



Your  
Executive Legal  
Assistant  
**Be Pro**  
**Be Excellent**

[www.jasaparalegal.co.id](http://www.jasaparalegal.co.id)



## Who we are

PT EasyHelps Multi Solusindo is a Corporate Secretary Firm focusing in providing services in the field of Management, Legal, Marketing and Secretarial.

We have 15 years of experience working in several multi-national companies, facing the problems of most companies' resources that are not taken seriously. The EasyHelps team is prepared to give the best qualities of services. With strong and good characteristics, we believe we could help the Clients reach their goals in professional ways.

We are here to make your jobs even easier.  
**YOUR SUCCESS IS OUR GOAL**

We understand that nowadays costs have become an important factor for Clients in considering choosing and using the services that we can provide.

As a one stop solution service company, we always offer services that are affordable, controlled, transparent and according to the Clients' budget.

Economical, Effective, Efficient and Professional is the motto of our team to achieve the Clients' satisfaction with our services.

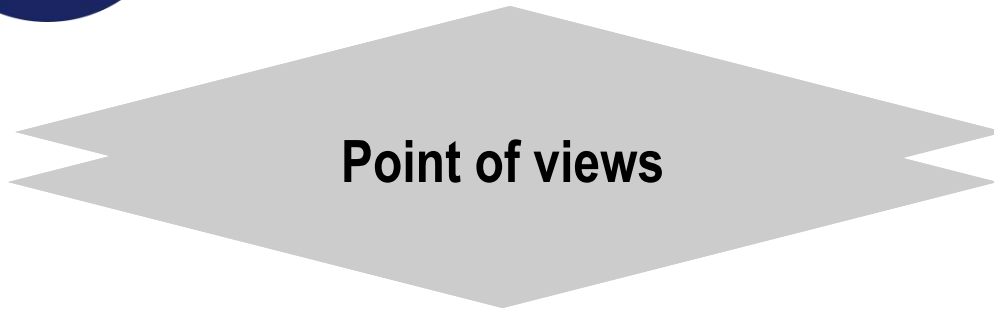
**Relationship Partners**



FRANS WINARTA & PARTNERS

**P & H | Pangestu Hutapea**  
Attorney and Consultant at Law





## Save Time and Energy

You can focus more on substantial matters

## Experienced and Reliable

Team helping you achieve client's satisfaction

## Cost Control

Pay only when you need Paralegal support

## Professional

Assistant to help you more with legal tasks

In affiliation with:

**servTouch**

**HARIMAN & Co**  
Intellectual Property & Industrial Relations Lawyers

**KOSASIH & KRISTANTO**  
**PARTNERSHIP**  
Attorneys and Counsellors at Law

## Legal Translation and Interpreter Service

JasaParalegal membantu anda dengan layanan berkualitas tinggi pada terjemahan bahasa hukum dan interpreter. Latar belakang kualifikasi dan kompetensi yang terpercaya, kemampuan memahami bahasa hukum dan menerjemahkannya dengan akurasi tinggi, team EasyHelps dapat membantu anda menyelesaikan pekerjaan secara tepat, akurat, efektif dan efisien.

JasaParalegal helps you with a high quality service on legal translation and interpreters. With a trusted qualifications and competencies, ability to understand and processing foreign legal language and translate it with a high accuracy, EasyHelps team can help you complete the job in accurately, effectively and efficiently.



### Legal Translation:

- English
- Mandarin
- Japan
- Netherland
- Germany
- Russia
- Spain
- Thailand
- French
- Italia
- Korea
- Arab
- Portuguese
- Vietnam

### Interpreter Service:

- English
- Mandarin
- Japan
- Netherland

Bahasa lainnya dapat diberikan sesuai kebutuhan

Other language provided upon request

Legalisir Dokumen berbahasa asing berkaitan kepentingan hukum dan kewarganegaraan, yaitu:

Legalization documents in foreign language for legal or nationality purposes, i.e:

- Legalisir di Kedutaan  
Embassy legalization
- Kementerian Hukum dan HAM  
Ministry of Law and Human Rights
- Kementerian Luar Negeri  
Ministry of Foreign Affairs

## Court Transcription and Legal Reporting



JasaParalegal memberikan layanan transkripsi hukum dan penyusunan laporan yang komprehensif bagi dokumentasi hukum anda. Dengan dokumentasi hukum yang lengkap dan jelas anda akan mampu menunjukkan profesionalisme dan kesempurnaan bagi pembaca laporan anda.

JasaParalegal provides comprehensive legal transcription and reporting services for your legal documentation. With a complete and clear legal documentation you will be able to represent professionalism and perfection for the reader.

### Penyusunan Laporan untuk Rapat dan Persidangan

- Direct legal documentation

Team kami hadir langsung untuk mengikuti rapat dan persidangan, dan melengkapi proses penyusunan transkrip dengan video dan voice recorder sebagai dokumentasi bagi Klien.

Our team will be present directly to the meeting or court trial, and handle the process of legal transcriptions and completing the transcriptions with video and voice recorder for Client's documentation.

- In-direct legal documentation

Penyusunan transkripsi berdasarkan hasil video atau voice recorder dimana team kami tidak hadir langsung untuk mengikuti rapat atau persidangan. Hasil transkripsi akan kami kirimkan ke Klien dalam waktu 3 (tiga) hari kerja.

Preparing the transcriptions based on the video or voice recorder sent to us. We will not be present directly to the meeting or court trial. Transcriptions result will be sent to Client within three working days.

### Pengetikan dan Penyusunan Kalimat Transkrip bidang Hukum

Menyusun transkrip dari video atau voice recorder atau draft softcopy pengetikan, dan merapikan atau mengedit bahasa sehingga lebih mudah dipahami.

Preparing transcriptions from a video or voice recorder or a draft, and processing the words and sentence to give an easier understand to the reader.

## Company and Business License Registration

Sebagai asisten bidang hukum yang bekerja secara profesional, JasaParalegal dapat membantu melakukan pengurusan dokumen legalitas yang diperlukan bagi setiap bidang bisnis atau usaha milik Klien. Kemudahan dan efisiensi waktu serta tenaga dapat mendukung dalam memberikan *excellent legal services* bagi Klien anda.

As a professional legal assistant, JasaParalegal could help you handle company or business registration process. Our experience in dealing with government and institution will help you provide excellent legal services to your client. Our support will give you a strong recommendation to save time and energy.



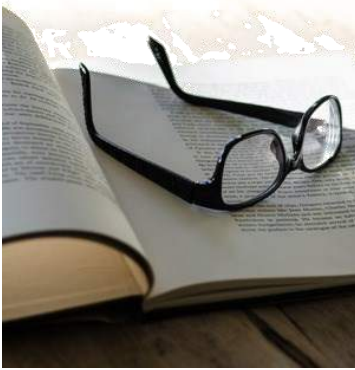
### Pengurusan Legalitas dan Perijinan Usaha dan Industri

- Surat Keterangan Domisili Perusahaan (SKDP)
- Nomor Pokok Wajib Pajak (NPWP) dan Pengusaha Kena Pajak (PKP)
- Surat Ijin Usaha Perdagangan (SIUP)
- Tanda Daftar Perusahaan (TDP)
- Ijin Badan Pengawas Obat dan Makanan (BPOM)
- Sertifikat Halal Majelis Ulama Indonesia (MUI)
- Pendaftaran Kekayaan Intelektual: Cipta, Merek, Paten
- Sertifikat Standar Nasional Indonesia (SNI)
- Ijin Tenaga Kerja Asing termasuk VISA BISNIS, KITAS, RPTKA
- Pengesahan Peraturan Perusahaan dan Bipartit
- Pengurusan Angka Pengenal Import (API) dan Nomor Induk Kepabeanaan (NIK)
- Surat Ijin Usaha Jasa Konstruksi (SIUJK) dan Kelistrikan serta laik fungsi
- Ijin Industri Farmasi dan Bidang Kesehatan
- Ijin Direktorat Jenderal Perhubungan
- Ijin Badan Koordinasi Penanaman Modal Asing (BKPM)
- Ijin Otoritas Jasa Keuangan (OJK), dan perijinan lainnya
- Company Domicile
- Tax Number
- Trading License
- Company registration certificate
- Drug and Food Supervisory Agency
- Halal Certificate of Majelis Ulama Indonesia
- Intellectual Property Registration trademark, copyright, patent and industrial design
- Indonesia National Standardization
- Expatriate working Permit
- Registration of company regulations
- Import and customs number.
- Construction and electricity license.
- Pharmaceutical and Health Industry License
- Directorate General of Transportation
- Foreign Investment Coordinating Board License
- Financial Services Authority, and other license

## Legal Research, Contract Drafting and Reviewing

JasaParalegal memberikan jasa riset di bidang hukum yang fokus pada peraturan-peraturan pemerintahan, menyusun dan mempersiapkan draft serta mereview kontrak bisnis atau perjanjian yang dapat membantu anda dalam memberikan pendapat hukum maupun jawaban bagi kebutuhan Klien. Mendukung anda dengan maksimal adalah fokus kami dan berkomitmen untuk membantu anda memperoleh Client Satisfaction.

JasaParalegal provides legal research focus on government and institutions regulations, preparing drafts as well as reviewing the business contracts or agreements which can help you deliver a comprehensive legal opinions or reports as well as answers to the needs of the Client. Supporting you with quality is our focus and committed to helping you achieve Client's Satisfaction.



### Research

- **Desk Research**  
Team kami melakukan riset untuk mencari informasi dan data yang anda butuhkan melalui media internet, buku, literatur, maupun referensi hard copy. Riset dilakukan di kantor kami, dan hasilnya akan dikirimkan via email kepada anda.  
Conducting research to find information and data you need through internet, books, literature and hardcopy reference. The research will be conducted at our office. We will send the research report by email.
- **Field Research**  
Team kami melakukan riset untuk mencari informasi dan data yang dibutuhkan dengan langsung datang ke lembaga pemerintahan atau tempat tertentu, sehingga memperoleh informasi lengkap atas hal-hal penting yang anda perlukan.  
Conducting research and seek information and data needed by directly visiting the government or institution office or a specific place, so we could gather a comprehensive report based on your needs.

### Pembuatan atau Review Kontrak

Draft kontrak atau perjanjian yang dapat kami susun, antara lain: perjanjian kerjasama, perjanjian jual-beli, perjanjian sewa-menyewa, kontrak kerja pegawai, peraturan perusahaan dan pendaftarannya, surat kuasa, surat pernyataan, surat penunjukan, dan lain sebagainya.

Preparing agreements or contracts drafts, i.e: cooperation agreement, sales agreement, lease agreement, employment contracts, company regulations & registration, power of attorney, statement letter, appointment letter, and so forth.



## Law Practice Management System Establishment and Development



JasaParalegal juga dapat membantu dalam pengaturan manajemen Kantor Hukum antara lain dalam pengaturan dokumen, sistem penagihan dan laporan pekerjaan pemberian jasa hukum, pengukuran kinerja dan sistem komunikasi internal, serta digital marketing untuk kantor hukum.

*JasaParalegal also provides law practice management system setup to establish or develop law office management, i.e: document management, attorney hours report for billing purpose, performance review and internal communication system, and digital marketing for law firm.*

### Law Practice Management System

- Document Management  
Team kami membantu penyusunan document management secara digital dengan menyusun filing system yang sesuai bagi profesi Advokat dan Kantor Hukum.  
We will help to setup document management through digital filing system which is suitable for Lawyers and Law Firm.
- Attorney hours report for billing purposes  
Team kami akan menyusun metode penagihan biaya jasa hukum baik secara lumpsum maupun hourly sebagai standard dan tolak ukur pemberian jasa hukum kepada Klien, untuk mencegah timbulnya ketidakseimbangan antara biaya dan jasa hukum yang diberikan.  
We setup an attorney hours report for billing purposes as a foundation in preparing fee proposal to the Client and preparing estimation on fee an services which will be provided to the Client.
- Digital Marketing for Law Firm  
Team kami akan menyusun dan menyiapkan seluruh kebutuhan dalam penyusunan konten baik gambar maupun tulisan yang sesuai bagi Kantor Hukum menggunakan program internet marketing.  
Preparing marketing and promotions program for Law Firm, including images and text using internet marketing program.



**Coming together is a beginning.  
Keeping together is progress.  
Working together is success.**

**Henry Ford**

JasaParalegal yang kami berikan terbatas pada memberikan bantuan kepada Klien yang membutuhkan bantuan dalam penyelesaian pekerjaan oleh Paralegal kami, dimana setiap hasil pekerjaan disupervisi oleh team hukum yang terdiri dari para Sarjana Hukum yang memiliki kemampuan dan kualifikasi yang memadai dalam bidang hukum bisnis, pidana dan perdata. Jika dibutuhkan untuk berkonsultasi secara lisan atau tatap muka langsung dengan team hukum kami, dapat diberikan sesuai permintaan dengan dikenakan biaya konsultasi. EasyHelps dan JasaParalegal bukan merupakan firma hukum sehingga kami tidak menangani perkara di Pengadilan (Litigasi). JasaParalegal kami berikan sesuai kehendak dan semata untuk kepentingan Klien dimana keputusan untuk menggunakan atau tidak menggunakan final draft yang kami buat dan segala akibat hukum dari penggunaan JasaParalegal yang kami berikan sepenuhnya menjadi tanggung jawab Klien,.

Our Paralegal Services are limited to providing assistance to Clients who requiring our Paralegals to helping handle some of legal tasks which will be supervised by our legal team consisting of lawyers who have ability and qualifications in business, civil and criminal law. If the Client need to consult directly with our legal team, can be provided upon request with a separate consultation fee. EasyHelps and JasaParalegal is not Is a law firm so we do not handle Litigations cases. Our services according to the will and for Client's interest only. The Client has the right to decide whether want or not want to use our final draft. All legal consequences of using our draft is entirely the responsibility of the Client. If the Client has a legal matter that need to be handled by an Advocate, then we will assist the Client to have consultation or appointment with our affiliation law firm.

## DISCLAIMER

## Confidentiality Statement

Sebagai *legal assistant* di bidang hukum, kami memahami bahwa kerahasiaan data dan dokumen milik Klien, merupakan hal terpenting yang wajib kami jaga. Untuk menciptakan *long term relationship* dengan Klien, kami menjamin kerahasiaan data dan dokumen milik Klien. Informasi rahasia yang berhubungan dengan pihak ketiga atau Klien akan disimpan sebaik-baiknya oleh setiap team dan seluruh staf JasaParalegal. Segala informasi, fakta, dan pernyataan sehubungan dengan pemberian jasa akan dijaga kerahasiaannya. Hal ini dinyatakan dengan penandatanganan *Confidentiality Statement* oleh PT EasyHelps Multi Solusindo sebagai Founder dari JasaParalegal.

As a legal assistant, we understand that the confidentiality of Client's data and documents, is the most important thing that we must keep. To create a long term relationship with the Client, we guarantee the confidentiality of Client's data and documents. Confidential information relating to any third party or Client will keep by every team and all staff of JasaParalegal. Any information, facts, and statements relating to the provision of the services will be kept confidential. This is stated by the signing of Confidentiality Statement of PT EasyHelps Multi Solusindo as Founder of JasaParalegal.



**PT EasyHelps Multi Solusindo**

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