



EasyHelps  
*Works Done*

# Company Profile

---

**PT EasyHelps Multi Solusindo**  
Corporate Legal Secretary  
Company



# Table of Content

**01**

Introduction

**02**

Team and Accolades

**03**

Confidentiality

**04**

Affiliation

**05**

Types of Expertise

**06**

Partner and Membership

**07**

Client Experience

**08**

Get in Touch

# 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.



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.



## 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.

## Value

- P** Productive
- O** Orderly/Organize
- S** Smart
- S** Simple
- I** Innovative
- B** Borderless
- L** Leadership
- E** Enthusiasm



# Founders

## Board of Management



**Johnny F Yapianto**  
Commissioner



**Catherine L Ary**  
Managing Director



**Stella Cecilia M**  
Finance Director

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.

EasyHelps has obtained ISO 27001:2013 Certification from ASIACERT Accredited by IASCB and has registered as Penyelenggara Sistem Elektronik (PSE) from Ministry of Communication and Information Technology (Kementerian Komunikasi dan Informatika Republik Indonesia)



# 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.

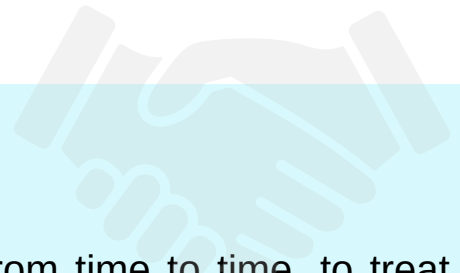


# Accolades

Awarded as Leading Provider of Corporate Legal Secretary Services in Indonesia by APAC Insider Legal Awards



# 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.





# 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.

[lexhive.id](https://lexhive.id)



# 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.

## 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.

### Management Services

[aturkantorku.co.id](http://aturkantorku.co.id)

### Legal Assistant Services

[jasaparalegal.co.id](http://jasaparalegal.co.id)

### Marketing Services

[lawyerinsite.com](http://lawyerinsite.com)

### Corporate Secretarial Services

[jasasekretaris.co.id](http://jasasekretaris.co.id)

## Management & Finance



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



## Legal Assistant



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



## Marketing



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

## Corporate Secretarial



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



# Client Experience

- Akseleran Keuangan Inklusif Indonesia, PT (Fintech P2P)
- Alfa Fintech Indonesia, PT (Fintech P2P)
- Aseanindo Network Solutions, PT
- Asuransi Jiwa Kresna, PT
- Bina Harapan Terang, PT (Tecta Global E-Com)
- Brightspot Indonesia, PT
- Cahaya Mahakarya Lestari, PT (Beau Bakery)
- Cipta Retail Perkasa, PT (The Goods Dept)
- Daewoong Infion, PT
- Decoz Tirta Abadi, PT
- DeGadai Solusi Digital, PT
- DSM Nutritional Products Indonesia, PT
- ENI Muara Bakau B.V
- KPM Oil and Gas, PT
- L&Co Project - CV Muda Mudi Jakarta
- Lautan Luas Tbk, PT.
- Maxitherms Boilers Indonesia, PT
- Multindo General Support (Group), PT
- NAP Info Lintas Nusa, PT
- Nusantara Sukses Selalu, PT
- Perta Life Insurance, PT (BUMN Company)
- PM-International Indonesia, PT
- Rezeki Bersama Teknologi, PT (Fintech P2P)
- 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 (BUMN Company)
- Tilung Sukses Jaya, PT (Toko Dapur E-Com)
- Valbury Asia Futures, PT
- Xena Pranadipa Dhia Cakra, PT (XPDC)
- Zona Edukasi Nusantara, PT (Zenius)



“Working with others is, in my mind, the future of business. You have a larger audience, more ideas, shared risk, shared workload and you will be getting a portion of something greater than had you done it alone.”  
~ Seth Nichol

# Get in Touch

If you are interested in creating a partnership with us, you can connect with us via these contact details :



@easyhelps

Plaza Sentral Annex Building  
7th Floor Unit 702  
Jl. Jend. Sudirman Kav. 46  
Jakarta Selatan 12930  
Indonesia

+6221 5020 8827  
+62812 10005154  
mail@easyhelps.co.id  
<https://easyhelps.co.id>

## **PT EasyHelps Multi Solusindo**

Plaza Sentral Annex Building

7th Floor Unit 702

Jl. Jend. Sudirman Kav. 46

Jakarta Selatan 12930

Indonesia

Phone: +6221 5020 8827

Hotline: +62812 10005154

Email: [mail@easyhelps.co.id](mailto:mail@easyhelps.co.id)

Web: <https://easyhelps.co.id>