

## 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 Uruguay are detailed below.*

#### Daily Management

- Administer company bank accounts for the payment of invoices and other treasury related transactions
- Provide authorised signatories in line with payment controls and bank mandates
- Complete bank reconciliations
- 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)
- Provide assistance relating to the receipt and follow-up of correspondence addressed to the company
- Provide anti-money laundering (AML) services to companies

#### Corporate Services

- Manage the incorporation process of Uruguayan entities (SA, SAS, SRL, and branches of foreign entities)
- Organise and manage board meetings (prepare agendas, notices and comprehensive board packs in a fully interactive and electronic format)
- Draft minutes arising out of board meetings held with regard to the approval of the company's annual accounts
- Draft company guidelines (lending and investment, liquidity and FX) for review and approval by the Board of Directors
- Draft and maintain fully-updated procedure manuals and operational guidelines

- Organise the opening of banking relationships with Uruguayan banks
- Coordinate the presentation of Form B, including the Ultimate Beneficial Owners information, to be filed before the Central Bank

#### 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
- Preparation of the annual financial statements under IFRS with all relevant notes & disclosures as required under Uruguayan laws
- Present the Financial Statements to the Auditoría Interna de la Nación (AIN)
- Work closely with the company's tax & legal advisors and auditors

#### Tax and Audit Liaison Services

- Prepare periodic tax calculations for review by the company's tax advisors, if applicable
- Prepare and submit VAT returns
- Ensure the prompt payment of all taxes
- 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

*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.*

## 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 legal representatives, directors and managing officers to sit on the Board of Directors or Special Committees
- Provide a registered office address in Montevideo
- Sublease a fully-equipped, modern office facility on a shared or dedicated basis in Montevideo
- Provide full meeting room and conference call facilities
- Provide post-handling services

## Payroll Management

- Provide full payroll administration services for the company employees, including any directors/ managing officers
- Manage all regulatory reporting deadlines in relation to payroll services. This will primarily involve social security, source tax, 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 Banco de Previsión Social (BPS) and Labour Ministry regarding any changes to employee details
- Assist with the implementation of the obligatory insurance policies

## About Us

We specialise in providing a wide range of corporate, treasury, infrastructural and debt administration support to multinational organisations, private equity houses, international fund structures, real estate firms and private individuals. With a team of highly-driven specialists, we are able to offer the best outsourcing and cross-border structuring solutions across diversified areas of business expertise.

## Our Values

We appreciate that you are looking for more than just a service provider. You need a partner with exemplary technical know-how, a can-do attitude, integrity and unrivalled communication skills. Centralis delivers all of this and more, providing tailored solutions to even the most demanding clients.

We are committed to building lasting relationships and with this in mind, take the time to understand your business and values. Each client is different and our flexible, individual approach, with dedicated points of contact, allows us to deliver personalised solutions every time



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