



依必安派特中国常年法律顾问征集选聘公告

The Announcement of Selection of Perennial Legal Counsel of ebm-papst China Group

为向公司提供专业的法律咨询，配合法务部门更好地开展日常工作，降低公司日常运营中可能遇到的风险，依必安派特中国集团现就其常年法律顾问发布征集选聘公告，欢迎符合资质的律师事务所参与。

To provide professional legal advice to the company, and cooperate with legal department to carry out routine tasks better, so as to reduce risks that the company may encounter in daily operation, ebm-papst China Group now announces its hiring selection for perennial legal counsel, welcome those qualified to participate in.

一、公司概况

Overviews About ebm-papst

依必安派特中国集团包括依必安派特风机（上海）有限公司、依必安派特电机（上海）有限公司、依必安派特香港有限公司及依必安派特风机（青岛）有限公司，均系 ebm-papst 德国在华的子公司。自 1996 年在上海成立以来，依必安派特中国集团以其优质的产品 & 良好的信誉，在中国风机市场处于领头羊地位。

ebm-papst China Group mainly includes four companies, i.e. ebm-papst Ventilator (Shanghai) Co., Ltd. ebm-papst Motor (Shanghai) Co., Ltd. ebm-papst Hong Kong Co. Ltd and ebm-papst Ventilator (Qing Dao) Co., Ltd. All of which are affiliates of ebm-papst Germany. ebm-papst China Group has established a leader position in ventilator market since 1996.

二、律所基本资质

Basic Qualification of Law Firm

依法成立，其总部在上海或在上海设有分所，拥有专职律师 10 名以上，连续通过年检，擅长处理公司日常运营事务纠纷、合同纠纷、劳动纠纷、知识产权保护及不正当竞争规避等



事务。

The law firm shall be duly organized and existing under the laws and Regulations of the People's Republic of China, with its headquarters or branch located in Shanghai, no less than 10 practicing layers and consecutively passes the annual inspection. If your firm is especially do well in those fields, such as contract disputes, labor disputes, intellectual rights protection, unfair competition avoidance and the likes will be preferred.

三、法律顾问要求

Requirement of Lawyer

法律科班出身，从事律师行业满 10 年，熟悉民商法、经济法、知识产权法、劳动法及其他相关的法律法规，具有处理公司诉讼及非诉业务之经验，英语精通。

At least with a bachelor's degree of law and more than 10 years working experiences. Sophisticated in the field of civil law, commercial law, intellectual law, labor law and the related laws and regulations. Experienced in handling litigation and non-litigation cases about company. And sophisticated in both mandarin and English.

四、服务需求

Service Requirements

1. 起草、审阅、修订公司日常经营活动中涉及到的合同；
To draft, review and revise contracts related to the routine operation of company.
2. 处理公司商业交易中涉及到的各类纠纷；
To handle any kind of dispute occurred during the course of the transaction.
3. 提供劳动法律咨询，处理劳动纠纷；
To provide consultation on labor laws and handle labor disputes.
4. 就公司日常经营及管理涉及到的法律问题提供法律意见，形式包括但不限于会谈、电话会议和书面文件等；
To provide legal advice on routine operation and management. The way to provide such service is not limited to meeting, teleconference, or written documents.



5. 协助公司建立、完善或修订同公司治理和业务流程相关的公司制度；
To help establishing, perfecting or amending any regulations related to the management of the company.
6. 协助或代表公司向相关政府主管机关或第三方进行磋商、沟通及会晤（如需要）；
To help or on the behalf of company to communicate with the government authorities (if needed).
7. 依照公司提供的信息及要求，向第三方出具律师函或者其他法律文件；
To issue lawyer's letter or the likes to a third party
8. 就公司及雇员行为中涉及的商业风险控制、法律合规性审查提供法律咨询服务，并协助调查不合合规事件；
To provide consultancy service for commercial risk control and legal compliance examination involved in the behavior of company and its employees. And help to investigate any behavior which is not conform to compliance.
9. 向员工提供法律知识培训服务；
To provide training for employees.
10. 整理修订的法律法规并提供最新版本，以及双方协商一致的其他业务。
To collect the newly revised laws and regulations and any other business agreed by both parties.

五、聘请程序及方式

Procedure and Means

1. 申请

Application

- 1) 有意应聘的律师事务所须提交相应的材料，材料内容包括：

Law firm that is interested in the application should submit the following documents:

- a) 本律所基本情况介绍，包括合伙人人数、职业律师人数、开展业务情况、擅长领域；

General introduction about your law firm, include but not limit to the number of partners and lawyers of your firm, business status, and fields do well in.



b) 提供常年法律咨询服务的主要客户（若可以提供）。

Main customers (if possible).

2) 事务所推荐应聘的顾问律师须提交个人应聘资料，应聘资料的内容至少包括下列信息：

The lawyer recommended should submit your personal data, include but not limit to the following information:

a) 个人的基本情况介绍，包括专业、学历、获取律师资格证及从事律师行业的时间，擅长领域，主要执业经历等；

General introduction about the lawyer, such as major, academic background, when you get the P.R.C practice certificate and how long you have been in this field, main fields and main experiences.

b) 团队其他成员的基本情况介绍

Brief introduction about other members.

3) 常年法律顾问收费报价表

Quotation

报价按照 xxxx 元/年，服务时间：xxx 小时，超出部分如何收费；请在报价中列明剩余时间如何处理

Quotation shall be calculated in the way of: RMBXXXX per year, XXX service hours are included. And resolutions for the exceeded & unspent hours.

请将上述材料于 2017 年 8 月 15 日之前密封后送至依必安派特风机（上海）有限公司

Please hand in your information before Aug 15, 2017 to ebm-papst Ventilator (Shanghai) Co., Ltd.

地址：上海市外高桥保税区华京路 418 号

Add: NO. 418, Huajing Rd, Free Trade Zone, Shanghai

联系人：刘丽

Contacts: Liu Li

联系电话：50461083 ext 309

Tel: 50461083 ext 309





2. 评审

Assessment

我司将成立专门的评审小组，就律所基本情况、律师及其团队业务专长及能力、收费等方面评选。

We will organize a panel to evaluate the basic information of each law firm and choose the best one.

3. 聘任

Engagement

经评选后，录用结果最迟将于 2017 年 9 月揭晓，我们将会以邮件形式告知。

The result will come out in Sep 2017 and you will be informed by Email.



依必安派特风机（上海）有限公司
ebm-papst Ventilator (Shanghai) Co., Ltd.

法务部

Legal Department

