

## RANGE OF SERVICES

### YOUR PARTNER FOR GLOBAL CORPORATE SERVICES

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

#### Daily Management

- Provide assistance relating to the receipt and follow-up of correspondence addressed to the company
- Provide anti-money laundering (AML) services to companies, including the appointment of a Swiss resident AML officer, if required
- 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 Swiss entities (AG and GmbH)
- 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 relevant Cantonal Commercial Registry
- Draft company guidelines (lending and investment, liquidity and FX) for review and approval by the Board of Directors
- Design and implement Internal Control System (ICS), as required under Swiss law
- Draft and maintain fully-updated procedure manuals and operational guidelines
- Organise the opening of banking relationships with Swiss banks, including blocked capital accounts
- Provide a full range of Escrow management services (cash and non-cash assets)

#### 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 Swiss 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

- Prepare and submit corporate tax returns on a timely basis
- 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 Switzerland
- Compute, prepare and submit all company filings in relation to company employees including directors and managing officers
- Co-ordinate the local annual statutory audit with the appointed auditor, if applicable
- Monitor adherence with company tax rulings at all times

## 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 and managing officers to sit on the Board of Directors
- Provide suitably qualified Swiss resident individuals to the Boards of Swiss Foundations
- Provide a registered office address in Lucerne, Schaffhausen, Zug or Zurich; arrange the provision of a registered office address and/or office space in other Cantons
- Sublease a fully-equipped, modern office facility on a shared or dedicated basis in Lucerne, Schaffhausen, Zug or Zurich
- Provide full meeting room and conference call facilities

## Payroll Management

- Provide full payroll administration services for the company employees, including any directors/managing officers
- Manage all regulatory reporting deadlines in Switzerland in relation to payroll services. This will primarily involve social security, source tax (for non-Swiss nationals), pension and accident insurance
- Carry out monthly payroll calculations including all relevant social security, source tax and other mandatory deductions
- 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 (Lohnausweis) for employees and/or directors
- Assist with any payroll audits initiated by the relevant Swiss authorities
- Assist with the implementation of an employee pension scheme and obligatory insurance policies

## CONTACT US

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