

- **Oral and written advice on application of the current legislation;**
- **registration, re-registration, winding-up, reorganization of a legal entity (including foreign investors); registration of a branch, representative office; amendments and additions to constituent documents; drafting of constituent documents:** articles of association, memorandum of association, protocols, solutions, power of attorney;

- **foreign labour (FL) intake;**
- **advising on the RK customs legislation;**
- **consulting on the RK labor legislation, formulation of basic personnel documents;**

- **development and legal expertise of the various types of contracts:** provision of services, supply, rental, buy/sale, agency service, proxy, commission, loans, etc. (formulation and analysis of agreements, contractual schemes; drafting and reconciling memorandums of disagreements; carrying on correspondence on contract conclusion, execution and termination, the legal expertise of contracts; pre-contractual expertise of client counterparty legal documents);
- **participating in negotiations on the part of the Client;**
- **representing Client's interests before state organs;**
- **legal support of real estate transactions:** formation of a package of documents necessary for state registration of rights to real property with the regional registration service ;

- **support of foreign citizen in getting his/her registration with tax authorities (obtaining IIN);**
- **obtaining digital signature for legal entity;**
- **other services.**

For more information please call: +7 (727) 292 89 54, +7 (727) 292 00 52 or send a message to the following e-mail addresses: alcci@alcci.kz , market_almaty@mail.ru