

# COMPANY PROFILE

## CDLAF LAW FIRM

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### Head Office:

R7.01, Transimex Building,  
172 Hai Ba Trung Str., Tan Dinh Ward,  
Ho Chi Minh City, Vietnam.

### Brand Office:

330 Nguyen Van Troi Str., Thu Dau  
Mot Ward, Thu Dau Mot City, Binh  
Duong Province, Vietnam.

### Transaction Office:

101/20 Street 11, Thu Duc Ward,  
Ho Chi Minh City, Vietnam.

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✉ [info@cdlaf.vn](mailto:info@cdlaf.vn)

☎ +84 (28) 3636 5486

🌐 [cdlaf.vn](http://cdlaf.vn)

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# ABOUT CDLAF

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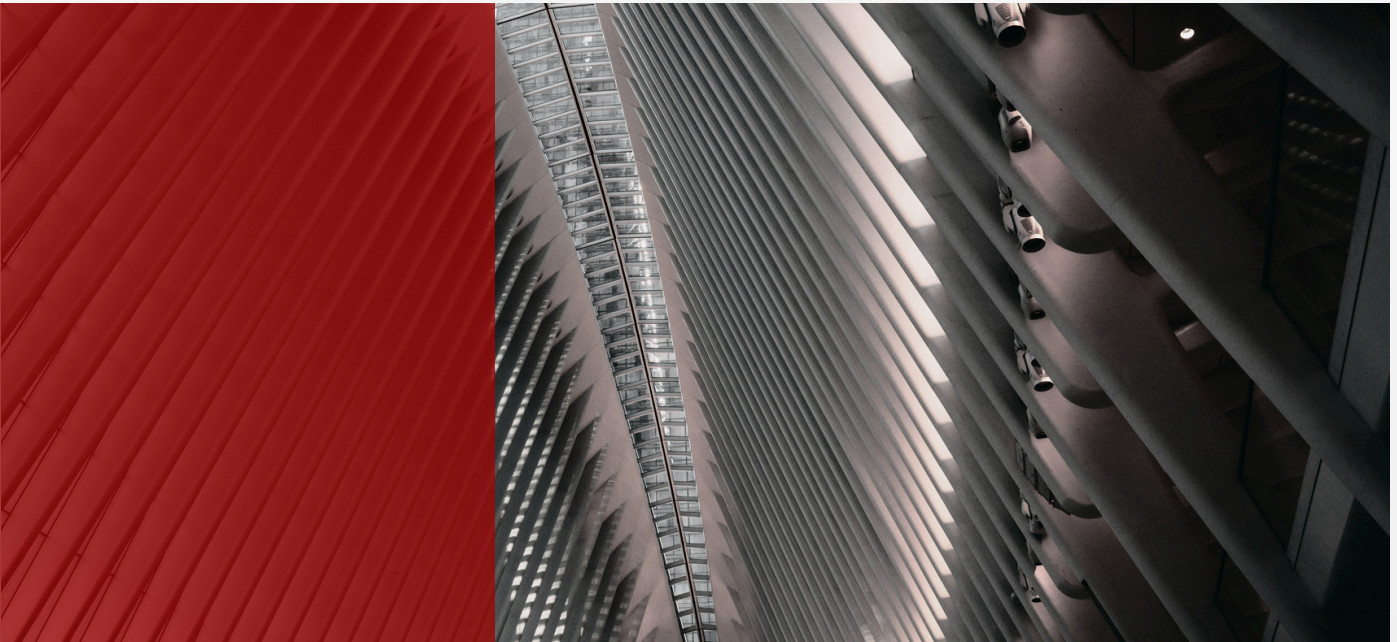


***“Legal Companion For Businesses  
For sustainable development”***

CDLAF is a multi-disciplinary consulting law firm, specializing in providing strategic legal solutions for domestic and international businesses. With the philosophy of **"Compliance & Understanding"**, we provide pure legal services and act as a companion, helping businesses prevent risks and optimize business operations.

CDLAF operates on **Commitment - Transparency - Long-term Partnership** principles, towards building a comprehensive legal ecosystem to support businesses from inception to expansion.





# VISSION & MISSION

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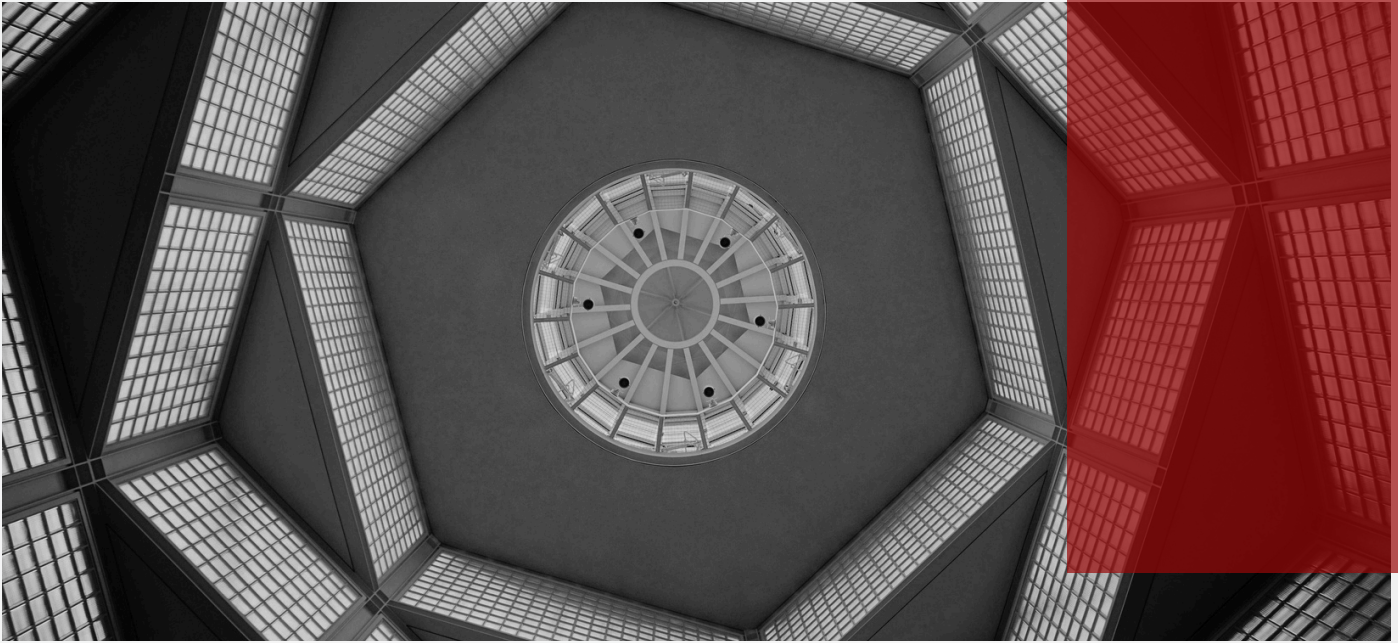
## **VISION:**

CDLAF aims to become a solid legal foundation and a reliable partner for businesses in Vietnam. We focus on building an organization where staff can develop sustainably, clients are comprehensively protected, and positive values are spread to the community.

## **MISSION:**

We act based on 5 core values: **People - Integrity - Compliance - Understanding & Dedication - Sustainable Development**, to:

- Provide comprehensive legal solutions for clients;
- Develop sustainable relationships with partners and suppliers;
- Build a fair, professional working environment for the team;
- Fulfill social responsibility practically every day;
- Comply with the law and contribute to a transparent business environment.



## CORE VALUES

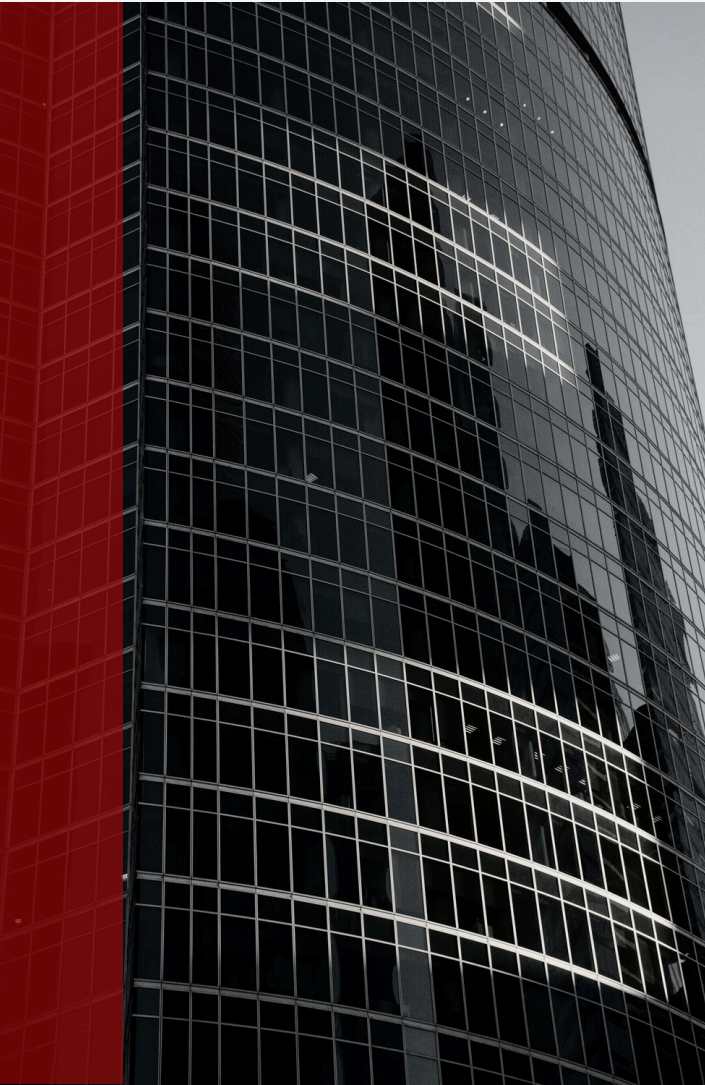
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At CDLAF, all activities from providing services, partnering to internal operations are guided by the following 5 core values:

- **People:** We place people at the foundation and center of sustainable development.
- **Integrity:** CDLAF upholds professional ethics, honesty and transparency in all actions and transactions.
- **Compliance:** We strictly comply with legal regulations, internal policies and commitments to clients, partners, suppliers and employees.
- **Understanding & Dedication:** CDLAF puts itself in the client's shoes to truly understand their needs and strive to deliver the best value.
- **Sustainable Development:** We aim for growth coupled with responsibility - not only generating profits but also spreading value to the community.



# MAIN SERVICE AREAS



- 01** ● Foreign Investment & Enterprise Law
- 02** ● Legal Retainer Service
- 03** ● Technology Legal Services
- 04** ● Personal Data Legal Services
- 05** ● Contract Law
- 06** ● Tax - Accounting - HR Compliance Legal Services
- 07** ● Mergers & Acquisitions (M&A)
- 08** ● Litigation & Dispute Resolution
- 09** ● Overall Legal Services

## 01. FOREIGN INVESTMENT & ENTERPRISE LAW

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*Shaping and building an effective and compliant business structure for investors.*

CDLAF supports foreign investors throughout their investment journey in Vietnam - from **market research, choosing the appropriate model, to implementing legal procedures, licensing, and supporting business operations.**



Services include:

- Advising on suitable investment models (capital contribution, share purchase, joint venture...);
- Applying for Investment Registration Certificates and Enterprise Registration Certificates;
- Advising on project adjustments, expansion, mergers, or termination of investment activities;
- Drafting charters, joint venture contracts and related documents;
- Providing ongoing advice on legal, tax, and labor obligations during operation ;
- Providing virtual office, reception, and meeting secretary services for businesses.



## 02. LEGAL RETAINER SERVICES

***In-house counsel – Long-term companionship, comprehensive protection.***



***“CDLAF is not just a consultant***

***–***

***We are part of your organization..”***

In the context of an increasingly complex and rapidly changing legal environment, maintaining an effective internal legal department is a challenge for many businesses. CDLAF offers a comprehensive solution: **In-house Counsel Service (Regular Advisory)** - helping businesses save costs, proactively control risks, and ensure compliance with the law in all activities.

Services include:

- Providing a team of lawyers with in-depth expertise, supporting as an "external but strategic in-house" legal department;
- Advising on legal issues arising in business operations, reviewing documents, contracts, agreements...;
- Supporting the standardization of internal processes and forms related to labor, commerce, personnel, and operations;
- Warning legal risk warnings and proposing contingency plans.

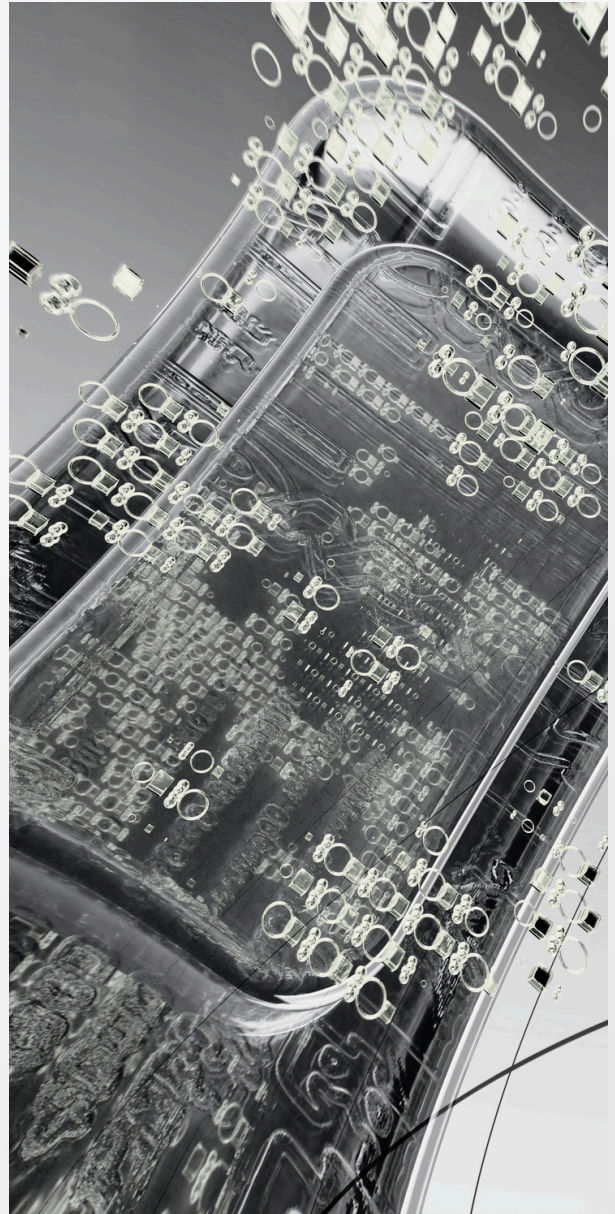
## 03. TECHNOLOGY LEGAL SERVICES

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CDLAF supports technology companies, startups and digital platforms in their journey to **expand business, protect intellectual property** and **comply with legal regulations** in the digital field.

Services include:

- Legal advice on e-commerce, finance, and blockchain;
- Building terms of use, privacy policies, and e-contracts;
- Legal advice on digital platforms & technology startups;
- Consulting and providing legal solutions for network security products and services.



***“Legal companion for digital businesses.”***



## 04. PERSONAL DATA LEGAL SERVICES

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*Protecting data*  
*Protecting business reputation*

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In the context of increasingly stringent Personal Data Protection Laws, CDLAF helps businesses build a **legally compliant data protection system**, from the collection, storage, to the processing of personal data.

Services include:

- Assessing the current status and legal risks related to personal data;
- Drafting internal policies, contracts, and legal compliance records;
- Implementing the personal data processing impact assessment dossier and the personal data transfer abroad impact assessment dossier;
- Advising on and carrying out procedures for notifying or obtaining consent for data processing;
- Representing and working with authorities and providing internal personnel training.

## 05. CONTRACT LAW SERVICES



With extensive experience in many fields and types of contracts, CDLAF Lawyers not only **support drafting** and **negotiation** but also **monitor the implementation process** to address any potential risks early.

***Ensuring complete transactions - Maximizing risk prevention.***

Services include:

- Drafting and reviewing commercial contracts, cooperation contracts, purchase and sale contracts...;
- Surveying partners, assessing contracting capacity and identifying legal risks;
- Representing and negotiating terms with clients;
- Monitoring contract implementation and proposing solutions when disputes arise;
- Providing early warnings of legal situations that may occur throughout the contract term.



## 06. MERGERS & ACQUISITION (M&A) SERVICES

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***Understanding the law - Understanding the market  
Controlling the entire transaction.***

CDLAF has a team of lawyers who understand the law and practical business operations, helping clients **control risks, optimize transaction structures** and **ensure success in M&A deals.**



Services include:

- Advising on M&A strategies and structures;
- Drafting, negotiating transfer contracts, cooperation contracts, non-disclosure agreements;
- Conducting legal due diligence on target partners;
- Advising on competition law, investment law and related license;
- Supporting applications for approval from competent authorities, adjusting permits after M&A.

## 07. TAX - ACCOUNTING - HR COMPLIANCE LEGAL SERVICES



- *Optimize financial operations;*
- *Solid compliance;*
- *Save costs.*

CDLAF provides legal solutions to advise on **Accounting - Tax - Payroll regulations** to help businesses maintain **financial transparency, comply with the law** and **improve the efficiency of personnel cost management**. The service is designed to suit small and medium-sized enterprises, foreign-invested enterprises, and startups that need a dedicated and reliable partner.

Services include:

- **Legal advice on taxes:** reviewing risks, handling issues related to VAT, CIT, PIT, and transfer pricing;
- **Labor law advice:** Building internal processes, documents, regulations, and handling labor disputes;
- **Social insurance and benefits consulting:** Optimizing social insurance participation strategies, handling situations of retroactive collection, complaints and inspections from social insurance authorities;
- **Salary and remuneration structure consulting:** Designing legal and effective salary-bonus systems; advising on ESOPs, KPIs, and optimizing personal income tax costs;
- **Internal personnel policy consulting:** Reviewing and drafting internal documents (regulations, procedures...) to ensure legality and practicality;
- **Advising businesses with foreign elements:** Guiding the employment of foreign workers, permits, contracts, and compliance with Vietnamese law.



## 08. LITIGATION & DISPUTE RESOLUTION SERVICES

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In situations where disputes arise, CDLAF always prioritizes **mediation-negotiation**, but when necessary, we represent clients to pursue the case to the end with **transparency, integrity** and **a solid legal strategy**.

Services include:

- Advising on dispute resolution strategies from the pre-litigation stage;
- Drafting official dispatchs, requests, warning letters and lawsuits;
- Representing clients in courts at all levels and commercial arbitration;
- Resolving civil, commercial, labor, contract, real estate disputes...;
- Enforcing judgments and protecting legitimate rights after the judgment;
- Advising on negotiation, mediation or reasonable contract termination to minimize losses.



***“Professional - Persistent - Results-oriented.”***

## 09. **OVERALL** LEGAL SERVICES

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*Providing comprehensive  
legal guidance,  
Helping businesses make  
confident decisions.*

We provide multi-disciplinary legal services, with a team of experienced lawyers, in addition to the main service groups, CDLAF also supports businesses in **establishing a solid legal foundation** and **responding flexibly** to all legal changes.

Our other legal services include:

- Real estate legal services;
- Licenses, Intellectual Property Rights and legal compliance;
- Family lawyer;
- Translation;
- Franchising.

# OUR PEOPLE

## LAWYER CDLAF

Our team of lawyers has held many key positions in law firms, banks, foreign enterprises, and across diverse sectors such as finance, banking, real estate, investment, and litigation. As a result, the legal solutions provided by CDLAF to clients are well-balanced among **legal regulations, client objectives, and practical feasibility.**



**NGUYEN THI HOA**

### Managing Partner

**Email:** hoa.nguyen@cdlaf.vn  
**Tel:** +84 974 682 139



**HOANG THI LIEN**

### Managing Partner

**Email:** lien.hoang@cdlaf.vn  
**Tel:** +84 976 237 445



**NGUYEN THANH TU**

### Partner

**Email:** tu.nguyen@cdlaf.vn  
**Tel:** +84 909 668 216



**BUI MINH HOANG**

### Partner

**Email:** hoang.bui@cdlaf.vn  
**Tel:** +84 909 064 790



**PHAM THI THU HIEN**

### Partner

**Email:** hien.pham@cdlaf.vn  
**Tel:** +84 988 888 016



**NGUYEN THI HUONG**

### Partner

**Email:** info@cdlaf.vn  
**Tel:** +84 909 668 216



# OUR PEOPLE

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## LAWYER CDLAF

We believe that a legal solution which harmonizes the above-mentioned elements is the best choice for our clients. It not only **safeguards their interests in transactions** but also supports them in **maintaining and developing sustainable operations** within their businesses.



**MAJO GEORGE**

### LEGAL COUNSEL

**Email:** majo.george@cdlaf.vn  
**Tel:** +84 909 668 216



**NGUYEN THI  
THIEN THANH**

### SENIOR COUNSEL

**Email:** info@cdlaf.vn  
**Tel:** +84 909 668 216



**PHAN THI CHUC Y**

### SENIOR ACCOUNTANT

**Email:** y.phan@cdlaf.vn  
**Tel:** +84 901 330 658



**NGUYEN  
HUYEN TRANG**

### LAWYER

**Email:** trang.nguyen@cdlaf.vn  
**Tel:** +84 901 330 658

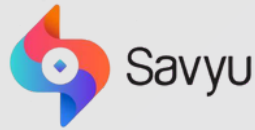


**NGUYEN MINH THU**

### LAWYER

**Email:** thu.nguyen@cdlaf.vn  
**Tel:** +84 906 618 309

# CLIENTS



LocknLock



# PARTNERS



# Why should you choose **our services**?

## ***In-depth expertise in Vietnam's legal landscape***

With a team of experienced lawyers, we have a deep understanding of the legal system and business environment in Vietnam, helping clients make informed and effective decisions.



## ***Diverse and flexible services***

We provide a wide range of legal services, from investment consulting, business establishment, to operational support and business expansion, meeting all legal needs of clients.



## ***Dedicated to lasting partnerships***

We not only support clients in the initial investment phase but also accompany businesses throughout the operation process, ensuring sustainable development and legal compliance.



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OUR ECOSYSTEM:



OFFICE LEASING



CORPORATE COMPLIANCE

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/cdlaflawfirm

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info@cdlaf.vn



+84 (28) 3636 5486



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