

**CLIENT'S CHARTER
LEGAL DIVISION**

NO.	SUBJECT	DURATION
1.	Provide quality legal advice from the date of receipt of complete documents and information. For legal advice involving complex issues, requires further and detailed research within 30 working days.	14 working days
2.	Vet and draft agreements and legal documents from the date of receipt of complete documents and information. For agreements and legal documents involving complex issues, requires further and detailed research within 30 working days.	14 working days
3.	Vet and/or draft the principal legislation before submit to the Attorney General's Chambers for approval subject to policy, technical and financial issues has been finalized.	90 working days
4.	Vet and/or draft the subsidiary legislation before submit to the Attorney General's Chambers for approval subject to policy, technical and financial issues has been finalized.	14 working days
5.	To obtain directions and to conduct civil proceedings instituted by or against Government of Malaysia by ensuring that preliminary actions are carried out.	10 weeks from the date such directions are obtained