# CHECK LIST

| **ID** | **Corporate Services** | **YES** | **NO** |
| --- | --- | --- | --- |
| 1.1 | Company Set up (Main land, Offshore & Free zones) |  |  |
| 1.2 | Office Space ,Tenancy Contract and Ejari |  |  |
| 1.3 | Secretarial Servcies |  |  |
| 1.4 | Change of Company Sponsor. |  |  |
| 1.5 | Approvals from Muncipality or any other Government Departments. |  |  |
| 1.6 | Adding new activities to Trade License |  |  |
| 1.7 | Assistance in opening Bank Accounts for companies. |  |  |
| 1.8 | Assistance in opening Salary accounts for employees. |  |  |
| 1.9 | Company liquidation. |  |  |
| 1.10 | Business Cards, Brochures, Pamphlets, Files, Letter heads, Gift materials, Flex Roll ups |  |  |
| 1.11 | Car Rental for companies. |  |  |
| 1.12 | Virtual Office with Call receiver assistance. |  |  |
| 1.13 | Biometric access (hardware and software) and CCTV for office. |  |  |
| 1.14 | Facility Management (Cleaning, Maintenance etc) |  |  |
| 1.15 | Interior Design and Office furnishing |  |  |
| 1.16 | Internet, Telephone PABX telecommunication fixing and cabling assistance for companies. |  |  |
| 1.17 | IT support for company.(Firewall, networking etc) |  |  |
| 1.18 | Creating Business Plan and Profile of the company. |  |  |
| 1.19 | Website Designing and Hosting. |  |  |
| 1.20 | Assistance in Offshore Company formation and Account opening. |  |  |
| 1.21 | Asset Management through Offshore Accounts |  |  |
| 1.22 | Investment Banking/Wealth Management assistance |  |  |

| **ID** | **PRO SERVICES** | **YES** | **NO** |
| --- | --- | --- | --- |
| 2.1 | Trade License Renewal |  |  |
| 2.2 | Work Permit & Visa Processing for Investors and Employees |  |  |
| 2.3 | Preparation of Offer Letters to new employees |  |  |
| 2.4 | Visa Cancellations |  |  |
| 2.5 | Work Permit and Visa Renewals for Employees |  |  |
| 2.6 | Drafting of Agreements- Local Service Agent, MoA, Side Agreements etc. |  |  |
| 2.7 | Checking/Putting/removal of Immigration blacklist of defaulting Employees |  |  |
| 2.8 | Putting Absconding on defaulting Employees |  |  |

| **ID** | **HR Solutions** | **YES** | **NO** |
| --- | --- | --- | --- |
| 3.1 | Employee Recruitment Assistance –from UAE |  |  |
| 3.2 | Employee Recruitment Assistance –from Overseas |  |  |
| 3.3 | WPS/Payroll Management |  |  |
| 3.4 | Medical Insurance for Employees |  |  |
| 3.5 | End of Service/Gratuity Calculation for Employees |  |  |

| **ID** | **Banking Assistance** | **YES** | **NO** |
| --- | --- | --- | --- |
| A | Arranging Loans, Overdrafts and Other Facilities for Companies |  |  |
| B | Assistance in providing Trade Finance |  |  |
| C | Project Finance |  |  |
| D | Corporate Restructuring |  |  |
| E | Assistance in providing Performance Bond for corporates |  |  |
| F | SBLC and LC advisory services |  |  |

| **ID** | **Attestations** | **YES** | **NO** |
| --- | --- | --- | --- |
| A | Assisting in Attestation of documents from Embassies, MOFA, MOJ etc |  |  |
| B | Attestation of Commercial documents from UK, USA, Canada, Australia, New Zealand, Singapore, Malaysia, Seychelles, India and other countries |  |  |
| C | Private Notary Service |  |  |
| D | All government department attestations |  |  |

| **ID** | **Translation Services** | **YES** | **NO** |
| --- | --- | --- | --- |
| A | All kinds of translation of documents ranging from legal, technical, medical, academic, financial and commercial |  |  |
| B | Translation of documents from English, Arabic, Farsi, Afghani, Russian, French, Urdu, Hindi and around 35 other languages. |  |  |
| C | Proof Reading |  |  |
| D | Editing |  |  |
| E | Copywriting |  |  |
| F | Desktop Publishing |  |  |
| G | Website Localization |  |  |

| **ID** | **Tax, Accounting and Auditing** | **YES** | **NO** |
| --- | --- | --- | --- |
| A | VAT Consultation, Filing & Tax Agent |  |  |
| B | accounting & business consultations |  |  |
| C | Business modeling preparation, Feasibility Study, Internal auditing, cost control and analysis |  |  |
| D | Day to Day Accounting - On site/ Off site |  |  |
| E | Accounting Advisory |  |  |

| **ID** | **Blue Chip Legal Services** | **YES** | **NO** |
| --- | --- | --- | --- |
| A | Legal Consultations |  |  |
| B | Filing of Labour complaints and cases. |  |  |
| C | Representing in Litigations in Labour Court. |  |  |
| D | Filing cases for Criminal misappropriation of company funds by employees. |  |  |
| E | Filing of Civil Suits for recovery of payments from our Client’s customers |  |  |
| F | Defending Our Client Company in the court against Civil Claim by another company or individual. |  |  |
| G | Providing legal consultation to the Client company. |  |  |
| H | Drafting of Agreements, Review of Contracts. |  |  |
| I | Providing Official Legal Opinion to Management. |  |  |
| J | Sending Legal Notices on behalf of our Client company. |  |  |
| K | Private notary services for document attestations. |  |  |
| L | Filing for legal liquidation of the company through court. |  |  |
| M | Defending our client in Rental Dispute Committee related to rental disputes. |  |  |
| N | Real Estate Investment Planning and Support for Individual and corporate clients |  |  |
| O | Representing/Defending our client in Cyber law cases. |  |  |
| P | Representing/Defending our Client in Cheque bounce cases. |  |  |

| **ID** | **Debt Solutions** | **YES** | **NO** |
| --- | --- | --- | --- |
| A | Debt Collection from your Client companies |  |  |
| B | Loan Restructuring |  |  |

| **ID** | **Creative Branding, Promotions, SEO, Social Media Marketing** | **YES** | **NO** |
| --- | --- | --- | --- |
| A | E Commerce |  |  |
| B | Business Website |  |  |
| C | Mobile App (iOS/ Android) |  |  |
| D | Personal/Blog |  |  |
| E | Digital Marketing: SEO| SMO| PPC etc |  |  |
| F | CMS based Website development |  |  |
| G | Adwords |  |  |
| H | Content Management |  |  |
| I | Blogging |  |  |
| J | Newsletter promotions |  |  |

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