



# **TURAN**

## **Legal and Tax Services**

2024

## **Business Portfolio**



# Who We Are

“Turan Legal and Tax Services” LLC was established in 2018 with the mission of developing legal industry in Azerbaijan by leading lawyers of various international organizations. We have chosen integrity, mutual trust, innovation as leading principles for our practice.

From the beginning of our existence, we embrace innovation in our activities and provide the highest quality of legal and tax consulting services to the large local companies operating in the field of commercial, wholesale and retail, real estate, tax, education, pharmaceuticals, finance, information technology, tobacco production, etc.



## Our Vision

- To be a reliable law firm serving with the highest consulting standards in Azerbaijan.
- To provide cost-effective cutting-edge quality services.
- To work for the successful development of our clients.

## Our Mission

- Our mission is to keep your business legally safe.
- We aim to contribute to the growth of our clients through high-quality services, professional management, detail-oriented teamwork, continuous interaction and digitalization.



# Our Team



**Zalbey Aghadashov**

Zalbey Agadadashov has been leading our firm since its existence.

Under his leadership, "Turan Legal and Tax Services" LLC has grown out of the small firm to a respectable legal firm consulting in multi-million-dollar cases. He has extensive experience in corporate management, litigation, and contract management.

Moreover, he advised and represented a leading local corporation on its multi-million-dollar commercial litigation and successfully led the case to a mutual settlement.





**Andrey Garifullin**

Andrey Garifullin is one of our legal experts who has vast experience in different companies and industries on a local and international level.

Namely, he has worked for a long period at international prestigious companies located in Dubai.

Afterward, he has collaborated as a Legal Advisor, Document Controller, Procurement and Project Manager on different projects in co-operation with the big international companies in Azerbaijan such as ABB, BP, Halliburton, Siemens, Emerson, Tyco Electronics, Azerenergy, Aztechizat, Ktib Holding, Schneider, CNEEC, Energomera, KraussMaffei, etc.



# General Overview

We cooperate with large local and international companies operating in fields as **wholesale and retail trade, the tobacco industry, information technology, and cybersecurity, pharmacy, real estate, education**, etc., and provide them with top-quality legal and tax services.



Strategic Communications



Contract Management



Governance & Compliance



IT & Cyber Security



Linguistic Services



Dispute Resolution & Litigation



Tax Advisory & Reporting



Corporate & Commercial



HR Management



Migration



# SERVICES WE OFFER



- Full Legal Outsourcing
- Corporate Governance & Commercial
- Contract Management & Document Controlling
- Dispute Resolution & Arbitration
- Strategic Communications & Government Relations
- Tender Monitoring
- Legal Audit



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## Corporate & Commercial

Our firm's expedient experience in the Corporate and Commercial sphere serves a wide range of major corporations and organizations concerning M&As, commercial markets, transactions and general corporate and commercial advisory and legal matters.

We offer Full Legal Outsourcing Services to meet our client's needs in support of their business operations. This includes overseeing relations with authorities (a.k.a Government Relations) and other stakeholders, court representation, contract management, and preservation of documents and other tasks that would normally be done by the Legal Department of the Company.

Our contract specialists constantly review and monitor the enforcement of thousands of multi-million-dollar distribution agreements from all over the world and continue to serve our clients in making their operations absent of any legal controversies and disputes. In case of any disputes regarding contractual obligations, our lawyers promptly contact relevant parties and initiate legal procedures to defend our client's interests.

Local companies also receive our bidding-supporting services in which our lawyers work with our client's procurement specialists to ensure all the documents regarding the proposal are complete. This also includes any consecutive negotiations with the authorities and filing complaints in case of any irregularities observed during the bidding.



- Contract Drafting and Management
  - Government Relations
- Antitrust and Competition Litigation & Disputes
- Representation in 1st, appellate, cassation instances
  - Risk Management
- Public and Private Procurement
  - International Trade Law
- Government Relations and Communications





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## Dispute Resolution & Litigation

Our experienced lawyers have a long-time practice in the representation of the clients before the courts and regulatory institutions. Their practice covers leading enormous commercial lawsuits, proven mechanisms of negotiation and conciliation, cross-border litigations etc.

We assist during all the stages of a lawsuit and advise on any possible legal risks and related circumstances. With a professional and individual approach to each legal dispute, our lawyers guarantee “the best practice” and minimum costs for the whole legal process.

Our Litigation division had successfully recovered multi-million dollars of damage in embezzlement cases and arbitration disputes. Since 2018, we have represented our clients in hundreds of court proceedings, clearing damages that amounted to millions of dollars.

Currently, our company has **5 lawyers** with membership to the **Bar Association of the Republic of Azerbaijan** which sets us apart from most of the local legal consulting firms. Our company is in the process of establishment of Law Office per the laws and regulations of the Republic of Azerbaijan. With a sustainable expansion in mind, we are working on opening offices in several regions of Azerbaijan in the near future.



## Our services include:

- Mediation & Alternative Dispute Resolution
- Representation in 1st, appellate, cassation instances and European Court of Human Rights
- Public and Administrative Law
- Shareholder Disputes
- Intellectual Property Disputes
- Fraud and Asset Recovery
- Government Relations and Communications





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## Tax Advisory and Reporting

We advise our clients on all areas of tax, including matters about the state's tax policy, double taxation, financial disputes, tax planning and reporting.

Turan LTS's Tax Division advises on some of the most complex, and highest-profile domestic and cross-border transactions. We not only understand the nature of our client's transactions but also get their businesses, a critical part of the team that works to accomplish each client's business goals. Our clients rely on us to deliver innovative, comprehensive, and tax-efficient solutions on nearly every type of domestic and cross-border transaction presenting significant tax issues.

We also consult the joint-stock companies, LLCs, NGOs and organizations that go through merger and acquisition or any other type of reorganization process regarding their tax policy and tax consequences.

Everchanging tax regulations require immediate response and changes. With our direct support and partnership, you can safely concentrate on your business operations, without contemplating complex tax-related matters.

With strict banking regulations, all domestic and international companies need some legal support in their cross-border operations.

We support our clients in their international transactions and provide them with our direct support in figuring out the best possible way to transfer funds.



- Tax Advisory and Reporting
- Tax Planning & Reorganization
- Cross-Border Transactions
- Employee Benefits and Executive Compensation
- Tax Litigation & Disputes
- Government Relations and Communications





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## IT & Cybersecurity

IT Law and Data Privacy Laws and regulations currently impact most enterprises and individuals during normal business operations. Any company operating with a digital presence may find itself in the middle of legal disputes regarding Data Privacy and Protection. It is a rapidly developing field, thus containing many legal loopholes and uncertainty. We believe, having a legal firm on your side, will be indispensable to secure you from costly legal disputes.

Turan LTS is one of the few companies in Azerbaijan that constantly works and supports technology firms since their infancy. We provide them with preliminary legal support in establishing businesses, by creating corporate governance systems, internal protocols.

For companies that operate through Website & Applications, we assist them in compliance with data privacy regulations, to make sure they comply with GDPR, CCPA, LGPD and other laws and regulations. Our experienced lawyers assist StartUps, and other Tech-based companies in their operations to incorporate in foreign jurisdictions, writing business-specific and comprehensive TOS, Privacy Policy, Cookies Policy and other required documents.

Here, we are providing the following services on IT law:

Draft and review of the contracts related to IT Law such as Service Level Agreements, Reseller agreements, IT Consultancy agreements, IT Support & Maintenance agreements, Software License Agreement, Software Support Agreement, Website Development agreement, Confidentiality (Non-disclosure) agreements, etc.

Preparation of internal regulations, such as Code of Ethics on social media for employees; the Usage Terms of the Web Platform; Privacy Policy.

Check the compliance of IT systems with legal standards and detect if any risk(s) and/ or breach(es) exist.





- Reviewing and Drafting TOS, GDPR, Privacy Policy
- Incorporation in Overseas Jurisdictions such as the U.S, Ireland, Estonia, UAE etc.
- Advising on Cyber Security and Data Privacy
- Structuring Corporate Governance
- Representation in 1st, appellate, cassation instances



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## Governance & Compliance

In the modern era, companies wishing to expand and diversify their businesses need to establish a well-written corporate governance and compliance procedure. This not only helps the company itself but also employees to navigate the procedures that are required to be followed if needed.

As part of our Full-Legal outsourcing services, we work with our clients in the establishment of corporate structure and governance to assist their operations to be risk-free and without any sacrifice in profitability.

So far, we have served over 20 local companies in the establishment of their corporate structure by introducing internal compliance procedures, protocols as well as monitored their daily business to ensure smooth operations.

Furthermore, our Compliance Division consists of experienced lawyers in monitoring and supervision of ISO certification. We prepare internal protocols, procedures, and other needed documents for companies who wish to receive ISO certification, including but not limited to **ISO 37001, ISO 9000, ISO 20400** etc.





- Preliminary Monitoring of Operations for ISO Certifications
- Establishment of Corporate Governance Structure
- Internal Protocols and Procedures
- Establishment of the Procedures for Whistleblowing
- Representation in 1st, appellate, cassation instances in Azerbaijan
- Court Representation in International Disputes
- Government Relations and Communications



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## HR

Our human resources division has served employers, human resources professionals, and corporate counsel in the human resources planning and compliance process for many years. We assist our clients in the establishment or modification of HR-related policies to ensure compliance with applicable legal requirements and sound human resources practices; providing legislative updates and preparing multi-state surveys on important employment-related developments; structuring tax-efficient Human Resources system; handling civil court cases, assisting HR personnel in various legal matters during business operations.

## Migration

Immigration is a key consideration for businesses around the world. Companies need highly skilled individuals to meet skilled labour shortages and fulfil operational requirements. Retaining an increasingly globalized workforce is a challenge as workers seek the opportunity to work in different countries. Many companies operating in Azerbaijan requires foreign workers in fields such as Oil & Gas, Project Management, Technology and many more. Migration Laws and regulations need to be strictly followed to avoid any legal problems, including hefty fines. Our immigration practise provides clients with practical, forward-thinking advice to help them understand the complex immigration legislation, rules, and guidance. We work with clients on all aspects of immigration, including assisting throughout the lifecycle of an immigration application and advising on compliance and other immigration issues. As our company collaborated with major companies with a considerable number of foreign workforces, lawyers at Turan LTS have established a strong command on immigration issues, by actively advising our clients in legal implications of any requests

We assist our clients in obtaining work permits, permanent resident status, study permits, visas, citizenship and other Migration related legal disputes.



- Employment, Labor and Migration Litigation
- Immigration Law including, visas, work permits, citizenship
- Investigations of Workplace Disputes and Allegations
- Representation in 1st, appellate, cassation instances and European Court of Human Rights
- Court Representation in International Disputes
- Government Relations & Communications





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## Legal Translation Services

We are a company established on the experience of lawyers with extensive international experience and training. Thus, we believe every legal document is required to be reviewed by the lawyer if it is being translated. At Turan LTS, you can request for professional translation of legal documents from Russian, English to Azerbaijan or vice versa.

As a multilingual legal firm, most of our colleagues at Turan LTS had received different levels of law degrees from prestigious universities all over the world. As 90 per cent of our core staff are proficient in English and received appropriate training regarding Legal Writing & Translation, and also our partnership with one of the leading translation services in Azerbaijan, we offer high-quality legal translation services that would ease your job, without any obscurity, tailored for your needs.



- Translation of Legal Documents from English to Russian, Azerbaijan and vice versa.
- Individual Approach to each document to provide a clear rendering of the original document





## Key Industries



01 Educational Institutions and Services



02 Life Science and Pharmaceuticals



03 Information Technology and Start-Up Industry



04 Retail and Distribution



05 Construction



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## Tender Monitoring Services

Turan Legal and Tax Services LLC offers Tender Monitoring service to make public procurement accessible to all. This service offers detailed analysis and monitoring of public procurement by experienced procurement specialists operating in Turan LTS.

Entrepreneurs can now receive daily procurement information just by subscribing to our service to participate in public procurement.

Our tender monitoring service are conducting in the following form:

- analysis of procurement announcements of state and selected private (international and local) enterprises;
- inclusion of entrepreneurs in the vendor list of procurement portals of international and local enterprises;
- daily monitoring procurement portals;
- daily notifications of tender announcements.



## Educational Institutions & Services

Our firm has extensive experience in serving Educational Institutions such as Schools, Universities, Think-Tanks, Study-abroad businesses etc. In this practice, we play a liaison role between the educational institutions and employees as well as the parents of the students studying there. Moreover, we assist our clients in a wide range of corporate legal matters, including but not limited to Human Resources, Contract Drafting and Management, Litigation.

We also provide extensive legal support for the Educational Institutions entering into agreements with International Educational Institutions, Non-Government Organizations. With our legal support, our clients had managed to avoid the wide range of legal risks, and liabilities while providing students with better contractual terms for study abroad.





## Our areas of work in this sphere include:

- Establishment or reorganization of the institutions,
- Full Licensing Support: preparation of application materials for a new educational body.
- Legal Audit of Operations
- Tax Advisory and Reporting
- Human Resources Management
- Representation in 1st, appellate, cassation instances
- Trademark and Patent Applications
- Full Bidding Support in Public and Private Procurement
- Import and Export Operations
- Risk Management and Compliance
- Government Relations and Communications
- Antitrust and Competition
- Representation in Alternative Dispute Resolution and Mediation
- Full Contract Support: Negotiations, Drafting, Amendments and termination of the Contracts, Sale and Purchase Contracts, Lease agreements, etc.



## Life Science and Pharmaceuticals

Constant regulatory activities not only in Azerbaijan but also overseas make day-to-day activities of the businesses challenging, therefore businesses operating in life science and pharmaceuticals fields require specialized and expert legal support in their daily business operations. Our lawyers with experience in the life science and pharmaceuticals industry are supporting clients in their M&A and R&D operations, corporate governance, Human Resources Management, also representing their interests before regulatory authorities and court.

We actively track international regulatory activity and notify our clients to mitigate any possible legal risk that may occur during their business operations.

Our firm has been working with the major local pharmaceutical companies, laboratories since its establishment. With our support, their growth has been incremental and steady, without any financial instability caused by the legal challenges.





## Our areas of work in this sphere include:

- Full Licensing Support
- Supporting Export and Import Operations
- Preliminary Monitoring of Operations for ISO Certifications
- Establishment of Corporate Governance Structure
- Full Corporate Legal Support and Regulatory Compliance
- Human Resources Management
- Government Relations and Communications
- Intellectual Property Disputes
- Trademark and Patent Registration
- Full Bidding Support in Public and Private Procurement
- Antitrust and Competition
- Risk Management and Compliance
- Import and Export Operations
- Full Contract Support: Negotiations, Drafting, Amendments and termination of the Contracts, including but not limited to Distribution, Supply, Sale Purchase Contracts, Lease agreements Contract Management



## Information Technology and Start-Up Industry

Startups are disruptive solutions to the proven market practice. These innovative solutions tend to cause regulatory ambiguity and create legal risks for both entrepreneurs and customers. Therefore, our experts in HR, Tax, Corporate, IT Law will help you identify major points that need to be considered before your business are being disrupted. We are actively working with Tech Companies & Startups and delivering training, workshops, and meetings to them with our partner Incubation & Acceleration Centers.

Our firm is the first legal firm in Azerbaijan specialized in providing extensive legal support to newly created Start-Up companies, as well as other evolving Businesses working in different fields of Information Technology. We help them thoroughly in the full life cycle of a Startup, from the development, establishment period, to funding and exit. Our cooperation with local and international acceleration and incubation centres are centred around assisting young Startups to be compliant with the regulations and laws.

We represent our clients in the negotiations with potential investors and protect their interests in any case of investment they receive from third parties. After receiving funding from investors, we work with Startups closely to create a corporate structure and system to ensure the longevity of the business.





## Our areas of work in this sphere include:

- Establishment of Corporate Governance Structure
- Full Corporate Legal Support and Regulatory Compliance
- Human Resources Management
- Government Relations and Communications
- Intellectual Property Disputes
- Trademark and Patent Registration & Protection
- Full Bidding Support in Public and Private Procurement
- Antitrust and Competition
- Risk Management and Compliance
- Import and Export Operations
- Full Contract Support: Negotiations, Drafting, Amendments and termination of the Contracts, including but not limited to Distribution, Supply, Sale Purchase Contracts, Lease agreements
- Contract Management





## Retail and Distribution

Companies operating in retail and distribution practices daily face legal challenges. Because of purchasing behaviours of customers, global events that disrupt the global supply chain system require businesses to reach out to legal professionals for instantly adapting new circumstances.

We offer our clients full legal support in their current and future activities. After the Covid-19, while complexities had exponentially increased in international trade operations, as with logistics, insurance costs, companies over the world shifted towards digitalized shopping to meet the demand and keep businesses insolvent. Businesses operating in Azerbaijan have been affected as a result of these developments.

To avoid any legal scrutiny and financial troubles concerning traded goods and services, business owners need to make sure the distribution agreements, sale and purchase agreements are constructed with utmost attention to the safety and protection of the business, and at the same time, it is well protected from the regulatory challenges in the digitalized form of business.

Also, we help our clients in building their Corporate Management Structure and prepare them for ISO Certification. After our support, clients can directly apply for ISO Certification to guarantee their approval from the first audit.



## Our areas of work in this sphere include:

- Full Licensing Support
- Supporting Export and Import Operations
- Preliminary Monitoring of Operations for ISO Certifications
- Establishment of Corporate Governance Structure
- Full Corporate Legal Support and Regulatory Compliance
- Human Resources Management
- Government Relations and Communications
- Intellectual Property Disputes
- Trademark and Patent Registration
- Full Bidding Support in Public and Private Procurement
- Antitrust and Competition
- Risk Management and Compliance
- Import and Export Operations
- Full Contract Support: Negotiations, Drafting, Amendments and termination of the Contracts, including but not limited to Distribution, Supply, Sale Purchase Contracts, Lease agreements
- Contract Management





## Construction

Our lawyers work with developers, engineers, project managers, investors, contractors and sub-contractors at every stage of development.

We support the development team in procurement strategies, project structuring, negotiation and preparation of contracts. Our contract monitoring team are actively following any developments and providing their legal support any disruption arose.

As our lawyers have been heavily involved in construction projects for many years, we can assure our clients of a smooth process for meeting the local construction requirements. With our deep knowledge, we will navigate.





## Our areas of work in this sphere include:

- Full Licensing Support
- Supporting Export and Import Operations
- Preliminary Monitoring of Operations for ISO Certifications
- Establishment of Corporate Governance Structure
- Full Corporate Legal Support and Regulatory Compliance
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- Government Relations and Communications
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- Trademark and Patent Registration
- Full Bidding Support in Public and Private Procurement
- Antitrust and Competition
- Risk Management and Compliance
- Import and Export Operations
- Full Contract Support: Negotiations, Drafting, Amendments and termination of the Contracts, including but not limited to Distribution, Supply, Sale Purchase Contracts, Lease agreements
- Contract Management

# Thank You!

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