



**GUOSHENG LAW FIRM**

浙江国圣律师事务所

LEGAL SERVICES · ONGOING CORPORATE LEGAL COUNSEL

# Ongoing Legal Counsel Service Brochure

Tiered Pricing · Transparent Fees · Flexible Options

**Keep legal risks from ever happening —  
give every business its own affordable legal department**



Zheng Yi Legal Team · Guosheng Law Firm · 2026 Edition

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## 1. Do These Problems Look Familiar?

- Stacks of contracts signed without review — the pitfalls only surface once a dispute arises;
- HR rules patched together from day one to the last departure — and losing labor arbitration cases every time;
- Receivables aging month after month, payment chased by personal favors, with no demand letters ever sent;
- Shareholder and partner arrangements based on handshake — and no rules in place when it is time to split the profits or part ways.

An ordinary commercial dispute can easily cost tens of thousands of yuan in legal fees and time, plus months of the owner's energy. **A year of ongoing legal counsel typically costs a fraction of a single lawsuit.** Prevention is always worth more than the cure.

## 2. About Guosheng — Your In-House Counsel, On Demand

Guosheng Law Firm is a **provincial-level law firm directly supervised by the Zhejiang Department of Justice**. Since its founding in 2001, its practice has covered M&A, bankruptcy and restructuring, intellectual property, land and real estate, finance and tax, labor disputes, international trade, and criminal defense, organized into nine specialist departments — corporate, IP, finance & investment, land & real estate, labor & social security, civil & commercial investigation, foreign-related matters, general legal affairs, and administrative affairs — each led by senior lawyers. Guided by the enduring ideals of "**fairness and justice**" and the duty of "**integrity and efficiency**", Guosheng has handled a large number of major, difficult, and complex cases for clients across China.

The **Zheng Yi legal team**, based in Hangzhou, works on a "**lead-partner accountability**" model — you always deal with the lawyers you know, not a rotating call center. We understand the reality facing small and mid-sized enterprises: a full-time in-house counsel is unaffordable, yet legal services are indispensable. So we focus on the three things that genuinely matter to a business:

1. **Prevent risk** — gatekeeping contracts, policies, and decisions before they go out;
2. **Solve problems** — prompt response to debts, disputes, and arbitration;
3. **Support growth** — legal services that scale with your business, from startup to group.

## 3. Scope of Ongoing Legal Counsel Services

### ★ Scope of services:

Table 1 Overview of ongoing counsel services

| Module             | Specific Services                                                                           | What Your Business Gets                |
|--------------------|---------------------------------------------------------------------------------------------|----------------------------------------|
| Legal consultation | Oral or written answers to legal questions arising in operations; legal opinions on request | Informed decisions, greater confidence |

| Module                       | Specific Services                                                                                                                      | What Your Business Gets                      |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Meeting attendance           | Attendance at internal meetings for legal analysis and advice, on request                                                              | A lawyer present at key meetings             |
| Corporate governance         | Drafting and revising articles of association, board/shareholders' meeting rules, HR, labor, contract, administrative, and IP policies | Sound rules, fewer internal-control failures |
| Contract management          | Drafting, reviewing, and revising contracts; improving contract files and seal management                                              | Protected transactions, fewer disputes       |
| Demand letters & negotiation | Lawyer demand letters; participation in non-litigation negotiation, coordination, and mediation                                        | Debts chased — and collected                 |
| Lawyer attestation           | Lawyer attestation of the signing of key contracts and documents                                                                       | Legally backed execution of key documents    |
| Labor disputes               | Assistance with employment policies, mitigation of HR risks, representation in labor disputes                                          | Lower labor-arbitration exposure             |
| Intellectual property        | Drafting NDAs, non-compete agreements, and other protective instruments                                                                | Trade secrets properly guarded               |
| Legal training               | Periodic legal training for management and staff                                                                                       | Legal awareness across the team              |
| Litigation & arbitration     | Representation in civil, arbitration, administrative, and criminal matters (preferred rates for counsel clients)                       | Confidence in court, lower costs             |

★ **Service methods:** face-to-face consultation, telephone consultation, document revision, document drafting, written legal opinions, participation in negotiations, and attendance at other important events.

## 4. Guosheng Specialty: Bankruptcy & Restructuring

Guosheng has deep expertise in bankruptcy liquidation and restructuring, having provided liquidation and restructuring services to **more than seventy** industrial, construction, real-estate, and e-commerce enterprises. Many matters were resolved through reorganization or composition, with landmark cases reported by the *Zhejiang Legal News* and in the Zhejiang High People's Court's special publications on optimizing the business environment. Counsel clients enjoy priority access to:

- **Bankruptcy-related litigation** — claim confirmation, recovery of unpaid capital contributions, avoidance of individual repayments, damages for harm to the company, and a dozen other categories;
- **Creditor protection** — proof of bankruptcy claims, attendance at creditors' meetings, supervision of the administrator, and service on creditors' committees;
- **Corporate credit repair** — liquidation, composition, and reorganization plan design; assistance in settling debts and rebuilding business credit;
- **Investor services** — due diligence on target companies, plan preparation, negotiation, legal documentation, tax planning, and asset tracing.

## 5. Service Methods & Response Times

Table 2 Response-time commitments by service type

| Service Item                           | Turnaround                                                    |
|----------------------------------------|---------------------------------------------------------------|
| Face-to-face & telephone consultation  | Immediate                                                     |
| Document revision                      | Within 48 hours of receipt                                    |
| Drafting & written legal opinions      | Within 72 hours of assignment                                 |
| Negotiation & attendance at key events | Please give the lawyer 3 business days' notice                |
| Matters requiring document review      | Timeline agreed case by case                                  |
| Special timing requirements            | To be agreed with the lead lawyer upon delivery of documents  |
| Extensions in exceptional cases        | Agreed between the lead lawyer and the client upon acceptance |

## 6. Tiered Fee Schedule

**Pricing logic:** the volume and complexity of legal work vary enormously with company size. We divide counsel services into four tiers by annual revenue, each with its own service depth and response standards — **published prices, pick what you need, no hidden charges.**

### (1) Essential — for micro and startup businesses

Annual revenue below RMB 5 million

**From RMB 18,000 / year**

- Telephone and WeChat legal consultations: unlimited, response within 24 hours on business days;
- Contract review: up to 5 contracts per month (each up to 20 pages);
- One annual legal risk health check + one legal training session per year;
- Unlimited drafting of routine business documents (powers of attorney, undertakings, notices, etc.);
- Litigation and arbitration representation at **20% off** standard rates.

### (2) Standard — for growing small businesses

Annual revenue RMB 5–10 million

**From RMB 38,000 / year**

- Everything in Essential, with **unlimited** contract review;
- One dedicated HR & employment compliance review (employee handbook, contract templates, attendance and pay policies);
- Up to 10 demand letters per year;
- Attendance at key management meetings and participation in negotiations for major contracts;
- Response standards: urgent matters within 4 hours; preliminary views on major matters the same day;
- Litigation and arbitration representation at **30% off** standard rates.

### (3) Premium — for mid-sized enterprises

Annual revenue RMB 10–50 million

**From RMB 80,000 / year**

- Everything in Standard, plus a dedicated service team;
- Regular on-site days each month (1–2 business days, in person);
- Full legal support for major investment, M&A, and financing projects (special-project fees at negotiated package rates);
- Annual full compliance audit + module risk reports (labor, contracts, IP, foreign-related);
- Legal opinions on major decisions, unlimited;
- Litigation and arbitration representation at **40% off** standard rates; package pricing for annual matters up to RMB 20 million in dispute value.

### (4) Group — for large enterprises and groups

Annual revenue above RMB 50 million, or group clients

**From RMB 150,000 / year**

- Everything in Premium, with lawyer teams assigned by business line (full coverage across group entities);
- 2–3 on-site business days per month; 2-hour response to major matters;
- Group governance: equity restructuring, related-party transaction compliance, outbound investment frameworks;
- Unlimited formal legal opinions and participation in board / executive decision-making;
- Dedicated task forces for major projects such as M&A, restructuring, and cross-border investment (priced per project, package discounts);
- Litigation and arbitration representation at **40% off** standard rates, with unified annual package pricing.

### (5) Tier Comparison at a Glance

Table 3 Key differences across the four tiers

| Service Item                 | Essential          | Standard           | Premium                         | Group                                           |
|------------------------------|--------------------|--------------------|---------------------------------|-------------------------------------------------|
| Annual revenue               | < RMB 5M           | RMB 5–10M          | RMB 10–50M                      | > RMB 50M / group                               |
| Annual fee (from)            | RMB 18,000         | RMB 38,000         | RMB 80,000                      | RMB 150,000                                     |
| Day-to-day consultations     | Unlimited          | Unlimited          | Unlimited + dedicated team      | Unlimited + line-of-business teams              |
| Contract review              | 5 per month        | Unlimited          | Unlimited + negotiation support | Unlimited + full involvement in major contracts |
| Training / risk health check | 1 of each per year | 2 of each per year | Annual full compliance audit    | Audit + group governance program                |
| Demand letters               | Billed as needed   | Up to 10 per year  | Unlimited                       | Unlimited                                       |

| Service Item            | Essential       | Standard        | Premium                     | Group                                                |
|-------------------------|-----------------|-----------------|-----------------------------|------------------------------------------------------|
| On-site service         | —               | By appointment  | 1–2 business days per month | 2–3 business days per month                          |
| Litigation fee discount | 20% off         | 30% off         | 40% off + package pricing   | 40% off + unified annual package                     |
| Response time           | Within 24 hours | Urgent: 4 hours | Urgent: 2 hours             | Urgent: 2 hours (same-day opinions on major matters) |

## (6) Fee Terms (Transparency Clauses)

1. The annual fee is a base price, adjusted for industry, number of branches, and litigation history. **No price increase within the same engagement year**; confirmed in writing before signing;
2. The annual fee **covers** the routine services listed above. It **does not cover** litigation/arbitration representation fees, special-project legal fees (due diligence, M&A, etc.), or direct and indirect costs of providing services — travel, accommodation, communications, and printing are reimbursed at cost, as are outsourced audit, appraisal, notarization, and records-retrieval expenses;
3. **Extra benefit:** for clients under engagement, **no lawyer's fee for labor dispute cases and cases valued at RMB 10,000 or less** (except where costs are borne by the losing party);
4. Two-year or longer contracts receive a 10% discount on the annual fee; first-year clients may apply for **installment payment over the first three months**;
5. Bilingual legal services for foreign-invested enterprises are charged at double rates, subject to negotiation.

## 7. The Math, Worked Out for You

Take a small manufacturer with annual revenue of RMB 4 million:

The RMB 18,000 annual fee works out to **about RMB 50 per day** — less than one business dinner;

One unreviewed procurement contract with a buried breach clause: damages **from RMB 300,000**;

One lost labor arbitration (unlawful-termination compensation + legal fees): **from RMB 100,000**;

One batch of receivables past the limitation period for lack of collection: **the entire principal, gone**.

**A year of counsel fees buys twelve months of peace of mind.**

## 8. Attorney: Zheng Yi



Zheng Yi · Senior Partner & Deputy Director, Guosheng Law Firm

■ **Practice history:** Full-time lawyer at Guosheng Law Firm since 2010; Deputy Director of Guosheng Law Firm since 2019.

■ **Education:** LLM, The College of Law of England and Wales, 2002–2003; LLM in International Commercial Law, University of Manchester, UK, 2001–2002; LLB, Zhongnan University of Economics and Law, 1996–2000.

■ **Working languages:** Chinese and English. ■ **Honors:** Foreign-related talent recognized by the Ministry of Justice, Zhejiang Province, and Hangzhou Municipality.

■ **Public roles:** Delegate to the 9th Hangzhou Lawyers' Congress; member of the International Trade Committee of the Hangzhou Bar Association; member of the bankruptcy, foreign-related, and small-firm committees of the West Lake District lawyers' associations.

### Practice Areas

- **Civil & commercial disputes** — hundreds of litigation and non-litigation matters: sales contracts, construction, private lending, real property, claim confirmation, labor disputes;
- **Corporate matters** — outside counsel to numerous companies; policy design, contract systems, equity structures, shareholder disputes, dissolution and liquidation; served on M&A transactions exceeding RMB 100 million;
- **Liquidation & restructuring** — services for over seventy enterprises; case selected as a model by the Jiande People's Court for optimizing the business environment and reported by the *Zhejiang Legal News*;
- **Foreign-related matters** — cross-border marriage and inheritance, maritime law, international trade, M&A, equity disputes, lawyer attestation; named MOJ foreign-related talent in 2018 (one of only four lawyers in West Lake District that year);

- **Real estate & construction** — counsel to a state-owned property developer, full-cycle services from project approval to sales; brokered a RMB 70-million-plus construction-payment settlement for a contractor and a central state-owned enterprise.

## 9. Our Offices



Open-plan workspace · Conference room (hosts board meetings and training)



VIP reception room · Private office corridor (confidential client meetings)

## 10. Engagement Process & FAQ

### Engagement Process

1. **Free initial consultation** — we learn about your business and provide preliminary risk observations (free of charge);
2. **Customized agreement** — we agree on the service tier and a tailored checklist, and sign the engagement contract;
3. **Legal health check** — a full risk review completed within 30 days of onboarding, with a written report;
4. **Ongoing service** — consultations, reviews, training, and daily support per your tier;
5. **Annual review** — a year-end legal services report, with the service plan refined upon renewal.

## Frequently Asked Questions

### **Q: Our company is small — isn't a retainer a waste of money?**

A: Small companies are precisely where legal risk peaks — loose contracts, non-compliant employment practices, uncollectible receivables; any one of these can seriously hurt the business. The Essential tier is designed as an entry-level plan for exactly this stage.

### **Q: If litigation happens, is it covered?**

A: Yes. Litigation is handled under a separate representation engagement at preferred rates; for labor disputes and cases valued at RMB 10,000 or less, counsel clients pay **no lawyer's fee** (except where costs are borne by the losing party).

### **Q: Is the price negotiable?**

A: The annual fee is set by negotiation based on industry, size, and workload; no price increase within the same engagement year; written quotation before signing, no hidden charges. Additional discounts for two-year or longer contracts.

### **Q: Will the lawyer visit us regularly?**

A: Standard-tier and above clients may book office visits or on-site appointments as needed; Premium and Group tiers include monthly scheduled on-site days.

## **11. Contact Us**

**Zheng Yi, Attorney-at-Law** · Senior Partner & Deputy Director, Guosheng Law Firm

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Prices shown are the 2026 reference rates. Service content and fees are governed by the written engagement contract signed by both parties. This brochure does not constitute any promise as to service outcomes.