

# COLOMBO LOTUS TOWER MANAGEMENT COMPANY (PVT.) LTD

## REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

### *LEGAL CONSULTANT*

#### **About the role**

We require the services of a Lawyer to handle drafting of contracts commercial agreements and to review existing contracts, agreements and other legal instruments. Therefore we propose the engagement basis.

#### **Responsibilities**

1. Reviewing legal agreements / contracts when they are renewed or replaced.
2. Drafting amendments to the legal agreements from time to time whenever updated takes place.
3. Advise on implementation of existing and new laws.
4. Dispatch letters of demand to debtors and assist in legal prosecution where necessary
5. Advise on employee related issues

#### **DELIVERABLES**

- Provide efficient legal advisory services for above listed scope of activities.

#### **QUALIFICATIONS AND EXPERIENCE**

- An attorney-at-Law and Notary public. LLB would be an advantage.
- Excellent command of English and ability to independently draft all legal documents.
- Maximum 10 years of work experience in the areas of commercial contracts, labour issues and litigation.

#### **FEES**

Negotiable on engagement basis.

#### **CLOSING DATE**

Closing date will be **15<sup>th</sup> August 2022**

**DIRECTOR/CHIEF EXECUTIVE OFFICER  
COLOMBO LOTUS TOWER MANAGEMENT CO. (PVT) LTD.  
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