

Proposal For Legal Services For Wills And Divorce

PRIVATE & CONFIDENTIAL

Submit to: **Infinity Financial Solutions Ltd**

Re: **Wills and Divorce Service**

Dear **Infinity Financial Solutions Ltd,**

(Hereinafter referred to as "**the Client**")

Thank you for contacting Harley Miller Law Firm (HMLF). As requested, we are pleased to provide you with a proposal for legal services related to **Wills and Divorce Services**. Below are the terms and conditions of our proposed services:

I. SERVICE REQUIREMENTS AND HMLF'S SCOPE OF SERVICE

1. Service requirement:

Infinity Financial Solutions Ltd has requested Harley Miller Law Firm (HMLF) to provide Wills and Divorce Services in Vietnam to support your client's compliance with Vietnamese regulations.

1.1 Will Drafting Services:

We offer this service in two formats: **monthly** or on a **case-by-case basis**. The detailed scope of work is as follows:

- (i) Advise on the information and documents you need to provide;
- (ii) Review and research the legal regulations related to the will you requested;
- (iii) Draft the will and send it for feedback and revisions (if any);
- (iv) Finalize the will in compliance with the legal content and format according to Vietnamese law.

1.2 Will Dispute Resolution and Divorce Consultation Services

For disputes related to wills and legal consultations regarding divorce, we apply **a case-by-case basis**. The detailed scope of work is as follows:

- (i) Advise on the information and documents you need to provide;
- (ii) Review and research the legal regulations related to divorce or will dispute as per your request;
- (iii) Provide legal consultation and propose solutions for the divorce process or will dispute resolution;
- (iv) Represent or support you throughout the dispute resolution process, ensuring compliance with Vietnamese law and protecting your rights.

Language used in advising: English or Vietnamese

2. Form of service:

a. Monthly:

- Clients will receive regular consulting services throughout the contract period, including email, phone, or direct meeting consultations.
- The number of requests per month is **10 hours** of consulting including the review and advice on documents.
- Additionally, up to **3 hours of in-person meetings** are available if required. Unused consultation hours cannot be carried over to the following month.

b. Case by case:

- There is **no limit** on the number of consultation hours including email, phone, or direct meeting consultations for each case until the matter is resolved. However, the service will conclude once the case is resolved.

*HMLF shall respond to the Client's request(s) for consultation via e-mail and/or telephone within a period of **03 (three) to 07 (seven) working days** after*

the date of receipt of the Client's request(s) for consultation, depending on the complexity of such request(s).

*The Client's request(s) for consultation shall be sent to HMLF **at least 02 (two) working days** prior to HMLF's **direct consultation***

II. SERVICE FEE

1. Monthly: The service fee is 1,000 USD per month

2. Case by case: The fee is determined based on the requirements and complexity of each case.

Please note that the service fee does not include 10% VAT, notarization, authentication, delivery documents, travelling expenses outside of Ho Chi Minh City (if any) and other reasonable fees.

III. TERM OF PAYMENT:

1. Payment method: in cash or via account transfer.

2. Payment term: the total service fee shall be paid as agreed by the Client and HMLF and will be specified in the Service Agreement.

IV. ACCEPTANCE

If the Client has understood and approved the contents of this Engagement Letter, please confirm via email and send it to the HMLF at miller@hmlf.vn.

V. TERM OF THE ENGAGEMENT LETTER

This Engagement Letter shall be effective within 30 (thirty) working days commencing from the date of issuance. When such a term terminates, all conditions and provisions herein can be amended and/or supplemented by HMLF.

For further information, please do not hesitate to contact us.

Yours respectfully,

Signed by: HMLF LAW FIRM



Lawyer Nguyen Hoang Minh

Director/Managing Partner