

Adv. K. B. Patil & Associates

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Contact: +91-XXXXXXXXXX, +91-XXXXXXXXXX Email: XXXXXXXXXX@gmail.com.

Date:

To,

Director / Legal Head,

Subject: Regarding the Legal process outsourcing as per our Tele-conversation.

Respected Sir/ Madam.

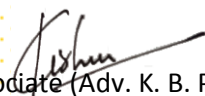
We are the legal associates having the well qualified team from different background to deal with various type of legal matter as mentioned in the profile accompanied with this letter.

We assist you in dealing with your legal matters in following terms:

- ❖ Litigation Management-Reduce count of pending.
- ❖ Ensure periodical management of cases which has possibility of early disposal, settlement, etc.
- ❖ Follow chasing method of short periods based on nature of case.
- ❖ If required start dialogue with the opposite party directly or through a mediator/initiator in cases which can possibly be disposed.
- ❖ Using above approach and target that at least a minimum 2 cases near closure every 2 months.
- ❖ Keeping close track on all cases pending before various courts by working in close co-ordination with advocates on panel & handling matters.
- ❖ Ensure Business Continuity, Reduce Network Outages, Site Owner issues/Access issues if any or any other issues related to sites.
- ❖ Ensure that outages/issues are dealt with at the first instance when reported.
- ❖ Timely submission of reports weekly/monthly/MIS or any details as & when demanded, including research and investigation report.
- ❖ Travel to locations to handle litigations or as per business requirement if any for settling issues, discussions.
- ❖ Communicating to business on legal and governance aspects for risk identification and proper mitigation.
- ❖ Review of critical business process and initiatives from legal perspective
- ❖ Standardization of Contracts/Agreements/-Ensure contracts are executed/vetted or closed within 48 hours of time, timely closure.
- ❖ In house support to other departments. To provide cost effective, best in class in-house legal support.
- ❖ Implementation of standard operating process for litigation dispute management.
- ❖ We have Updated Advocate data for each circle/Zone/State/Region.
- ❖ Assist in Identifying subject expert Advocates per circle /Zone /State/ Region.
- ❖ Legal opinion provided as & when required, advising management on issues & settlement of disputes.
- ❖ Assist in drafting of legal matter's Complaint /Petition /Written statements / Objections etc.
- ❖ Assist in drafting & conveyance & registration of Sale deed / MOU/ LOU etc.
- ❖ Assist in formation and convey of Society and Trust.
- ❖ Assist in proceeding of matter related to Trust and Society.
- ❖ Assist in research work of any kind of case.
- ❖ Assist in carry on property search report and legal opinion in case of mortgage and sale of property for banking and individual.
- ❖ Assist in acquisition of Agricultural Land for Industrial and Development Purpose etc...

Date:

Place: Pune.


Associate (Adv. K. B. Patil)

Adv. K. B. Patil & associates are a full service group of law associates. It was established in 2014, with offices in **Karnataka, Maharashtra and Goa** and Representative office in **Gujarat, Tamilnadu, West Bengal, Kerala, Hyderabad, Andra Pradesh, Puducherry / Pondicherry, Orissa, Madhya Pradesh, Jharkhand, Bihar, Rajasthan, Uttarakhand, Himachal Pradesh** and for **North – East Indian State's** on demand basis.

VISION:

Our vision is to provide effective and practical solutions to clients.

AREA OF PRACTICE:

Our area of practice include mainly in both section as described below:

1) **CIVIL:**

- a) The Factories Act.
- b) The Employees' provident fund and Miscellaneous Act.
- c) The state Labor welfare Funds Act.
- d) Constitutional and administrative Law.
- e) The Contract Law and deeds such as:
 - i. Sale deed.
 - ii. AOS – Agreement to/of Sale.
 - iii. AFS – Agreement for Sale.
 - iv. MOU – Memorandum of Understanding.
 - v. MOA – Memorandum of Association.
- f) Various Labor Laws.
- g) Company Law. Joint venture and Merger and Acquisition the service includes:
 - i. Negotiation assistance from term sheet stage till closing of transaction.
 - ii. Due Diligence.
 - iii. Structuring of Transactions.
 - iv. Shareholders Agreement.
 - v. Shares Purchase Agreement.
 - vi. Regulatory Affairs and Compliance.
 - vii. Entity Formation.
 - viii. Post Acquisition Advisory's
- h) Statutory Company Law Such As:
 - i. The Maternity benefit Act.
 - ii. The Contract Labor Act.
 - iii. The Minimum Wages Act.
 - iv. The Payment of Wages Act.
 - v. The Motor Transport Act.
 - vi. The Apprenticeship Act.

- vii. The Employee State Insurance Act.
 - viii. The Employee Compensation Act.
 - ix. The State Shop and Establishment Act.
 - x. Payment of Gratuity Act.
- i) Tort Law.
- j) Consumer Protection Act: also representing clients at Consumer Forum, State Forum, and National Forum Etc...
- k) Procedural Laws such as:
 - i. Code of Civil Procedure.
 - ii. Code of Criminal Procedure.
- l) Property Laws and Suits Such As:
 - i. The Transfer of Property Act.
 - ii. Evidence Act.
 - iii. NI Act / Cheque bounce cases.
 - iv. Limitation Acts.
 - v. **Civil suits like Partition Suits / Injunction Suits / Specific Performance Suits etc...**
 - vi. Indian Registration Act and by laws by the states etc...
 - vii. Various Stamp Acts of the States.
 - viii. **Search reports of the property before purchase.**
 - ix. **Master file preparation of the property for Builders and Developers for production in bank or other institutes and Customers.**
- m) Cyber laws such as Information and Technology Act.
- n) Intellectual Property Laws such as:
 - i. Trademark registration and renewal.
 - ii. Copyright Act.
 - iii. Design and Patent registration and Renewal.
 - iv. Geographical Indication Act.
- o) Personals Laws such as :
 - i. Hindu Marriage Act.
 - ii. Special Marriage Act.
 - iii. Muslim Marriage Act. Etc
- p) Rent and tenant Laws.
- q) TRIA regulations on telecommunication: The firm has a specialized and dedicated team for telecommunications, broadcasting and media litigation practice dealing with matters before the Telecom Dispute and Settlement Appellate Tribunal, High Courts and Supreme Court of India.
- r) Trust Laws such as:
 - i. Indian Trust Act.
 - ii. Bombay Trust Act etc...
 - iii. Also formation and registration of the trust, Society's and NGO's.

- s) Quai and Semi Judicial Laws of various states such as:
 - i. MLRC Act (For Maharashtra State).
 - ii. KLR Act (For Karnataka State). Etc ...

2) CRIMINAL:

- a) Penal Laws such as:
 - i. Indian Penal Code.
 - ii. Narcotics, Drug and Psychotropic Substance Act.
 - iii. NI Act (Cheque Bounce cases).
 - iv. Cheating Cases.
 - v. Various State laws and Special Federal Laws. Etc ...

SECTORS WE ASSIST:

Some of the sector we support/assist from/by our external joint ventures or third party consultants are:

- 1) Banking laws.
- 2) Taxation laws.
- 3) Accounts and Audits.
- 4) Liaising work with Government and Semi Government as well as other Authorities.
- 5) Licensing and approvals from Government and Semi Government Authorities.

The firm represents a large number of business houses across the country, transnational entities, multinational corporations, PSU's, banking and financial institutions, various ministries and state and Central Government Authorities, NGO's , Trusts, as well as individuals.

The advocates expertise coupled with effective, timely practical solutions are the factors which are predominant in choosing us by clients.

COURTS AND TRIBUNALS:

The various courts and tribunals we represent and assist in representation:

- Hon'ble Supreme Court.
- Hon'ble High Courts.
- Hon'ble District Courts and Junior /JMFC Courts.
- Appellate Authority for Industrial and Financial Reconstruction (AAIFR).
- Board for Industrial and Financial Reconstruction (BIFR).
- Debt Recovery Tribunal / Debt Recovery Appellate Tribunal.
- Company Law Board.
- District Consumer Forums Courts.
- State Consumer Forums / National Consumer Forums.
- Appellate Tribunal for Electricity Central Administrative Tribunal.
- Income Tax Appellate Tribunal.
- National Green Tribunal (NGT).
- All Quasi Judicial Court formed under special acts by State Governments. Etc ...