



Dhamanah Law Firm
and Legal Consultations

**How can we be
successful
partners for the
client?**



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Introduction

In the dynamic and highly competitive business world, choosing a successful partner is crucial for achieving success. We fully understand that clients are looking for a partner who exceeds expectations and delivers added value. Therefore, at Dhamanah Company, our main objective is to be a true partner to the client, not just service providers. We strive to build a strong and sustainable relationship based on trust and professionalism. We believe that a successful partnership is the optimal way to achieve mutual success, as when the client succeeds, we also succeed. In other words, we don't just offer products and services; we aim to be an integral part of the client's strategy and journey towards success.

How can we be successful partners for the client?

Firstly: By providing a range of services, including:

- > **Identifying the client's legal needs** through analysis of provided data and information and creating a tailored action plan
- > **Developing an integrated legal strategy** that includes innovative and effective solutions to the client's challenges, taking into consideration the client's objectives and compliance with relevant legislation and regulations.
- > **Developing offering specialized legal advice** and providing guidance and support in all legal aspects related to the client's business areas, whether the client needs assistance in contract drafting and interpretation, dealing with tax issues, compliance with environmental regulations, or others.
- > **Acting as the client's representative and negotiating on their behalf** in contracting and important agreement processes, ensuring the protection of the client's interests and securing the best terms and benefits.
- > **Providing support and guidance** in resolving disputes through effective methods, always aiming to achieve amicable and satisfactory solutions for all parties involved.
- > **Representing the client in public courts,** administrative courts, and quasi-judicial committees.
- > **Regularly updating the client** on all relevant legal and legislative developments in their field of work.

Secondly: Quality in the executive mechanisms of the provided services, for example:

1.Mechanism for executing legal consultations.

To provide high-quality legal consultation, the following steps are considered:

1.Collect all relevant information regarding the subject or case for which the client requires legal advice. This information may include documents, certificates, contracts, and any other important details.

2.Assigning qualified and specialized professionals in the relevant legal field to ensure the provision of accurate and effective legal consultation according to best practices and the highest quality standards.

3.Studying the relevant systems related to the presented problem and utilizing reliable sources such as laws, judicial rulings, and applicable legislations to understand the appropriate legal framework.



4.Evaluating the case and analyzing the available evidence. This may involve analyzing material evidence, witnesses, and applicable legal details to estimate the strength of the case and potential risks.

5.Adapting the relevant systems to the circumstances of the dispute and clarifying how the law applies to the client's case.

6.Based on the legal analysis and case evaluation, we provide possible options to the client, considering explaining the potential effects of each option and advising the client on the best course of action based on the available information and desired goals.

7.Documenting the legal consultation and advice provided, taking into consideration documenting key details and the advice given to the client in an official document that protects the rights of both parties and outlines their respective obligations.

8.Following up with the client after providing the legal consultation, as there may be a need for further follow-up or additional legal assistance.

9.Considering the client's preference to deliver the outcome in Arabic or English language.



Secondly: Quality in the executive mechanisms of the provided services, for example:

2. Mechanism for executing legal research and studies.

To provide high-quality legal research and studies, the work is carried out according to the following steps:

1. When a client selects a topic for legal research or study, qualified and specialized professionals in the relevant legal field are assigned to ensure the delivery of research or study in accordance with best practices and the highest quality standards.

2. After identifying the legal issue, the client wishes to research or study, reliable legal sources and relevant academic references related to the research or study topic are sought. This includes utilizing reputable legal journals, scholarly books, court judgments, government reports, and official websites.

3. Before writing the research or study, the structure is prepared, outlining the introduction, legal problem, objectives, and methodology to be used. The research or study is divided into logical chapters or sections that flow coherently.

4. The research is written according to the defined structure and methodology, using clear, objective, and legal language. Proper documentation and citation of the sources used are ensured, following the relevant approved methodology.

5. After completing the writing process, the research is carefully reviewed and edited, checking for grammatical, spelling, and stylistic errors. The legal arguments are written objectively, neutrally, and with sound reasoning. Then, the research is reviewed by another specialist experienced in the research or study topic to provide constructive feedback and comments.

6. Prior to submitting the research or study, the formatting is checked to ensure compliance with approved standards, such as appropriate margins, font styles, and page numbering. Compliance with recognized legal standards in the field in which the research or study is presented is ensured.

7. The research or study is presented professionally and attractively, utilizing a suitable design that meets the client's taste and preferences. Concepts and findings are explained in a simplified and understandable manner for the target audience.

Secondly: Quality in the executive mechanisms of the provided services, for example:

3.Mechanism for executing contract services.

There are several types of different legal contracts, such as investment contracts, employment contracts, sales contracts, lease contracts, partnership contracts, and insurance contracts. To provide high-quality contract drafting services, the work is carried out according to the following steps:

1.Before starting the contract drafting process, the client's needs and objectives for the contract are accurately identified. This includes determining the key terms and conditions they wish to include and the risks they want to avoid. The parties involved, their rights, and expected obligations are also defined.

2.Relevant information and required documents related to the contract are gathered. This may include personal data of the involved parties, financial and commercial details, and applicable legal standards.

3.Potential risks associated with the contract are analyzed, and strengths, weaknesses, and potential negotiation areas are identified. Negotiations, as desired by the client, are conducted with the involved parties to reach an agreement on the desired terms and conditions.



4.The contract is customized, and the initial draft is prepared based on the relevant information and negotiations, ensuring that all necessary technical details are included. The draft should encompass all the required terms, conditions, and details regarding the rights and obligations of the parties.

5.The contract is carefully reviewed to ensure that it meets all specified needs and requirements. The language is checked for clarity and understanding, and all terms are correctly included, such as timelines, responsibilities, procedures, dispute resolution mechanisms, and compliance with relevant governing regulations.

6.Based on the review, the contract is modified, if necessary, to correct any errors, deficiencies, or to improve its wording. It is then presented to the parties for their review and feedback, allowing for any additional amendments before proceeding.

7.Once an acceptable final version of the contract is reached, final approval is obtained from all relevant parties. The final version is then delivered to the client.



Secondly: Quality in the executive mechanisms of the provided services, for example:

4. Mechanism for executing international agreement services.

The quality and effectiveness of international agreements depend on the specific field they cover and their defined objectives. International agreements can encompass areas such as transportation, communications, culture, sciences, and technology. To provide high-quality international agreement services, the following steps are followed:

1. Before starting the preparation of the international agreement, the objectives and guiding principles that the agreement should adhere to must be defined. The expected rights and obligations of all parties should be determined, ensuring the achievement of common interests.

2. The legislation and legal standards applicable in the countries involved in the agreement should be reviewed, ensuring the validity of the legal conditions, and confirming the legality and enforceability of the agreement.

3. The parties involved in the agreement should be studied to understand their needs, objectives, and interests, ensuring a balanced agreement that meets the needs of all parties.

4. Clear and precise language should be used in drafting the agreement, avoiding ambiguous or interpretable language, while considering the use of specific legal terms and clear definitions of key terms.

5. All necessary technical details should be included in the agreement, such as timelines, responsibilities, procedures, and dispute resolution mechanisms.

6. A legal audit of the agreement should be conducted by specialized experts to ensure legal compliance and non-contradiction with relevant international agreements governing the Kingdom of Saudi Arabia.

7. A comprehensive review of the agreement should be conducted to ensure that all provisions and conditions are understood, appropriate, consistent, and suitable for the intended purposes.

8. Continuous and effective communication with the parties involved should be maintained during the agreement drafting process to ensure mutual understanding and agreement on provisions and conditions.

9. After completing the drafting of the agreement, it should be legally documented and signed by the relevant parties.

10. After the agreement is signed, a mechanism for monitoring and evaluation should be established to ensure the implementation of the agreed obligations and the achievement of desired objectives.

Secondly: Quality in the executive mechanisms of the provided services, for example:

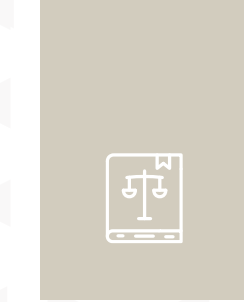
5.Mechanism for executing company formation services

To provide high-quality company formation services, the following steps are taken into consideration:

1. Identify the type of company to be established, its main activity, and its long-term vision.

2. Consider studying the local regulations and regulatory requirements related to each type of company, in addition to the client's preference, and then choose the most suitable type for the client's needs and circumstances, such as a limited liability company or a joint-stock company.

3. Select a suitable and unique name for the company based on the client's preference, ensuring that the chosen name does not conflict with other companies or registered trademarks.



4. Prepare the necessary incorporation documents for the company, such as the company's articles of association (if it is a joint-stock company) and any other required documents.

5. Submit the legal documents to the relevant authorities for company registration and pay the required registration fees.

6. Ensure compliance with all additional legal requirements after the company is formed, such as submitting periodic financial reports.



Secondly: Quality in the executive mechanisms of the provided services, for example:

6. Mechanism for executing trademark and business name registration services.

To provide high-quality trademark and business name registration (intellectual property rights) services, the following steps are taken into consideration:

1. Before registering the proposed trademark or business name from the client, a comprehensive search is conducted to ensure its availability and non-conflict with a registered business name or trademark.

2. Study the local systems related to trademark and business name registration and verify the requirements and legal procedures to be followed, such as required forms, fees, and deadlines.

3. Prepare the necessary documents for trademark or business name registration, such as the registration application, and ensure that all required information is correctly and accurately provided.

4. Submit the registration application along with the relevant documents to the appropriate authority and pay the required fees.

5. Review the registration application by the relevant authority to verify compliance with all requirements. If additional information or amendments are requested, follow the provided guidance and provide the required information within the specified time. In case of any objections to the application, it may require submitting additional documents or evidence to defend the client's trademark or business name.

6. After fulfilling all requirements, final review, and verification, a certificate of trademark or business name registration is obtained.

Secondly: Quality in the executive mechanisms of the provided services, for example:

7. Mechanism for executing litigation and legal representation services.

To provide high-quality litigation and legal representation services, the following steps are taken into consideration:

1. Preparation and readiness by carefully studying the case, understanding its legal and factual aspects, gathering relevant evidence and documents, and analyzing them, conducting necessary research to support the client's legal position.

2. Analyzing relevant systems and legal precedents related to the dispute and developing the best legal strategy for litigation and defense.

3. Preparing the necessary documents for the litigation, such as memoranda, ensuring the presentation of strong, reliable, and evidence-based arguments, supported by relevant legal precedents.



4. Creating a timeline for court hearings and relevant important dates, preparing for oral arguments through practice and rehearsals (moot court).

5. Advocating orally with integrity and confidence, maintaining respect for the judge, and opposing party, ensuring organized and clear presentation of arguments, responding to the judge's and other parties' questions in a polite and logical manner.

6. Carefully monitoring and evaluating developments in the case and the actions of the opposing party, ensuring timely submission of required documents, and taking appropriate actions when necessary.

Secondly: Quality in the executive mechanisms of the provided services, for example:

8.Mechanism for executing the service of filing and monitoring the execution of a judicial judgment.

To provide the service of filing and monitoring the execution of a judicial judgment, the following steps are taken into consideration:

- 1.Carefully studying and analyzing the judicial judgment, ensuring an understanding of the specific obligations in the judgment and the required procedures for its execution.
2. Preparing the necessary legal documents and submitting the execution request, ensuring the provision of all necessary supporting documents required for execution.
3. Monitoring the execution of the judgment by communicating with the relevant authority to inquire about the status of the request and the stages it goes through.



- 4.In case of any delays in executing the judgment, taking appropriate legal actions to expedite the execution.
- 5.Continuous monitoring until the judgment is fully executed.



Secondly: Quality in the executive mechanisms of the provided services, for example:

9.Mechanism for executing the service of policy development and meeting minutes templates.

To provide the service of policy development and meeting minutes templates, the following steps are taken into consideration:

1. Identify the objective and desired outcomes of the policy or meeting minutes templates and determine the methodology and timeframe for preparing the policy or minutes templates.

2. Gather relevant information and data on the subject matter of the policy or meeting minutes, considering previous research, statistical data, and available reports to guide the formulation of the policy or minutes templates.

3. Clearly and concisely draft the policy or meeting minutes templates, ensuring the use of clear and understandable legal language, and utilize appropriate formatting with headings, paragraphs, and lists as needed.

4. Carefully review the policy or meeting minutes templates to ensure accuracy of information and style and verify the alignment of the policy or minutes templates with the defined objectives, legal standards, and internal rules of the organization (client). Consider having the review conducted by expert arbitrators to obtain valuable opinions and feedback.

5. Provide awareness to relevant individuals, when necessary, about the policy and clarify the objectives and related procedures.

6. Update the policy or meeting minutes templates as needed in accordance with changes in the legal or institutional environment.

Secondly: Quality in the executive mechanisms of the provided services, for example:

10.Mechanism for executing the service of legal legislation development projects

To provide a high-quality service of legal legislation development projects, the following steps are taken into consideration:

1.Study the current status of the specific law project and the overall regulatory environment and identify the specific requirements and objectives of the law project.

2.Study previous national experiences and similar international experiences to extract lessons learned and identify best practices.

3.Define the benchmark (law) and study the economic and social impact of the law project.

4.Identify the chapters and sections of the law project.



5.Determine the content of the law project, with the assistance of local and international experts experienced in the subject matter of the system project. Conduct listening sessions with relevant stakeholders to ensure integration.

6.Write the content of the law project and prepare the first draft of the law project, with the assistance of experts in legislative drafting.

7.Modify the draft based on client feedback and stakeholder input.

8.Prepare the final draft and deliver it to the client, with the assistance of local and international experts experienced in the subject matter of the law project.

Thirdly: Quality and Efficiency in Administrative Coordination with the Client

Before adopting any output in its final form, it will be presented to the relevant stakeholders to ensure the following are achieved:



1.Improve the quality of the final output, as the involved stakeholders can provide valuable insights and advice that help enhance the product or service and better meet the client's needs.

2.Coordinate with the relevant stakeholders, providing an opportunity for participation and interaction in the decision-making process. They can provide feedback, suggestions, and concerns that may impact the final output. This interaction can lead to improved decisions and enhance acceptance of the final output.

3.When the relevant stakeholders are engaged, potential conflicts and issues can be avoided or addressed in advance. This allows for the identification and resolution of potential objections, reducing negative impacts on the project and maintaining good relationships with the parties involved.

Fourthly: Quality and Efficiency in Negative Risk Management

The company implements mechanisms to mitigate negative risks that may arise during the service delivery to the client. Some of the most important measures are:



1. Continuous training and professional development for the team, staying updated on the latest developments and trends in the areas related to the service provided to the client. This helps in delivering better services and avoiding common mistakes that could lead to operational risks.

2. Effective communication with the client, listening to their needs, concerns, and expectations, while providing regular updates on the project and potential risks. Providing open and clear channels of communication that the client can use to reach the company helps in identifying and addressing any arising risks.

3. Utilizing best project management practices to successfully achieve project goals. This includes defining tasks and responsibilities, scheduling work appropriately, regularly monitoring progress and potential risks, and updating plans when necessary.

4. Regular review and update of the company's security procedures, preparing clear documentation, policies, and procedures to protect the client's confidential information, and ensuring compliance with privacy and security requirements.

5. Conducting periodic reviews of performance and potential risks, analyzing errors, and learning from previous experiences to improve processes and avoid future risks



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