

Corporate Legal Secretary Services

solutions for business
development and legal
compliance



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CORPORATE SERVICES

DRAFTING COMPANY RULES AND STANDARD OPERATING PROCEDURES

- BUSINESS PROCESS MODELLING AND STANDARD OPERATING PROCEDURES
- DRAFTING FOR EMPLOYEE HANDBOOK
- MANPOWER PLANNING AND DEVELOPMENT
- GOOD CORPORATE GOVERNANCE AND KEY PERFORMANCE INDICATOR

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CORPORATE SERVICES

TAX, ACCOUNTING AND FINANCIAL REPORTING

- FORECASTING AND BUDGETING
- ACCOUNTING REPORT
- TAX PLANNING AND REPORTING
- PROFIT AND LOSS
- CORPORATE FINANCE

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CORPORATE SERVICES

MANAGEMENT SYSTEM AUDIT

- INTERNAL AUDIT FOR ISO CERTIFICATION
- INTERNAL AUDIT FOR SNI CERTIFICATION
- INTERNAL AUDIT FOR BUSINESS DEVELOPMENT
- INTERNAL AUDIT FOR MERGER AND ACQUISITION
- INTERNAL AUDIT FOR FINANCIAL MATTERS

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CORPORATE SERVICES

BUSINESS LICENSE

- FINTECH BUSINESS LICENSE AT OJK
- EXPORT IMPORT REGISTRATION
- SYSTEM ELECTRONIC REGISTRATION AT KOMINFO
- E-COMMERCE BUSINESS LICENSE
- SNI AND ISO CERTIFICATION
- NIB OSS RISK BASED AT BKPM
- BPOM AND HALAL REGISTRATION
- MANUFACTURING AND RETAIL
- PATENT AND TRADEMARK REGISTRATION

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CORPORATE SERVICES

COMPANY ESTABLISHMENT

- FOREIGN DIRECT INVESTMENT (PT PMA)
- LOCAL INVESTMENT (PT PMDN)
- FOUNDATION
- REPRESENTATIVE OFFICE

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CORPORATE SERVICES

LEGAL REPRESENTATION

- CONTRACT DRAFTING AND REVIEWING
- LEGAL DUE DILIGENCE
- MERGER AND ACQUISITION
- SUBMISSION OF LAPORAN KEGIATAN PENANAMAN MODAL TO THE INVESTMENT MINISTRY OR BKPM
- HANDLING GENERAL BOARD RESOLUTION MEETING (RUPS)
- LEGAL DRAFTING FOR INTERNAL POLICY

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CORPORATE SERVICES

DOCUMENT MANAGEMENT AND FILING SYSTEM

- DOCUMENT SORTING
- DOCUMENT FILING
- DIGITALIZATION
- DOCUMENT DATABASE
- FILING MANAGEMENT

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CORPORATE SERVICES

BUSINESS PROPOSAL PREPARATION

- INVESTMENT PURPOSE
- CREDIT APPLICATION
- COLLABORATION PURPOSE
- BUSINESS INTRODUCTION

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CORPORATE SERVICES

DIGITAL MARKETING FOR LAW FIRM

- CORPORATE IDENTITY FOR LAW FIRM
- WEBSITE AND LAW FIRM PROFILE
- LEGAL CONTENT CREATOR
- SOCIAL MEDIA MANAGEMENT FOR LAW FIRM

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Corporate Legal Secretary Retainer Services

Starter

Start from Rp5 Mio
per month

Scope of work :

- Management system advice.
- Legal Assistance.
- Tax, Accounting & Financial Report.

Premium

Start from Rp10Mio
per month

Recommended

Scope of work :

- Company Rules and Procedures
- Legal Assistance and HR Representation
- Tax, Accounting & Financial Report.

Super Pro

Start from Rp 15Mio
per month

Scope of work :

- Business process & management representation.
- Corporate Legal and HR Representation
- Tax, Accounting & Comprehensive Financial Services and Reporting.