

IBN – SKJ Legal LPO

Case study – Contract drafting support

Privacy and Confidentiality

This is a confidential document & is the sole property of IBN SKJ Legal LPO, No part of this document may be reproduced or distributed in any form or by any means stored in a database or retrieval system without prior permission from the Authority, IBN SKJ Legal LPO. Breach of this shall result in disciplinary action. Legal jurisdiction Pune city, Maharashtra State, India only.



CLIENT NEEDED CONTRACT DRAFTING SUPPORT UNDER UK LAWS

Whenever we obtain a contract drafting assignment, we marshal our resources to yield best work products in quick turnaround time. The resources that we allocate are the ones who are experienced and trained in UK law and similar contract drafting assignments.

THE CHALLENGE

How to carry on with such assignment without breaching clients' confidentiality in a legal off-shore project? How to ascertain that an error free work product reach the client and that too within the stipulated time?



STRICTLY PRIVATE AND CONFIDENTIAL

THE SOLUTION

In case of contract drafting assignment, our client uploads the necessary documents and instructions on its FTP server. We constitute a team, and we select a team leader. The team leader is authorized by the client to log in to the client's FTP server using the user id and the password provided by the concerned client in order to understand the assignment. The team leader visits the server and redacts the identifying details such as client's name, address, phone number, etc. and all other identifying indicators on such documents. Once redaction is complete, the team leader provides proper instructions to the team about the assignment, divide the task among the team members, and also mention the time line. The team members work on the project as per the team leader's instruction on the FTP server. The team leader does not share the user id and password with the team and no team member is allowed to download any document from the FTP server to personal computer.

The background of the slide is a blurred image of a computer keyboard. At the bottom, there are three small inset images: a stack of books, a magnifying glass over a document, and a computer mouse with a pen nearby.

STRICTLY PRIVATE AND CONFIDENTIAL

The team leader, if need be, randomly supervises the team members' work over the shoulder, and starts quality audit as soon as one of the team members finishes his/ her work. Once the assignment gets over, and the team leader completes the quality audit, the completed assignments are left in the FTP server for client's further action, and the team leader logs out. If the assignment is not completed in a day's time, the team leader, in the beginning of each day, logs in and at the end of each day, the team leader logs out. Throughout the day, the team members work on the FTP server until the assignment is completed. In this manner, the client's confidential information is protected, the quality of work is ensured and the assignment is delivered within stipulated time.

OUR VALUE PROPOSITION

We deploy right persons for the right assignments and our turnaround time matches the clients' stipulated time. We provide efficient legal support services, and our team places attention to details to all aspects of a project. Our services are economical and of superior quality.

STRICTLY PRIVATE AND CONFIDENTIAL

CLIENTS' APPRECIATION

Having seen us working in an efficient and methodical manner in connection with contract and legal drafting project, one of our esteemed clients has this to say:

"I have no words to thank SKJ Legal team who has done a fabulous job for us. We were really strangled at one stage when we required someone to guide us with our legal issues, it was they who educated us in various legal issues and enabled us to secure our business. Their dedication to work and seriousness to help their customers distinguishes them from others. We are really proud to have them as our legal partner and I wish them good luck on behalf of my management and staff."

– Sathish Vaithilingam,
Managing Director,
Tacits Works LTD (U.K.)



STRICTLY PRIVATE AND CONFIDENTIAL

THANK YOU

Contact Us

IBN – SKJ LEGAL LPO

Technical and Marketing Office

Crystal Corporate, 3rd Floor, Kondhwa - Bibwewadi Road,
Bibwewadi, Pune – 411037, Maharashtra. INDIA

Execution and Delivery Office

2nd Floor, Kundan Chambers, Thube Park,
Shivaji Nagar, Pune 411 005, Maharashtra, India.

T: +91 20 2426 4182 / 83 F: +91 20 2426 4184 E: info@ibntech.com <http://www.ibntech.com/ibn-lpo.aspx>

London Office:

Mirabelle House, 26, Barclay Road, Croydon, Surrey CRO 1JN. London. UK
T: +44 20 3129 8807 F: +44 20 7022 1713 E: info@ibntech.com

STRICTLY PRIVATE AND CONFIDENTIAL