



# شركة المطرودي ALMATROUDI

للمحاماة والإستشارات القانونية  
ADVOCATES & LEGAL CONSULTANTS

العدل





## ABOUT US

**Al-Matrodi Law and Legal Consultations Firm**, operating under License **No. 42590**, was founded in early **2023** in compliance with legal regulations governing the practice of law and legal consultations. The firm is registered as a legal entity with the Saudi Bar Association, comprising a team of lawyers and consultants, each specializing in their respective fields. The firm is led by lawyer Assem Al- Matrodi, who is both a partner and the founder. Commencing his legal career in **1437 AH**, he navigated the digital transformation within judicial authorities at every stage. Throughout his professional journey, He served as a legal representative for various companies. Subsequently,

he obtained a law license and collaborated with a team of qualified lawyers. The establishment of this firm was a natural progression, offering legal services across diverse fields based on the team's expertise. The firm remains committed to staying abreast of legal developments and regulations, ensuring alignment with the client's objectives.





# THE IMPORTANCE OF LAW AND LEGAL SERVICES

The significance of law and legal services has deep roots, dating back to ancient times where seeking assistance from a lawyer was a recognized principle. A lawyer, equipped with persuasive speech, adept writing skills, and effective negotiation abilities, plays a crucial role in establishing authenticity and preserving the truth. This principle is evident in Moses – Peace be upon Him- saying: " **And my brother Aaron is more eloquent than I, so send him with me as a helper to support what I say, for I truly fear they may reject me.**"

**Also The Messenger of Allah [SAW] said: 'You refer your disputes to me, some of you may be more eloquent in arguing their case than others, and I may pass judgment on the basis of what I hear'** The importance of legal services extends beyond merely delivering rights; it encompasses the broader goals of eliminating injustice and resolving disputes. This includes actively supporting and aligning with judicial authorities. Lawyers, being integral components of this process, are essential in this pursuit. Consequently, our firm places a strong emphasis on representing clients with the utmost dedication, ensuring the provision of legal services that safeguard their rights in accordance with both social and commercial interests, guided by the grace of Allah.





# WHY US

Assem Al- Matrodi Law and Legal Consultations Firm is distinguished by:

- Our foremost commitment is to facilitate and expedite communication with our clients.
- Our team comprises legal expertise with diverse specialties in law and Sharia.
- Clients have direct communication access to both the team and the company manager.
- Every task is overseen directly by the director, and no service is executed without final approval.
- Clients are kept informed about plans and schedules from contract initiation to service delivery.
- We offer flexibility in fee structures and payment methods, presenting various options.
- We stand out by providing innovative legal solutions that aim to avoid litigation.
- Our focus is on achieving desired results swiftly.
- We closely monitor and stay updated on all legal and legislative developments.



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## OUR VISION

We aspire to be the foremost name in consulting and legal services within the Kingdom, aiming to make a positive impact that goes beyond fulfilling the needs of our clients. Our vision extends to fostering justice and equality in society. We firmly believe that the realization of our vision hinges on the efficiency of our work team and the quality of our interactions with clients. Continuous development and thought leadership form the foundation for delivering high-quality legal services.

## OUR MISSION

Through diligent effort and genuine care for our customers, we strive to become an integral contributor to the stability of their interests.

## OUR VALUES

Integrity - credibility - excellence - initiative - team spirit - responsibility.







## SUMMARY OF OUR SERVICES

At Assem Al Matrodi Law and Legal Consultations Firm, we offer an extensive and diverse array of legal and advisory services, including:

**Judicial Representation:** We handle pleading and defense before all types and levels of judicial and non-judicial bodies. This encompasses the preparation and submission of memorandums and regulations, as well as representation in negotiations and the amicable resolution of disputes.



**Legal Consultations:** Our team provides thorough legal advice across various legal fields, aiding clients in making informed decisions while understanding their legal rights and responsibilities.



**Contract Drafting, Documentation, Preparing policies and Regulations:** We specialize in the preparation, study, and amendment of contracts and documentation to align with the principles of Islamic Sharia and relevant regulations. This ensures protection against errors that could compromise a contract, all while offering advice tailored to the contract's nature.



**Electronic Store Policies and Regulations:** Our services extend to preparing privacy policies and return/exchange policies, ensuring the protection of customer rights in compliance with Ministry of Commerce regulations.

**Documentation and Agency Services:** We provide comprehensive services for the documentation of legal documents and the provision of legal agencies.



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# STEPS IN PROVIDING LEGAL SERVICES

## Initial Phase

### First Stage

Receive the service request from the customer.

2

### Third Stage

Conduct a detailed meeting with the customer to clarify the service requirements.

4

### Second Stage

Verify the service's compatibility with the company's business acceptance policy.

3

### Fourth Stage

Submit a service fee offer.





# STEPS IN PROVIDING LEGAL SERVICES

## Request Processing Stage

### Fifth Stage

Forward the request to the relevant work team.

6

### Seventh Stage

Commence the implementation of the legal service.

8

5

### Sixth Stage

Review documents and address any deficiencies.

7

### Eighth Stage

Conduct necessary meetings with the client.



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# STEPS IN PROVIDING LEGAL SERVICES

## Final Level

### ○ Ninth Stage

Provide the client with the working draft for his views

9

### Tenth Stage

Obtain administrative approval of the final version of the service.

10

### ○ Eleventh Stage

Deliver the final version to the client.

11







## LEGAL PACKAGES

Recognizing the vital role of efficiently serving corporate clients and commercial entities in innovative ways, **Assem Al Matrodi Firm** introduces legal services in the form of packages. These packages are designed to streamline the management of the client's legal projects, offering specific or flexible consulting hours. This eliminates the necessity for clients to establish in-house legal departments, contributing to their support and bolstering their legal agenda. The prices of these packages are determined based on the scale of the business.

Within each package, a dedicated specialized team provides legal consultations to our clients, including companies and commercial entities, encompassing various legal services such as consultations, contract drafting, and judicial representation. The allocation is specified in terms of consulting hours per calendar year. The available packages include:





### Basic Package

200  
consulting hours  
per calendar year

### Silver Package

400  
consulting hours  
per calendar year

### Golden Package

600  
consulting hours  
per calendar year

### Diamond Package

Unlimited hours,  
featuring the appointment  
of a dedicated team for  
the client throughout one  
calendar year.





## OUR CLIENTS



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