



# Legal Service For Labor Affairs

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北京明航律师事务所 | BEIJING MINGHANG LAW FIRM

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## About Us | Founder : Lawyer Qi Lianfeng

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Guest of CCTV *Economy & Law* Program

Founder of Beijing Minghang Law Firm

Member of American Chamber of Commerce

Member of European Chamber of Commerce

Member of Australian Chamber of Commerce

Media Commentator / Famous Lawyer

Expert Lawyer on International Marriage & Family Practice

# Introduction of Legal Service Package for SME

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**Legal Service Package for JV**

**Legal Service Package for WFOE**

**Legal Service Package for  
Production Enterprise**

**Legal Service Package for Service  
Enterprise**

**Legal Service Package for IT/  
Internet Enterprise**

Generally speaking, the establishment and operation of a company will involve corporate legal affairs, contractual legal affairs, labor legal affairs, investment and M&A legal affairs, litigation & arbitration affairs, etc. The circumstances of each entrepreneur or company is different, so the legal problems they encounter are different.

We have listed the company's general needs in every legal field, and entrepreneurs or companies can choose part of each legal field according to their own needs. We will provide the relevant legal services according to the specific needs of our customers. The customer can also resolve the legal problems even though they does not hire long-term legal counsel, which will greatly save the cost!

At the same time, we have designed and made some legal service packages for several types of enterprises, which can help client understand the legal affairs of an enterprise and is very convenient to use for resolution of problem. For example, a start-ups needs to solve the problem of equity structure design, how to sign an agreement for establishing a company, the legal risk of renting the office and so on.

# Labor Legal Affairs

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Legal Affairs in Recruitment Stage

Legal Affairs in Duty Stage

Legal Affairs in Dismissing Stage

Labor Contract

Labor Dispute Negotiation and Resolution

"Recruitment is difficult" is a headache for all enterprises! Enterprises should never blindly recruit just because of the difficulty in recruiting, ignoring the legal risks. If there is no legal risk prevention at the recruitment stage, it will lay a hidden danger for the occurrence of labor disputes. Therefore, at the recruitment stage hiring process and documentation should be reviewed by a lawyer. In this regard, we can provide the following legal support, help and documents:

Offer letter

Probationary period checklist

Confirmation of employment terms

Form of applying to become a regular worker

Entry form

The employee list

Notice of signing labor contract

Other labor legal documents as required

# Labor Legal Affairs

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**Legal Affairs in Recruitment Stage**

**Legal Affairs in Duty Stage**

**Legal Affairs in Dismissing Stage**

**Labor Contract**

**Labor Dispute Negotiation and Resolution**

Managing people is also a big problem for many companies. If the enterprise fails to deal with HR management problems, it will also cause labor disputes. Be prepared for a rainy day! Only by standardizing and legalizing the HR management of the enterprise and preventing and controlling risks to the maximum extent can the normal operation of the enterprise be ensured. We can provide the following support, help and documents:

Request for absence

Notice of salary and job adjustment

Notification of disciplinary action by employees

Confirmation of trade secret

Record of training for incompetent employee

Call to duty

Application (and permission) form for additional work

Other legal documents as required by clients

# Labor Legal Affairs

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Legal Affairs in Recruitment Stage

Legal Affairs in Duty Stage

Legal Affairs in Dismissing Stage

Labor Contract

Labor Dispute Negotiation and Resolution

The dismissing phase is the most prone to labor disputes. In accordance with the provisions of the current labor contract law, the exit phase may involve compensation, non-competition, etc. How to handle it well, reduce costs and losses? We would like to remind that the enterprise shouldn't dismiss anyone easily. For the dismissing phase, we can provide the following legal support, help and documents:

Notice of renewing labor contract

Certificate of terminating labor relations

Notice of terminating labor contract

Employee dismissing certificate

Agreement of terminating labor relationship

Other legal documents in relation to terminating labor relations

# Labor Legal Affairs

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Legal Affairs in Recruitment Stage

Legal Affairs in Duty Stage

Legal Affairs in Dismissing Stage

Labor Contract

Labor Dispute Negotiation and Resolution

Labor contract is the most core legal document in labor relations. However, many enterprises just sign the general version of labor contract, but not study it deeply, as perhaps results in a passive situation. The enterprise must attach great importance to the labor contract and study the content of the labor contract deeply. In this regard, we can provide the following legal support, help and documents:

Common labor contract

Labor contract for a FIE (incl. English version)

Collective labor contract

Labor contracts for construction industry

Part-time employment contract

Labor contracts for catering industry

The internship agreement

Labor contracts for other industry as listed in Excel



# Labor Legal Affairs

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Legal Affairs in Recruitment Stage

Legal Affairs in Duty Stage

Legal Affairs in Dismissing Stage

Labor Contract

Labor Dispute Negotiation and Resolution

When a labor dispute occurs between an enterprise and its employees, it should firstly be settled through communication and negotiation. This way can save cost and control the bad effects as much as possible. If a labor dispute cannot be settled by negotiation, it has to be resolved through labor arbitration or even litigation. We can provide the following support, help and documents:

Application for mediation of labor disputes

Mediation agreement for labor dispute

Mediation opinions for labor dispute

Application for labor arbitration

Acting for foreign labor arbitration

Acting as the first or second instance of a foreign-related labor dispute litigation

Acting as the enforcement of decision or decree of foreign labor dispute

Other legal work to resolve labor dispute

# Media Interview

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CCTV

Phoenix TV

China People's Daily

News.cn

China Daily

China Legal Daily

Global Times

Washington Post

New York Times

CNN

The Globe and Mail

BTV *Face to Face* Program

BTV *Entertainment Daily* Program

BTV Education *Society & Law* Program

Sina.com

Sohu.com

Legal Evening Newspaper

Beijing Evening Newspaper

Qi Lianfeng was also interviewed by many other domestic and international media and has commented on many hot topics, but it can't be listed in details here.

## Representative Cases

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**International IP License Agreement with 10 Million Dollars:** We helped a client reach an international Intellectual Property License Agreement with 10 Million Dollars and participated in the whole process of negotiation on this project. Qi was in charge of all the legal works himself after the project launch.

**Provide legal services to Top 500 enterprises on IP issues:** We provided legal services to Fortune 500 enterprises like Apple Corporation, McDonald Corporation.

**Real Estate Equity M&A Project:** We once participated in a real estate M&A project that was conducted by the way of acquiring the equity of the targeted company. Qi participated in all the work of negotiation and contract drafting in this project. During the process, Qi negotiated with different parties and designed legal framework in order to successfully complete this project and prevent legal risks.

## Representative Cases

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**Joint Venture Establishment:** Qi ever helped the client negotiate with a company coming from South Korean and then set up a Sino-Korea Game Development Joint Venture Company. In the process, We was involved in all negotiations, drafted all the legal documents and participated in the whole process of company establishment.

**Solve Legal Disputes on Construction Projects:** In a dispute of construction project, We helped the client comb and analyze very complicated legal relations involved in the case and made practical strategies for the client.

**Acted as the Legal Counsel for a Large Real Estate Development Group,** in the meantime, We handled a lot of daily legal affairs for this real estate development group and this development groups' subsidiaries, such as: Construction Company, Decoration Company and Property Service Company and handed a lot of litigation cases for these companies.

## Resources and Strength

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**International Business Resource:** We have long-term and stable relationship with the chamber of commerce of America, EU, Australia, Hong Kong and so on. As a result, we can help clients to develop international cooperation. Meanwhile, we have relationship with law firms and accounting firms in EU, US, Australia, Japan, Korea, Hong Kong etc., so we can help clients and governments to solve overseas.

**Domestic Business Resource:** We have board connection and cooperation with many enterprises in mainland China so that we can fully facilitate these resources to provide help and support to some companies and governments.

**International Media Resource:** We have long-term communication and cooperation with lots of top tier international media agencies, as is a strength that other organization may not have. When a company or government needs to get in touch with international media, we can certainly help on this.

# Resources and Strength

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**Domestic Media Resource:** We have long-term communication and cooperation with over a hundred of domestic media agencies, including traditional media, new media and social media. With these resources, we can help companies to improve their brand and to do marketing and PR and so on.

**International Government Resource:** We often communicate with HK government, embassies of some foreign countries and other international government authorities. We can provide support when Chinese companies need to cooperate with foreign governments.

**Domestic Government Resources:** We have connections with lots of governments in mainland China and we can help Chinese companies, western companies or western governments to get in touch with Chinese government so as to achieve win-win outcome.

## Contact Us

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**Thank You Very Much!**