



EasyHelps
Works Done

Company Profile

Corporate Legal Secretary Company

easyhelps.co.id

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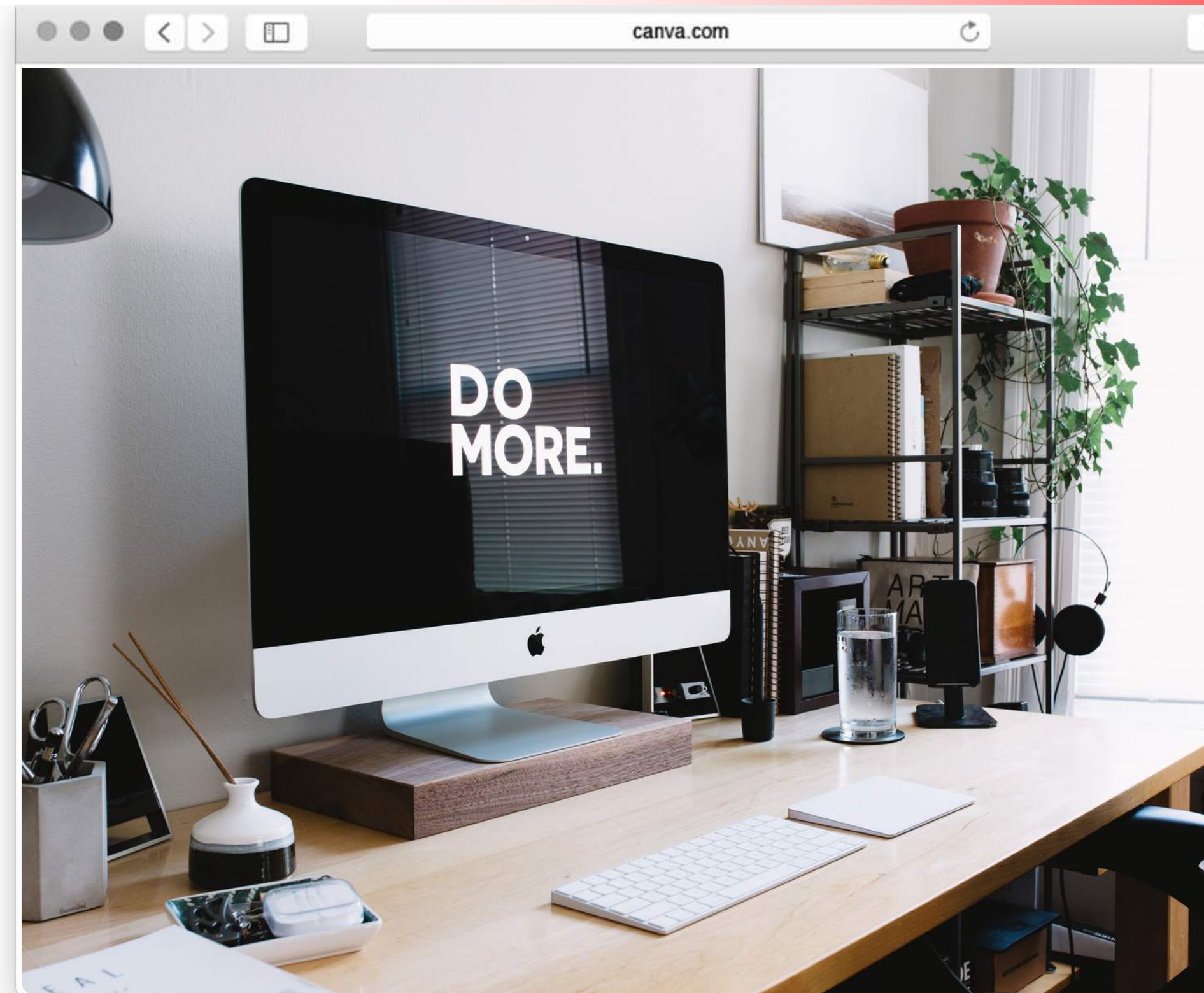
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Company Introduction

PT EasyHelps Multi Solusindo is a corporate legal secretary company that focus on assisting on the development of a good corporate governance and legal compliance. Our areas of expertise are: Business Management and Office Regulations, Tax and Finance, Legal Compliance, Marketing, and Corporate Secretarial.

We have 15 years of experience working in several multi-national companies, facing the problems of most companies' resources that are not taken seriously. The EasyHelps team is prepared to give the best qualities of services. With strong and good characteristics, we believe we could help client to reach their goals in a professional ways.





EasyHelps obtained ISO certification from ASIACERT Accredited by IASCB on ISO/IEC 27001:2013 also has registered as Penyelenggara Sistem dan Transaksi Elektronik (PSE) from Kominfo



 easyhelps.co.id

Management Commitment

Board of Management believe that clients' trust and satisfaction is the most important things. To be able to provide secure corporate legal secretary services, internal management system need to be maintained. We are committed on the compliance of our company license by implement the information security practice to achieve quality management.

Founders



BOARD OF MANAGEMENT



JOHNNY F YAPIANTO

Commissioner



CATHERINE L ARY

Managing Director



STELLA CECILIA

Finance Director



In 2021, EasyHelps awarded as
Leading Provider of Corporate
Legal Secretary Services 2021 by
APAC Insider Legal Awards.

Corporate Value

Orange was our corporate colour, orange logo gives a warm and vibrant impression. This colour is a symbol of adventure, optimism, confidence and the ability to socialize.

Our **EasyHelps** words means we help clients achieved their business goals with the best effort of our team.

Easy:

Convenient, Simple, Light and Straightforward

Helps:

Lead, Assist, Support and Contribute

#WorksDone is our tagline to simplified our company's goals which means that we focus on handle our work for clients until it's properly done in a very effective and efficient time.



EasyHelps
Works Done

CORPORATE VALUE: **POSSIBLE**

P : Productive

O : Orderly / Organize

S : Smart

S : Simple

I : Innovative

B : Borderless

L : Leadership

E : Enthusiasm



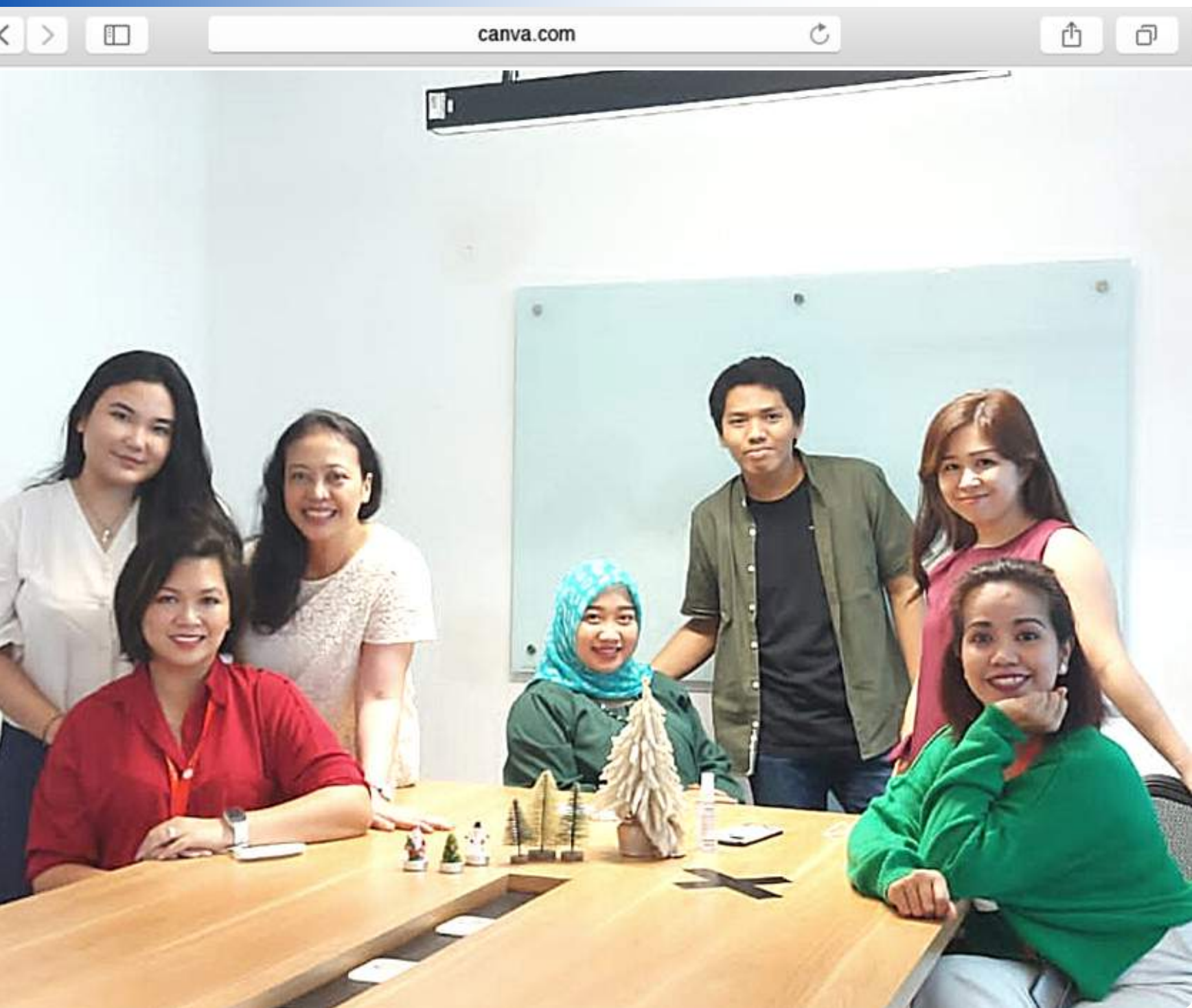


VISION

Being a strategic and business partner for every clients to grow and develop together, and creates long-term cooperative relationships that have value and trust.

MISSION

Participating in creating new jobs and helping business and small medium enterprise to move forward and develop their business for social and country development.



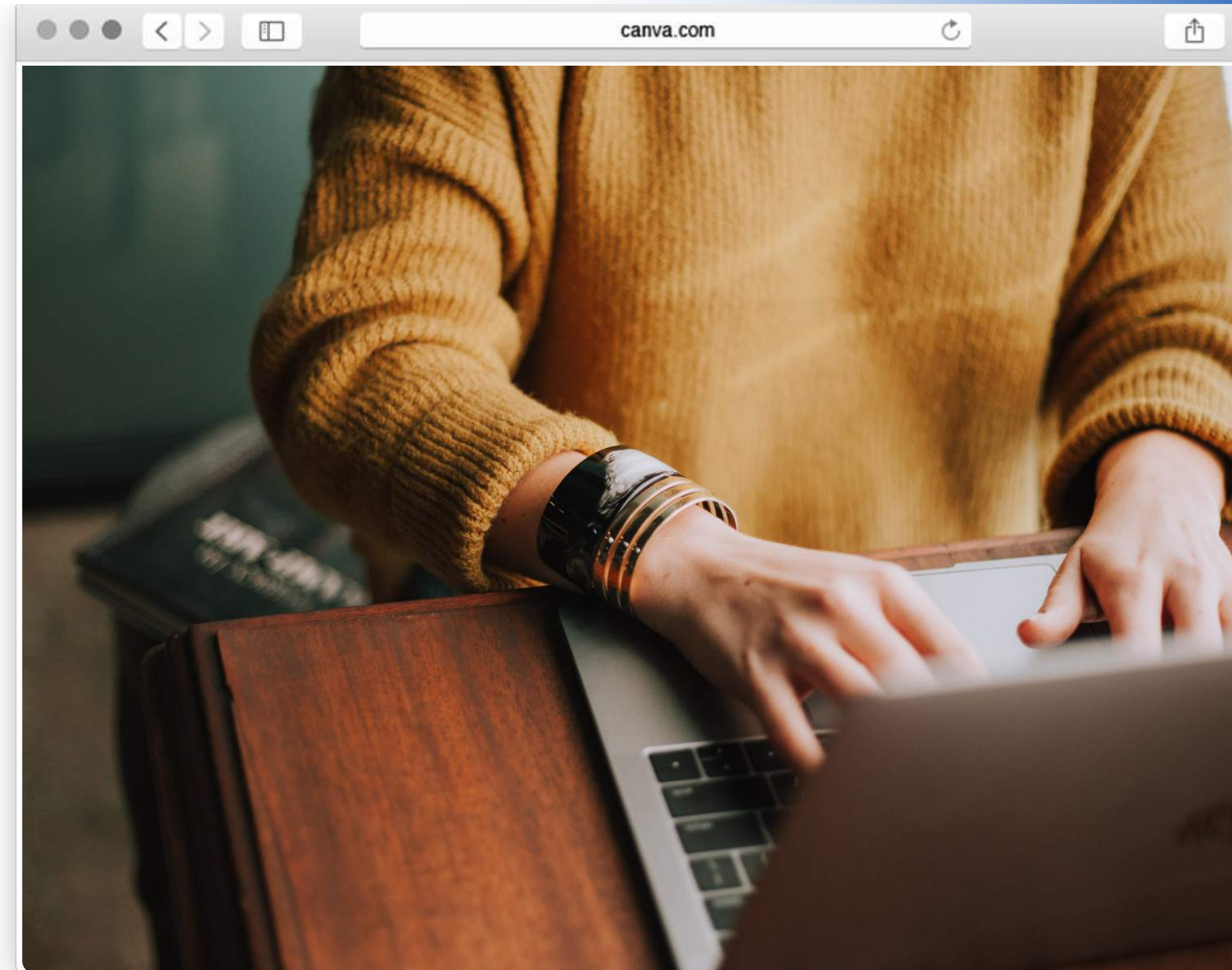
Team Member

EasyHelps has a competent team in each type of services, we convinced that clients' satisfaction is the most important thing. We offer various types of services and provide help as a one stop service company to make it easier for clients to find help easily, quickly, and accurately, with quality.

Types of Services

We offer comprehensive corporate legal secretary services to the clients.

Our scope of work focuses in Business Management and Office Regulations, Tax and Finance, Legal Compliance, Marketing, and Corporate Secretarial.



Types of Services



**MANAGEMENT
SERVICES |**
aturkantorku.co.id

- Company Rules & Standard Operating Procedures
- Corporate Financial Development & Tax Reporting
- Management System Audit for Preparation of ISO Certification



ISO/IEC 9001:2015



ISO/IEC 45001:2018



ISO/IEC 27001:2013



ISO/IEC 22000:2018



ISO/IEC 37001:2016

Types of Services



LEGAL ASSISTANT SERVICES |

jasaparalegal.co.id

- Incorporation or Business Establishment Support
- Licensing and Legal Compliance
- Arbitration & Litigation Support
- Corporate Law & Administration Support
- Law Office Management Support

Types of Services



**ADVERTISING
SERVICES |**
lawyerinsite.com

- Online Marketing
- Firm Profile Design
- Media and Newspaper Advertising
- Social Media Optimization
- Legal Content Creator
- E-Newsletter Publication



Types of Services

 **CORPORATE SECRETARIAL
SERVICES |**
jasasekretaris.co.id

- Data and Document Management
- Business Meeting Organizer
- Business Proposal Preparation
- Express Typing & Copywriting



Jasa Sekretaris



Fee Structure

We understand that nowadays costs have become an important factor for clients in considering choosing and using the services that we can provide.

As a corporate legal secretary company, we always offer services that are affordable, controlled, transparent and according to the clients' budget. Basically, we charge client in 2 (two) methods of fee, i.e: hourly basis or lump sum basis.

Economical, effective, efficient and professional is the motto of our team to achieve trust from clients with our service.

Confidentiality Statement



We acknowledge that it may be necessary from time to time, to treat any assignment given to us as a confidential information. Our commitment is to maintain a long term relationship with the client in a professional way, so we offer highly guaranteed services to the client.

Confidential information implicating either a third party or the client will be kept in the strictest confidence by all team member of EasyHelps. Every information, facts, data and statement related to the working instructions belong to the clients will be treat as a highly confidential information by every team member of EasyHelps.



Relationship Partner and Membership

Since established, we are proud to be able to have mutual relationship with some companies to complete our corporate legal secretary services also being a member in national and international association.



> Affiliation

In 2021, we are affiliated with LexHive Legal Consultant (LLC). Both EasyHelps and LLC are jointly performed to provide more comprehensive solution on delivering legal representation to clients.

EasyHelps will focusing more on handling corporate legal secretary services who concentrate on compliance of good corporate governance standard and certification based on law and regulations, and LexHive will be focused on dispute settlement and handling corporate legal matters.



Clients Experience

- Akseleran Keuangan Inklusif Indonesia, PT (Fintech P2P Lending)
- Alfa Fintech Indonesia, PT (Fintech P2P Lending)
- Aseanindo Network Solutions, PT
- Asuransi Jiwa Kresna, PT
- Bina Harapan Terang, PT (Tecta Global ECommerce)
- Brightspot Indonesia, PT
- Cahaya Mahakarya Lestari, PT (Beau Bakery)
- Cipta Retail Perkasa, PT (The Goods Dept)
- Decoz Tirta Abadi, PT
- DeGadai Solusi Digital, PT
- DSM Nutritional Products Indonesia, PT
- ENI Muara Bakau B.V
- Hallo Arif Gemilang, PT
- KPM Oil and Gas, PT
- Lautan Luas, Tbk
- Maxitherms Boilers Indonesia, PT
- Multindo General Support (Group), PT
- NAP Info Lintas Nusa, PT
- Nusantara Sukses Selalu, PT
- Panen Karya Bersama, PT (Sakti Group)
- Ro Ma Gelato, PT
- RukunCipta Sukses Abadi (Group), PT
- Sentral Retailindo Dewata, PT (Pepito Retail)
- Surya Rezeki Timber Utama, PT (HiBrick)
- Toyota Astra Motor, Tbk
- Timah Investasi Mineral, PT
- Tilung Sukses Jaya, PT (TokoDapur ECommerce)
- Valbury Asia Futures, PT
- Xena Pranadipa Dhia Cakra, PT (XPDC)
- Zona Edukasi Nusantara, PT (Zenius)



Contact Us



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