

Cosmolegal Services Private Limited



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Legalities Smoothened

Introduction to Cosmolegal Services (P) Ltd (CLS)

- **Cosmolegal Services (P) Ltd.** is a Legal Process Outsourcing company incorporated in the year 2008 by a varied and talented group of professionals who have brought together their respective fields of specializations with the objective of offering to the corporate world a better, easier and quicker way of conducting business in a highly efficient and cost effective manner.



Legalities Smoothened

Services Offered

- Document Management
- Contract Management
- Legal Research
- Litigation Support
- Legal Transcription
- Document Review
- Para-Legal Services
- Intellectual Property Management



Legalities Smoothened

Salient features of CLS

- 125 workstations
- 15,000 sft of warehousing space in the heart of Hyderabad
- Team :
 - a) Legal
 - b) Software and networking
 - c) Administration and Operation
- ISMS standards compliant security standards.



About Document Management System (DMS)

The process in DMS begins with conversion of paper or other documents into digital images*. These images can be easily organized and quickly retrieved, indexed and archived. These images are stored, electronically indexed with information such as author, reference number, and date of creation or key words. These files can be viewed, shared, printed, and stored with high level of security by the system administrator.

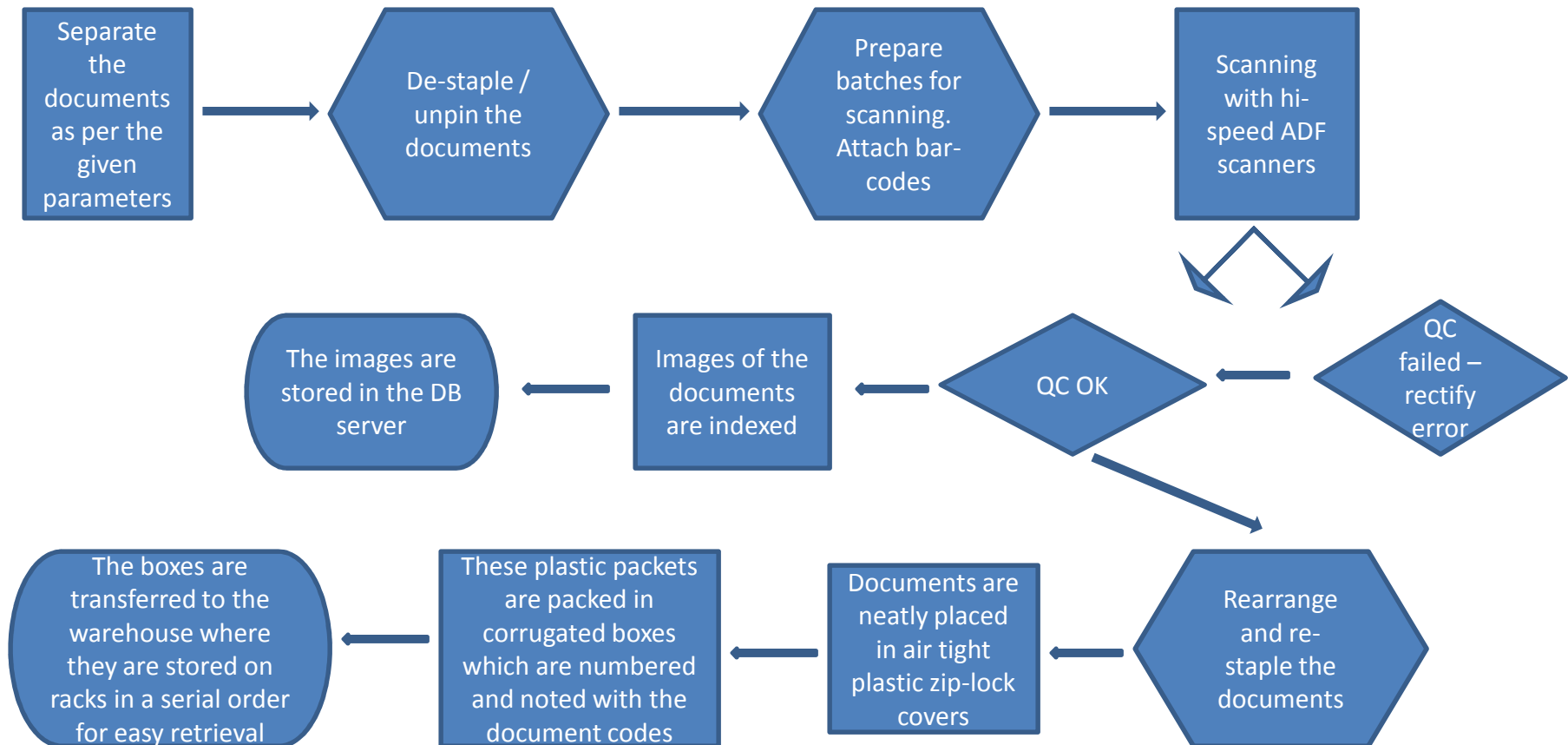
The physical documents are indexed and warehoused in the same manner as the soft copies so as to make retrieval simple and easy.

- * Documents can be converted and stored in any one of the more than 200 different formats as per the clients' requirement.



Legalties Smoothened

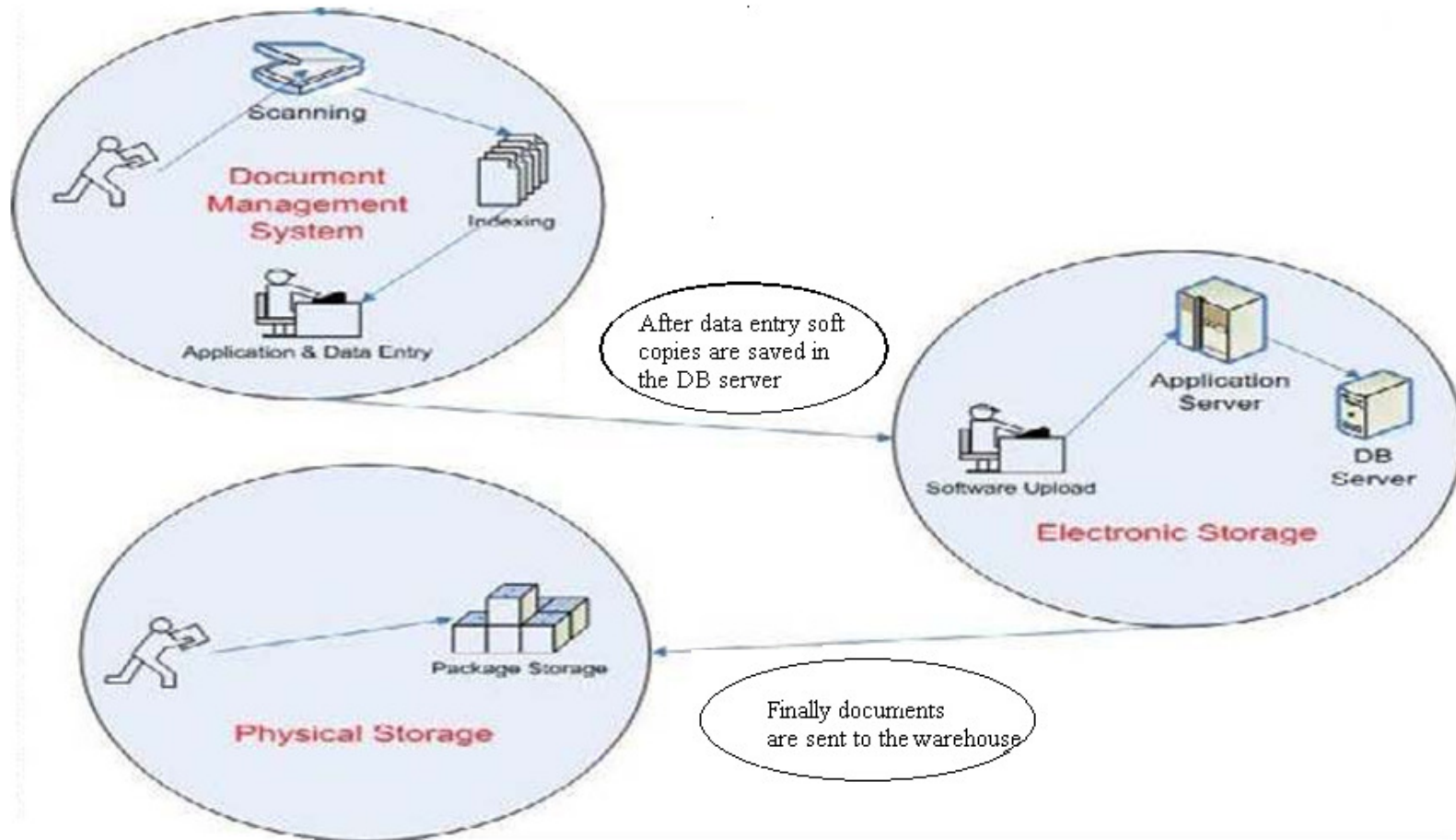
Implementation / Methodology



* Quality check will be done based on the parameters given by the client



Implementation / Methodology in pictorial format





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Warehousing Specifications

Physical Storage

- Re-arrange and re-staple documents
- Place documents in individual plastic zip-lock packets
- Zip-lock packets are packed into corrugated boxes
- The boxes are tagged for easy and fast retrieval
- The boxes are stored in a serial order as per the tagging

Storage Area

- Frequent pest control to manage rodent and other infestations.
- Racking starts 6" above floor level and stops 2' from the ceiling.
- No electricity inside the warehouse:
 - a) Cost Saving.
 - b) No risks of fire accidents due to short circuits.
 - c) In the rare case of a fire accident locating the affected area and extinguishing it becomes easier..
 - d) Eco friendly.
 - e) Battery operated smoke detectors and fire extinguishers.
 - f) Hand held fire extinguishers.



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Why CLS?

- We are a team of efficient professionals from legal, software and corporate backgrounds who have come together to deliver unequalled & cost effective solutions to our clients.
- We use the best document management software which has been customised to suit our clients' every requirement.
- We innovated a warehousing system which reduces the chance of a fire accident significantly and also minimises damage due to flooding and atmospheric agents.

Our Clients

- **Madhu Gas**

6-1-120/1, Padma Rao Nagar, Secunderabad.

Tel : +91 40 2750 7032

- **Atlanta Madencilik San Be Ticaret, Turkey**

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