

# 李维婕

上海市徐汇区

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32 岁 ♀

## 学历

2005.09–2008.03 硕士, 上海对外贸易学院国际经济与贸易法, 上海对外贸易学院优秀个人.

2000.09–2004.07 学士, 南京师范大学法学, 南京师范大学优秀毕业生.

## 工作经历

2012.09–现在 法务经理, 中德安联人寿保险有限公司.

工作内容:

1. 起草、制订以及修改公司合同、印章、诉讼等方面的规章制度;
2. 协助审核产品说明书、宣传彩页等, 对与保险有关的法律问题的咨询给予相关法律意见, 就特定项目给予业务部门及其他相关部门相关法律建议;
3. 制订与修改各类合同模板、审核合同, 包括但不限于业务合同、代理合同、投资合同、租赁合同, 采购合同等;
4. 按照集团或亚太的要求协助完成相关工作, 包括但不限于集团反垄断培训、反腐败事宜报告、相关数据信息保护工作、对相关公司或个人进行尽职调查以及提供相关月度/季度/年度报告数据等;
5. 按照保监要求对相关报告进行汇报, 如司法案件报告等;
6. 参与或协助分公司法务处理相关诉讼案件, 法庭应诉等;
7. 协助公司董事会秘书董事组织和协调董事会召开工作, 包括但不限于准备董事会材料, 向保监进行报告, 完成内部和外部关于董事会和组织机构问题的解答;
8. 公司总部三证(营业执照、保险法人许可证、组织机构代码证)的管理、使用、变更等事宜;
9. 公司印章的管理、使用以及年度清理工作。

2008.03–2012.08 律师, 上海方本律师事务所.

工作内容:

1. 参与多起并购项目, 主要负责前期法律调查、起草保密协议、法律尽职调查报告和资产/股权转让协议书;
2. 参与多起境外上市项目, 主要负责法律尽职调查和起草法律意见书;
3. 为多家外商投资企业提供常年法律顾问; 包括但不限于负责公司内部规章制度、各类合同的起草及审查, 解决日常运作中的法律问题咨询和劳动人事法律问题咨询, 起草和发送律师函及其他法律文件, 提供第三方商务资信调查, 并提供劳动纠纷、商务诉讼相关服务;
4. 协助外国投资者的代表处、外商投资企业及其分公司设立、变更及清算事宜; 负责前期市场准入调查、相关法律问题咨询, 起草相关申请文件, 向有关机关递送申请文件, 并协助取得相关批准文件等。

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## 语言

英语 CET-6, 口语流利

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## 证书

证书 中华人民共和国律师执业证

# Vicky Li

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09/09/1982 ♀

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## Education

- 2005.09–2008.03 **Master**, *International Economy and Trade Law of Shanghai Institute of Foreign Trade, Shanghai, an honor of Outstanding Individuals of Shanghai Institute of Foreign Trade.*
- 2000.09–2004.07 **Bachelor**, *Law of Nanjing Normal University, Nanjing, an honor of Outstanding Graduates of Nanjing Normal University.*

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## Work Experience

- 2012.09–present **legal manager**, *Allianz China Life Insurance Company Limited.*

Work Content:

1. Drafting, formulating and modifying company rules relating on the company's contract, seal, litigation and other aspects,
2. Reviewing product brochures, color pages and etc., issuing legal opinion on insurance-related inquiry, and giving legal opinions to business department and other department on some specific project,
3. Drafting and modifying the contract template, reviewing contract, including without limitation of business contract, agency contract, investment contract, lease contract, purchase contract and etc.,
4. Assisting in completing some work as required by the Group or the AP, including without limitation of Anti-trust training, Anti- Corruption issue reporting, data protection issues, DD on some company or some person , and some data in monthly/quarterly/yearly reports,
5. Completing some reports according to the requirements of CIRC, e.g. judicial case report,
6. Participating on or assist branch legal for litigation case, the court responding and etc.,
7. Assisting Board Secretary to organize and coordinate Board meeting, including without limitation of collecting meeting materials, reporting to CIRC, and completing relevant issues on Board and corporate governance,
8. Keeping, using and changing issues of business license, insurance legal entity certificate and organization code certificate,
9. Management, use of the company stamp and annual review of the company stamp.

2008.03–2012.08 **Associate**, *Shanghai Fangben Law Office*.

Work Content:

1. To participate in M&A projects, and be responsible for preliminary legal research, drafting NDA, legal due diligence investigation report and assets/equity transfer agreement,
2. To participate in listing aboard projects, and be responsible for drafting legal due diligence investigation report and the legal opinions,
3. To provide standing legal service for a number of FIEs, including without limitation to be responsible for drafting and reviewing internal regulations and rules of FIE and various types of contract, resolving legal advisory of FIEs' daily operation and HR legal consulting, drafting and servicing lawyer letter and other legal documents, providing third-party business credit status investigation, and resolving labor law issues, and business disputes through litigations,
4. To assist foreign investor to set up, alter and liquidate its RO, FIE and its branch, including without limitation to be responsible for investigating the market access, resolving legal advisory, drafting application documents, delivering the application documents to relevant authorities and assisting to obtain the approvals and etc..

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## Languages

English **CET-6, Fluent in English**

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## Certificates

certificate P.R.C. bar