

Introduction of Practice Areas of Leezhao —Legal Translation

Practices:

Legal advice translation, legal document translation, laws and decrees translation, publication translation and on-the-spot interpretation in Chinese, Japanese and English are the legal translation related services that can be provided by Leezhao for our clients.

The brief introduction about the abovementioned practices is as follows:

No.	Practices	Introduction of Practices
1	Legal Advice Translation	<ul style="list-style-type: none">■ The professional, prompt, convenient translation is carried out by professional attorneys, sometimes closely cooperating with attorney teams, in all stages of the legal advice for international clients or programs:<ul style="list-style-type: none">➢ Provide oral, written translation during the necessary communication by teleconference, e-mail, facsimile, to know the legal needs of clients;➢ Provide and report legal opinions, the results of investigations and progress of the case to the clients in Japanese and/or English.
2	Legal Document Translation	<ul style="list-style-type: none">■ Prepare Japanese or English versions of various legal documents, or review and check legal documents in Japanese or English, in accordance with clients' engagement and requirement, including the practical needs deriving from legal advice. For instance:<ul style="list-style-type: none">➢ In relation to litigation: pleading/ application for arbitration, answer, application for attachment, etc.;➢ In relation to investment and merger: equity transfer agreement, M&A agreement, legal due diligence report, legal opinion, etc.;➢ In relation to daily business operation: various transaction contracts/agreements, memo, letter of intent;➢ In relation to compliance: articles of association, labor rules, employee manuals, rules on labor management;➢ Other legal documents.
3	Laws and Decrees	<ul style="list-style-type: none">■ Provide translation of the full-text law or decree, including laws, administrative regulations, and administrative rules

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	Translation	<p data-bbox="592 241 1350 315">promulgated by departments of the State Council, judicial interpretation, and normative documents of law, etc.</p> <ul data-bbox="539 327 1350 434" style="list-style-type: none"> <li data-bbox="539 327 1350 434">■ Provide the summary of laws and decrees, to help browse quickly the main content of laws and decrees and grasp the objective and purpose thereof.
4	Publication Translation	<ul data-bbox="539 454 1350 1016" style="list-style-type: none"> <li data-bbox="539 454 1350 898">■ Make Japanese counterparts for professional, prompt, practical electronic journals of law information ---- <i>Leezhao Newsletters</i>. Making full use of specialty, <i>Leezhao Newsletters</i> in Chinese and Japanese bilingual edition, not only edit and summarize the newest legal information of the week, and properly present the opinions on law analysis in combination with the attorneys' experience on legal practice, but also in consideration of different language background, provide the first-hand legal information for Japanese enterprises in China for decades and grasp the most recent development of Chinese law together with clients. <li data-bbox="539 909 1350 1016">■ Provide legal articles in Japanese or English in accordance with the language requirements of clients, upon the invitation from companies, institutions, presses.
5	On-the-spot Interpretation	<ul data-bbox="539 1037 1350 1182" style="list-style-type: none"> <li data-bbox="539 1037 1350 1182">■ Provide on-the-spot interpretation during conferences, negotiations, lectures related to laws, seminars, symposiums, in accordance with the actual needs of legal services and the requirements of clients.

Advantages and Qualities of Practices

Possessing with extensive experience and legal knowledge, the professional translators, native translators in the translation team of Leezhao insist on the rigorous, earnest, painstaking working attitudes and professional spirit for perfection. Their devotion to the research of legal translation, the profound skill and business knowledge qualify them for providing the best translation service for every client.

All translations will be under at least double check, by senior translators or attorneys engaged in over decades. Repeating review and modification guarantee the professional expression, consistent wording, standard layout, and clear composition, which helps win the reliance and recognition from clients.

The legal translation of Leezhao is of added value and professional advantage. Being aware of the important and obvious expression mistakes or legal risks on the documents provided by the client, we will, in a timely manner, communicate, confer with clients and make modification, or deliver legal review upon the clients' requirements. Thus, the legal translation of Leezhao cannot only provide professional, precise translations, but also

avoid the legal risks of clients, and contribute to achieve the arrangement of business, with the assistance from strong attorney teams.

Achievements (Typical Cases):

Achievements of Leezhao on Legal Translation

In recent years, under the engagement of our clients, some typical cases on legal translation of Leezhao include:

Practices	Typical Cases
Legal Document Translation	<ul style="list-style-type: none"> ■ With the delegation of a large engineering company and a solar photovoltaic enterprise, provide the translation service of important contracts for these two enterprises in Chinese, Japanese and English for a long term. ■ With the delegation of a large medicine company, provide Chinese-Japanese translations of important contracts for a long term. ■ With the delegation of several foreign equity banks, provide Chinese-English translations of important contracts, legal opinions for a long term.
Laws and Decrees Translation	<ul style="list-style-type: none"> ■ Provide Japanese translations of the full-text laws and regulations, government rules related to the China (Shanghai) Pilot Free Trade Zone for JETRO (Japan External Trade Organization), including the summary of laws and decrees, generalization and arrangement of main contents, etc.
Publication Translation	<ul style="list-style-type: none"> ■ The publication created and edited by Leezhao----<i>Leezhao Newsletters</i> (Chinese and Japanese bilingual version) ■ On the invitation of one well-known Japanese bank, edit the newest newsletters on Chinese laws and regulations on the hot topics concerned by foreign owned enterprises for a long term: <ul style="list-style-type: none"> ➢ Issues on the Tax in China of the Import and Export of Goods, Services, Technologies. ➢ Whether the Japanese Citizens Coming to China to Finish Short-term Works Are Still Visa-free; ➢ Enterprises' Solutions to the Possible Suspension of Measures Like Local Financial Subsidy; ➢ New Tendency on the Foreign Exchange Operations of Overseas Loan under Domestic Guarantee; ➢ A Substantial Cut in the Administrative Regulations on Foreign Exchange of FDI, etc. ■ On the invitation of JETRO, every year, routinely edit, modify, renew laws and regulations, Q&A and their Japanese counterparts

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	<p>related to trade, investment in China for a long term. The Q&A provided includes:</p> <ul style="list-style-type: none"> ➤ Noteworthy points on technology exports to China. ➤ The establishment of commercial enterprises; ➤ Regulations and announcements of the import of medical devices; ➤ Whether the subsidiary companies in China can transfer the fees incurred from dealing with complaint to the head office in Japan; ➤ The methods for foreigners having paid the social insurance fee, etc. <ul style="list-style-type: none"> ■ Publish legal articles on one Japanese journal. Previous articles provided include: <ul style="list-style-type: none"> ➤ The Pros and Cons of the Improvement of Organization Structure and the Measures of Expanding Domestic Markets. ➤ The Opportunities and Risks of Japanese Enterprises entering into the Logistic Market in the Middle and West of China. ➤ For Enterprises, How to Control and Reduce Labor Disputes, etc.
On-the-Spot Interpretation	<ul style="list-style-type: none"> ■ Attorneys, sometimes cooperating with attorney teams, held several special lectures on laws and regulations, legal seminars, corporate compliance trainings for foreign owned enterprises, and provided outstanding on-the-spot interpretation. The cases of on-the-spot interpretation in large-scale activities are: <ul style="list-style-type: none"> ➤ On-the-spot interpretation for commercial bribe lecture held by one association of Shanghai; ➤ On-the-spot interpretation for special lecture on the new regulation of labor dispatching and the solutions thereof held by one large Japanese corporation; ➤ On-the-spot interpretation for seminar of regulations on vertical monopoly agreements—the protection of trade secrets held by one large Japanese corporation; ➤ On-the-spot interpretation for seminar of labor law held by one large Japanese corporation; ➤ On-the-spot interpretation for related legal problems on retreat and reorganization in China for small and medium-sized enterprises in Aichi Prefecture of Japan; ➤ Provide lectures in English for one overseas bank performing cross-border RMB loan business; etc.