



Business **Legal** Solutions

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Business **Legal** Solutions

We are a **Colombian** lawyers firm
with **presencial capability in our
whole national territory.**

We provide exceptional legal advice
with **high managerial and strategic
contents.**

Our firm and each of our lawyers
have a **deep understanding in
business matters**; the main field in
which we work.

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LABOR LAW

- The hiring of domestic or foreign personnel by domestic or foreign employers in Colombia.
- The hiring of special personnel (construction workers, oil, and gas company workers).
 - Drafting of Internal Workplace Regulations.
 - Drafting and adoption of internal workplace policies.
- Analysis and preparation of hiring schemes under legal outsourcing services.
 - Analysis and preparation of hiring schemes for outsourcing, associated labor cooperatives, independent contractors, and simple intermediaries.
 - Assistance with internal disciplinary processes.
 - Assistance with defining flexible salary compensation schemes and structures.



LABOR LAW

- Assistance with employer substitution analysis and decision-making procedures.
- Decision-making assistance and support for Workplace Coexistence Committees and Workplace Health and Safety Peer Committees.
- Analysis, preparation, and decision-making support for labor budget planning processes.
- Preparation of work-related concepts.
- Review of labor obligation payments.
- Assistance with family compensation bureaus for obtaining benefits and support the company can implement with its workers.
- Analysis, assistance, and decision-making support related to employees that are pregnant, under medical restrictions or recommendations, or with definitively reduced capacities.



LABOR LAW TRAINING FOR INDIVIDUALS

- Training in the management, implementation, execution, and application of Internal Workplace Regulations.
 - Training in the implementation and application of disciplinary and sanctioning policies within the company.
- Salary resolution and compensation training.
- Conflict resolution management, execution, and application training for the Workplace Coexistence Committee.
 - Training in due process for sanctions and waivers within the company.
- Training in the management of commissions and variable compensation for commercial, sales, and collections staff.
 - Training for the management of employees that are pregnant, under medical restrictions or recommendations, or with definitively reduced capacities.
- Workplace Harassment Training.





COLLECTIVE LABOR LAW CONSULTING SERVICES

- Assistance in the stages before direct negotiations with unionized or non-unionized groups.
- Assistance during direct negotiations with unionized or non-unionized groups.
- Assistance with analysis and decision-making under strike conditions preventing effects and damages to the company and its raw materials.
- Assistance during arbitration tribunals.
- Assistance with the management of collective relationships.





**SOCIAL SECURITY LAW AND
WORKPLACE HEALTH AND
SAFETY MANAGEMENT
CONSULTING SERVICES**



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EMPLOYER CONSULTING SERVICES

- Assistance at working round tables with Health Providers (EPS) and Workplace Risk Insurers (ARL) for the proper management of personnel with workplace restrictions or recommendations or with definitive loss of work capacity.
 - Assistance, analysis, and decision-making support for employees with extended occupational disabilities.
- Assistance with internal corporate proceedings to reincorporate, reinstall or relocate personnel with medical workplace restrictions and recommendations
 - Assistance with Health Providers (EPS) and Workplace Risk Insurers (ARL) with proceedings for lifting medical workplace restrictions and recommendations due to non-compliance by the worker.





PENSIONS AND PARAFISCAL BENEFIT UNIT OVERSIGHT CONSULTING SERVICES

- Assistance with the analysis, review, and inspection of how the Base Income for Contribution is calculated for the payment of parafiscal and social security obligations.
- Review of how fringe benefits are paid to workers.
- Review of how assistance payments are made to workers.
- R.F.I. implementation analysis for flexible salaries and compensation.

REPRESENTATION IN LABOR-RELATED LEGAL AND ADMINISTRATIVE PROCEEDINGS

- Representation in administrative proceedings with the SENA (National Learning Service).
- Representation in administrative settlement proceedings before the Ministry of Labor.
- Representation in administrative procedures before E.P.S., A.R.L., and A.F.P. institutions related to the non-acknowledgment of economic compensation (disability compensation) assumed by the employer and not paid by Social Security entities.
- Legal representation before the Ordinary Labor Courts.
- Legal representation before the Judiciary in proceedings related to claims for the restitution of rights.



REPRESENTATION IN LABOR-RELATED LEGAL AND ADMINISTRATIVE PROCEEDINGS

- Representation in proceedings for lifting legal union rights, maternity rights, health rights, and disability rights before the Ministry of Labor.
- Representation before the Ministry of Labor for requesting and authorizing overtime.
- Representation in oversight proceedings by the PENSIONS AND PARAFISCAL UNIT (UGPP) during the stages of requirements for information, requirements to declare and/or correct, official settlement, and appeals for reconsideration.
- Legal representation before the Administrative Contentious Jurisdiction in legal proceedings for cancellation actions against official calculations of payment issued by the UGPP.

COMMERCIAL AND CORPORATE LAW

- Incorporation and liquidation of corporations.
- Consortia and temporary unions.
- Corporate cooperation contracts (joint venture, joint accounts).
- Mergers.
- Spin-offs.
- Transformations.
- Bankruptcy regime.
- Corporate acquisitions.
- Shareholder agreements.
- Family and corporate protocols.
- Capitalizations.



COMMERCIAL AND CORPORATE LAW

- By-laws reforms.
- Bookkeeping.
- Decision-making assistance for corporate bodies.
 - Assistance with the management of corporate conflicts.
 - Liability training for managers.
 - Property conservation.
 - Commercial contracts.
 - International contracts.
- Legal due diligence (commercial, labor, tax, and intellectual property-related).
 - Contract auditing and legal compliance.
 - Incorporation of not-for-profit entities.





INTERNATIONAL COMMERCIAL LAW

- The wording of international contracts and legal documents in Spanish, French, English, and Portuguese.
- Legal advice for import and export procedures.
- Contract and insular document review.
- Legal viability analysis for overseas business opportunities.
- Foreign expansion studies (affiliates, branches, sales representatives).
- Creation of a legal framework for setting up franchises, franchise masters, and corner franchising.
- Design of resolution schemes for international controversies (staggered clauses, arbitrary clauses and concurrent solutions)
- Representation in international conflict resolution proceedings (mediation, negotiation, arbitration).
- Creation of offshore corporations.
- Tax and accounting consulting services for foreign corporations.



FISCAL AND PARAFISCAL TAX LAW

- Representation in administrative and contentious proceedings brought by the DIAN and the UGPP.
 - Fiscal and parafiscal planning.
 - Assistance during audit proceedings.
 - Responses to provisional settlements, requirements, and summons.
 - Administrative appeals and appeals for reconsideration.
 - Jurisdictional actions against the tax authorities and public entities.



FISCAL AND PARAFISCAL TAX LAW

- Declarations and corrections.
- Reimbursement and compensation requests.
 - Payment agreements, settlements, and process termination by mutual agreement.
 - Exogenous information.
 - International taxation.
 - Double taxation agreements (CDI).
 - Tax residency.
 - Successions.





INTELLECTUAL PROPERTY

- Copyright and entertainment rights.
- Registration and management of musical, literary, artistic works and all others included in the entertainment industry.
- Intellectual property protection for authors, composers, performers, producers, and all things represented by the entertainment industry.
- Patents.
- Patent drafting.
- Patent search.
- Brand registration.
- Commercial slogan registration.
- Sign and symbol registration.
- Piracy and forgery issues.
- Legal compliance reviews for advertising.
- Competition policy drafting and consulting services.
- Alienation and encumbrance of intangible assets.

NEW TECHNOLOGIES

- Preparation of license, user, and third-party contracts.
- Legal assistance for data protection.
- Adaptation of software or mobile application contracts to GDPR data protection regulations.

CONSUMER RIGHTS

- Direct claims.
- Consumer protection lawsuits.
- Claims assistance.
- Internal training on the current Consumer Protection Regime.
- Current regulation compliance assistance.
- Defense against consumer protection complaints.
- Preparation of warranty terms.
- Consumer advertising and information regime.





OTHER SERVICES



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LEGAL AND TECHNICAL TRANSLATION

- Simple and official translation of operating manuals, regulations, and other technical documents.
- Simple and official translation of contracts, minutes, notices, and any other kind of legal documentation.
- Technical and legal audio or video transcription/translation services.
- Translation/simultaneous interpretation assistance.

***These services are provided English/Spanish or Spanish/English. For other source or destination languages, please feel free to ask.**



AUDITING, STATUTORY AUDITS, AND BOOKKEEPING SERVICES

- Statutory auditor services.
- Internal and external audits.
- Forensic auditing.
- Financial auditing based on International Auditing standards and according to International Financial Reporting Standards.
- Special audit procedures.
- Internal control system evaluation, monitoring, and oversight.
- Cost accounting system design.
- Design and implementation of internal control processes and systems, among others.
- Outsourced bookkeeping services.



AUDITING, STATUTORY AUDITS, AND BOOKKEEPING SERVICES

- In-house bookkeeping services.
- Preparation of financial statements under local and international standards.
 - Financial analyses.
- Bookkeeping system implementation.
- Preparation, review, and subscription of national, departmental, and municipal tax returns.
- Responses de requirements from different control entities.
 - Tax appeal preparations.
 - Corrections to tax returns.
- Tax certificates, among others.



EXPERT OPINION

- Accounting expert opinion.
- Financial expert opinion.
- Expert opinion for determining damages (actual loss, loss of profit).
- Medical and social security opinions.
- Expert opinion for appraising assets, investments, or corporations.
- Market studies, among others.



INVESTMENT BANKING AND COMPANY VALUATIONS

- Company valuations.
- Financial instrument valuations.
- Economic, financial, accounting, and business case modeling.
- Budget preparation and execution.
- Investment business structuring.
- Due Diligence.
- Among others.



IFRS AND IAS CONSULTING AND ASSISTANCE

- Preparation of license, user, and third-party contracts.
- Legal assistance for data protection.
- Adaptation of software or mobile application contracts to GDPR data protection regulations.

RISK ANALYSIS

- Risk and insurance map preparation.





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