

ASIA COMPREHENSIVE RETAINER AGREEMENT: INTEGRATED CROSS-BORDER LEGAL SUPPORT

What Is the Retainer Agreement?

The Retainer Agreement is our firm's regional legal support program designed to provide seamless, coordinated legal services across Asia, leveraging our extensive network of offices and affiliated firms, together with locally qualified lawyers and Japanese attorneys practicing in each jurisdiction.

Under this retainer arrangement, clients receive one-stop access to essential legal services across multiple Asian jurisdictions, including regulatory updates, comprehensive legal advice, and commercial contract drafting and review. The structure is designed to provide the practical benefit of having legal support in each country without the cost of maintaining separate in-house legal departments. Clients may choose full regional coverage or select specific jurisdictions according to their business needs.

Why the Retainer Agreement Matters to Management

The Retainer Agreement eliminates the need to engage counsel on a service-by-service basis at standard hourly rates. Instead, clients benefit from a flexible annual fee structure based on pre-selected hours, tailored to the company's operational requirements. This approach offers greater cost efficiency compared to ad hoc engagements and significantly reduces both financial and time-related burdens.

The retainer model enhances budget predictability, improves response time for urgent legal matters, and supports proactive risk management across jurisdictions.

Why One Asia Lawyers

With the Retainer Agreement, there is no need to coordinate with multiple law firms or points of contact in different jurisdictions. Clients receive unified advice on Japanese and Asian laws through a **single point of contact**. Before commencing any work, we provide an estimate of the hours required, ensuring transparency and cost control. Services are delivered by allocating hours under the retainer agreement.

Clients entering into a retainer agreement also receive access to **past seminar recordings and training materials**, which may be used internally for corporate education and compliance training.

For example, our Overseas Assignment & Business Law Course covers more than ten jurisdictions. We also provide jurisdiction-specific seminars such as Fundamentals of Compliance in Thailand, Personal Data Protection Compliance in Thailand, Dismissal Regulations in Thailand, and Compliance Systems in Thailand.

In addition, clients currently receive complimentary access to **Asia Law 360**, our comprehensive legal information service covering regulatory developments across Asia.

OUR SERVICES

Under the Retainer Agreement, we provide comprehensive legal advisory services across relevant jurisdictions, including corporate law, labor law, and other areas of applicable law. Our services encompass legal research, strategic advice, and ongoing consultation tailored to the client's business operations.

We draft, review, and advise on commercial contract matters, respond to legal inquiries via phone and email, and review legal documents, while proposing necessary revisions and additions.

In addition, we assist in conducting compliance audits for companies, provide reports on legal developments within the relevant jurisdictions, distribute newsletters, and conduct seminars to support clients' compliance and governance objectives.

Examples of Services Covered Under the Retainer Agreement

- **Labor and Employment Advice:** Consultation on employee dismissal, labor disputes, trade unions, workplace issues, and harassment matters.
- **Immigration Services:** Advice on visas, work permits, dependent visas, permanent residency, and short-term business travel.
- **Corporate Advisory:** Consultation on corporate restructuring, governance matters, mergers and business transfers, directors' duties, shareholder rights, and corporate disputes.
- **Contract Drafting and Review:** Drafting and review of commercial agreements, including sale and purchase, lease, service, loan, security, investment, and shareholders' agreements, as well as internal policies.
- **Debt Collection and Dispute Resolution:** Advice on debt recovery, litigation, arbitration, enforcement of awards, bankruptcy proceedings, and related asset investigations.
- **Regulatory and Other Legal Matters:** Consultation on data protection, environmental regulations, criminal and civil matters, non-compete issues, and related disputes.
- **Corporate Secretarial Services:** Preparation of board and shareholder documentation, director registrations, maintenance of statutory registers, and review of employment-related documents.

Contact Information

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