

KALF

K&ASSOCIATES LAW FIRM

K & ASSOCIATES LAW FIRM COMPANY PROFILE

2024

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GENERAL INTRODUCTION

KALF, formerly known as M&K Law Consultancy, was established in 2018 by lawyer Nguyen Thi Minh Khoa and her colleagues. With over 04 years of existence, KALF has earned trust from clients through the legal services it provides.

KALF's legal services are built on a foundation of service orientation. We are committed to making every effort to provide the optimal legal solutions for our clients, ensuring that all client activities are legally controlled at the highest level of risk.



VISION

Creating a law firm with a team of specialized, knowledgeable, experienced lawyers who are passionate about their profession to deliver the most effective legal services to clients is our aspiration. Therefore, we aspire and will continuously strive to become one of the leading law firms in the Vietnamese legal market.



CULTURE

At KALF, we operate and function based on core values that prioritize people. We do not differentiate between large or small clients. For us, there are only Clients and KALF. We take great pride in serving our clients. KALF values your choice of our legal services, and we use all our capabilities in the best possible way to bring maximum value to our clients.



Nguyen Thi Minh Khoa
Lawyer



Vo Hung Dat
Specialist



Nguyen Thi Xuan Nuong
Specialist



Tran Anh Tuan
Lawyer, Arbitrator



Pham Minh Tan
Lawyer



Pham Phu Hiep
Lawyer

NGUYEN THI MINH KHOA, LAWYER

Mobile phone: 0937 298177

Email: khoa.nguyen@k-associates.vn

Lawyer Member of The Ho Chi Minh City Bar Association.

Lawyer Member of The Inter-Pacific Bar Association (IPBA)

Nguyen Thi Minh Khoa, Lawyer - KALF's Managing Partner, has over 15 years of experience in corporate transactions, specializing in mergers and acquisitions, corporate governance consulting for public companies, and providing consultancy for foreign investment projects in Vietnam.

Areas of Expertise:

- Enterprise Law;
- Investment Law;
- Securities Law;
- Public Company;
- Internal and legal training for enterprises;

Former Roles and Positions:

- Enterprise's Legal Counselor;
- Participating in Adversarial processes at Courts of all competent levels;
- Legal Director;
- Managing Director.

TRAN ANH TUAN, LAWYER

Mobile phone: 0966185335

Email: tuan.tran@k-associates.vn

Tran Anh Tuan, as an experienced tech lawyer in major technology companies in Vietnam such as Grab, or VinGroup. Tuan's diverse skillset combining legal expertise, technical understanding, conflict resolution experience, and international exposure make him well-positioned to succeed in technology law.

Former Roles and Positions:

- Master of Law (LL.M) - Syracuse University College of Law (New York, USA)
- Computer Science CS50 for Lawyers - Harvard University (Massachusetts, USA)
- Accredited Mediator at the Centre for Effective Dispute Resolution (CEDR)
- Arbitrator at Hanoi International Arbitration Center (HIAC)
- Member at American Bar Association (ABA) and New York State Bar Association in Business Law Section and Corporate Counsel Section;

VO HUNG DAT, SPECIALIST

Mobile phone: 0938 057 496

Email: dat.vo@k-associates.vn

With 12 years of experience, Vo Hung Dat specializes in researching and teaching International Law.

Areas of Expertise – 12 years of experience in:

- International judicial system;
- Commercial contracts, International goods purchase and sale contracts;
- Investment and Enterprises with foreign capital;
- Legal for real estate projects;
- Logistics.

Former Roles and Positions:

- Lecturer, Faculty of International Law - Ho Chi Minh City University of Law;
- Partner at K&Associates Law Firm.

PHAM PHU HIEP, LAWYER

Mobile phone: 093 414 5538

Email: hiep.pham@k-associates.vn

With 10 years of experience, Pham Phu Hiep specializes in providing consultancy for corporates, foreign investment projects in Vietnam, and Vietnam's investment projects in foreign countries.

Areas of Expertise:

- Corporate Consulting;
- Consulting for Vietnam's investment projects in foreign countries;
- Consulting for foreign investment projects in Vietnam;
- Tax Consulting;

Former Roles and Positions:

- Lawyer;
- Legal Department Head;
- Litigation Lawyer.

NGUYEN THI XUAN NUONG, SPECIALIST

Mobile phone: 0938 400 100

Email: nuong.nguyen@k-associates.vn

Nguyen Thi Xuan Nuong has 15 years of experience in the field of human resources and consulting on small and medium-sized enterprise management systems.

Areas of Expertise – 15 years of experience in:

- Building organizational structure;
- Building human resources management system;
- Building KPI system;
- Management and leadership;
- Team building;
- Training management;
- Internal training and corporate training;
- Building system of business operating procedure;
- Professional working skills.

Education: Master of Business Administration

Former Roles and Positions:

- Consulting Manager.
- Head of Training.
- HR Manager.
- Deputy CEO.

PHAM MINH TAN, LAWYER

Mobile phone: 0902 011 371

Email: tan.pham@k-associates.vn

Pham Minh Tan has over a decade of experience in business, finance, banking, securities, and capital mobilization transactions within the financial market.

Areas of Expertise – 10 years of experience in:

- Mergers and Acquisitions;
- Legal Audit;
- Negotiating, drafting, and providing consultancy for Service contract terms for enterprise operations.
- Providing legal consultancy for capital mobilization transactions on the stock market (including public offering and securities issuance, private and public securities issuance).
- Serving as a Lawyer protecting clients' lawful rights and interests in Court and International Arbitration Centers.

Former Roles and Positions:

- Lawyer at YKVN Lawyers Law Firm (2 years).
- Lawyer at Petrovietnam Technical Services Corporation (3 years).
- Legal Department Head at Maybank Kim Eng Securities Company Limited (currently known as Maybank Securities Limited) (5 years).

LEGAL SERVICES

- Foreign investment
- Corporate lawyer
- Internal lawyer
- License
- Mergers & acquisitions
- Intellectual property
- Litigation lawyer

LEGAL SERVICES

FOREIGN INVESTMENT

Consulting on investors' rights:

- Consulting on industries and preferential investment areas;
- Consulting on payable, exempted, and reduced taxes;
- Consulting on profit remittance abroad;
- Negotiating contracts with real estate lessors;
- Other benefits.

License application: KALF performs the following tasks on behalf of investors:

- Determining conditions for license application;
- Drafting legal documents;
- Working with authorities;
- Making stamps & announcing seal samples;
- Announcement of information on business registration and investment registration;

Assistance after establishment: Upon obtaining the license, investors are still required to address several legal matters:

- Consulting on initial tax declaration;
- Consulting on labor recruitment in Vietnam;
- Consulting on placing advertising signs;
- Consulting on operating procedures;
- Consulting on business's internal management...

LEGAL SERVICES

CORPORATE LAWYER

K&ASSOCIATES LAW FIRM

To effectively establish and maintain business operations in Vietnam, businesses must adhere to legal regulations to prevent potential violations that may result in administrative fines or criminal prosecution. KALF is proud to present its legal services, provided by a team of lawyers with over 15 years of experience, which include:

- Business establishment;
- Branch establishment;
- Representative office establishment;
- Business location establishment;
- Individual business households;
- Business registration changes;
- Temporary suspension of operations;
- Enterprise dissolution;
- Enterprise bankruptcy;
- Legal consultancy during business operations;

LEGAL SERVICES

INTERNAL LAWYER

- **Consultancy:** Providing solutions and legal advice related to various fields such as Investment, business, labor, tax, accounting, and contracts during enterprise operations.
- **Debt Tracking:** Creating tracking tables, establishing deadlines for legal actions; Issuing warnings to protect the business's rights in debt recovery lawsuits; Consulting on debt management methods.
- **Dispute Resolution:** Providing advice on internal disputes, labor contract disputes, and other disputes arising during business operations.
- **Risk Management:** Conducting periodic reviews of enterprise legal issues, issuing risk warnings, and proposing solutions as necessary.
- **Document Updates:** Analyzing, evaluating, and forecasting new legal guidelines and policies impacting business operations; assisting with establishing business strategies and risk mitigation.
- **Document Review:** Reviewing legal documents such as contracts, appendices, charters, internal regulations, official dispatches, etc, and proposing solutions.
- **Training:** Offering internal training for human resources and legal departments; sharing practical experiences by KALF's Lawyers.

LEGAL SERVICES

LICENSE

KALF takes pride in its team of lawyers boasting over 15 years of experience in business licensing. Our license services cover a wide range of areas, including:

- Food hygiene and safety certificate;
- Work permit;
- Foreign language center;
- Studying abroad counseling center;
- Employment service center license;
- Labor subleasing license;
- Food declaration;
- Cosmetic declaration;
- Liquor retail license.

LEGAL SERVICES

MERGERS AND ACQUISITIONS

The KALF Law Firm, supported by a team of lawyers with over 15 years of experience in mergers and acquisitions (M&A), offers consultancy services for acquiring, selling, and merging businesses in Vietnam.

Services provided by KALF's legal team in business mergers and acquisitions include:

- Comprehensive legal advice on business mergers and acquisitions;
- Drafting of legal documents for the customer's business mergers and acquisitions projects;
- Representing customers in negotiations with partners during the execution of mergers and acquisitions activities;
- Carrying out legal procedures on behalf of customers to finalize business merger and acquisition transactions.

LEGAL SERVICES

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LEGAL SERVICES

INTELLECTUAL PROPERTY

KALF is home to a team of lawyers with over 15 years of experience in Intellectual Property. Our expertise in intellectual property includes a wide range of services, such as:

- Consultancy and Trademark registration;
- Patent registration;
- Handling trademark violations;
- Termination of trademark registration certificate validity;
- License application to use musical work;
- Registering for copyright protection;
- Geographical indication registration;
- Registering industrial design;
- Intellectual property claims;

LEGAL SERVICES

LITIGATION LAWYER

At KALF, our team of Litigation Lawyers handles various types of litigation, including:

- Litigation at arbitration center.
- Litigation at People's Courts at all levels.

Our Litigation Lawyer services are provided by a team with extensive experience in navigating procedures at litigation agencies and profound professional expertise in handling cases.

Our strengths in litigation encompass the following areas:

- Labor disputes;
- Disputes over business secrets and intellectual property rights;
- Disputes related to commercial and civil contracts;
- Shareholder disputes in internal corporate governance;
- Disputes over common property and children in marital relationships;
- Land disputes.

OUR ASSOCIATIONS



INTER-PACIFIC
BAR ASSOCIATION

K & ASSOCIATES LIMITED LIABILITY LAW FIRM



<https://k-associates.vn>



<https://www.facebook.com/KAssociates.Lawfirm>



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