

A panoramic view of the Hong Kong skyline, featuring numerous skyscrapers and a large Ferris wheel. The water of the harbor is visible in the foreground, with a small boat. The sky is hazy. The title text is overlaid on the image.

fidinam

**A GUIDE TO OUTSOURCING
CORPORATE SERVICES
IN ASIA PACIFIC**

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INTRODUCTION

Thank you for downloading this guide on outsourcing corporate services in Asia Pacific.

Asia Pacific is the fastest-growing region in the world and the most populous continent, with around 2/3 of the world's population. In the past decade, there has been great technological advancement and spectacular GDP growth in a relatively stable political environment.

Both emerging and established markets provide investment opportunities in a wide range of industries. While focusing on reaching your business objectives, it's important to understand the regulation and the complexity of the jurisdictions where your company operates.

Sizing your team and adapting your presence in the region is a vital decision for managers and entrepreneurs willing to balance in-house resources and outsourced activities.

Fidinam solutions can fully support you by providing experienced professionals in a wide range of activities in Asia Pacific, including the following:

- Company secretarial services
- HR and payroll
- Accounting and financial reporting
- Tax services
- CFO services
- Compliance for regulated entities
- Data protection services
- Project management

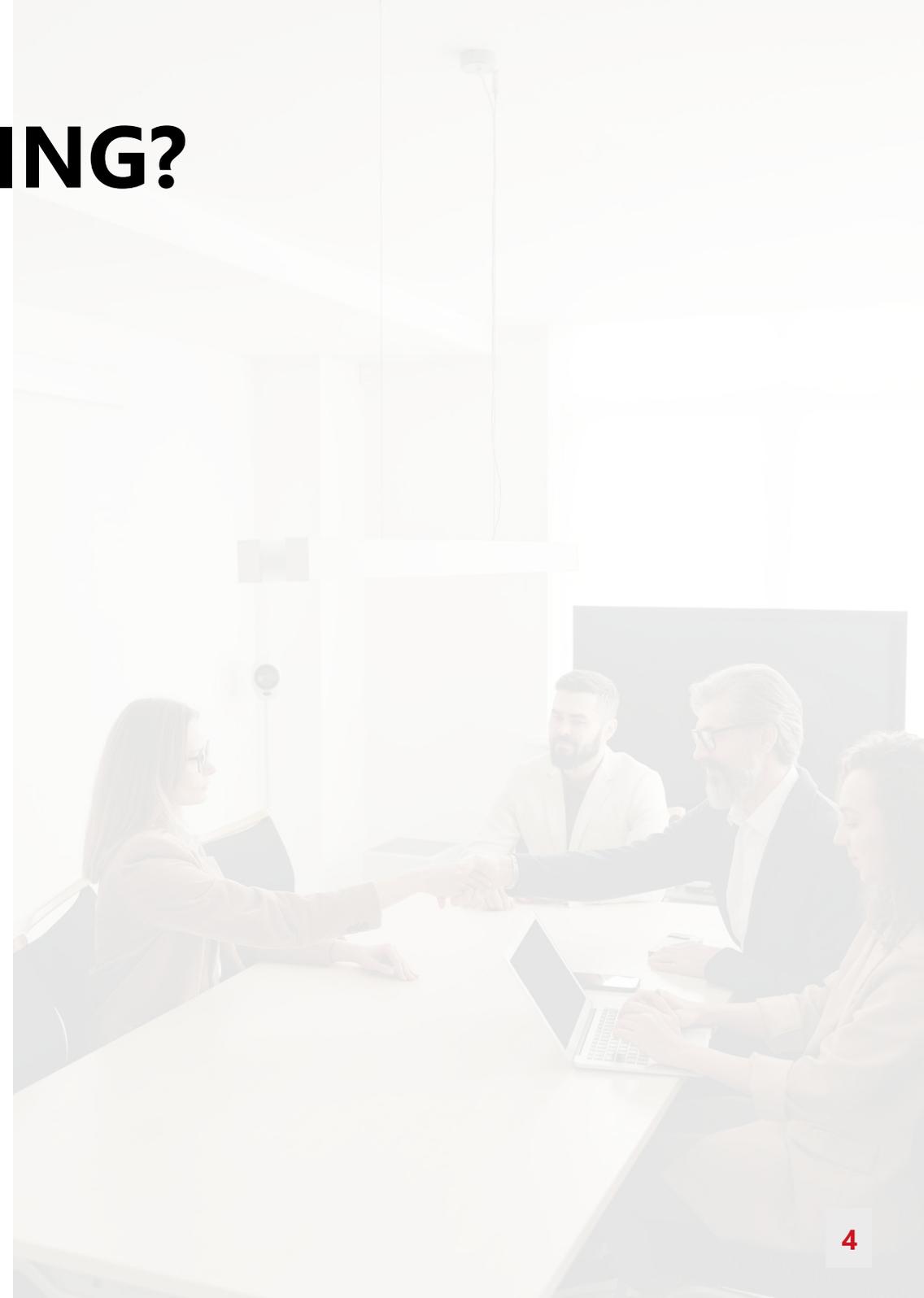


Alessandro Pedrinoni
CEO Asia Pacific at Fidnam

"At Fidnam, we provide a wide range of outsourcing services to start-ups, SMEs and multinationals in Asia Pacific. To ensure quality and customer satisfaction, a dedicated relationship manager is assigned to each professional mandate".

WHY OUTSOURCING?

- To keep your company always compliant
- To free resources to be spend on your core business
- To lower overhead and operational costs
- To access skilled and qualified resources
- To run your company from overseas thanks to the support of a local expert
- To avoid managing a high turnover of employees



COMPANY SECRETARIAL SERVICES

In jurisdictions based on Common Law such as Singapore and Hong Kong, it is mandatory for Limited Companies to appoint a Company Secretary.

A Company Secretary keeps the company's statutory records compliant with the local regulation and supports the Directors and the Company in their obligations.

In Hong Kong and Singapore, it is common practice to appoint a licensed Service Provider to cover this mandatory role.

Fidnam is a stable and reliable partner with a dedicated team of professionals for company secretarial services.

Examples of company secretarial services:

- Keeping statutory records in order and compliant
- Managing compliance requirements while dealing with banks and regulators
- Drafting Board resolutions
- Keeping and distributing Board meeting minutes
- Monitor and managing reporting deadlines to avoid penalties

HR & PAYROLL

Managing your team in Asia means attracting and retaining local talent considering benchmarks and common practices in the local labor market. Remuneration packages may include performance bonuses as well as allowances for expatriates and local employees.

Fidinam HR team can support you in sourcing talent, designing remuneration packages, managing payrolls and filing obligations including social security and insurance.

When dispatching or hiring new employees, it's crucial to assess the possibility to obtain visas and work permits for your staff. A local partner experienced in dealing with immigration authorities makes a difference and helps avoid long delays in setting up your operations.

We have experience in a wide range of industries, such as retail, food & beverage, hospitality, consulting, manufacturing and real estate. Coupled with state-of-the-art software solutions, Fidnam is well equipped to fully manage HR services on behalf of its clients.

ACCOUNTING AND FINANCIAL REPORTING

Diligent bookkeeping and accounting work is not only necessary to follow local and international accounting standards, but it's also of paramount importance to read your financial performance and to take business decisions based on reliable information.

Well-prepared financial reports convey confidence to customers and investors and ultimately help the management to develop a profitable business by:

- Giving a reliable measure of the company's performance
- Providing valuable information to make strategic decisions
- Supporting budgeting and setting clear goals
- Facilitating the preparation of statutory reports and filing tax returns

When setting up operations, CFOs and financial controllers face the decision on how to size their team in the region. To avoid the burden of a high turnover of resources and the need to manage and train employees, a useful option is to assign accounting and reporting obligations to a third party like Fidinam.

Outsourcing accounting work to a professional firm is often a more cost-effective choice, which also delivers higher quality results based on a clear Service Level Agreement. Fidinam can provide a wide range of services, including the following:

- Bookkeeping
- Preparation of monthly, quarterly and yearly management accounts
- Conversion from local accounting standards to International Accounting Standards (IFRS/US-CHINA GAAP)
- Dispatching CPAs at client site
- Bank statements reconciliations
- Preparation of consolidated and company-level financial statements
- Costs accounting per cost centers and profit centers
- Audit coordination
- Training and coordination of clients' staff

Our team is trained and qualified on state-of-the-art digital solutions, including the most popular accounting and reporting software.

TAX SERVICES

Keeping your business tax compliant requires being informed and updated on the changes in the regulation as well as managing a team of professionals committed to meeting reporting deadlines.

Outsourcing tax reporting and filing is common among our clients willing to stay up-to-date with the latest local regulation and prevent incorrect tax filing and avoid penalties.

Our team of professionals can assist companies and individuals in their tax obligations, helping clients to make optimal use of all available deductions, allowances and incentives, as well as applicable tax treaties between countries.

Fidinam tax services effectively manage your VAT/GST filing obligations, file your Corporate Income Tax and Personal Income Tax declarations timely and evaluate taxes on your passive income (e.g. dividends and interest).

CFO SERVICES

Fidinam supports the growth of Small and Medium-sized Enterprises through precise and efficient management of their economic and financial position by:

- Managing the finance department of the company and supporting the top management during the strategic decision-making process.
- Supporting the management control through the mapping of corporate processes and implementation of a digital accounting platform.

Our solutions include:

BUSINESS PLANNING & BUDGETING

Fidinam assists SMEs in drafting their business plans by developing positioning statements, 5-years business plans and 1-year budgets. Moreover, our team also offer assistance in the preparation of periodic reviews and analysis of variances.

DUE DILIGENCE & DATA ROOM

Fidinam assists start-ups and SMEs willing to start fundraising and grow by M&A through the entire Due Diligence process. Our services include the preparation of virtual data rooms in order to provide the investors with accurate and organized information.

CASH FLOWS FORECASTING

Fidinam provides its clients with cash flow analysis, including projections of the future financial position and comprehensive financial planning in order to identify potential shortfalls in cash balances. Our services include treasury management for corporate clients.

CORPORATE RESTRUCTURING

With a team of experienced professionals, Fidinam supports its clients in implementing both financial and organizational restructuring to meet changes in the strategy, lack of profits or new cash flow requirements. Moreover, Fidinam also provides business and corporate valuations.

EXECUTIVE REPORTING

Fidinam assists its clients in reviewing and implementing recurrent executive reporting, including tailor-made dashboards and forecasting with customized KPIs.

MAPPING OF CORPORATE PROCESSES

Fidinam professionals provide assistance in mapping and analyzing corporate processes to improve the efficiency of the organizational flows and spot potential inefficiencies.

CORPORATE CONTROL MODEL

Fidinam supports its clients in implementing an analytical control model to ensure that objectives, targets or standards are reached. In addition, our services also include the review of existing corporate models.

COMPLIANCE SERVICES

Running a regulated business has become more complex, as regulation issued by policymakers 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 compliance framework.

Companies do not always have enough internal resources to establish effective procedures, which are essential to avoid reputational risk, paying fines and penalties or even losing a business license.

Our services to support licensed entities include the following:

- AML & CTF Compliance frameworks
- AML & CTF Compliance training
- Customer onboarding and ongoing review procedures
- Assisting with compliance remediation requirements
- AML Compliance Officer and Money Laundering Reporting Officer appointment

DATA PROTECTION SERVICES

Fidinam provides support its clients in achieving data protection compliance in accordance with the Personal Data Protection Act and Personal Data Protection Commission of Singapore, by taking over the responsibilities and duties of the Data Protection Officer role within the company.

Fidinam assists its clients with a range of data protection services including:

- Data Protection Officer (DPO)
- Template Policy and Procedures
- Staff Data Protection Training
- Ad-hoc data protection consultancy

PROJECT MANAGEMENT

Fidinam assists its clients who want to expand their business in Southeast and Northeast Asia, by offering a project management service which allows their companies to maintain focus on the core business and takes away the burden of dealing with different consultants.

From company establishment to yearly corporate, accounting, HR, payroll and tax services, a dedicated professional will be the sole point of reference in the region.

A few of the jurisdictions where we are already assisting clients are Malaysia, Vietnam, Thailand, Indonesia, South Korea and Japan.



CONTACT US

Fidinam is an international firm, providing a wide range of services for companies, entrepreneurs and individuals.

We are here to help to design and implement your market-entry in Asia Pacific, to set up and to run your investments smoothly - so you can focus on your business' core activities.

Our corporate solutions include accounting, company secretarial, tax filing, HR and payroll. Benefit from our operational advisory and digital solutions to manage your business efficiently.

Furthermore, Fidnam provides international tax advisory as well as wealth and estate planning for individuals and families.

Our multi-cultural team of professionals has extensive knowledge and experience of both Asian and Western ways of business. You can find our Asian offices in Hong Kong, Singapore, Vietnam, China, and Australia.

Looking for tailormade service and global resources? **Fidinam can help.**

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