

**FIDINAM HONG KONG**  
Introduction to our services

*fidinam*





## INDEX

- 3 Introduction
- 5 Incorporation services
- 7 Accounting and tax services
- 9 HR and employment services
- 11 International tax advisory
- 13 Wealth and estate planning
- 15 Digital and blockchain solutions
- 17 Management consulting & CFO services for SMES
- 18 Licensing & compliance services



## INTRODUCTION

Fidinam is a private consulting firm founded in Switzerland in 1960.

We offer tax advisory, business consulting, real estate services, wealth and estate planning, licensing and compliance services, and digital and blockchain consulting. Our clients include individuals, SMEs and multinational companies in a wide range of industries.

In Hong Kong, Fidnam provides a one-stop-shop solution to businesses establishing and growing their activities in Asia Pacific, Europe and the UAE. This includes a wide range of services to both international and local clients.

With 250 employees in 16 locations and an extensive network of business partners in 90 jurisdictions, Fidnam provides innovative, personalized service and local expertise on a global scale.

Fidinam has more than ten years of presence in Asia Pacific, with offices in Hong Kong, Singapore, China, Vietnam and Australia, as well as the UAE.

Our strength is our people: a multicultural and multidisciplinary team of professionals capable to assist clients with a tailored, dedicated and boutique-style approach to their needs. Our team is up-to-date on evolving regulations, emerging markets and new technologies.



## INCORPORATION SERVICES

Fidinam assists its clients to incorporate all types of legal entities available in Hong Kong. We support our clients at every stage of the incorporation process, including obtaining relevant licenses (if required) and providing other ad-hoc management service locally.



## **Company incorporation**

Our team of local professionals can fully support our clients to incorporate different types of entities in Hong Kong, including but not limited to: Limited Liability Companies (Ltd), Branches, and Representative Offices.

## **Licensing and compliance**

Fidinam can assist with license applications in regulated sectors and conduct compliance reviews to determine whether or not incorporated companies comply with local laws and tax regulation.

## **Bank account opening and treasury services**

Our team can assist clients to open a corporate bank account either with a traditional bank and/or with an online FinTech provider. Upon request, we can also assist in operating bank accounts and providing treasury services, i.e. managing the bank accounts/ payments on behalf of our clients.

## ACCOUNTING AND TAX SERVICES

Fidinam provides accounting and tax services to Hong Kong companies, in accordance with local accounting standards and tax requirements. In addition, we provide financial reports complying with International Financial Reporting Standards (IFRS) as well as other ad-hoc reports requested by investors.



## Accounting

Fidinam provides comprehensive accounting services and financial reporting thanks to a strong team of dedicated accountants. Our assistance typically includes bookkeeping and preparation of management accounts using cloud/digital software such as XERO, dispatch of accountants to support the needs of our local clients, provision of Interim CFO services, production of financial reports complying with Hong Kong Accounting Standards and IFRS, as well as ad-hoc financial reports (often requested for group consolidation purposes).

Fidinam can also assist regulated entities with specific reporting required by related authorities, such as monthly/quarterly reports required by the Securities and Futures Commission (SFC), for companies dealing and or advising in securities and providing asset management advisory.

## Tax filing

Fidinam assists its clients in the preparation and filing of Profits Tax Returns (PTR) and Individual Tax Returns (ITR) in Hong Kong, including managing offshore claims. Doing so, we often act as Tax Representatives, helping our clients with all their communications with the Inland Revenue Department (IRD) in Hong Kong.

## Local tax advisory

Our in-depth knowledge of domestic taxation allows us to assist our clients with a wide range of queries, including issuing opinions on local tax implications and tax compliance. We often assist our clients to obtain a Tax Residency Certificate (TRC), and to reply to tax inquiries letters (IRQ) issued by the Inland Revenue Department (IRD).

## HR AND EMPLOYMENT SERVICES

With a team of experienced professionals, Fidinam supports clients with their HR needs, including obtaining working permits/visas, managing monthly payrolls and compulsory insurance contributions, as well as drafting/reviewing labor contracts, internal labor rules and other employment-related documents.



## Employment contracts

Fidinam supports its clients by reviewing employment contracts, drafting internal labor rules and amicable termination agreements, so that they comply with the Hong Kong Employment Ordinance and other regulatory requirements. Employment schemes may need flexible arrangements, often involving multiple jurisdictions. Our team is experienced in teaming up with HR and professionals in Asia and Europe, ensuring such arrangements comply with relevant rules and regulation.

## Preparation of payroll and reporting

Fidinam can assist with the preparation of payroll and monthly reports, in accordance with local regulation and clients' requirements, with a strong commitment to meet internal deadlines. Our services include assisting clients in managing bonuses, allowances and benefits.

## Management of compulsory social security contributions

On behalf of its clients, Fidinam can assist with the payment of social contributions, i.e. 'Mandatory Provident Fund' (MPF) contributions. We support our clients with the registration of their business and their employees with the MPF Trustees, as well as with the computation and payment of MPF contributions, in due time.

## Work permit and visa

Fidinam can assist its clients obtaining and renewing their visas, such as employment visas, investment visas, internship visa, permanent residency status, etc.

## INTERNATIONAL TAX ADVISORY

Fidinam assists corporates and individuals in cross-border tax matters by establishing efficient and sustainable structures. Our services include tailor-made tax solutions aiming to optimize tax exposure considering Double Tax Agreements, Free Trade Agreements and other International Treaties.



## Tax compliance

Fidinam assists its clients to be compliant to the different tax legislations which clients are subjected to, both nationally and internationally. Furthermore, we support our clients to benefit from the Double Tax Agreements and tax implications under Free Trade Agreements.

## Tax optimization

By understanding the specific needs of the clients, Fidinam assists them in reducing the cumulative impact of taxation while observing the relevant regulation. We ensure tax efficiency, including elements of financial planning in order to provide the most tax-efficient process.

## Overseas structuring

Fidinam professionals can assist their clients in incorporating entities in several jurisdictions including but not limited to, Singapore, Hong Kong, China, Vietnam, the UAE, the BVI, Seychelles, the Cayman Islands, Luxembourg and Switzerland.

## WEALTH AND ESTATE PLANNING

We provide a full range of wealth and estate planning solutions, including trusts, family foundations, as well as citizenship and residency planning. Fidinam offers targeted solutions to ensure stability and efficiency, all tax-optimized.



## Trusts

A Trust is a legal relationship whereby assets (the Trust Fund) contributed by one person (the Settlor) are held and administered for the benefit of another person (the Beneficiary) by a third party (the Trustee). The Settlor can name any person or entity as the beneficiary of the Trust.

Fidinam assists its clients in establishing Trusts in several jurisdictions including: Hong Kong, Singapore, New Zealand, Switzerland, the Bahamas, Cayman Islands and the British Virgin Islands.

## Private foundations

A Private Foundation is a legal entity set up by an individual or a business (the Founder) for private, non-charitable purposes. A foundation's assets constitute an estate separate from the Founder's personal assets.

Fidinam assists its clients in establishing Private Foundations in several jurisdictions, including Switzerland, Liechtenstein, the Netherlands and Panama.

## Citizenship & residency planning

Fidinam offers a holistic approach to advise on tax implications related to citizenship and residency programs, including new citizenships, application planning, application submissions and liaising with the relevant authorities in several countries where Fidnam has a direct presence.

## DIGITAL AND BLOCKCHAIN SOLUTIONS

We partner with companies and entrepreneurs in the digital transformation of their businesses, offering them a wide range of solutions and technology consulting aimed at digitalization and optimization of business management. We exploit the potential of technology by putting it at the service of our clients to achieve efficiency, quality and improve their daily work.



## Digital accounting

Fidinam helps companies in developing working strategies to smoothly manage the workforce and processes of SMEs. We are a proud recognized Partner of the accounting platform XERO, a leading software for the digitization of business processes. We grant our clients a full ERP through which we streamline operative processes and eliminate administrative inefficiencies.

## Cloud solutions

Our range of solutions offers our customers attractive possibilities for remote collaboration using cloud technology. The benefits are numerous: greater flexibility, cost transparency, security and availability of data and applications, as well as the ability to access data from anywhere. Whether you are a multinational, a freelancer or an SME, we have the technology solutions for efficient and effective management.

## Crypto assets

Fidinam provides tailored solutions for companies involved in the Blockchain technology (i.e. investments in crypto assets, NFTs, blockchain-based solutions, etc.). In a continuously evolving regulatory framework, we are able to guide clients through the following steps:

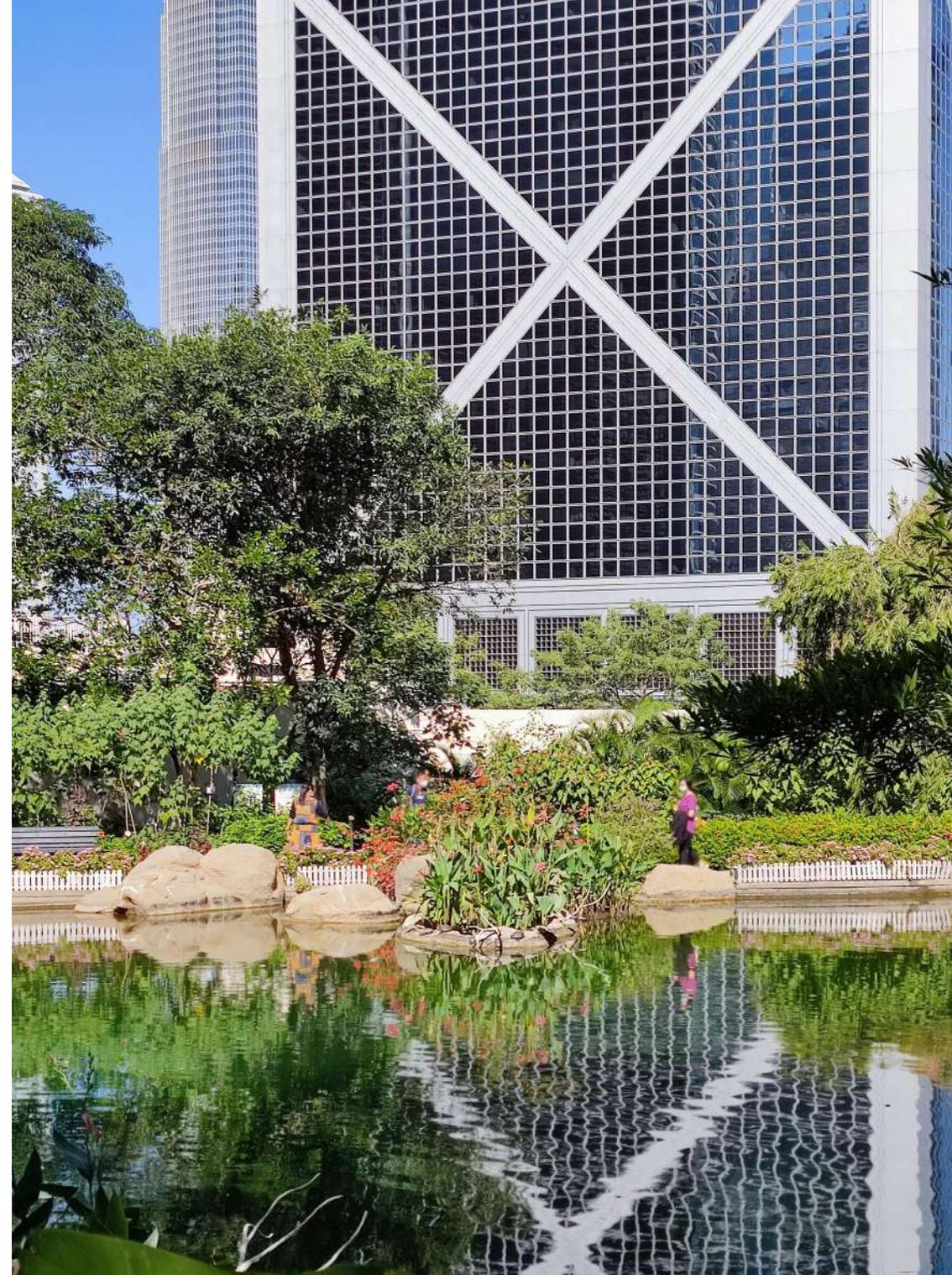
- Analysis on regulatory requirements
- Identification of the most suitable corporate vehicle
- Advising on the tax impact of the business and the structure
- Accounting and tax services for companies dealing with cryptocurrencies and NFT trading
- Advising clients on how to manage digital transactions and related compliance.

In addition, Fidinam accepts payments in cryptocurrencies.

## MANAGEMENT CONSULTING & CFO SERVICES FOR SMES

Fidinam provides a full set of services to support SMEs strategic decisions, performance analysis as well as governance modelling. Our range of services includes the following:

- Strategy consulting
- Decision-making support
- Digital finance
- Business planning
- Governance models



## LICENSING & COMPLIANCE SERVICES

Running a regulated business has become more complex, as regulation is becoming increasingly demanding. A high level of professionalism is required within an organization to keep a business compliant - so it is essential to invest in a solid framework and establish effective procedures to avoid reputational risk, paying penalties or even losing the license.

Fidinam assists its clients in establishing regulated entities in multiple jurisdictions, including assessing intended investment activities, obtaining relevant business licenses, implementing compliance procedures. Our licensing and compliance services are also available to companies operating in the cryptocurrency and blockchain industry.

## **Incorporation of licensed entities**

Fidinam helps investors, entrepreneurs and established businesses to incorporate licensed entities in several jurisdictions. Depending on the intended investment and business activities, we can support clients in obtaining the relevant license in Hong Kong, Singapore, Australia, Dubai and Abu Dhabi.

## **AML and CTF compliance frameworks and training**

We provide a comprehensive Anti-Money Laundering (AML) and Counter-Terrorism Financing (CTF) system in line with applicable regulation. AML and CTF manuals ensure that all compliance requirements are being met.

At Fidnam, we provide bespoke compliance training sessions tailored to your business. We conduct in-house or remote training, individual coaching and case studies covering all aspects of AML and CTF. Our compliance training programs ensure that relevant staff fully understand regulatory standards and can confidently implement internal procedures.

## **Customer onboarding and ongoing review procedures**

We provide support and necessary tools for licensed companies to onboard customers and to manage the risks associated with third parties.

Our customer due diligence solutions go beyond Know Your Customer (KYC) requirements, including client risk rating, screening against global sanctions and government watch lists, screening for politically exposed persons (PEPs) and checking Source of Funds and Wealth documentation.

## **Assistance with compliance remediation requirements**

At Fidnam, we have the resources and expertise needed to support firms that have been asked to implement an AML remediation process by the regulator.

We support firms to satisfy the regulator's concerns by:

- Setting up a robust framework
- Improving internal policies and procedures
- Implementing corrective actions
- Providing remediation to impacted customers when compliance deficiencies are noted

## **AML Compliance Officer and Money Laundering Reporting Officer appointment**

In order to oversee internal AML policies and to remain compliant with regulations, financial institutions and other regulated entities are required to appoint an AML Compliance Officer (AMLCO) and a Money Laundering Reporting Officer (MLRO).

When applicable, Fidnam can provide dedicated professionals to be appointed as AMLCO and MLRO.

We provide our clients with appropriately qualified staff and resources, oversee the client's AML and CTF systems, act as a point of contact with the regulatory authorities, ensure required logs are maintained, receive and examine reports on money laundering or terrorist financing activity, and more.





**Fidinam Hong Kong**  
Room 1501, Prosperity Tower  
39 Queen's Road Central  
Hong Kong SAR

**Tel: +852 2110 0990**  
**info@fidinamgw.com**  
**www.fidinam.com/en/hong-kong**

**Lugano**  
**Zürich**  
**Genève**  
**Bern**  
**Basel**

**Luzern**  
**Milan**  
**Monaco**  
**Luxembourg**

**Hong Kong**  
**Shanghai**  
**Dubai**  
**Singapore**  
**Sydney**

**Ho Chi Minh City**  
**Hanoi**

**Disclaimer**

FIDINAM compiled the information herein with the greatest possible care. However, FIDINAM makes no guarantee nor assumes any responsibility for the accuracy, quality or the currency of this information. The information herein is intended to serve for informational purposes only. This information does not constitute any advertisement, offer, or recommendation of or from FIDINAM. The information that is made available is neither intended to comprise nor shall it serve as any suitable replacement for legal, tax or any other professional advice or services. You should consult with a FIDINAM professional to obtain such services. The sole use of the information does not give rise to any contractual relationship with FIDINAM.

**Exclusion of liability**

To the extent permitted by applicable law, all liability on the part of FIDINAM and its employees, the employees of its subsidiaries, as well as authorised agents, shall be excluded for any liability claims, costs, indirect or direct losses, claims, as well as expenses and damages of any kind; irrespective of whether these are based on contractual or non-contractual legal grounds.