

International business consultants



KELMER

Kelmer Group is an International Business Consulting company that assists entrepreneurs in their international ventures, solving bureaucratic, administrative and fiscal issues, from the start-up to the day-to-day operations.

LONDON
DUBLIN
RIYADH
DUBAI
BANGKOK
SINGAPORE
HANOI
HONG KONG
MANILA
SYDNEY
MIAMI

About us

In 1997, a group of professionals with a solid background in international business consulting decided to gather their experience to create a new project that would assist individual entrepreneurs and corporations in expanding their business into international markets. Kelmer Group was then founded, with the opening of its first office in London, and since then ensured its presence in the most strategic worldwide markets, such as UK, Ireland, UAE and China.

Over the past three years, Kelmer Group has initiated its expansion in the Far East, with the opening of three new offices: Singapore, Hanoi, and Manila. The group has also established itself in Miami, United States, in Riyadh, Saudi Arabia, and more recently in Bangkok, Thailand.

Nowadays, thanks to its solid and growing network of offices, Kelmer Group has become the ideal one-stop-shop for internationalization, providing its clients with a wide range of dedicated and customized services.

**The ideal one-stop-shop
for internationalization,
providing its clients with
a wide range of dedicated
and customized services.**

Our mission

Kelmer Group aims to offer its clients the opportunity to focus entirely on the core activities of their business, knowing that all technical aspects of the Internationalisation process are handled by a team of experienced professionals.



OUR SERVICES



TAX & LEGAL



INTERNATIONALISATION
& MARKETING



PRO SERVICES



ACCOUNTING &
BOOKKEEPING



FINANCIAL
CONSULTANCY



REAL ESTATE
CONSULTANCY



Offices

The background is a solid orange color. It features several white geometric lines and shapes. A thin vertical line is positioned to the left of the word 'Offices'. Two large, parallel, slanted rectangular outlines are located in the lower half of the page. In the bottom left corner, there is a white curved line that starts from the left edge and curves upwards and to the right.

LONDON

KELMER
UK LTD



London Kelmer

KELMER KSA



In 1997, Kelmer Group established its first office in London. This was based on the importance and need for our clients to have a point of reference, in one of the main centers of global commerce and finance.

With more than 20 years of experience, Kelmer UK has become a reputable service provider in the London international business consulting arena, assisting its clients with all their business requirements.

Company registered
in England N.05260622

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UNITED KINGDOM

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International Business Consulting

Whether you're a start-up organization, new to the market or an established business seeking to strengthen your position, whether you need an ad hoc consultancy for your company or assistance with your personal tax affairs, we at Kelmer UK are at your service.

We will walk by your side and take you through all the necessary steps to facilitate the operative part of your business. We assist with the initial set-up of your activity, planning the future strategies, advising you when needed in order to help you to achieve your goals in the most optimal and efficient manner.

Kelmer UK offers a 360-degree consultancy that covers all business activities and matters whilst focusing on, but not limited to, the UK market. We carry out business with you in mind and our core strength is our clients' success. With our team of knowledgeable and multilingual professionals, we make sure that we provide the best service and support to all our clients.

We are ready to respond to our clients' needs in every circumstance, whether the services require a local focus or an international outlook.

Our services

- General business consultancy
- Company set-up and corporate strategic planning
- Provision of registered office
- Company secretarial services
- Admin coordination, bookkeeping and data processing
- Accounting
- Corporate and personal tax advisory and compliance
- VAT reporting, Intrastat declaration and EC Sales
- Stamp duty advice and administration
- Payroll management and processing
- CIS Compliance
- General day-to day Company management
- Assistance with authorisations and licensing •
- Company relocations and liquidations
- Ad hoc market research
- Administration and treasury services
- Risk management
- Asset management and protection

DUBLIN

KELMER
K & P INTERNATIONAL
CONSULTING LTD



Dublin

K & P INTERNATIONAL CONSULTING LTD



We have a mission of creating an innovative consulting service made for entrepreneurs who want to internationalize their activities since we began servicing the Irish market in 2003.

Company registered
in Ireland, N.571535

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FAX +353 (0) 1 5313449
dublin@kelmer.com

International Business Consulting

In an increasingly competitive and complex market, we aim to provide our clients with multifaceted services that cover every aspect of the administrative/bureaucratic/formal face of the business to obtain the benefits of delocalization.

We have a strong history of assisting both start-ups and established businesses in their day-to-day activities offering business consultation, tax advice, bookkeeping, and administrative services. Our team of experienced, multilingual professionals

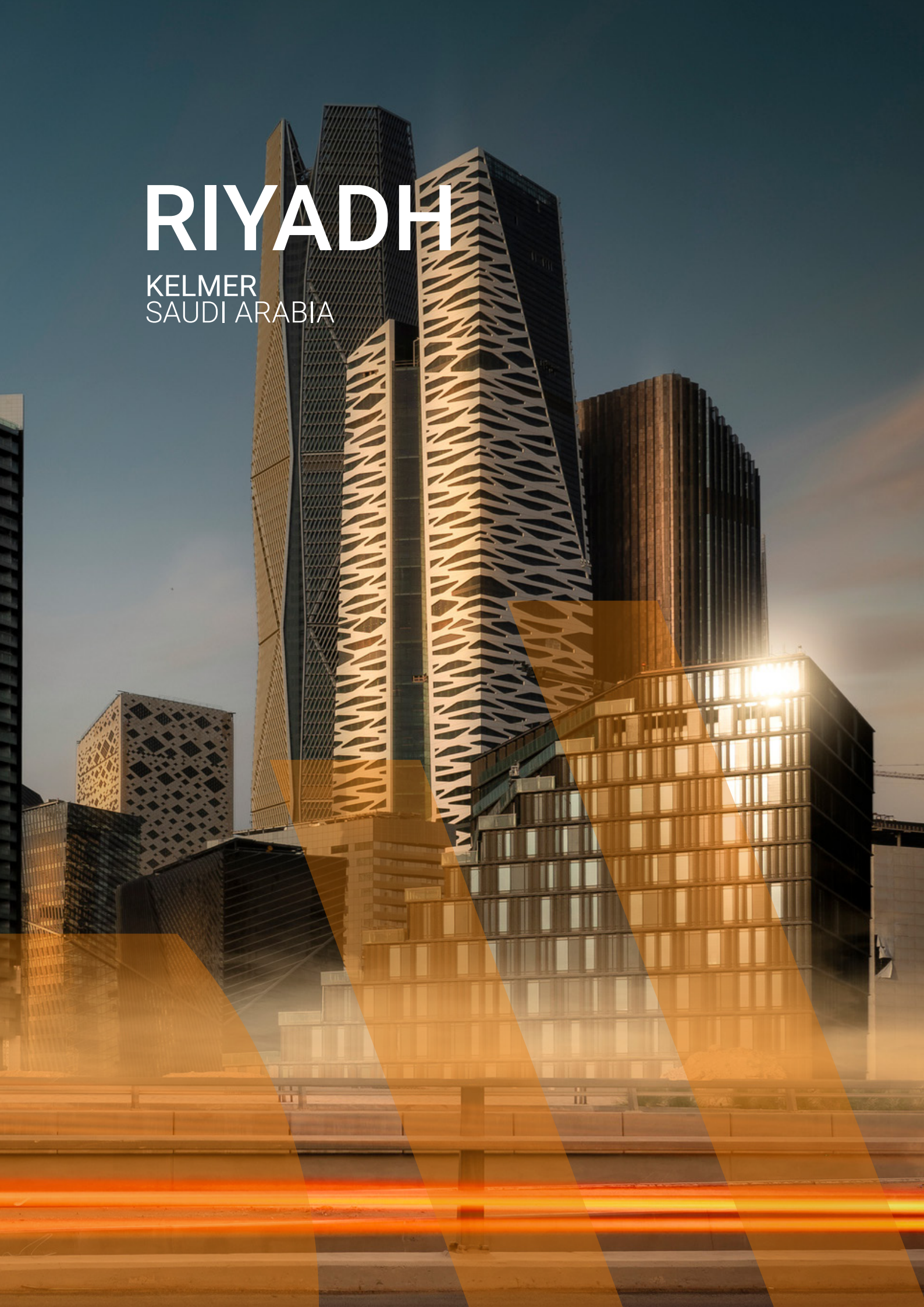
prides themselves on working closely with our clients to understand their business and tailor our advice and services in order to best meet every aspect of their needs.

Our services

- General business consultancy
- Tax consulting and opinions
- Legal advice and opinions
- Company set-up and corporate strategic planning
- Provision of registered office
- Company secretarial services
- Admin coordination, bookkeeping, and data processing
- Financial Accounting
- Internal reporting
- Management Accounting
- Corporate and personal tax advisory and compliance
- VAT reporting, Intrastat declaration, and EC Sales
- Payroll management and processing
- HR Management
- Recruitment and selection of staff
- General day-to-day Company management
- Assistance with authorizations and licensing
- Company relocations and liquidations
- Administration services
- Assistance with preparing contracts and agreements

RIYADH

KELMER
SAUDI ARABIA



Riyadh

KELMER SAUDI ARABIA



KELMER KSA is a well-established organization that supports companies in all industry sectors to mature internationalisation and provides coveted access to the Saudi market. Kelmer has the additional advantage of having had more than a decade's worth of experience in the territory.

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AL NUZHA DISTRICT,
4097 RIYADH 12474 – KSA, SA

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riyadh@kelmer.com

The group has an established team of specialists that provide support in guaranteeing our partners easier access to the continued expansion of the Saudi market. There is no doubt that the Saudi market is one with the greatest number of funds invested in the development of its country right now.

Kelmer also has established mechanisms in place to ensure consistently high-level and comprehensive assistance to our partners at all times. Our structure is supported by various departments offering a range of services:



**TAX & LEGAL
CONSULTANCY**



**INTERNATIONALISATION &
MARKETING STRATEGIES**



**PUBLIC
RELATIONS**



REAL ESTATE



**ACCOUNTING, FINANCE &
TAX BOOKKEEPING**



PRO SERVICES



Our Mission

In past years, the Kingdom of Saudi Arabia has presented itself to the world as one of the most important centers for International Trade and Finance. Thanks to its strategic global position and leadership in the GCC – Gulf Cooperation Council, the Kingdom is affirming its position as the future logistic hub and gateway to the Middle and Far East markets for European companies.

Our experts' extensive experience, stems from our strong presence in the territory, combined with long-standing relationships with authorities and within the emerging business community. Kelmer KSA proudly offers comprehensive and tailored assistance to facilitate entrepreneurial activities, and solve bureaucratic, administrative, and fiscal issues. Kelmer's consultancy ranges from start-up to day-to-day or ongoing support.

Internationalisation & Marketing Strategies

Kelmer offers complete support to enterprises in their assessment and approach to the KSA market. Our recommendations are based on comprehensive studies

of both communication and marketing strategies that best assist our clients in promoting and developing their profiles and business activities in the local market.

INTERNATIONALISATION

- Trade analysis of different sectors
- Market surveys on proposed products/services
- Identifying local operators (distributors, buyers, agents)
- Organization of focused B2B meetings with prominent local operators
- Marketing & and logistics support to exhibitors during trade fairs and workshops
- Organization of sector-oriented seminars and workshops, locally and internationally
- Organization of inbound and outbound trade and scouting missions, individual or collective

MARKETING & COMMUNICATION

- Organization of promotional and/or networking events
- Editing and copywriting of promotional material (such as brochures, product information, website content, editorials, etc.)
- Preparation of marketing plans along with advertising and digital campaigns
- Digital Marketing Services & brand identity
- Full Digital Identity Package
- Website development or restyle
- Social Media Setup and Strategy
- Social Media Management
- E-commerce development
- Mobile App

Public Relations Services

Our extensive experience spans different sectors and types of business. We have assisted clients in their start-up stage, setting up manufacturing operations and local offices in strategic locations over different

parts of Saudi Arabia. Our varied portfolio includes well-known European brands, listed companies, and leading-edge tech and IT companies.

PRINCIPAL SERVICES

- Event Management
- Identifying local operators (distributors, buyers, agents)
- Organization of focused B2B meetings with prominent local operators
- Marketing & and logistics support to exhibitors during trade fairs and workshops
- Organization of sector-oriented seminars and workshops, locally and internationally
- Organization of inbound and outbound trade and scouting missions, individual or collective

We provide bespoke, personalized market research and analysis that generate relevant, timely recommendations you can act upon that in turn enhance decision-making, performance, and growth.

- Feasibility studies
- Background check
- Stakeholder mapping
- Legal and financial due diligence
- Customized research as required
- Supply chain search and analysis
- Regulatory and Operational analysis
- Market segments, size, and growth potential
- Socio-economic compliance and operational risks
- Identification of suppliers and other potential partners
- Location and Industrial Zone comparison and advisory

Tax & Legal Consultancy

We provide customized tax and legal assistance to our clients who are establishing a new business experience in KSA. Thanks to our solid expertise, we can help our clients prepare and submit all the necessary documents,

allowing them to benefit from the numerous advantages of obtaining a local entity status.

CORPORATE

Performing a pre-incorporation verification, including study and analysis.

- Assistance in drafting a business plan and selection of the most suitable legal form (such as PoA, MISA License, CR Registration from MoC)
- Drafting and reviewing of legal documents and agreements between partners
- Relocation services for both company employees and individuals
- Consultancy on current legislations and regulations in KSA
- Assistance during the start-up phase
- Trademark registration
- M&A operations

STRATEGIC STRUCTURING OF COMPANIES

and process support in:

- **Incorporation process**
 - Formation of legal entities, companies, branches, representative offices
 - Formation of legal entities in the Free Zones (if available)
 - Establishment of local partnership or agency
 - Obtainment of several types of licenses
 - Trade name selection and reservation
 - Renewal of permits and licenses
- **Post-Incorporation process**
 - Drafting Shareholders/board resolutions to invest or/and to appoint the General Manager
 - Electronic Saudi Custom portal activation to obtain the importing license at the Ministry of Finance ("MoF") and legally appointment of a certified custom agent.
 - Selection of suitable office space for NewCo's domiciliation in rented office space, to obtain the local Municipality ("Baladia") and the MoLSD activities.
 - P.O. Box and Wasel mail service contract subscription)
 - Utilities – SEC, NWC, STC – Service Contract subscription
 - Office safety system, furniture, and supplies (door and outdoor signboards, head paper, and head folders, stamps) according to the local standards
 - Civil Defense approval and National Address approval
 - MoLSD electronic portal registration with the Labor office

HR & Pro Service

Complete solutions & services provided to satisfy the clients' organizational requirements activating recruitment strategies within both the national and international market.

Our robust human resources network and systems ensure the best performance from selected candidates.

1 RECRUITMENT

- Screening and selection of candidates
- Interview preparation with the client
- CV/Resumes presentation to the client
- Preliminary interview
- Reference checks
- Interview follow-ups
- Salary negotiations
- Preparing job offer letters
- Signing of contracts

2 EMPLOYEE RELATIONS & MANAGEMENT

- Induction of new employees
- HR Policies & Employee Handbook
- Attendance & leaves management
- Assistance in managing conduct issues
- Appraisals & performance management systems
- Assistance in the calculation of end-of-service benefits accruing in compliance with KSA Labor Law
- Assistance in drawing up Offer Letters, Employment Contracts, Warning Letters, Termination Letters, etc.

3 PRO SERVICES

— Professional

- Processing of employee visas or iqama
- Renewals of employee visas and labor contracts
- Cancellation of employee visas and labor contracts
- Processing of employee labor contracts with the Ministry of Labor & MoHRSD

— Individual

- Assistance to employee's employee-related activities (Processing of Visas, IQAMA & Absher Platform registration, Medical Insurance, Driving License, etc.)
- Research of properties and activation of related services (utilities, P.O. Box, etc.)
- Assistance in finding suitable health and property insurance packages
- Assistance in renting, purchasing, and registering vehicles
- Research of appropriate schooling institutes
- Transfer of tax residency

Accounting, Finance & Tax Bookkeeping

We keep accounting records in accordance with both international and Saudi legal standards as required. Services include but are not limited to the following:

SERVICES

- Bookkeeping/recording of all journal entries
- Bank/Cash, Inventory, and Intercompany reconciliations
- Performing Accounts Receivables and Payables functions
- Processing clients' employees' payroll and preparation of pay slips as per KSA Labor Law
- Finalization of annual financial statements ready for audit inspection in compliance with the International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP)
- Internal and/or 3rd Party Audit and Audit assistance and liaising support as necessary
- Analysis of business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.
- Developing, maintaining, and analyzing budgets and as well as preparing periodic reports that compare budgeted costs to actual costs.
- Performing logistics functions such as clearance of consignments and related documentation
- Fixed assets & inventory schedules
- Accounts payables and receivables schedule

VAT SERVICES

- VAT registration / amendments / cancellation – applications
- VAT law compliance
- VAT return filing submission
- VAT refund filing submission
- Reconsideration form submission

TAXATION

- Corporate Income Tax & Personal Income Tax
- Withholding Tax
- Value Added Tax
- Tax Planning and Structuring
- Tax & Financial Due Diligence
- VAT Refund / Claim
- Tax Compliance & Tax Advisory Services
- Electronic General Authority for Zaqat and Taxes ("GAZT") portal activation and Zaqat file (tax certificate).
- Electronic VAT ("GAZT") portal activation
- Registration at the General Organization for Social Insurance ("GOSI") and implementation of the electronic GOSI portal.
- "Nitaqat/Saudization Program" enrollment and compliance

Real Estate

The importance and uniqueness of KSA's real estate market require specific administrative and legal support. Kelmer KSA is able to assist its clients in real estate transactions by offering its professional competence and extensive experience ensuring successful

negotiations and outcomes for all parties involved. In addition to acting as an intermediate and preparing all necessary documentation, Kelmer KSA also assists clients in drafting and managing lease agreements.

SERVICES

- Assistance and consultancy during the process of purchase/lease of the property
- Consultancy on market trends and up-to-date regulations
- Assistance in settling real estate disputes



DUBAI

KELMER
MIDDLE EAST LLC.



Dubai

KELMER MIDDLE EAST LLC



Kelmer Middle East is an International Service Organization helping companies in their access to the fast-growing UAE market, setting up and developing business opportunities. Kelmer Middle East boasts of a dynamic team of goal-oriented consultants who have developed specialized local expertise in a wide range of business sectors.

Company registered in Dubai,
United Arab Emirates

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SHEIKH ZAYED ROAD DUBAI

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In order to provide high-level and comprehensive assistance, our structure is supported by various departments offering the following services:



TAX & LEGAL



INTERNATIONALISATION
& MARKETING



FINANCIAL
CONSULTANCY



HR SERVICES



REAL ESTATE
CONSULTANCY



ACCOUNTING &
BOOKKEEPING



PRO SERVICES

Our Services

The United Arab Emirates and Dubai in particular have fast developed into one of the most important centers of International Trade and Finance. Strategically located between the East and the West, the Country has gained a position as a logistic hub and a gate to the Middle and Far East markets for European companies. Thanks to our extensive experience gained from long-term, strong ties with the local Authorities and business community, Kelmer Middle East proudly offers, since 2007, comprehensive and customized assistance that facilitates entrepreneurial activities.

Through dedicated services, aimed at bridging ties between our clients and the local business, and solving bureaucratic, administrative, and fiscal issues, Kelmer's consultancy ranges from start-up support to day-to-day or extraordinary activities

Tax & Legal

We can provide customized assistance to our clients who are beginning a new life and business experience in Dubai. Thanks to our solid expertise, we can help you in preparing and submitting all the necessary docu-

ments, hence allowing you to benefit from the numerous advantages of obtaining a Dubai residency status.

CORPORATION

- Formation of companies (Incorporation)
 - Formation of legal entities in mainland Dubai – companies, branches, representative offices
 - Formation of legal entities in the Free Zones
 - Obtainment of several types of licenses
 - Selection of a local partner or agent
 - Trade name selection and reservation
 - Drafting and reviewing of legal documents and agreements between partners
 - Renewal of permits and licenses
- Consultancy on current legislations and regulations in the UAE
- Assistance in drafting a business plan and selection of the most suitable legal form
- Assistance during the start-up phase
- M & A operations
- Trademark registration
- Relocation services for both company employees and individuals

INDIVIDUAL

- Assistance to employee-related activities (processing of visas, labor card, Emirates ID & E-gate, medical insurance, driving license, etc.)
- Transfer of tax residency
- Research of residential properties and activation of related services (utilities, P.O. Box, etc.)
- Assistance in renting, purchasing, and registering vehicles
- Assistance in finding suitable health and property insurance packages
- Research of appropriate schooling institutes
- Internationalisation & Marketing

Internationalisation & Marketing

Not only do we support enterprises in their assessment and approach to the UAE market, but we also study Communication & MARKETING and Marketing strate-

gies to help them promote and develop their business and visibility in the local market.

INTERNATIONALISATION —

- Trade analysis of different sectors
- Market surveys on proposed products/services
- Organization of inbound and outbound trade and scouting missions, individual or collective
- Organization of focused B2B meetings with prominent local operators
- Identifying local operators (distributors, buyers, agents)
- Marketing & and logistics support to exhibitors during trade fairs and workshops
- Organization of sector-oriented seminars and workshops, locally and internationally

MARKETING & COMMUNICATION —

- Organization of corporate and/or networking events
- Editing and copywriting of promotional material such as brochures, product information, website content, editorials, etc.
- Preparation of marketing plans along with advertising and digital campaigns
- Web design & brand identity

Accounting & Bookkeeping

We are responsible for the recording and maintenance of our client's accounting records in accordance with

the Generally Accepted Accounting Practice in U.A.E. and the services include:

SERVICES

- Bookkeeping/recording of all journal entries
- Bank/Cash, Inventory, and Intercompany reconciliations
- Performing Logistic functions such as clearance of consignments and related documentation
- Performing Accounts Receivables and Payables functions
- Processing of clients' employees' payroll through the Wage Protection System (WPS), preparation of pay slips, and calculation of gratuity as per the Dubai Labor Law
- Finalization of annual Financial Statements ready for audit in compliance with the International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP)
- Analysis of business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.
- Developing, maintaining, and analyzing budgets as well as preparing periodic reports that compare budgeted costs to actual costs.

VAT SERVICES

- VAT registration/amendments/cancellation – applications
- VAT Law compliance
- VAT return filing submission
- VAT refund filing submission
- Reconsideration form submission
- Voluntary Disclosure form submission

Corporate Finance

DGD Consultants is a business advisory firm that helps businesses grow and succeed. It is committed to providing clients with the best possible advice and support. It believes that every business is unique and deserves a customized approach.

DGD values its clients and gives the most advanced approach to growth. It provides customized services to assist companies and entrepreneurs in their expansion plans, approaching Corporate Finance in a new shape. The team of experienced advisors has over 30 years of combined experience, and with different backgrounds, it ensures a global coverage of the client's needs.

Whether it is an acquisition, a sale, or the setting up of a strategic plan, DGD Consultants can make a difference.

The goal is to provide Italian and European middle-size companies, owned by private entrepreneurs, with a new portfolio of potential investors that can support growth and international success.

DGD Consultants' strategic position in the United Arab Emirates is the key crossroad between Italian and European middle-size entrepreneurship and Middle East investment firms.

CORPORATE FINANCE

DGD Consultants provides corporate finance services to medium-sized companies. Its expertise includes:

- Financial planning and analysis
- Start-up Advisory Services
- Capital budgeting.
- Mergers and Acquisitions
- Debt and equity financing
- Risk management
- Due Diligence Services
- MBO/LBO

HR Services

Kelmer M.E. offers a comprehensive range of HR services aimed at optimizing HR operations, reducing administrative burdens, and ensuring legal compliance

for companies operating in the UAE

We can tailor our HR services to meet the specific needs of each client, ensuring flexibility and adaptability.

CORPORATE FINANCE

DGD Consultants provides corporate finance services to medium-sized companies. Its expertise includes:

- Compliance Advisory: We provide expertise in navigating UAE's labor laws and regulations, helping companies remain compliant with local employment regulations.
- Employee Handbook Creation: Developing internal policies and guidelines for employees in compliance with the UAE labor law.
- Employee Database Management: Maintaining a central database containing employee information.
- Attendance Tracking: Monitoring and managing monthly attendance records.
- Leave Management: Keeping track of employee leave records and annual ticket entitlements.
- Payroll Processing: Handling monthly payroll calculations and generating pay slips.
- Benefits Administration: Handling benefits enrollment and management, ensuring accurate and timely compensation for employees.
- Gratuity Calculations: Calculating gratuity entitlements and facilitating end-of-service final payouts.
- Employee Relations: We assist in fostering employee relations, and helping companies address grievances, conflicts, and disciplinary matters to foster a harmonious workplace.
- Document Preparation: Creating essential documents, including offer letters, employment contracts, salary certificates, employment certificates, NOCs (No Objection Certificates), increment/promotion letters, warning letters, and termination/resignation letters.

Real Estate Consultancy

The importance and the peculiarity of Dubai's real estate market require specific administrative and legal support. Kelmer M.E. is able to assist its clients in real estate transactions by offering its professional competence and thereby helping them settle successful

negotiations with the parties involved. In addition to acting as an intermediate and preparing all necessary documents, we also assist our clients in drafting and managing lease agreements.

SERVICES

- Consultancy on market trends and up-to-date regulations
- Assistance and consultancy during the process of purchase/lease of the property
- Assistance in settling real estate disputes

BANGKOK

KELMER
BANGKOK CO., LTD.



Bangkok

BANGKOK CO., LTD.



Thailand's strategic location in Southeast Asia grants it a significant geographical advantage, allowing seamless interconnections with neighboring countries.

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This advantageous position, coupled with a global market of 620 million consumers, a well-developed infrastructure, and pro-business policies, has greatly amplified Thailand's appeal. As a result, the country has emerged as the 23rd-largest economy worldwide and the second-largest within the ASEAN region.

Acknowledging the immense potential of Thailand's thriving market, Kelmer Group is committed to pro-

viding comprehensive assistance to entrepreneurs seeking opportunities in this dynamic landscape. We understand the unique advantages and challenges of entering this market and are well-equipped to guide and support ambitious individuals looking to establish their presence in Thailand.

Internationalisation & Marketing

SERVICES

- Trade analysis on different sectors
- Market surveys on proposed products/services
- Organization of inbound and outbound trade and scouting missions, individual or collective
- Organization of focused B2B meetings with prominent local operators
- Identifying local operators (distributors, buyers, agents)
- Marketing and logistics support to exhibitors during trade fairs and workshops
- Organization of sector-oriented seminars and workshops, locally and internationally
- Organization of corporate and/or networking events
- Editing & Copywriting of promotional material such as brochures, product information, website content, editorials, etc.
- Preparation of marketing plans along with advertising and digital campaigns
- Web design & brand identity

Legal & Tax services

Kelmer TH provides a range of services that encompass a variety of activities, such as assisting clients with company incorporation, maintenance, restructuring, dissolution, liquidation, and M&A and Joint Ventures projects. For corporate clients, the firm also assists

with taxation and labor law matters.

Thanks to our solid expertise, we can help our clients in preparing and submitting all the necessary documents, hence allowing you to benefit from the numerous advantages of obtaining a local entity status.

SERVICES

— Formation of companies (Incorporation)

- Formation of legal entities in Thailand – companies, branches
- Registration of a Representative Office ("RO") in Thailand
- Obtaining several types of licenses, including applying for the rights and incentives with the BOI under the suitable category of activities as promoted by the BOI
- Advising foreign investors on obtaining rights and privileges under the Investment Promotion Act, and compliance with the latter
- Applying for the value-added tax (VAT) registration
- Drafting and reviewing contracts of every type in Thai and English, including contracts with state parties and joint ventures
- Renewal of permits and licenses

— Consultancy on current legislations and regulations in Thailand

— Assistance to select the most suitable legal form of incorporation

— Corporate services and registration works

— M & A and Venture operations

— Intellectual Property (IP) services, including:

- Trademark registration (and associated marks)
- Patents
- Protecting copyrights
- Anti-counterfeiting work and contesting infringements before administrative agencies and the courts
- Advising and drafting franchise and license agreements

— Visa and Work Permit services: Advising and assisting clients for:

- Obtaining/renewing visas for expatriates and their families
- Obtaining/renewing work permits for expatriates
- Tax Identity Cards, Customs Clearance Cards, Thai, and International Driver' Licenses, etc., and personal tax planning

— Real Estate legal advisory services, including:

- Acquisition, construction, sale, and lease of land and buildings, condominiums, and industrial estates
- Performing due diligence on the title of land, zoning and construction restrictions, etc.
- Establishing Real Estate Investment Trusts (REITS).

SINGAPORE

KELMER
SINGAPORE PTE. LTD.



Singapore

SINGAPORE PTE. LTD.



2018 marks the beginning of Kelmer Group's further expansion in the Far East, starting with the opening of its new office in Singapore. Strategically located at the heart of Asia, Singapore is right in the middle of key trade flows from Europe, the US, the Middle East, Australia and Asia, which cements its position as a global trading center.

Moreover, Singapore has one of the world's strongest financial system, which can benefit from political stability, modern infrastructure, highly developed legal and regulatory framework and strong macroeconomic fundamentals.

Among the advantages in setting up a business in this strategic market is that Singapore uses a tiered tax system – one of the world's simplest system – for both personal and corporate taxes, it allows 100% foreign

ownership and provides many grants, tax incentives and in-kind assistance schemes to startups.

Thanks to a team of experienced professionals, with a deep understanding of the local system and a wide network of contacts, Kelmer Singapore offers a 360° assistance to entrepreneurs and companies interested in starting their business in the Far East's financial hub.

Company registered in Singapore
Company Registration
Number 201807155Z

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SINGAPORE 068735

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Our services

INCORPORATION PACKAGE

- Incorporation
- Local Director
- Corporate Secretarial Fee
- Update or Changes of Directors/Shareholders/corp details/company address
- Other incidental services including increase in share capital, share transfer, issue change of name, etc.
- Registered office

ACCOUNTING SERVICES

- Basic Accounting
- Yearly closing of accounts
- Preparation of Financial Statements + XBRL
- Tax Returns (ECI + Form C)
- Annual return
- Initial Setup of accounts to client's requirement

EXTENDED COMPLIANCE

- Opening bank account
- Audit and Audit assistance (i.e. provision of info to and liaising with auditor)
- CPF Application
- Payroll + CPF + IR8A
- GST Application
- GST registered businesses (GST accounting, GST returns and Advisory)
- GST conversion for non-SGD Functional Currency
- Tax computation conversion for non-SGD Functional Currency
- Inventory accounting
- Work Pass Application

MANAGEMENT REPORTING AND OTHER OPTIONAL SERVICES

- Basic Monthly report (BS, P&L, 2 Banks reconcil. Rep.t) on accrual basis
- Remote access to reports (incl. reasonable training)
- P&L with cost areas
- Profit centre accounting (client OR product profitability)
- P&L by month and year-to-date
- Fixed assets schedule
- Inventory schedule
- Accounts payables and receivables schedule
- Employees' salaries and contribution schedule
- Cash Forecasting / Budget variance analysis

MARKETING & INTERNATIONALISATION

- Trade and scouting missions, individual or collective
- Focused B2B meeting with prominent local operators

DIGITAL MARKETING SERVICES

- Full Digital Identity Package
- Website development or restyle
- Social Media Setup and Strategy
- Social Media Management
- E-commerce development
- Mobile App

HANOI

KELMER
VIETNAM CO. LTD.



Hanoi

VIETNAM CO. LTD.



Vietnam has surpassed expectations and its development record over the past 30 years is quite significant. Shifting from a highly centralized planned economy to a socialist-orientated market economy, the country has become significantly more attractive to international investors looking to diversify into frontier markets.

Company registered in Hanoi
Company Registration
Number 0108441553

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The opening of Kelmer Vietnam Co. Ltd. in Hanoi further strengthens our presence in the Far East. Entrepreneurs and companies can rely on us for all their

business needs, from their first approach to the market to company setup and day-to-day activities.

Our services

INVESTMENT SERVICES

We provide advice on new or potential investments for clients or companies.

- Pre-investment and pre-entry tax advisory and planning
- Identification, comparisons, and advisory of location and investment zones
- Partner due diligence, company background check and feasibility studies
- Company registration & licensing
- Investment application document drafting and negotiation
- Investment registration and appraisal
- Company registration amendment
- Acquisitions, mergers, de-mergers, consolidations, re-organizations, conversions; and
- Corporate re-structuring, liquidation and dissolution
- Joint venture establishment, structuring, negotiations, drafting agreements

TAX ADVISORY

We advise and guide businesses through complex tax requirements in Vietnam and also keep up to date with tax related developments which may affect your business.

- Corporate Income Tax & Personal Income Tax
- Withholding Tax & Value Added Tax
- Foreign Contractor Tax & Import – Export Tax
- Business License Tax
- Special Consumption Tax

We also assist with:

- Tax Planning and Structuring
- Tax & Financial Due Diligence
- VAT Refund / Claim
- Tax Compliance & Tax Advisory Services
- HS Code Identification
- Proper action for each tax request/case

BUSINESS ADVISORY

We assist clients with business decisions, solutions and the necessary procedures involved.

Our services include:

- Corporate Advisory Services
- Contract drafting and review
- Legal and financial due diligence
- Relocation & cross-border transfer of assets
- Structuring transactions
- Regulatory & compliance reporting
- Legal translation
- Custodian of seals and stamps
- Negotiation and deal closing support
- Work permit and visa
- Operational advices and supports

PAYROLL AND HR

We provide assistance from your monthly payroll procedures to drawing up work permits for employees.

- Calculating and processing payroll
- Personal income tax compliance
- Social welfare registration and compliance
- Labor contract draft
- Draft and review of employee handbook, HR policy, internal procedures and standard letters
- Technical staff interview and training
- Work permit and visa for foreign employees

CORPORATE ESTABLISHMENT

Include formation of:

- Wholly Foreign Owned Enterprises
- Joint Ventures
- Representative Offices
- Project Offices
- Branch Offices
- Non-Governmental Organizations

Some of our services include:

- Advice on the possibility and the appropriate forms of corporate establishment with comparison of advantages and disadvantages of each form to facilitate the investor's decision
- Advice on procedures and necessary documents for application dossier according to regulations
- Draft the application dossiers in both English and Vietnamese version
- Review all legal aspects of relevant documents
- Represent clients in legal negotiations with various partners regarding the corporate establishment
- Provide supporting services including notarization, legalization, etc.
- Submission of application dossiers to the competent authorities and follow up on behalf of the client
- Obtain the related Certificate and License
- Assist on post-licensing procedures

MARKET RESEARCH

We provide tailored-made market research with focused perspectives and analysis to enhance decision-making, performance and growth.

- Socio-economic compliance and operational risks
- Market segments, size and growth potential
- Stakeholder mapping
- Supply chain search and analysis
- Identification of suppliers and other potential partners
- Location and Industrial Zone comparison and advisory
- Regulatory and Operational analysis
- Legal and financial due diligence
- Background check
- Feasibility studies
- Customized research as required

INTERNATIONALISATION

We support entrepreneurs in their first approach to the Vietnamese market with a broad range of tailored services.

- Trade analysis on different sectors
- Market surveys on proposed products/services
- Organization of inbound and outbound trade and scouting missions, individual or collective
- Organization of focused B2B meetings with prominent local operators
- Identifying potential commercial partners (distributors, buyers, agents)
- Marketing support to exhibitors during trade fairs and workshops
- Organization of sector oriented seminars and workshops
- Translation/Interpretation services (Vietnamese, Italian and English)

REAL ESTATE CONSULTANCY

- Consultancy on market trends and up-to-date regulations
- Assistance and consultancy during the process of purchase/lease of the property

HONG KONG

KELMER LTD.



Hong Kong

KELMER LTD.



At the top of most competitive economies in the world, the Hong Kong S.A.R., with its efficient and transparent regulatory system of Anglo-Saxon inspiration, support a vibrant commitment in the financial system and international trade.

Company registered in Hong Kong
S.A.R., CR N. 1232016

603 SHUN KWONG
COMMERCIAL BUILDING
8, DES VOEUX ROAD WEST
– HONG KONG

PHONE +84 24 2282 7262
hongkong@kelmer.com

Hong Kong is also the ideal operating base to start a process of strategic development of the business in the P.R.C., thanks to interactions more and more intense and sophisticated.

The natural synergies between the offices in Hong Kong and Shanghai allow to the Kelmer Group offering

a wide range of complementary services between two very different social and legal systems between them, giving companies the opportunity to deal with and manage in organic way their commitment to the Greater China.

Our services

- Company incorporation
- Provision of registered address and company secretary
- Directors and shareholding solution
- Research of director and personnel
- Bank account opening assistance, compliance and treasury services
- Accounting and payroll
- Auditing assistance
- Tax compliance and Annual return
- License renewal
- Company liquidation

MANILA

KELMER
PHILIPPINES INC.



Manila

KELMER PHILIPPINES INC.



The Philippines has experienced unparalleled growth in the last several years. It has become the fastest growing economy in the region with a GDP growth of 6.7 percent in 2017. The Philippines is seen to be among the top 20 biggest economies in the next decade. With a high literacy rate of 98.3 percent, the country has one of the most competitive workforces in South East Asia.

Stock Corporation registered
in Manila, Philippines.
Company Registration
Number CS201820394

4TH FLOOR, OFFICE 447/450,
DUSIT THANI MANILA AYALA CENTER,
MAKATI CITY, 1223 PHILIPPINES

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FAX +63 928 9745 790
manila@kelmer.com

By combining moderate price pressures, continued growth momentum, sustained fiscal discipline, a stable banking system, and robust external payment option, the Philippines is projected to continue on its expansionary growth and realize its predicted potential in the coming years. This subsequently unlocks opportunities

in every sector from, F&B and tourism to transportation, real estate, and consumer goods services to name a few. Kelmer Group has identified the potential the Philippines has to offer and provides a complete assistance to entrepreneurs and companies who wish to setup their business in the country.

Legal Services

CORPORATE

- Consultancy on selection of the most suitable legal form
- Company formation
 - Formation of legal entities in the Philippines – corporation, partnership, sole proprietorship, representative office, foreign-owned branch
 - Formation of legal entities in the Philippines under Special Laws – Philippine Economic Zone Authority (PEZA), Board of Investments (BOI), Tourism Infrastructure and Enterprise Zone Authority (TIEZA)
 - Obtainment of local permits
 - Registration with local government units
 - Drafting and reviewing of legal documents
 - Renewal of permits
- Assistance during the start-up phase
- Importer and Exporter registration
- Trademark/Logo registration
- Relocation services for both employees or individuals
- Drafting and reviewing of contracts and agreements

INDIVIDUAL

- Assistance in employee-related activities (processing of visa, registration with local government units, etc.)
- Research of residential properties and assistance in activation of related services (utilities, etc.)
- Assistance in renting, purchasing, and registering vehicles
- Assistance in finding suitable health and property insurance packages
- Research of appropriate schooling institutes

Internationalisation & Marketing

INTERNATIONALISATION

- Trade analysis of different sectors
- Market surveys on proposed products/services
- Organization of inbound and outbound trade and scouting missions, individual or collective
- Organization of focused B2B meetings with prominent local operators
- Identifying local operators (producers, distributors, buyers, agents)
- Marketing & logistics support to exhibitors during trade fairs and workshops
- Organization of sector oriented seminars and workshops, locally and internationally

MARKETING & COMMUNICATION

- Organization of promotional and/or networking events
- Editing & Copywriting of promotional material such as brochures, product information, website contents, editorials, etc.
- Preparation of marketing plans along with advertising and digital campaigns
- Web design & Brand identity

Accounting & Bookkeeping

SERVICES

- Bookkeeping of all journal entries and Bank/Cash reconciliation
- Inventory and Intercompany reconciliation
- Performing Logistic functions such as clearance of consignments and related documentation
- Performing Accounts Receivables and Payables function
- Processing of client's employees' payroll
- Preparation of pay slips and calculation of end of service gratuity as per Philippine Labor Law
- Finalization of annual Financial Statements ready for audit in compliance with International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP)
- Analysis of business operations, trends, costs, revenues, financial commitments and obligations to project future revenues and expenses
- Developing, maintaining and analyzing budgets, as well as preparing periodic reports that compare budgeted costs to actual costs

HUMAN RESOURCES

- Job Order
- Identifying candidates
- Interview of candidates
- Reference and checks
- CV presentation for Client
- Interview preparation
- Follow up after interview
- Salary negotiation
- Signing of contract
- Staff Leasing

REAL ESTATE CONSULTANCY

- Consultancy on market trends and up-to-date regulations
- Assistance and consultancy during the process of purchase/lease of the property

OTHER SERVICES

- Notary and/or Attestation of documents
- Processing of Philippine Visas (Non-Immigrant Visas, Immigrant Visas and Special Visas)
- Processing of Once a Year importation clearance certificate with Bureau of Customs

SIDNEY

KELMER
AUSTRALIA PTY LTD



Sidney

KELMER AUSTRALIA PTY LTD



Kelmer Group opens a doorway to the world's 14th largest economy. Australia is considered the most strategic hub to target the dynamic Asia Pacific region. The lucky country has entered its 28th year of consecutive annual economic growth, setting a new record among developed economies for uninterrupted expansion.

This enviable record of steady growth proves the strength of Australia's economy and its reliability as a low-risk and safe environment in which conducting business. The country's strong regulatory institutions, ability to respond to global changes, and diversified, services-based economy underpin its steady growth. As Kelmer Group, investing in the right country has

always been important and as we take the next step to extend our reach across the world, Australia stands as a stimulating and secure place to invest and do business. Kelmer consultants will assist entrepreneurs in penetrating the Australian market from start-up support to day-to-day or extraordinary activities.

Company Registration
Number 649 004 651

LV.12, 90 ARTHUR STREET
NORTH SYDNEY NSW 2026,
AUSTRALIA

PHONE +61 2 8007 3868
sidney@kelmer.com

Tax & Legal

CORPORATE

- Formation of companies (Incorporation)
 - Formation of legal entities in Australia – companies, branches, representative offices
 - Selection of a local partner or agent
 - Trade name selection and reservation
 - Drafting and reviewing of legal documents and agreements between partners
 - Renewal of permits and licenses
- Consultancy on current legislations and regulations in Australia
- Assistance to drafting a business plan and selection of a most suitable legal form
- Assistance during the start-up phase
- Trademark registration
- Relocation services for both company employees or individuals

INDIVIDUAL

- Assistance to employment related activities (processing of visas, labor card, medical insurance, driving license, etc.)
- Transfer of tax residency
- Research of residential and office properties and activation of related services (utilities, P.O. Box, etc.)
- Assistance in renting, purchasing and registering of vehicles
- Assistance in finding suitable health and property insurance packages
- Research of appropriate schooling institutes

Accounting & Bookkeeping

SERVICES

- Bookkeeping/recording of all journal entries
- Bank/Cash, Inventory and Intercompany reconciliations
- Performing Accounts Receivables and Payables functions
- Processing of clients' employees' payroll and preparation of pay slips
- Finalization of annual Financial Statements ready for audit in compliance with the International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP)



MIAMI

KELMER
USA LLC.



Miami

KELMER USA LLC



Florida has created a business-friendly environment to enable companies to grow quickly. In Florida individuals understand what it takes to do business and stand ready to welcome all investors with talented workforce, top-ranked infrastructures, global connectivity and quality lifestyle, and this is why Kelmer Group has set up operations here.

Kelmer Group has always focused on expanding to cities that have the most potential in terms of profitability. Florida consistently ranks among the best states in the USA for business, thanks to its pro-business state tax policies, reasonable costs and streamlined regulatory environment. The state is proud of its competitive advantages and welcoming business climate;

government and economic development leaders work together to ensure that it remains favorable to companies of all sizes, including some of the nation's leading corporations.

Kelmer Miami is the gateway to the US markets and our clients can rely on us to assist them with the expansion and setup of their business in the region.

Company registered in Miami, FL, USA
Company Registration
Number L18000251390

1200 BRICKELL AVENUE,
MIAMI, FLORIDA, 33131

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miami@kelmer.com

CORPORATE

- 48/72 hours to incorporate a company (LLC, INC, CORP)
- 1\$ minimum capital
- Manager/Director can be corporate
- Manager/Director can be foreign
- Company can conduct any lawful business (no restriction)
- Generally do not need any business license
- Generally do not need any physical office

FLORIDA PRO-BUSINESS TAX STRUCTURE (BUSINESS IN USA)

- Florida State Tax 0% (LLC)
- Florida Local Tax 0%

BENEFIT NON US TAXPAYERS WHO DO NOT CONDUCT BUSINESS IN USA

- Tax Free Trading non USA
- Tax Free Dividend cash in
- Exemption Capital gain tax generated by the sale of foreign investment (extra USA)
- Exemption of inheritance tax related to generational passage of Asset Extra USA

Our services

CORPORATE & TAX

- Company Formation
- Registered Agent & Domiciliation (Miami & NY)
- Business Bank Account
- Operating & Shareholder Agreement
- HR
- Bookkeeping
- Annual Tax Return
- Business Plan
- Tax Planning
- Wealth Planning
- Finance
- VISA (E1 – E2 – EB5 – H1B – L – O1)
- Trademark & Patent
- Power of Attorney
- Import & Distribution agreement
- Notarization
- Apostille
- Good Standing

MARKETING & INTERNATIONALISATION

- Business Development
- Temporary Export Manager Service
- Identifying local operators (distributors, buyers, agents)
- Organization of Trade Missions
- Organization of focused B2B meetings
- Marketing & logistics support to exhibitors during trade fairs and workshops
- Importer and Distributor list of contacts
- FDA (food & beverage, medical devices, cosmetics, electronics, etc.)
- US certification
- Import-Export Support

REAL ESTATE & YATCH BROKER

- Licensed R.E. broker in Florida
- Licensed Yacht Broker
- Consultancy
- LOI
- Closing Residential & Commercial

London

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