

SERVICES

YOUR PARTNER FOR GLOBAL CORPORATE SERVICES

Centralis Group is a market-leading outsourced corporate services provider. Our full range of bespoke services in Ireland are detailed below.

Daily Management

- Provide assistance relating to the receipt and follow-up of correspondence addressed to the company.
- Administer company bank accounts for the payment of local invoices and other treasury-related transactions.
- Provide authorised signatories in line with payment controls and bank mandates.
- Complete bank reconciliations on a daily/weekly/monthly basis.
- Maintain company accounts and records.
- Manage the company's underlying activity, engage with intra-group and third-party counter-parties and review company performance (e.g. analyse reporting and financial covenants and monitor performance of intra-group borrowers).
- Prepare and issue periodic invoices (intra-group or third-party).
- Compile and maintain a list of transaction documents to ensure files are kept up-to-date.

Corporate Services

- Manage the incorporation process of Irish entities.
- Organise and manage board meetings (prepare agendas, notices and comprehensive board packs in a fully interactive and electronic format).
- Prepare board packs for the company's shareholder meetings.

- Draft minutes arising out of board meetings and AGMs held with regard to the approval of the company's annual accounts.
- Arrange the necessary filings with the Registry of the Chamber of Commerce.
- Draft company guidelines (lending and investment, liquidity and FX) for review and approval by the Board of Directors.
- Organise the establishment of banking relationships with Irish banks.
- Draft and maintain fully-updated procedure manuals and operational guidelines.

Accounting Services

- Bookkeeping.
- Compute intra-group calculations and issue relevant invoices.
- Prepare monthly/quarterly reporting for group consolidation in line with client accounting principles and deadlines.
- Periodically reconcile intra-group or third-party activity balances.
- Assist in any ad hoc group consolidation audits.
- Prepare group reporting/tax packages.
- Prepare statutory annual accounts under Irish GAAP.
- Work closely with the company's tax & legal advisors and auditors.

We understand that you are looking for more than just a service provider and our team of highly-qualified experts are able to deliver innovative, customised solutions that will exceed your expectations.

Tax and Audit Liaison Services

- Assist tax advisors in preparing corporate tax returns and ensure a timely submission.
- Prepare periodic tax calculations for review by the company's tax advisors, if applicable.
- Prepare and submit quarterly VAT returns.
- Ensure the prompt payment of all corporate taxes in Ireland.
- Compute, prepare and submit all company filings in relation to company employees including directors.
- Co-ordinate the local annual statutory audit with the appointed auditor, if applicable.
- Monitor adherence with company tax rulings at all times.

Payroll Management

- Provide full payroll administration services for the company employees, including any directors.
- Manage all regulatory reporting deadlines in Ireland in relation to payroll services.
- Carry out monthly payroll calculations.
- Maintain appropriate records and back-up schedules for the calculation of all salary and payroll deductions.

- Liaise with the relevant payroll authorities regarding any changes to employee details.
- Prepare annual salary calculations for employees and/or directors.
- Assist with any payroll audits initiated by the relevant Irish authorities.
- Assist with the implementation of an employee pension scheme and obligatory insurance policies.

Infrastructure

- Provide suitably qualified employees and managers to go onto the payroll of the company on a part-time or full-time basis, as required.
- Provide suitably qualified directors to sit on the Board of Directors.
- Provide a registered office address in Dublin.
- Sublease a fully-equipped, modern office facility on a shared or dedicated basis in Dublin.
- Provide full meeting room and conference call facilities.



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