



U.S. Small Business Administration



**The Queens Chamber of Commerce**

Queens' oldest and largest business association, represents more than 1,400 businesses and more than 150,000 Queens employees. With funding from Congresswomen Grace Meng to the Queens Chamber of Commerce, The Small Business Legal Desk Program provides free professional support to Queens business owners to obtain important services to better operate, develop, and grow their businesses.

# The Small Business Legal Desk Program

Services provided due to support from Representative Grace Meng through the **U.S. Small Business Administration**

## Attention Queens Start-Up and Small Business Owners:

The Queens Chamber of Commerce is connecting small business owners in Congressional District NY-06 to free consultation in Legal, Accounting and Human Resources. Services are made available through a grant from the U.S. Small Business Administration.

**Consultations are limited to 5 hours.\***

\*The Queens Chamber of Commerce can review requests for additional hours of consultation based on the nature of the consultation matter, availability of the professional service provider, and program demand and funding.

**Services available in the following languages:  
ENGLISH, BANGLA, MANDARIN, RUSSIAN and SPANISH**

**LEGAL  
(NON-LITIGATION MATTERS)**

- Start-up
- Legal Formation of Company
- Lease and Contract
- Buyout/Takeover Business
- Company Structure, Registration
- Licenses and Employment Law
- Home-Based Businesses
- Intellectual Property
- Insurance

**ACCOUNTING**

- Business Formation
- Payroll and Bookkeeping
- Regulatory Changes
- Compliance
- Tax Planning

**HUMAN RESOURCES**

- Hiring/Firing
- Compensation and Benefits
- Labor Law
- Regulatory Changes
- Personnel Policy
- Mandated Compliance Training

The Small Business Legal Desk Program is only available for Small Businesses operating in U.S. Congressional District NY-06 Zip Codes are listed here: 11352, 11354, 11355, 11357, 11358, 11360, 11361, 11364, 11365, 11366, 11367, 11373, 11374, 11375, 11377, 11378, 11379, 11380, 11381, 11385, 11415, 11418, 11421, 11423, 11424, 11427, 11432, 11435

**FLUSHING CHINESE BUSINESS ASSOCIATION (FCBA)**

Every 1st and 3rd **Tuesday** of the month  
from 11:00am to 2:00 pm  
40-48 Main Street, Suite 302, Flushing NY  
Please call **(516) 266-2970**  
to make an appointment

**CITY COUNCIL MEMBER SANDRA UNG, DISTRICT 20**

Every 1st and 3rd **Thursday** the month  
from 11:00am to 2:00 pm  
136-21 Latimer Place #1A, Flushing NY  
Please call **(516) 266-2970**  
to make an appointment

**For more information please contact**

**Suzan King 金蘇珊**

Manager, Legal Desk

Email: [legaldesk@queenschamber.org](mailto:legaldesk@queenschamber.org)

Call: (516) 266-2970

Scan QR code to sign up

