

Hong Kong – outsourcing services

Our clients know what they want to achieve. We know how to get there. Working with some of the sharpest minds in corporate law and finance, we pull together the right blend of services to suit each client's unique situation. With an international network of experts and a rich history in the financial world, we have the people and knowledge to help you succeed.

Outsourcing is a convenient and flexible solution for many businesses undergoing rapid growth, restructuring or seeking improved cost efficiency. Our experienced in-house team and our international presence ensure that we can cater to your local and international needs. Our aim is to alleviate any administrative burden, provide you with a cost-effective service and manage your growth proactively and efficiently.

Who can take advantage of outsourcing?

- ▶ companies outside Hong Kong who wish to set up here yet do not require a full office presence
- ▶ businesses with uneven workloads during the year
- ▶ entities undergoing rapid expansion yet growth may not be permanent
- ▶ companies without expertise in a specific area
- ▶ companies that require a team of high quality Chinese speaking staff to coordinate with their Chinese counterparts
- ▶ companies who want to keep staff numbers and cost to a minimum

Cost Saving Efficiency

With dedicated teams in place, our outsourcing service can help you eliminate the need for hiring and training staff, and the associated cost.

Companies perform best when they focus on what they know best. We can efficiently perform the administrative functions for your company while you can concentrate on making a profit. We develop close working relationships with our clients as we believe an understanding of a client's business and goals helps us to address a client's needs.

Accounting and Treasury

We can provide total control of your company's financial affairs while ensuring quality supervision and compliance.

Our services include:

- ▶ set up an accounting system that is tailored to your company's specific needs
- ▶ provide staff training for the associated accounting system
- ▶ perform cash flow and treasury management including bank account management, bank transaction reports and bank signatories
- ▶ prepare management reports – profit and loss statements, balance sheet consolidation, ageing reports and performance reports on a regular basis
- ▶ prepare budget and cashflow forecasts – advise whether a company is meeting its targets on a regular basis (daily if needed)

Payroll Services

Outsourcing this highly sensitive function ensures confidentiality is protected. Payroll has become increasingly complicated due to the Mandatory Provident Fund ("MPF") and individually tailored employee packages. It is now a time consuming task to manage. With access to the latest technology, we can handle complex payroll for both local and international offices including:

- ▶ issue pay slips distributed to staff with a full breakdown of salary details, limiting queries by promptly revealing inconsistencies
- ▶ generate up to 20 different reports to enable spending to be tracked by country, cost centre, department and employee
- ▶ liaise with MPF service providers on behalf of your company and take care of employees' stock options where applicable
- ▶ ensure your payroll's compliance with Hong Kong statutory obligations including salaries tax return

Trade Services

Hong Kong is an excellent base for any company, especially for those engaged in trading businesses. With many of our clients involved in import/export, our range of trade services is tailored to meet an individual company's requirements.

Our trade services include:

- ▶ invoicing
- ▶ proforma invoices, purchases and sales order processing
- ▶ LC applications and negotiation
- ▶ import and export documentation
- ▶ transaction monitoring
- ▶ logistics management
- ▶ payments and receipts reporting
- ▶ liaison with bankers, suppliers, customers and freight forwarders

General Business Services

In addition, we also provide other general services, which include but are not limited to the following:

- ▶ staff recruitment
- ▶ advice on personal matters, Labour Ordinance and staff insurance
- ▶ concierge services
- ▶ personal secretarial services
- ▶ establishing a web site
- ▶ dedicated telephone/fax lines and e-mail addresses
- ▶ telephone answering services

Other than business services, our Tax Division can efficiently structure tax and staff contracts and our Trust and Corporate Services Division can perform services such as company formation (both in Hong Kong and overseas) and all associated statutory obligations.

Please feel free to contact our team for further assistance.

Our clients come from every corner of the globe. Different countries, different cultures. Just like us. We have more than 1,000 professionals in more than 20 countries worldwide. So we have the local knowledge and sensitivity to see things from your point of view.



Setting the standard since 1952

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