Law Firm or in accordance with an agreed fixed cost estimate for such services.

Subject to your needs and specifics of your activities in the subscription agreement the following will be specified the exact list of services.

We will be glad to arrange a meeting or a conference call in order to discuss the terms and conditions of legal support on subscription basis.

**Contacts for additional information:**

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