



Tan Jeh Yaw LLC
Advocates & Solicitors

Who we are

TJY LAW is a law firm dedicated to providing bespoke legal advice and exceptional legal expertise to our clients. Our team has achieved extraordinary results following the distinctive vision of our founder, which is to be laser-focused on solving our clients' most important problems upon being instructed.

We have experience in the areas of mergers and acquisitions, equity capital markets, general corporate law, corporate restructurings, corporate governance, employment law, and financial services regulation. Our team has handled some of the largest, most complex and demanding transactions around the world. We also have experience in advising clients on unprecedented and novel transactions. We advise founders, investors, acquirors and target companies. We also advise senior executives and boards of directors in critical situations. Our clients can be assured that we provide value-added advice and practical solutions to their legal issues.

We have the requisite expertise to take on an active lead or transaction counsel role on cross-border matters involving multiple jurisdictions. For such matters, we typically coordinate advice from foreign counsel and review it from an overall perspective in the context of the entire transaction, so as to provide you with seamless and thoughtful legal advice. Our firm has close working relationships with foreign law firms who are market leaders in their specialist areas in the respective jurisdictions.

Our organisational structure defines our approach. Our team only comprises lawyers of at least 3 years of post-qualification experience in private practice. This is because we focus on matters that require the attention, extensive experience and sophistication of our team. We are selective in the type of matters we undertake. Our corporate mission, organisational structure and business approach attract innovative, talented and entrepreneurial lawyers who enable us to achieve excellent results for our clients in complex and critical matters.

We take on client matters both on an ad hoc / project basis and on a retainer / ongoing basis.

Our key capabilities

- General corporate law advisory – e.g. advising clients on contractual disputes amongst founders, shareholders, directors, advising on Singapore law impacting businesses
- Contract drafting – e.g. shareholders' agreements, share subscription agreements, standard terms and conditions, customer contracts, supplier contracts, licensing agreements, franchise agreements, non-disclosure agreements, employee share option plans)
- Corporate mergers and acquisitions – i.e. acting for sellers and buyers in the sale and purchase of companies
- Fund raising for companies – i.e. acting for target companies and investors in relation to transactions such as series A and B fund raising
- Employment law advisory – e.g. advising clients on drafting of employment contracts and employment handbook and resolving employment disputes
- Dispute resolution – e.g. advising and strategising with clients as to their legal options in circumstances where there is a breach of contract.



TJY LAW Corporate Retainer 2024

1. What you will get

- (a) A dedicated and qualified lawyer who is competent in corporate law, employment law and disputes resolution, and who you can consult at your convenience to address the day-to-day legal concerns of your company.
- (b) Quick, succinct and commercially sensible advice.
- (c) Independent legal advice – as we are not your employee, we are in a position to provide you with a third-party's perspective in relation to your legal concerns.
- (d) Cost-effective legal advice– as we are not your employee, your engagement with us is flexible and: (i) you are not required to provide us with any CPF contribution, annual leave, sick leave and any severance package etc.; and (ii) you may terminate our service with a short notice period.
- (e) Gain credibility and confidence as a business organisation vis-à-vis your customers, suppliers, employees, etc. by showcasing your access to legal support.
- (f) Improve compliance with Singapore laws.
- (g) Updates on regulatory changes which may have an impact on your company.



2. Our corporate retainer packages

Note: As we are not a GST-registered law corporation, our bills are not subject to the prevailing GST rate of 9% for 2024.

Business Lite	Business Standard	Business Plus	Business Pro
Price per month S\$1,000	Price per month S\$2,500	Price per month S\$4,800	Price per month S\$7,500
<ul style="list-style-type: none">Legal advice and consultation of up to 2 hours a month	<ul style="list-style-type: none">Legal advice and consultation of up to 5 hours a month	<ul style="list-style-type: none">Legal advice and consultation of up to 10 hours a month	<ul style="list-style-type: none">Legal advice, consultation and drafting of legal agreements of up to 15 hours a month
<ul style="list-style-type: none">Unused time credits from the previous month(s) can be accumulated up to a maximum of 6 hours of legal work	<ul style="list-style-type: none">Unused time credits from the previous month(s) can be accumulated up to a maximum of 15 hours of legal work	<ul style="list-style-type: none">Unused time credits from the previous month(s) can be accumulated up to a maximum of 30 hours of legal work	<ul style="list-style-type: none">Unused time from the previous month(s) can be rolled over to the upcoming months up to a maximum of 45 hours of legal work
<ul style="list-style-type: none">Drafting of legal agreements of up to 1 page¹	<ul style="list-style-type: none">Drafting of legal agreements of up to 3 pages	<ul style="list-style-type: none">Drafting of legal agreements of up to 6 pages	<ul style="list-style-type: none">Drafting of legal agreements of up to 15 pages
<ul style="list-style-type: none">Lawyer with at least 3 years of post-qualification experience in corporate law, employment law and general litigation	<ul style="list-style-type: none">Lawyer with at least 3 years of post-qualification experience in corporate law, employment law and general litigation	<ul style="list-style-type: none">Lawyer with at least 5 years of post-qualification experience in corporate law, employment law and general litigation	<ul style="list-style-type: none">Lawyer with at least 7 years of post-qualification experience in corporate law, employment law and general litigation
<ul style="list-style-type: none">We will liaise with only 1 assigned officer from your company	<ul style="list-style-type: none">We will liaise with only 1 assigned officer from your company	<ul style="list-style-type: none">We will liaise with up to 2 assigned officers from your company	<ul style="list-style-type: none">We will liaise with up to 3 assigned officers from your company

Footnotes:

¹ Based on standard font size (10-point Arial or its equivalent).



3. General Terms and Conditions

- (a) The professional fees listed above are based on the rates we offer to clients who subscribe to our monthly plans. We offer a 10% discount on the abovementioned fees for clients who subscribe to our annual plans.
- (b) Post-paid billing (i.e. after our services are rendered) on the 14th and 28th of each month.
- (c) If we are engaged, our service to you will commence on either the 1st or the 15th day of the month. For example, if you sign up on 2nd January 2024, we will commence work on 15th January 2024 and if you sign up on 16th January 2024, we will commence work on 1st February 2024.
- (d) Immediate cancellation is available at any time during the first month for both our monthly plans and annual plans. You will only be required to pay pro-rata based on number of hours of services used.
- (e) After the first month, the notice period for termination is 14 days' written notice for clients who subscribe to our monthly plans and 30 days' written notice for clients who subscribe to our annual plans.
- (f) For any additional work to be done beyond our proposed scope of work, such work done will be charged based on our agreed fees prior to the commencement of any such work. If no fee has been agreed, the client will be charged on a time-cost basis of S\$650 per hour, with the client's agreement on our proposed additional scope of work prior to the commencement of any such work.
- (g) The fees listed in this brochure are for new clients who are onboarded in 2024, and may be subject to any upward revision.
- (h) We charge an administration fee of S\$200 for client onboarding and S\$250 for client termination.

If you require further information and/or expert guidance on your legal concerns, please contact Waltson, whose details are as follows:



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