

Business Process Solutions (BPS)

Accounting & Tax

- Accounting: monthly, annual, and additional services.
- Tax: ongoing advisory and consulting.
- Transfer pricing: assistance with the annual transfer pricing return (related-party transaction reporting).

Payroll

- Payroll: monthly, annual, and additional services.

Controlling & Reporting

- Financial statements: monthly and annual preparation.
- Reporting: monthly, annual, and additional services.

Payment management

- Payment management services: processing of withholding/deduction schemes (detracciones), treasury management, and issuance of payment vouchers.

Legal representation & Compliance

- Company incorporation.
 - Nominee shareholders (temporary shareholders).
- Recurring services.
 - Legal representation.
 - Registered address (tax domicile).
 - Business address.
 - Compliance Officer.
 - Data Protection Officer (DPO).
 - Crime Prevention Officer.
 - Document custody.

Advisory on implementations, regulatory compliance adjustments, and registrations

- Preparation of Internal Work Regulations (RIT) and registration with the Ministry of Labor (MTPE).
- Preparation of the Organizational and Functions Manual (MOF) and implementation of the Equal Pay Law.
- Implementation of the Law on Prevention and Sanction of Workplace Harassment.
- Implementation of the Occupational Health and Safety Management System (SST).
- Implementation of the Mental Health Law.
- Occupational medical surveillance and implementation of the Diabetes Prevention Law.

Advisory services for an orderly exit from the market

- Liquidator services.

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OUR OFFICES

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