



عزة ابراهيم حسن الملا

للمحاماة والاستشارات القانونية ذ.م.م.

AZZA EBRAHIM HASAN AL MULLA

ADVOCATES & LEGAL CONSULTANTS L.L.C

Tel: +97142950010

Fax: +97142950080

Email: info@dralmulla.com

www.dralmulla.com

CONTENT

03	Firm Profile
04	EXPERIENCE
07	FOUNDER & PARTNERS
16	CLIENTS/ SIMILAR PROJECTS
17	INNOVATION & AI
18	TRANSACTION MANAGEMENT
20	TRAINING – STAFFING
21	LANGUAGE- CONFLICT OF INTEREST
22	BUDGETING
23	SECURITY & CONFIDENTIALITY
24	SCOPE OF SERVICES & STANDARDS

FIRM PROFILE

Azza Ebrahim Al Mulla Advocates & Legal Consultants (formerly known as **Ebrahim HASAN Al Mulla & Partners Advocates & Legal Consultants**) is a leading firm in the UAE. Our track record of providing specialist legal services, both domestic and cross-border, in the fields of Legislation, Government Admin matters, HR and Procurement, Governance, Banking, Financial Services, Corporate, Commercial, Defense, Construction and dispute resolution, spans over three decades.

With three offices across the UAE and over 60 specialized lawyers we are differentiated by our geographical reach, quality of legal services and our ability to provide our clients with the services they need.

We draw our unique knowledge of the region's business environment and in-depth understanding of the socio-political climate to advise clients on a wide range of legal issues.

Our aim is to assist our clients in achieving their objectives as smoothly and efficiently as possible while minimizing the legal and regulatory risks.

Our clients include government entities, corporate, multinationals and state-owned enterprises across a range of industry sectors as well as largest financial institutions.

We are pleased to set out for your consideration **Azza Ebrahim Al Mulla Advocates & Legal Consultants** proposal for the legal services to be rendered.

AREAS OF EXPERIENCE

OUR AREAS OF EXPERIENCE:

Legislation and executive regulations, policies and procedures: Our team participates in drafting, reviewing and analyzing a variety of federal and local laws in the United Arab Emirates. Our contribution to the legislative scheme is highly appreciated by the legislative bodies in UAE, and our opinion has always been respected and considered when reviewing or drafting or even analysing the implications of such legislation. Legislation instruments include laws, resolutions, rules and regulations and also laws' accompanying explanatory documents. We can assist your organization in evaluating and updating the process of the enforcement of local and international Maritime Law in view of the continuous developments in the UAE and comply with Naval standards.

Governance and Admin Regulatory: Our advisors and lawyers are experts in Governance and organizational administrative matters in both Government and Private sector, in terms of preparing statutes, regulatory regulations, issues of organizational structures, administrative decisions and resolutions and other operations matters.

Employment: We provide clear, helpful advice and representation to clients in all aspects of employment law in the public and private sectors. Having experience in drafting Employment Laws, Our expertise cover matters such as employment contracts, secondment arrangements, redundancy programs, transfer of employment and employee relations issues such as disciplinary, dismissal and grievance procedures. Also, we have a solid track record of representing clients before the relevant Courts. We are experts on the legal issues arising from pension plans for the organization.

Human Resources matters: We provide clients with advice on all aspects of HR affairs in both public and private sectors. Our team has experience in drafting Human Resources and labor laws, and our experience covers many matters such as: Abu Dhabi Human Resources Law, Abu Dhabi HR Law's Executive Regulations, employment contracts, contracts and forms for secondment, assignment and transfer, layoffs and succession programs, pension, retirement and end of service affairs, compensation, various employees relations and affairs issues such as disciplinary procedures, in terms of participation in disciplinary and grievance committees, in addition to reviewing compliance reports and a lot of other HR matters.



Procurement: Our team has extensive experience and knowledge in government or private sector procurement, as we were engaged in reviewing and drafting procurement-related legislation and manuals. We also have experience being members of procurement committees, and reviewing compliance reports.

Information Technology: Our team can advise on the deployment of advanced technology and the most important opportunities and challenges facing the digitization process. We can also assist with issues arising from cyber security management systems and assist in the implementation of risk assessments and contingency plans in all areas of the business.

AREAS OF EXPERIENCE

Mergers and Acquisitions: We deliver integrated strategic, tactical and technical advice to our clients. Among these clients we have sellers, buyers, investors, shareholders and others. We provide our experienced and distinguished service through-out the whole journey.

Commercial: we deal with procurement of equipment and delivery of services with Maritime, offshore, Oil and Gas and Ports industries. We can advise on all types of procurement contracts with suppliers, installation, integration commissioning, refit and servicing. We can provide consultancy services regarding Partnership, Agent, and Fleet management agreements and draft the bespoke agreements on behalf of the parties. Our team can also prepare the Memorandums of understanding and manage procurement of equipment and delivery of services.

Finance: Our experienced lawyers have been influential in many large and complex financing transactions, often handling cross-border financings and in representing lead lenders and borrowers in syndicated loans. We advise clients on matters related to global financial regulatory compliance, securities, brokerage and commodities. We deliver innovative solutions to complex issues and transactions. We advise as well on all types of finance arrangement and legislative changes, such as: Drafting and advising on Loan and facility agreements

Capital Markets: We have been representing clients in some of the largest, most sophisticated and innovative capital-raising transactions, applying deep knowledge and experience to a broad spectrum of securities transactions.

Insurance: We have extensive expertise in Marine Insurance. We can assist with compliance with naval and commercial insurance policy requirements for the organization and ensure that the underwriters of the policy take into account all aspects of the business risk. We can also deal with issues arising around indemnity and claims made against the policy internally and externally.

Construction: We provide both front end services to our clients and dispute resolution services in relation to design, engineering, manufacturing, implementations and FIDIC. These services include tender and project documentation, strategic project planning, risk management, claims assistance and dispute resolutions.

Our aim is to support our clients' day-to-day and strategic business activities. Our specialist expertise extends across a wide range of sectors and related regulatory regimes: contracts covering outsourcing conducted through a detailed procurement process; service distribution; software licensing; development; product marketing, manufacturing; supply; maintenance; and support.



AREAS OF EXPERIENCE

Compliance, Risk Assessments and Health and Safety in the Workplace: Our team has extensive knowledge of Occupational Health and Safety management including safety of machinery and work equipment and Personal Protective Equipment. We can devise risk assessments for each department and ensure that each site has procedures in place to implement the risk assessment and comply with the regulations. Through risk and safety management systems the organization can ensure its safety practices and emergency response services meet European and International standards.

Real Estate: We have an in depth experience in local, regional, national and international markets. We provide services to help clients address a full range of real estate matters, particularly acquisitions, dispositions, development, financing purchasing, selling and leasing.

Arbitration: We represent clients in Maritime, energy, construction, investment, commercial and other arbitration cases through all stages of the arbitration process. This includes pre-arbitral negotiation, the conduct of arbitral proceedings, advocacy at trial and the enforcement of arbitral awards.

Environment: The team has extensive practical knowledge of environmental affairs and its various sectors, and the value of the environmental dimension in comprehensive development, in addition to knowledge of local and global environmental laws and issues of climate change and its risks and policies to reduce those risks, in addition to green environment policies, uses of plastic and harmful materials, as well as mechanisms for adopting international initiatives and global environmental protection and its reflection on the internal regulations and compliance with them.

Training and Knowledge transfer: as our founder is one of the most active lecturers, regionally and internationally, our firm is training and coaching not less than 50 law students, fresh law graduate or new lawyers per year. And while working with Government and private entities, we coach the juniors and provide them with the knowledge and skills required to serve their entities better.

Intellectual Property: Our team covers an extensive range of IP projects such as; IP due diligence, enforcing and preventing commercial exploitation of technology assets and IP dispute resolution through litigation and arbitration.



Founder & Partners



DR. EBRAHIM AL MULLA

Founder

Our founding partner has gained a reputation as one of the most prominent legal figures in the country and across the region for both his professional experience and his academic contribution. Dr Al Mulla is an arbitrator and a lecturer in a number of judicial academies and universities within the UAE, with an extensive experience in legislation, laws drafting, government entities matters.

Dr Al Mulla is also a member of multiple national, regional and international professional and academic institutions, such as the United Arab Emirates Bar Association, the Educational Advisory Board of American University of the Emirates (AUE) and Sharjah University (SU), the Arab Arbitration Committee and a frequent attendant to international events related to Arbitration organizations such as WIPO, WTO, ITC among others. He is also a member of UNCETRAL. He sits as the Chairperson for Sharia College at Al Qasimia University in Sharjah,

Dr Al Mulla has also been advising in matters related to Islamic Financing due to his experience and knowledge in the field.

He carries the message of his ancestors, who were all law and Shareia practitioners, which is “spreading knowledge, skills and values to serve humanity and mankind.





AZZA AL MULLA

Managing Partner

Our partner, Azza who has experience of over 19 years in the legal field, responsible for our Government Legislation department.

Acting as an in-house General Counsel for several Government and Private bodies, she is specializes in legislations reviewing and drafting, dispute avoidance, dispute resolution, Public M&A, restructurings and corporate governance issues.

She has wide experience in HR, Procurement, Governance matter when it comes to entities and bodies.

She is a registered arbitrator with RAK Centre of Reconciliation & Commercial Arbitration, Tahkeem (Sharjah) and DIFC-LCIA Arbitration Centre. She is also a licensed lawyer by the Judicial Institute - Ministry of Justice. Azza has a well-earned reputation for uncompromising excellence and integrity among judges, regulators and adversaries alike.

She is a member of multiple Legislations reviewing committees, she participated in reviewing Federal and local laws and other legislations in the UAE such as Wills and Probates Law for Non-Muslims in Dubai.

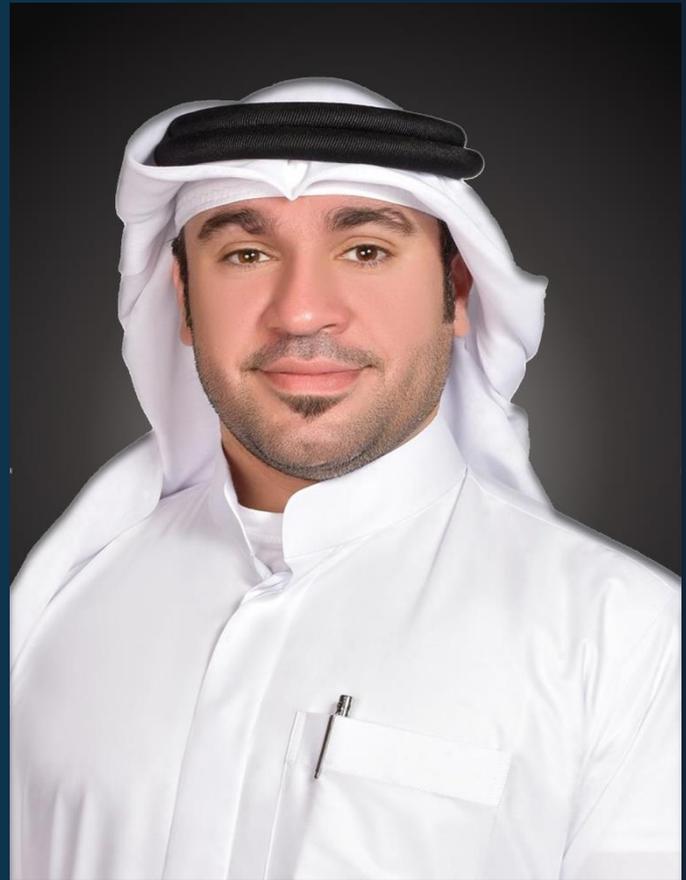
MOHAMMED AL MULLA

Partner – Dubai

Advocate Mohamed focuses his practice on the sector of Litigation in civil, commercial, real estate, labour, and criminal fields before all competent Courts in the UAE. He is as well involved in negotiating, drafting and reviewing laws and regulations pertaining to a wide spectrum of industries.

Mohamed is also valued for his negotiation skills and his effective communication manner, which mostly leads to great achievements for the clients.

He is in charge of the public relations and has a great and strong bounds with a wide range of key entities in the various sectors in the Country.



ABDULLA AL MULLA

Partner – Public Relations

Abdulla specializes in IP, IT and data-related matters. His practice also includes advising on corporate IP issues drafting and negotiating various types of agreements including license agreements, R&D agreements, transfer of IP rights among others. He advises clients across a number of industry sectors including technology, telecoms and media. Abdullah's practice covers a broad range of information law with a focus on data protection. He is also admitted to the bar.



ABDULLA EBEDIN

Associate

Abdullah has been working in the legal profession for 29 years. He also has extensive experience in commercial transactions, construction, Insurance and Banking. He has established a concrete relationship portfolio with our clients who relies on his professionalism and dedication.



EMAD ELDIN SAID

Associate

With over 20 years' experience with the firm, Emad has built a remarkable customer experience journey. His practice covers litigation and legislation matters. His wealth of experience is the basis of his highly strategic and commercial approach to the disputes.



ABDULRAZAQ ALBLOUSHI

Associate/ Lawyer

A lawyer who pleads in all cases, and represent our clients before all official bodies to facilitate and accelerate all procedures related to his field of work as well as his participation in discussions on the examination of lawsuits and their legal adaptations and so on



KARIM MORSY

Associate

Karim has long experience and knowledge in litigation and dispute resolution. He has built strong capabilities for negotiation and problem solving of our clients matters and disputes.

SHAIKHA ALSAEEDI

Associate/ Lawyer

A lawyer who pleads in all cases, and represent our clients before all official bodies to facilitate and accelerate all procedures related to her field of work as well as her participation in discussions on the examination of lawsuits and their legal adaptations and so on



HAIFA AL TUNAIGI

Lawyer

Haifa is a lawyer who appears before all courts in UAE, and pleads in all cases. She represents our clients before the competent courts in the commercial, civil and criminal cases. She represents our firm before concerned government authorities in all matters related to our clients.



MARIAM AI HASHEMI

Lawyer

Mariam is a practicing lawyer, who has very good experience in defending our clients before the courts. She also represent the firm before the Government entities when it comes to following up the clients matters.



AFRA AL DOSARI

Paralegal

Afra holds a Bachelor's degree in Law and Sharia, and handles drafting and preparation of different types of legal documents, including agreements and contracts. She also focuses on our customer relationship.



ELSAYED ABDULLAH

Associate/ Consultant

With extended experience for over 20 years in several legal areas, Elsayed has long experience and knowledge in litigation and dispute resolution, contract drafting, case analysis, and he has built strong capabilities for negotiation and problem solving of our clients matters and disputes.



TAMER NASR

Consultant

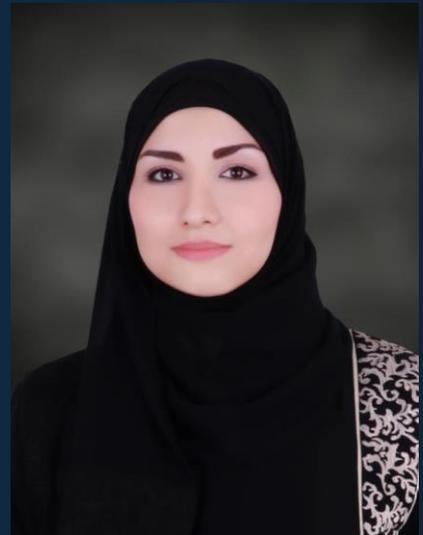
TAMER at the core of our legal team has more than 20 years of experience, he is an expert in conducting legal analysis and researching legal matters, TAMER has a wide variety of levels and areas of expertise, from providing legal assistance for a small or medium business to advising enterprises and government bodies.



HEBA MOAEN

Consultant

HEBA has more than 15 years of experience in multiple legal fields. As legal advisor HEBA proved herself to be a solid part of our legal team, she has a great wide experience in civil, labour and commercial legal matters.



SHAHER AMIN

Consultant

With over 20 years of experience in diverse legal areas, SHAHER specialized in commercial arbitration, and business administration, he has extensive experience in legal research, with high capabilities in analyzing problems and providing expert legal advice



MOHAMMED ALSAMAD

Consultant

With over 20 years' experience delivering consistent results in diverse legal areas, Mohamed has broad legal knowledge in areas such as international law, corporate and commercial law as well as contractual law, coupled with the ability to craft legal strategies and implement policy changes for Clients and he is also experienced in compliance and governance exposure.



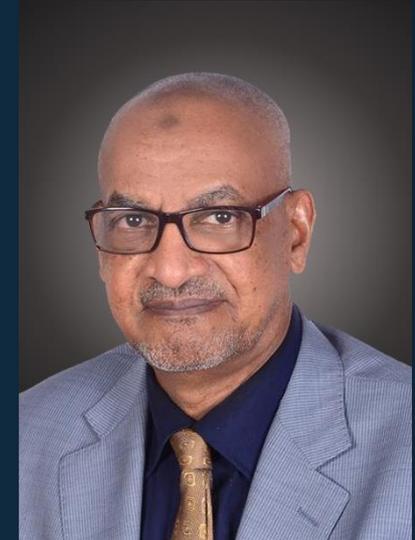
Dr ABDULRAHMAN SULIMAN

Consultant

With his experience in several legal areas, specifically legislation, regulation and endowment framework, Dr. Abdulrahman has extended an excellent services to the different clients, mainly the Government entities.

He is capable of establishment and management of legal affairs offices within the entities, and carry forward the supervision to ensure development and self sustainability.

Dr Abdulrahman is known also for his passion about knowledge transfer & awareness, and took among his self the target of developing & empowering of the new law intakes.



SUNITHA NAZAR

Associate

Sunitha has a proven track record in Corporate Services and Legislative Drafting expert for different Federal and Semi-Government organisations. First-hand experience with establishing and operating special economic zones, handling mergers and acquisitions, advisory services in corporate governance, compliance, implementing standard operating procedures and operational framework considering the evolving regulatory requirements for Public and Private sectors. Apart from corporate engagements, she is skilled in Private and Immigration Law understanding the specific plans and requirements of Clients.



MIHAELA CORNELIA MOLDOVEANU

Consultant

With over 15 years of work experience in policy, law, economics, and comms' in numerous projects throughout Europe, the United States, GCC, CIS and the wider ME, Ella has distinguished capabilities in overseeing large-scale initiatives, negotiating contracts and interacting with high-level stakeholders.

She is a pioneer in providing consultancy services to our government Clients, advising on the set-up of entities and establishing business excellency frameworks. Ella takes the lead to train concerned employees to implement policies and frameworks developed in order to insure efficiency and maximum utilization of the services provided.



OUR PARALEGAL TEAM



BABIKR ABDELHAI



HUSSIEN KHALED



HEBA ALASADI



CHRISTINA ASKAR



ABDULRAHMAN REDA



ALMUTHANA GANDOR



KHALID AL SHATHLI



AHMED HASANIN



SAMEH WAHBI



ALI MOAEN



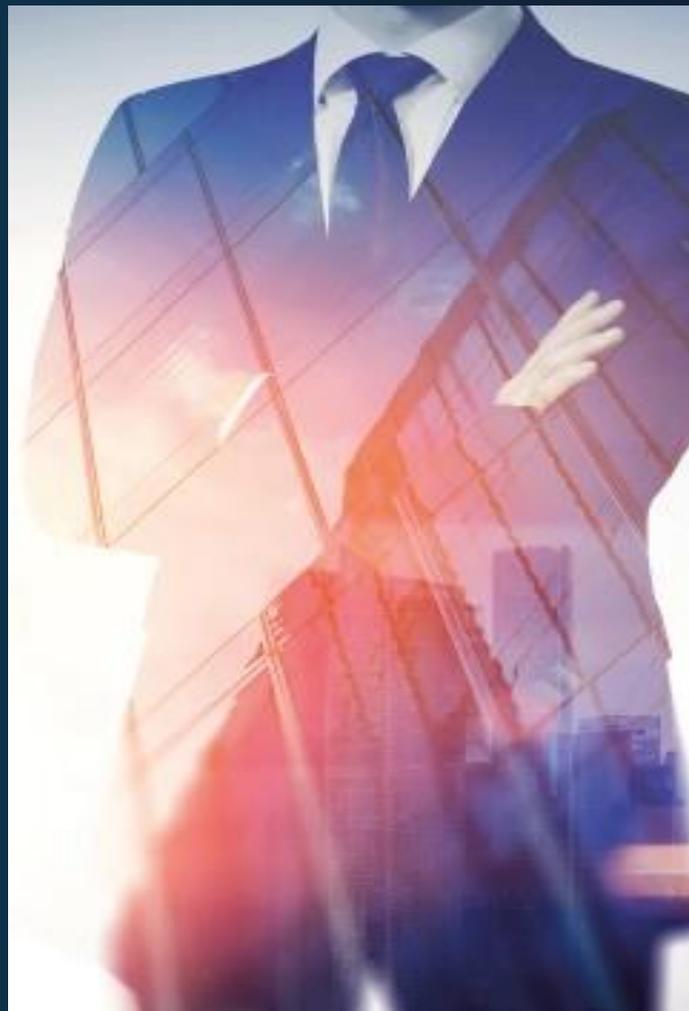
TALA ALKHATATBAH



ADDITIONAL EXPERTS

**Consultants, Senior Advisors, Subject Matters Experts,
Projects Managers, and others**

Throughout our wide range of cooperation and engagements with various and multi-national legal and consultancy firms, we are able to provide additional subject matter experts and experienced consultants to cover all areas and fields required by the client.



CLIENTS/SIMILAR PROJECTS

- We have frequently provided Similar Services to entities from all sectors

TYPE OF CLIENT

Some Of Our CLIENT

GOVERNMENT



SEMI GOVERNMENT and OTHER



PRIVATE



INNOVATION & AI



At Azza Ebrahim Al Mulla & Partners Advocates & Legal Consultants, we consider innovation, technological advancement & AI to be of the most crucial trends driving change in the legal sector recently. We are embracing these key changes to ensure that we are meeting the clients' needs. Consequently, they are key for us to meet our desire to grow, stay relevant and remain competitive in our evolving industry.

TRANSACTION

We implement transaction management systems in order to significantly enhance our productivity and to maximize the benefits we can offer our clients. At Azza Ebrahim Al Mulla Advocates & Legal Consultants, we believe in leveraging our human and technological resources to revolutionize the legal services industry to better serve our clients.

Although most law firms prefer to play the “wait and see” game with breakthrough technology, we embrace technology and we view our case management software as an essential part of our resource planning system which is a critical success factor in today’s increasingly competitive environment within the legal services sector.

Our standard procedure for transaction management can be summarized in the following diagram. A more detailed breakdown of the process is available in Annex A.



Before the transaction

1 In-depth understanding of background, needs and desired objectives. Assess governance requirements. If applicable, checklist to complete proposed transaction timelines, accountability etc.

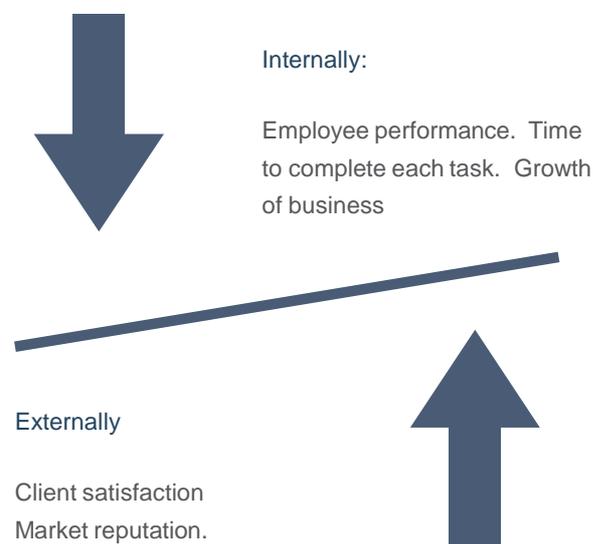
During the transaction

2 Negotiate key terms. Draft relevant documents. Review and finalize documents. Handle closing.

After completion of transaction

3 Provide on-going support to monitor performance. Assist with any legal reporting requirements.tc.

Moreover, we measure our performance through a variety of key performance indicators (KPI's) on two levels as follows:



Each component has a different set of KPI's for which data is collected periodically. Some are collected monthly, whilst others may be collected quarterly and in some instances annually. Results are also reviewed periodically as may be applicable to ascertain success, challenges and potential opportunities. In some instances



TRAINING

Our learning and development team design and deliver training to lawyers, staff and clients across the country. Training is tailored to the specific requirements of each client. We can provide operational, compliance and Health and Safety training to all staff and contractors.

STAFFING

1

For each area of expertise, a partner and an associate will be the focal

and contact point for the client's needs. Two senior people are placed at such a level to ensure consistency throughout the period of engagement so as not to disrupt business during vacation time, leaves of absence, departures etc.

2

At Azza Ebrahim Al Mulla Advocates & Legal Consultants, we pay close attention to the consistency of work done by our lawyers across the firm. Based on the issue at hand, the partner may request additional support from associates to assist on the matter but will ultimately be responsible for the conclusion of the matter before the client. This ensures that only a minimum number of lawyers are at all times responsible for and aware of the work



LANGUAG

We confirm that we have the capability to provide professional and legal services in Arabic, English and Russian.

CONFLICT of INTERESTS

1.Our first line of defense in combating conflict of interest is our compliance department. This department is responsible for ensuring that our firm complies with all of our obligations towards our existing clients and towards relevant authorities. Compliance department is also responsible for reporting any material failures such as conflicts of interest.

We have a system in place which enables us to identify and assess potential conflicts of interest considering the availability of information such as: name of the company or individual. Results can be reached usually within 2 working days.

2.We confirm that we do not currently have any current conflict of interest in taking on this assignment.



BUDGETING

Our billing is based on the scope of work as required by and agreed on with the client.

For budgeting purposes, we work with the client to assess the best way to address this. We can handle matters either on a lump sum, retainer fee or hourly basis.

Upon opening a new matter, or on our first engagement with a new client, we agree on the terms of business, and for budgeting purposes, we consider the following factors:

1. Complexity of the matter;
2. Key persons needed to be involved; and
3. Anticipated time to complete the required tasks by the personnel needed for such a task.

Terms of the engagement are discussed with the client and agreed on in terms of scope, time and format i.e. lump sum, retainer or hourly basis. From thereon, monthly statements are provided to the client that include:

1. Our invoice
2. Statement of work completed based on the scope agreed on; and
3. If applicable, any out of pocket expenses incurred.

Standard payment terms are payment within 30 days of receipt of invoice.

For budgeting purposes, we make the assumption that a monthly invoice is for the previous month from 1st of the month till the last day.

For our corporate budgeting purposes and to ensure our sustainability, we analyze at the end of each quarter our performance (billing and collections) and measure it against our annual plans and targets. This assists us in identifying trends in clients' requests, and how to better provide our services to serve the needs of the market,

Our performance metrics at this point are limited to billing and collections but is intended to expand to address:

1. Time to service
2. Value to clients
3. Return on investment

SECURITY & CONFIDENTIALITY

Maintaining client confidentiality has always been a cornerstone of **Azza Ebrahim Al Mulla Advocates & Legal Consultants** rules, addressed in our bylaws “A lawyer shall make reasonable efforts to prevent the inadvertent or unauthorized disclosure of, or unauthorized access to, information relating to the representation of a client.”

We believe that we have ethical and legal obligations to exercise the vigilance needed to protect client data.

Furthermore, our lawyers are required to sign Non-Disclosure Agreements upon completing their probation period, access is restricted to lawyers during their probation. In order to insure confidentiality of our client’s data, our systems have 3 levels of clearance within the firm for our lawyers and staff to access documents and material on our serves.

Throughout the years, our IT team have developed a sound security strategy based on the following core components:

- **Encryption**

This includes the encryption of servers, laptops, emails file transfers and other communications.

- **User Access Control**

As mentioned above, we restrict access to client-sensitive data on a need-to-know basis. Only senior lawyers who need to work with confidential files or folders have access privileges. An effective access control strategy helps us minimize insider error and improve accountability. In addition, implementing two-factor authentication for all users helped us force increased security.

- **Routine Training**

Staff users’ errors are a critical cause of data breaches and successful cyberattacks. That is why our IT team conducts regular trainings to ensure all lawyers and support staff are familiar with best practices on handling sensitive data.

- **Continuous Testing**

We regularly review our activity logs to uncover potentially malicious activity and to establish a baseline of what constitutes “normal” activity within our firm. In order to ensure maximum data protection, we perform routine assessments and monitoring exercises so that we can detect the potential of a threat or immediately once it emerges.

SERVICES DELIVERY MECHANISM

Assign an Email ID:

- The Firm shall create an email ID specifically for the Client, where all requests shall be sent through, to ensure proper management of all requests.

Assign a Focal Point:

- The Firm shall appoint a focal point where all requested shall be addressed through, to maintain and ensure effectiveness in the delivery of the Services.

SLA:

- The Firm shall set an SLA Framework which shall be agreed upon with the Client, as per its needs and convenient, to ensure requests are responded to on timely manner.

Regular meetings:

- The Firm shall hold periodic meetings, as agreed with the Client, to discuss the scope and tasks and different views,

SERVICES STANDARDS

In providing the Services, we shall:

- co-operate with the Client in all matters relating to the Services, and comply with all instructions thereof;
- perform the Services with the best care, skill and diligence;
- use personnel who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Consultant's obligations are fulfilled in accordance with the Agreement;
- ensure that the Services and Deliverables will conform with all descriptions and specifications set out in the Service Specification, and that the Deliverables shall fit purposes expressly made known to the Firm by Client ;
- obtain and at all times maintain all necessary licences and consents, and comply with all applicable laws and regulations;
- not do or omit to do anything which may cause Client to lose any licence, authority, consent or permission upon which it relies for the purposes of conducting its business, and the Consultant acknowledges that Client may rely or act on the Services.
- observe all health and safety rules and regulations and any other security requirements as applies;
-