



## AMICORP OUTSOURCING SERVICES

### LEGAL OUTSOURCING SERVICES

*Corporate clients worldwide are facing rising legal expenses, which can be contained by outsourcing some of the activities. Amicorp is well equipped to provide such activities by rendering various time consuming and onerous processes, including document review, legal research and writing.*

Amicorp is well equipped to support the execution of legal and company secretarial services, with in-house lawyers specialized in Common or Civil Law and experienced in multiple jurisdictions.

Amicorp has the expertise and resources to support, provide solutions and help organizations leverage their strategy to expand their commercial potential, through a high quality talent pool of legal professionals. We help clients reduce costs incurred in their legal processes and more importantly, have their associates focus on spending more time with clients, thereby creating greater value for the organization.

The main criteria for deriving value from such services is the level of maturity of the delivery processes we adopt. We maintain consistent delivery through quality control, training, mentoring and productivity improvements.

Amicorp ensures that ethical treatment of client sensitive data and data security and confidentiality in general are of the utmost importance and are maintained at all times.

#### OUR SERVICES

- To review and process applications for various requirements, like bank opening forms and immigration documents;
- To process of various regulatory and statutory filings covering company registry, financial commission, tax authorities etc;

- Research on jurisdiction specific relevant laws, regulations and guidelines;
- Monitoring and reviewing governments' new and existing regulations and policies to understand the impact on the business and thus create regulatory risk management plans;
- Regulatory compliance support by mapping gaps between the organization's policies and complex regulations, tracking systems and reminder services;
- Draft minutes, correspondence and other related documents.

Most of the Amicorp Outsourcing Services are rendered out of (ISO certified) offices in the Philippines and India. Client relationship managers are within reach in all the Amicorp offices and most offices have staff available to coordinate or even to execute a part of the work.

Contracts can be labor or seat based, transaction based or even goal based. Unlike other service providers, Amicorp is able to offer tailored and personalized high quality services, also for clients looking at a limited number of people involved.

Our clients benefit from around the clock services at a fraction of their current operating costs (savings of 50% can be achieved). The return-to-focus concept provides a dramatic bottom line impact that can help positively transform the economies of any business (including small and medium enterprises) and increase the efficiency of transaction execution.

Amicorp Outsourcing Services ensures value by enhanced process management, high standard service levels and substantial cost savings!

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For further information, please visit [www.amicorp-bpo.com](http://www.amicorp-bpo.com)

Amicorp Group specializes in:

CORPORATE CLIENTS

PRIVATE CLIENTS

INSTITUTIONAL SALES

FINANCIAL SERVICES

FUND SERVICES

OUTSOURCING SERVICES

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