



## LEGAL SERVICES PRESENTATION DOCUMENT FOR THE JURISDICTIONS OF THE CZECH REPUBLIC AND SLOVAKIA

### About the Firm

The law firm Vozáb & Co. provides legal services to clients in the jurisdictions of the Czech Republic and Slovakia since 2011.

We are an independent law firm building a partnership with other law offices in other Central and Eastern European countries to ensure our clients a high standard of service spanning as broad an area of this territory as possible.

We commonly collaborate with law firms representing our clients in other countries abroad namely in the matters concerning intellectual property protection, global commercial law issues and M&A.

Law firm structure is simple comprising two-level legal service management plus administrative support.

All legal issues are handled by a team of lawyers including a partner or senior lawyer ensuring professional supervision and decision-making having responsibility for the matter and communication with clients and further one or more collaborating junior lawyers who are involved in processing legal tasks adequate to their experience and keep communication with clients in case of specific operational issues. The teams are supported by administrative staff

Principal offices in [Prague](#) are located at the address Pod vilami 747/10, Prague 4, Czech Republic in a nice and quiet area in an alone standing villa.

Offices in [Bratislava](#) are located at the address Konventná 626/9, Bratislava, Slovakia in the historical centre near the Presidential (Grasalkovič) palace.

### Our Law Firm Philosophy

We derive experience from our clients' practice to understand the nature of their business activities, which enables us to be real support for their employees and teams by realising legal challenges, not a burden to internal procedures.

Thanks to a flexible approach and the ability to keenly perceive our clients' needs, we can tailor to their specific requirements and maximize the benefit resulting from the cooperation.

Our company philosophy is very simple:

*“Create a high standard of provided services and establish long-term relations with steady clients based on trust and profitable mutual cooperation through a precise and sensitive approach applied in every individual case.*”

## Five Basic Skills Offered to Corporate Clients

### 1. Understanding Our Clients' business

Unlike plenty of other lawyers we feel the necessity to understand the nature of our clients' business. We always focus on what is really important and how the business makes money.

### 2. Speaking Our Client's Language

Instead of burdening our clients by speaking legal we always "translate" legal terms and concepts into common language to speed up communication and provide effective legal help. We fit presentation of our advice to the audience

### 3. Prioritising Issues

We analyse pending issues and deadlines to prioritise objectives. We avoid long statements and present solutions summarising only key points, brief guides or commented schedules for further steps.

### 4. Pro-active approach

We offer task management skills and sense for collaboration with in-house teams to achieve goals smoothly in accordance with internal procedures.

### 5. Solving Problems

We always try to keep "can-do" attitude and use creativity skills to offer practical solutions to problems. In extraordinary cases a no-solution scenario is presented with a view of consequences.

## Competitive Advantages Offered to Corporate Clients

By representing our clients we can compare with other competing law firms in the Czech Republic and Slovakia. We can see similar service level aspects as accuracy of service, timing and in some cases also creative approach, however we can also clearly distinguish couple of differences which we consider to be our competitive advantages:

### 1. Fair Service

We always offer and present to clients only utilisable outputs avoiding unrequired or unusable side issues resulting in better service and lower charges adequate to each individual issue.

### 2. Fair Pricing

It is clear that the agreed hourly rates are not the only important think concerning pricing. Unlike other law firms we always charge only real time spent on each issue. Beside that we do not charge tricky or even outrageous items as common phone calls, proofreading, local traveling costs, faxing, scanning, organising documents or files and other routine administrative work.

### 3. Highly Skilled Professional Criterion

In case a partner or a senior lawyer is involved in a legal issue solved for a client we charge clients no items like "studying judicature" nor "legal research" etc., unless justified by circumstances and agreed with clients in advance. Simply we are of the opinion that highly skilled professional should be aware of the latest news and court decisions in the respective field of law which is already reflected in the agreed hourly rates. The clients should not pay for increasing our staff experience, but only for their level of knowledge and experience.

## Our Experience is Your Added Value

We are ready to share our experience namely in the fields of commercial and corporate law, real estate, industrial property including trademarks and designs, business regulation, labour law and employment. We have also wide experience with representing clients in litigation and arbitration concerning enforcement of claims within the above mentioned fields.

Please find below details concerning our major fields of legal practice:

### General Commercial Issues:

- general consultation in the area of commercial law and business relations
- drafting and consulting of business contracts, namely concerning the real estate market, supply of goods and services and building works
- drafting of general business terms and conditions and other fundamental contractual documentation
- modification of obligations, transfer of claims and securing obligations
- business activities regulation and fulfilment of basic legal duties

### Setting Up Companies and Corporate Changes:

- setting up all forms of companies, drafting fundamental documents, procurement of trade licenses and other business concessions, records on the commercial registry
- corporate governance (managing structures, general meetings, agreements on procurement of the board member function)
- changes of board members, changes of a seat and increases or decreases in company capital
- relations between controlled and controlling companies, reports o relations between connected entities, controlling agreements
- transfers, winding down and the liquidation of companies

### Company Transformations and Transfer of Assets (M&A):

- consultation and realization of company transformations (mergers, transfer of property to shareholder, division, change of legal form) including coordination of tax and accounting aspects
- transfers of property units, transfer of undertaking and part of undertakings and connected issues, such as legal audit before the transaction and securing obligations resulting from such transactions
- property contributions into the capital of companies

### Real Estate:

- transfer of real estate, temporary rights (leasing, easements, right of first refusal, pledges, right transfers securing transactions)
- declaration of building owners on determining units, mass transfers of units to members of cooperatives,
- termination of co-ownership and married couple joint property and resulting settlements, termination of other rights recorded in the land registry and deletion proceedings
- representation in proceedings before the cadastral and building authorities
- legal services for units owners associations and residential cooperatives including their setup, drafting of foundation documents and their amendments, changing seats and members of the bodies, drafting general conditions for common management and use of the buildings

### Intellectual Property:

- strategic planning of the creation and protection of intellectual property with regard to common internal processes
- trademarks, designs, utility models, patents, supplementary certificates and relevant proceedings before the Industrial Property Office
- copyright, know-how and other immaterial assets
- advertising regulation and the protection of personal data

- transfer of intellectual property and provision of temporary rights (license agreements)
- court proceedings and enforcement of claims concerning unfair competition and intellectual property

**Competition Law / Unfair Practices:**

- strategic planning of the creation and protection of intellectual property with regard to common internal processes
- trademarks, designs, utility models, patents, supplementary certificates and relevant proceedings before the Industrial Property Office
- copyright, know-how and other immaterial assets
- advertising regulation and the protection of personal data
- transfer of intellectual property and provision of temporary rights (license agreements)
- court proceedings and enforcement of claims concerning unfair competition and intellectual property

**Medical Issues**

- regulation of activities in the health care sector, regulation of pharmaceutical products, medical devices and the supply of health care technologies within and without public tenders
- administrative proceedings in the competence of the State Institute for Drug Control and the Ministry of Health
- transfer of intellectual property within the health sector and license agreements,
- clinical research, distribution, advertising and marketing of pharmaceuticals and data protection
- court disputes resulting from industrial and intellectual property rights and the enforcement of respective claims

**Public Tenders:**

- consultations by participation in public tenders, issues connected with the qualified suppliers registry
- documentation preparation and drafting of agreements for purposes of public tenders
- enforcement of suppliers' claims resulting from a breach of public tender rules and unfair practices including representation in proceedings before the Office for the Protection of Competition

**Labour Law and Employment:**

- general consultation concerning labour law
- drafting and consulting template documents, namely employment agreements, managing contracts, notices and agreements on the termination of employment, internal instructions, manuals etc.
- regulation of employment and fulfilment of employment obligations prescribed by law, including the employment of foreigners (labour permits, residential permits etc.)
- legal services for employment agencies and other employment mediators
- employment termination assistance

**Dispute Resolution and Enforcement of Claims:**

- litigation and arbitration in cases concerning contracts, real estate, intellectual property, unfair competition and employment
- case analyses, identification of claims and possibilities for enforcement, case strategies
- representing before authorities, namely in matters concerning offences in advertising, personal data protection and business regulation rules

Please see the [Our Services](#) section for details on the services we provide and references.

## Reporting and Fees

The fees for legal services are charged mostly based on agreed hourly rates and invoiced monthly retrospectively always at the beginning of the following calendar month. The invoices are payable by default within 14 days from date of invoice.

Prior estimation of expenses is provided on request.

Our long-term experience shows the hourly rates are clear, verifiable and objective criterion for remuneration for legal services and usually are also more favourable for clients avoiding the fixed-plus necessarily included in the fixed fees by any law firm applying this pricing strategy not covered by any service.

However we are open to discuss fixed fees possibilities which might be applied for some type of agenda.

Charged services are reported in detail together with specification of individual actions and expenses incurred. We can report individual issues separately enabling to follow expenses and control budgets.

## General Terms and Final Provisions

This presentation document is strictly confidential and intended only for the above mentioned addressee's internal purposes limited to the extent of reviewing and/or considering offered legal services. This material shall be kept safe from disclosing to any unauthorised person not involved in reviewing and/or considering offered legal services.

Unless a written contract on provision of legal services based on this presentation document is agreed and cooperation started this presentation does not establish any client-based relations between our law firm and addressee.

## Contact

Should any further information be provided please do not hesitate to contact us.



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