



## Transition experts, anytime, anywhere

Today's volatile economic environment has created the need for corporations or statutory bodies to review their business processes and workflow in order to cope with rising costs and promote business efficiency. One of the methods used by corporations for cost control is to outsource the workload of their support functions to external service providers. We understand that corporations are now constantly looking for flexible working arrangements both in terms of length of engagement and fee structure to meet a demand for a new area of expertise, sudden surges in workload, new transactions or unanticipated absences. In response to such needs, we have set up an insourcing and consultancy service line to provide services such as advising on commercial transactions, human capital, and handling corporate communication matters and preparing documentation for the same. These new services will be provided by ZICO Insource, a subsidiary of ZICO Holdings Inc., throughout the ASEAN region.

## Insourcing & Advisory services

Insourcing allows clients to bring external expertise in-house. Our team of professionals will work as part of the client's team to meet temporary surges in work levels, staff demands or to meet any gaps in competency. We assist corporations whom may require extra resources in areas to advise on and/or prepare documentation for commercial transactions, human capital or corporate communication by providing suitable candidates with relevant industry experience for new transactions or day-to-day work. Alternatively, clients may transfer their daily in-house functions, to our team, which would then allow their in-house team to focus on core specialised areas.

## Seamlessly

Our services can be provided either on site at our client's office or remotely. For Insourcing, to ensure that our talent can integrate seamlessly with our client's organisation, we follow a four-step approach:



### Key benefits

- Flexibility to scale up and down their manpower requirements to meet workload demands;
- Internal resources can concentrate on more complex and strategic matters whilst the repetitive daily tasks are outsourced;
- Cost effectiveness with flexible fees structure;
- Opportunity to engage specialist expertise required for complex projects.

Our services include, but are not limited to:

### Commercial Documentation

- Reviewing or drafting of commercial documents necessary for the operations of the business
- Reviewing documents for a due diligence exercise
- Drafting letters as required by business support units
- Attending to queries from support functions
- Seconding experienced professionals to meet resourcing demands
- Seconding experienced professionals to lead or manage complex transactions or which require certain specialist expertise
- Reviewing or drafting transaction documents for mergers and acquisitions and investments

### Human Capital

- Reviewing of human resource policies and manuals
- Advising on HR strategies and transformation
- Providing training for upgrading of competencies
- Reviewing and advising on HR issues that may arise in any mergers or acquisitions and advising on changes that are necessary to cater for the same
- Retaining and managing talent

### Corporate Communication

- Branding and development strategy
- Communications and media strategy
- Investor relations
- Handling media and analysts
- Crisis communication
- Sustainability framework and reports

### Project Management

- Providing project management services for mergers and acquisitions, corporate transactions, investments, restructuring and other time-sensitive projects
- Acting as a central coordination point across internal teams and external advisers, ensuring that workstreams are aligned
- Managing and coordinating litigation and dispute resolution
- Managing deliverables and critical path items
- Supporting execution, completion and post-transaction handover

### Training

- Practical, results-oriented training delivered by HRD Corp Accredited Trainers
- Training on effective presentation and communication skills in a business context
- Compliance and ethics training covering anti-bribery and corruption, personal data protection, and other key regulatory compliance requirements
- Legal, regulatory & governance workshops on contract management, corporate governance and related corporate advisory topics
- ESG & sustainability implementation focusing on ESG compliance frameworks, reporting and policies and practical operational measures

### Sustainability Framework and Reports (ESG)



#### ESG in Action

- Reviewing operations to identify material matters
- Assisting in stakeholders' engagement on priority of material matters
- Help set targets and advice on measurement metrics
- Reviewing of existing material matters and relevancy
- Mapping out material matters to ascertain compliance with listing requirements
- Reviewing and advising on gaps vis-à-vis GRI standards/Bursa FTSE 4 Good
- Reviewing of policies required by GRI for compliance in-line with GRI Standards
- Preparing client's data template
- Drafting of client's ESG Journey
- Drafting of client's sustainability report
- Training your team to manage and enhance your ESG journey

## Contacts



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**May May** has diverse experience in legal, human capital and corporate communication. She has over 30 years-experience in the legal industry specialising in corporate advisory, capital markets, restructuring, banking, property and litigation. In human capital, May May brings a wealth of knowledge in HR operations, HR transformation, talent retention and management. In the course of her career, May May also has working experience in corporate communication which includes advising on investor relations, communications strategy, building media relations, crisis communication and drafting corporate brochures, annual reports, corporate videos, websites and social media sites.



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**June Tan** has over 10 years of experience in the legal industry, specialising in mergers & acquisitions, capital markets, transaction structuring and corporate advisory work. She has advised international buyers on acquisitions across ASEAN, as well as local conglomerates on the acquisition and disposal of Malaysian and overseas businesses. She also advises companies on day-to-day corporate and legal matters, including governance, compliance and general corporate affairs.



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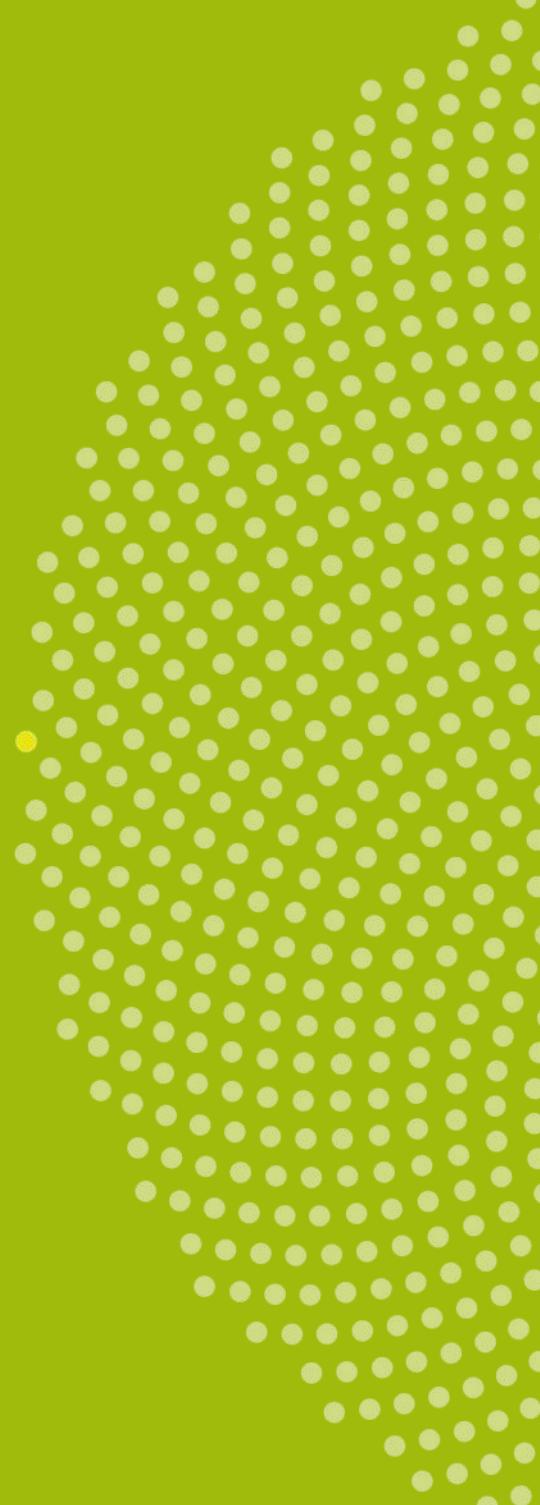
**June Khoo** has over 30 years-experience in legal matters in the oil & gas and construction industries. She has also advised on corporate governance issues and has held senior management positions in a multinational company. She has international business experience and advises on complex negotiations and legal issues. Prior to joining ZICO Insouce, June was the Regional and Vietnam Legal Manager at Talisman/REPSOL, a Canadian/Spanish upstream multinational company and was a partner with Zaid Ibrahim & Co. and had been with the firm for 9 years.



ZICO Insource is a provider of insourcing and consultancy services for commercial advisory and documentation, human capital and corporate communication. We assist clients in meeting temporary surges in work levels and staff demands or in bridging competency gaps by assimilating our team of professionals with our clients' workforce. We provide clients with suitable candidates with the relevant industry experience, to meet human capital needs arising from ad-hoc transactions or for the performance of the day-to-day business operations. ZICO Insource is part of ZICO, an integrated network of multidisciplinary firms helping organisations and individuals succeed in ASEAN.

More about ZICO Insource : [www.zicoinsource.com](http://www.zicoinsource.com) | [www.zicoholdings.com](http://www.zicoholdings.com)

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Building Trusting Relationships Through Innovative Solutions