

## Company Profile



## Company Overview

The India story is going strong and needs responsive, cost effective support industries like **Legal process outsourcing** to sustain the future growth. The business in the West are facing the economic slowdown and higher cost of support services, so seeking quality offshore legal process outsourcing providers for improving cost effectiveness and efficiencies.

VertoLex was started in February 2008 by experienced subject matter experts and outsourcing professionals in India. Verto, a Latin word meaning 'to transform' and we aim to transform the world of the support services. We offer superior quality legal process outsourcing services having faster turnarounds and compelling savings employing best of breed expertise, processes and technology for Businesses. Our mission is to offer responsiveness, agility and reduced costs associated with Legal services to make *Business Sense* for our customers to go for Legal Process outsourcing.

**Team** VertoLex is synergy of experienced subject matter experts, specialized process outsourcing practitioners and Technology experts fueled with Advisory board from other walks of life.

The **Cientele** served by our professionals spreads across Industry segments like Financial Institutions, Banks, Insurance Companies, Health Services, Educational Institutions, Infrastructure and Real Estate Companies.

Our **Global Services Framework** (GSF) brings radical changes to the world of outsourced processes for Clients in India and abroad. GSF has prime focus on cost, quality, security, confidentiality, expertise and Technology.

We offer Wide range of **Solutions** to Business & Law Firms.

### Our Solutions

- Real Estate
- Contract Management
- Intellectual Property Rights
- Patent Services
- Legal Research
- Litigation Support
- Arbitration Support
- Electronic Document Management

## About Us

### Mission

*Transform legal services for responsiveness, efficiency, cost effectiveness, security and quality; so they make Business sense for our customers with improved agility and profitability.*

Our Mission statement drives us to be competitive, innovative, responsive and efficient provider of quality process outsourcing services

### Values

We have "**QUEST**" values to conquest the mission. We sincerely practice these values as firmly believe they will lead to mission.

**Quality:** Gain, Sustain and Continuously Improve with strong process capabilities.

**Expertise:** Build & hone, to do a quality Job.

**Security:** Need of the hour, never compromise.

**Technology:** Employ complex technologies, to make things simple, easy and faster for end-user.

### Management Team

#### Prakash Deshpande, Chairman

Over 36 years of extensive legal experience comprising of Consulting, Independent practice, Assistant Government Pleader and Legal Advisor to various institutions.

His diverse consulting domains include Civil Matters, Criminal Matters, Insurance, Banking and Conveyance. He has impressive track record with the matters relating to land-laws, land development and specialises in handling legal side of Tenders relating to property matters.

He has long association as Legal advisor to various financial Institutions, Nationalized Banks, educational institutions, Govt Dept and Corporate Companies.

#### Bhakti Rege, Director

Independent Lawyer over 10 years practicing real estate, litigation support, IPR, criminal and civil Law.

She has extensive experience in handling the Debt Recovery Tribunal cases. She specializes in Conveyance.

She was part of the core team for start up LPO in India and was handling large size real estate outsourcing projects.

She has widely traveled all over the globe and studied the local laws.

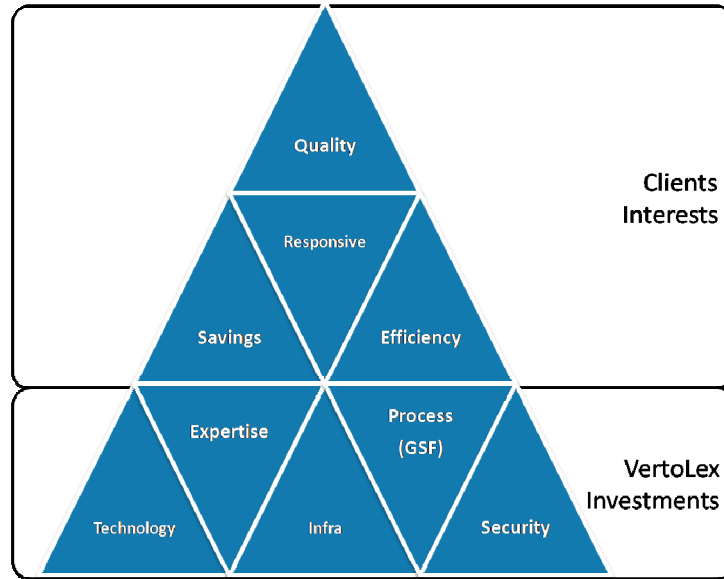
#### Prasanna Deshpande, Director

Long association with LPO industry, he performed wide variety of roles and work for Fortune 200 Companies. His contributions for establishing processes, defining best practices and participating in the ISO certification for organization were well appreciated and awarded.

He is proficient in Contract Management and possesses skills in eDiscovery, Deposition Summary and handled complex contracts for various Fortune 200 companies. He possesses significant expertise in U.S. legal research and drafting.

## Value Proposition

VertoLex represents Value Proposition in form of Pyramid, where bottom of pyramid goes our continuous investments to



meet our customers interests evolved as apex of pyramid.

### The bottom of the Pyramid - Our Investments

VertoLex plans to constantly invest in key 5 areas of the bottom of the pyramid.

#### Technology

We have state-of-the-art information and communication technology (ICT) infrastructure to bring virtual office with our experts closer to customer. The highly available, reliable and secured ICT infrastructure will be the foundation to help our teams to deliver services with premium quality at higher efficiency and cost advantage.

Our Technology team has Web experts, Systems developers, Information Security experts and Network Engineers, worked in global delivery models. The technology team will be responsible for constantly building or making tools available that will improve the productivity and quality for customers, production and quality teams. We are forming a special Information Security group which deals with logical and physical security to protect customer information abuse from our employees, third parties and external malicious interests.

#### Processes

We believe processes hold the key for success and deliver benefits, so building Global Services Framework (GSF) which defines detailed complete life cycle processes with measures for all our solutions. We prefer to adopt customer processes to provide our customers comfort and avoid conflicts. GSF has prime focus on cost, quality, security, confidentiality, expertise and Technology. GSF provides guidelines on project management, configuration management, change management, risk management, disaster recovery and business continuity planning etc. GSF also holds the best practices and manuals for support functions.

#### Expertise

As a company in Knowledge economy, we continue to invest in attracting best of the talent from the industry, retain them with best work culture and remunerations, hone their skills with trainings and mentor them to be future leaders.

#### Infrastructure

We have office in Pune, an IT City and home to best colleges in India. The office is located in heart of the city in a commercial estate with all the essential infrastructure and provisioned for constant surveillance and biometric access etc.

#### Security

We are forming an Information Security Group part of technology team to work round the clock to safeguard the Assets from threat and vulnerability. We are outlining Security Risks Assessment and treatment procedures with required Matrices. All the different Security Policies will be well in force and incident management will be well executed. Security Awareness trainings will be carried at periodically campaigns will be run for the employees.

### The apex of the Pyramid - Clients Interests

#### Savings

Apart from the essential costs attached to quality and security, we will make every endeavor in cost optimisation at project life cycle stages starting with our Process definition. The compelling savings, our Clients key interest drive our work without compromising on other interest like quality, security, efficiency and responsiveness.

#### Responsive

In the fast pace business world, our Clients interest would be to partner with responsive services provider so their end customers can enjoy similar responsiveness. Therefore, we will measure our responsiveness for every interaction and request periodic customer feedbacks to set targets for improvement.

#### Efficiency

We understand importance of 'on time' 'on budget' deliveries at the best quality. We propose an engagement model that involves Client representatives in all the change management, risk management and issue resolutions and other factors impacting efficiency.

#### Quality

"Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives." - William A. Foster

We firmly believe and act in accordance to this quotation, to achieve abstract quality whose manifestation comes with customer patronage as only real parameter. Industry is trying to quantify and certify the quality, we are also following industry quality practices, but value customers certificate in form of patronage.

## Legal Outsourcing Solutions

VertoLex offer wide range of Legal outsourcing Solutions for Business & Law Firms. Our Industry specific legal processing offering are available on request.



**Contract Management**



**Document Review**



**Real Estate**



**Arbitration Support & Dispute Resolution**



**Litigation Support**



**Intellectual Property Rights**



**Patent Services**



**Legal Research**

### Contract Management

We provide high quality, large scale contract management and contract review services to our clients.

We have a skilled team for Contract summarization/ review with extensive experience in summarizing/ reviewing various types of contracts for Fortune 200 Companies.

We originate user-friendly templates for our Clients which are tailor-made to suit our Clients' specific requirements, by analyzing the Contracts and emphasizing on the most critical provisions, obligations and like wise other similar provisions which can make a huge impact on our Clients' business. Our templates can save the precious time of our Client than reading the entire Contract and thus, making it simple and reader friendly.

With the combination of advanced technology, highly proficient IT Team and skilled Attorneys, VertoLex aims to ensure that the work is delivered to the Client on time, on budget while maintaining the utmost security of the Client database.

We at VertoLex can provide Clients with the tools to manage more efficiently, archive, retrieve, and distribute content from the Contracts.

### Document Review

We offer world-class electronic data discovery and electronic document review to our clients.

Our work areas can range from limited reviews to large-scale **Electronic Document Review** Projects. We analyze and organize electronic documents for relevance, materiality, confidentiality and privilege.

We validate software-generated objective and subjective coding results.

In every **Electronic Document Review** and litigation support project, our clients get the benefits of experienced team in quality oriented electronic document review for responsiveness, privilege, confidentiality and materiality.

We customize our document review services to suit Client requirements. VertoLex gives the corporate firms benefit due to lower cost of litigation and law firms get time to focus on higher value added work.

VertoLex quality control measures ensure consistent, accurate and efficient substantive document analysis.

### Real Estate

We offer entire gamut of legal Services related to Real Estate. A quick preview of services include

- Search for properties within jurisdiction
- Drafting of required documents
- Procedure relating to mortgage, preparation of documents
- Lease documents, formalities relating to lease
- In cases of Foreign investments in India, procedures relating to Foreign Direct Investments(FDI)
- All types of Conveyance relating to real estate
- Assistance in the procedure of setting up SEZ (Special Economic Zone) and STS (Special Township Schemes)

The team having more than 50 person years experience in Real Estate provides one stop shop for quality real estate service with peace of mind, faster turn around and compelling savings.

Our Technology team is building superior infrastructure to augment productivity of Real Estate Services and offer excellent

tools to clients to manage more efficiently, archive, retrieve, and distribute content.

### Arbitration Support and Dispute Resolution

We can provide Arbitration support and dispute resolution services to our clients in India and Abroad.

We are heedful of the fact that arbitration and dispute resolution is major requirement for our Clients; VertoLex is teamed up with experienced attorneys in arbitration matters in India as well as in International Commercial Arbitration and ADR methods.

We can offer following service under Arbitration and dispute resolution

- preparing scripts and maintaining records relating to proceedings
  - State of the art facilities including teleconferencing to provide support to Arbitrators and parties in dispute.
  - Help clients in enforcing judgments and arbitration awards in and outside India.
  - On going legal research.
  - Coding, reviewing, organizing and analyzing of documents.
  - Assistance and support in communication between the parties and the Arbitrators.
- Our extremely experienced Arbitration team can provide huge benefits on accounts of time and cost savings. Get advantage of our technology team developed excellent communication infrastructure to facilitate Arbitration.

### Litigation Support Services

We have profound Litigation support experience in wide ranging industries and individuals. Our experts have access to best collections of books and online resources to provide excellent Litigation services and peace of mind for our Clients.

We offer following services under Litigation Support

- Pre-trial Support
- Attorney Review
- Deposition Digest/ Summary
- Legal Drafting
- eDiscovery
- Case Summarization
- Legal Research

We can also cater other services like legal Data Entry, Litigation Coding, Legal Audit and Legal Billing under Litigation Support.

### Intellectual Property Rights (IPR)

VertoLex assists companies and Intellectual Property attorneys to reduce time and costs involved in Trademark Searches, Passing Off / infringement Analysis of Trademarks / Copyrights / Designs, preparation of filing dockets, Litigation support, Case law / Precedent research.

Outsourcing of these activities saves cost and efforts considerably. We have trained legal professionals and SMEs, who have the experience and ability to handle complex issues related to IPR and Information technology.

Intellectual Property Service Offerings:

- Registration and prosecution of Trademark design, Copyright, and Geographical Indication
- Trademark portfolio Management
- Intellectual Property Due Diligence
- Licensing and assignment of Intellectual Property Rights
- Passing off and Infringement analysis.
- Monitoring services for resembling marks

- Litigation Support.
- Legal Analysis for issues in Domain Name Disputes.
- Development of policies on protection of confidential information, Trade Secret and Data Protection

### Information Technology and Media Service Offerings:

- Technology and content licensing;
- Supplier/distributor, domain name, trademark and other technology-related disputes
- Open Source software licensing including usage of Open Source software, company wide Open Source policy, risk identification in usage of Open Source software
- Distribution Agreements of Video Programming, via broadcast, cable, satellite and other broadband technologies
- Production, acquisition and financing of film and television programming Agreements
- Agreements for financing media and entertainment businesses
- Franchising Agreements
- Artist and Producer Recording Agreements
- Internet-based entertainment ventures

### Patent Services

Intellectual Property has become one of the Critical Success Factors for any organization in this complex business world. Innovation is the key to achieve and maintain a competitive edge over the competition. The innovative ideas/techniques need to be safeguarded and properly exploited.

We have a highly professional and motivated team that consists of patent agents, attorneys, qualified technical experts help clients maintain and manage their patents and patent applications. We offer a comprehensive range of patent services:

- **Prior Art search** -Our patent experts use various databases to carry out patent and literature search. Our expertise in patent laws of India and other countries enables us to provide patentability reports for multiple jurisdictions.
- **Patent drafting** - A well drafted patent specification is the key to a valid and enforceable patent. Our patent team has expertise to draft patent specifications that suit the requirements of specific patent offices. We have drafted numerous patent applications in multiple technical fields. The scope of the specification has to be well drafted to have maximum benefit to the patent holder as well as to avoid infringement of existing patent.

Along with the patent drafting services we also offer:

- For issued cases, our services typically include docketing, providing alerts on pending renewals and other important actions, taking care of annuity payments, filing renewals.
- For pending cases, we have expertise and experience in handling the entire process of patent application including preparing and filing applications, preparing and filing office action response, coordinating with foreign attorneys, and ensuring that all necessary actions are performed in a timely manner.

### Indian Patent Sourcing (National Phase Filing Services)

India is emerging as a preferred destination for filing national phase patent applications [Paris Convention and PCT] by the foreign individuals as well as multinationals.

In view of the ongoing demand of the industry we offer following services:

- Filing of patent applications according to the Indian patent law requirements till the grant of patent
- Patent Prosecution watch
- Providing information of all published Indian patent applications as well as granted patents
- Patent watch
- Patent Annuity

### Legal Research

We provide Legal Research with the assistance of on-line resources like Lexis-Nexis, Westlaw and others in various areas of law, which gives our Client all the latest information in detail supported by case laws.

Our legal research team is comprised of experienced lawyers and associates who come from prestigious law schools in India.

We provide our assistance in almost every subject of law.

We summarize all the researched data to suit the Client specifications.

We also provide research for business and finance related matters.

### Document & Data Management

We offer comprehensive 'document and data life cycle management' back office services for Businesses and law firms. We will customize process, security, confidentiality, skills and infrastructure requirements to suit Client needs.

#### Digitisation

Digitization (scanning) of various documents like applications, requests, physical attachments etc. is the key in automation of growing multi location business. We can offer solutions for

electronic storage, retrieval, purge and backup/restore of these Documents including wide format documents. We can provide these services in onsite/offsite mode.

#### Document Indexing

We offer Document Indexing services to digitised documents to logically tag and group them for further electronic processing. We offer this as an independent or combo service with Digitisation services. Again, this can be onsite/offsite service.

#### Form Processing

We undertake complete business processes from form designing, printing, capturing data written / printed, data processing and report generation for various Industries like Banks, Insurance and Telecom service providers.

#### Record Keeping (Data Entry)

Various customer requests, correspondences ask for record updates and to improve customer experience in terms of turnaround for such requests, we can offer efficient and cost effective record keeping services to address volumes & variety of data received by business daily, increasing Client staffs bandwidth to serve end customers.

#### Physical Storage

To make our Document management services end-to-end, we can also offer the Physical Document Storage solutions to the regulatory requirements covering document retrieval and shredding. We can offer excellent & secure infrastructure for storage at affordable price and provide Clients better space and human resource utilization. We can build/provide multi locations storage infrastructure to improve document availability and reduce transport cost.

### Custom Business Solutions

Business needs to undergo change every day and so do the outsourcing requirements change. We always want to partner with our customers to support changing needs by delivering custom outsourcing solutions. Please speak to our sales representative to get our Analyst working on building the best custom Business solution.

## VertoLex –Experience Matrix

Our teams experience matrix of Customer Industry segments vs. offerings provides our capability map. We can offer customised solutions and value added services based on Client requirements on and above the below capability map.

<b>LPO</b>	Contract Mgmt	Document Review	Real Estate	Arbitration Support	Litigation Support	IPR	Patent Services	Legal Research
Infra Companies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Real Estate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Bank/Finance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
IT	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pharma						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Manufacturing						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Govt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Others	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

<b>BPO</b>	Doc Mgmt	Accounting	Customer Support	Custom Solutions
Infra Companies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Real Estate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
BFSI	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Education	<input checked="" type="checkbox"/>			
IT/ITES	<input checked="" type="checkbox"/>			
Pharma				
Manufacturing				
Govt				
Others	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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