

LAW FIRM



# Information Bulletin 2010/02/EN

**SUBVENIO Law Firm aims at providing assistance to our Clients to make law serve them and not to limit them.**



## OUR BRAND – YOUR RELIABILITY

It is not our purpose to deal with law. Law is only the right tool in our hands.  
**The objective is protection, providing assistance and supporting our Client's business.**

### SUBVENIO

– (Latin) to come to the aid, succour, relieve, help, assist

SUBVENIO Law Firm was established in 2003 by a solicitor, Ms. Patrycja Maślankowska, and it has been managed, run and developed together with the experienced team.

The registered seat of the Law Firm is located in the centre of Bydgoszcz, however we operate all over the country. We also serve foreign entities to address their activities in the Republic of Poland.



SUBVENIO Head Office

### SUBVENIO Law Firm

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www.subvenio.pl  
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Bydgoszcz

We support entrepreneurial people, showing them the way among the intricacies of law to make them succeed more easily and with an even greater confidence.



## OUR SERVICES – YOUR BENEFITS

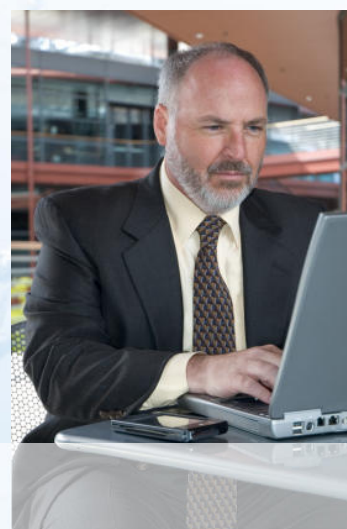
We offer our Clients a wide range of services, which include:

- giving legal advice,
- developing legal analyses,
- providing legal opinions,
- drawing up contracts, regulations,
- leading negotiations and mediations,
- legal representation,
- debt monitoring and collecting.

We render all our services to our Clients both, in a traditional direct way by meeting in person, as well as with no such need, via our Internet **safe SUBVENIO Client Zone** – <https://subvenio24.pl/>.

We also offer exceptional **permanent legal care**, which involves monitoring the Client's activity, to include monitoring the legislation path and developing decision-making practices to facilitate **forecasting potential scenarios to be used or avoided**.

Thanks to permanent legal care,  
our Clients are prepared,  
earlier than others,  
to act adequately  
when facing new situations.



The skill to benefit from the competence available is a key qualification of today's manager.



## OUR COMPETENCE – YOUR POTENTIAL

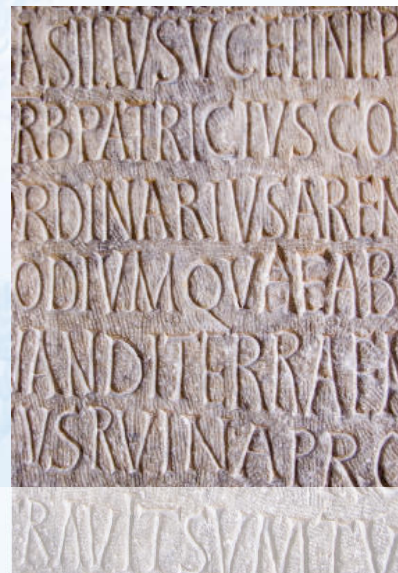
The SUBVENIO Law Office practices **meet the needs of business entities**, to target fields which concern each firm and each entrepreneur:

- **economic law, to include:**
  - commercial law,
  - civil law,
  - competition law,
- labour law,
- tax law,
- administrative law.

Our key competences, however, go far beyond, to target especially fast-developing and specialist fields, to include:

- intellectual property law,
- industrial property law,
- responsibility for the product,
- public procurement law,
- medical and pharmaceutical law,
- construction law,
- developer activity practice.

Whatever the specialisation, our Clients are always provided with diligent assistance based on professional knowledge, also concerning other fields of law.



Thanks to our highest standards  
and top responsibility,  
the Clients have confidence in us.



## OUR STANDARDS – YOUR PEACE OF MIND

Making sure we keep providing our Clients with services of top standards, we always comply with the principles which shape our success.

### We make our activities follow the rules:

- to capture the entire problem at all times,
- to see the problem through the Client's eyes,
- to get involved in the search of the solution which would be best for the Client,
- to assure the top security of the solutions applied.

### At the same time we make sure that the awareness of today's advantages does not inhibit our development:

- we keep developing our skills,
- we extend the fields of our knowledge,
- we acquire valuable partners,
- we define our standards to meet top expectations of our Clients.

We stress openness and good communication with our Clients, making sure to provide good atmosphere to facilitate making our relationships even more profound. With pleasure and commitment we make our cooperation even closer, providing our most demanding Clients with services in a form of **permanent legal care** which calls for perfect understanding and recognition of their needs.

We are well prepared  
to render legal services for  
entrepreneurs representing  
different businesses  
of different scale.



**We combine diligence, precision  
and experience with innovation  
and flexibility of operation.**



## OUR TRUMPS – YOUR ADVANTAGE

### Our major trumps cover:

- up-to-date, profound and practical knowledge of law,
- high service quality and reliability,
- consistent achievement of the expected results,
- high ratio of legal action effectiveness,
- ensuring our Client's competitive advantage thanks to innovative methods of operation.

### Other key objectives:

- meeting the highest standards,
- perfect work organization and fluency in adapting and applying tools of state-of-the-art technologies,
- effective teamwork skills,
- e-cooperation potential – teamwork action taken with no delay and with no unjustified costs.



We take a serious approach at IT since it provides us with tools enhancing the service quality and efficiency.



## OUR TOOLS – YOUR CONVENIENCE

We make a full use of the state-of-the-art work organization and information processing tools available. **We have our own IT department** and technical infrastructure which make it possible for us to benefit from the applicable solutions.

### Information

**Up-to-date, complete and reliable at all times**

The legal information system applied is based on an aggregation of information from a variety of sources. We use both ready solutions available on the market and our own knowledge base drawing on Wiki technology (*parallel to the one used in Wikipedia project*), an adequate application of which facilitates the information acquisition process enormously and enhances the effectiveness of the teamwork.

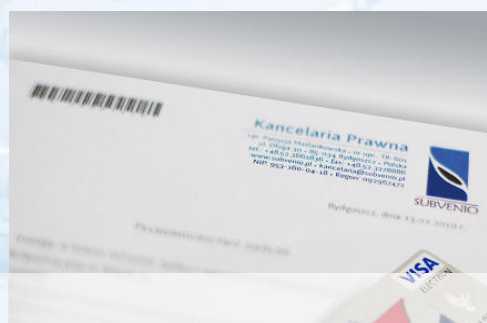
### e-Document

**Convenient, secure, environment-friendly**

Our internal document flow is fully based on digital form (including automatic scanning of the entire documentation acquired and correspondence). Such form allows for including the documents into our e-repository and taking advantage of its mechanisms of file change tracking and monitoring the data access and data-shared document updating.

The use of e-Documents also limits paper, toner and energy consumption and cuts the amount of waste to minimum, which **makes us more environment-friendly**.

**We encourage our Clients to use e-documents – they are as much convenient as e-money.**



**Our back-up facilities have been built to meet our Law Firm requirements, defined by the needs of the Clients.**



## OUR BACK-UP FACILITIES – YOUR SECURITY

### Effectiveness of group work

**Task management, information flow**

We have implemented and have been using successfully the IT **work organization system**, tailored to meet the specific character of the work of our Law Firm, drawing on compiled *Project Management* and *CRM* concepts.

Our system makes effective management and internal control of task execution possible. Part of it also addresses the function of external communication. The Internet **SUBVENIO Customer Zone** offers the Client an easy way (and irrespective of time and place) to track down the course of jobs commissioned by the Client, addressing us with questions and giving us instructions. It also makes it possible to include employees selected by the Client into the working group performing the tasks for the Client, which ensures an immediate information flow and facilitates the interaction between all the persons on the team extended in such way.

### Reliability and security

**Reliable procedures, powerful cryptography and constant monitoring**

To ensure data confidentiality, our e-document repositories (similarly as archives), additionally to their physical security, are stored with the use of techniques of cryptographic data recording and e-access to these resources is only possible via secure network connections (VPN also based on cryptographic technology).

**All the data access actions are monitored and subject to security restrictions.**



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