

# 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

2008.03–2012.08 律师, 上海方本律师事务所.

工作内容:

1. 负责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, 包括但不限于前期市场准入调查、参与项目立项的谈判并草拟相关法律文书(如投资协议、保密协议、工程承包/建设合同)、提供法律咨询服务、起草相关设立、变更或清算文件, 向有关机关递送申请文件, 并协助取得有关机关批准文件等;
2. 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、为公司商标提供申请注册, 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;
3. 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;
4. 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;
5. 协助企业进行商标可行性研究, 协助向工商总局提出商标注册申请, 协助企业进行商标维权。

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. 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;
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;
3. 起草、制订以及修改公司合同、印章、诉讼等方面的规章制度;
4. 参与或协助分公司法务处理相关诉讼案件, 法庭应诉等;
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. 按照集团或亚太的要求协助完成相关工作, 包括但不限于对相关公司或个人进行尽职调查、反腐败事宜报告、集团反垄断培训、相关数据信息保护工作以及提供相关月度/季度/年度报告数据等;
7. 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;
8. 公司印章的管理、使用以及年度清理工作。

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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

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

Work Content:

1. 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, participating in the negotiation of the project and drafting relevant legal documents (like invest agreement, confidential agreement, construction agreement), resolving legal advisory, drafting application documents, delivering the application documents to relevant authorities and assisting to obtain the approvals and etc.,
2. To provide 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, applying for trademarks, 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,
3. 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,
4. To participate in listing aboard projects, and be responsible for drafting legal due diligence investigation report and the legal opinions,
5. Assist the company to do the feasible research on the trademark application, assist the company to register the trademark to SAIC, and assist the company to raise trademark objection.

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

Work Content:

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

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## Languages

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

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## Certificates

certificate P.R.C. bar