



**▲EGIS**

# **Outsourcing & Advisory**

**SERVICES**

Focus on your core,  
let us do the rest.

**VAEGIS**

A member firm of Kudos International Network.

We are Trinidad and Tobago's leading business outsourcing and advisory services provider serving international and local clients across industries, through partnerships with our global affiliates.

We offer you a comprehensive suite of services that allows you to focus on your core business objectives. At Aegis, our local knowledge and industry insights can assist you in making better business decisions regarding how you manage your operations in Trinidad & Tobago and across the Caribbean from inception through growth.

Our Value Proposition to you includes:

- Accuracy
- Operational Efficiency
- Cost Efficiency
- Confidentiality
- Scalability
- Compliance

# ACCOUNTING OUTSOURCING SERVICES

Simplifying and standardising Finance and Accounting processes are key characteristics of well-run companies.

Outsourcing your Accounting function allows you to take advantage of the value proposition that goes with all our services.

## OUR ACCOUNTING SERVICES

- Preparation of working papers for audit files
- Budget Preparation & Analysis
- Chart of Accounts set-up
- Preparation and Analysis of Management Reports
- Preparation of Statutory Financial Statements
- Preparation of Reconciliations
- Treasury Management

## TEMPORARY PROFESSIONAL SUPPORT

We can also fulfil any accounting role whether you are starting your business or restructuring and need an accountant in the interim or if you have a backlog of work and need temporary support.

At Aegis, we help you reduce the Financial Close Cycle, prepare statutory financial statements, assist your business in meeting the regulatory requirements or manage accounting activities of a specific project.



# TAX SERVICES

All companies must comply with the Income Tax Act, Corporation Tax Act and Value Added Tax Act (VAT). We can assist you in planning and managing timely submissions and advise on complex tax issues.

## TAX ACCOUNTING

- Evaluate your Profit and Loss account and advising on your tax position
- Prepare and submit your Corporation Tax Returns
- Compute your Quarterly Taxes position
- Remit all tax instalments on a timely basis
- Prepare and submit your personal income tax returns, including expatriates.

## VAT RETURNS

- We can provide full or partial VAT support
- Compute the VAT position either monthly / bimonthly
- Complete VAT returns
- Remit payments to the Inland Revenue
- Manage VAT audits
- Manage VAT queries

## TAX REGISTRATIONS

We register for Corporation Tax, Value Added Tax and Income Tax (PAYE), Board of Inland Revenue (BIR) numbers and National Insurance (NIS) numbers.



# PAYROLL SERVICES

With payroll legislation changes, it is often difficult for international as well as local clients to know all the required changes to the law. We have the expertise to apply changes to your company's payroll and process them efficiently, accurately, as well as ensuring the confidentiality of your payroll.

## OUR PAYROLL SERVICES

### Payroll Management

- Process local and expatriate payroll data
- Preparation of payroll reports
- Develop customized reports specific to your payroll/business requirements
- Direct deposit to employees' accounts in local and multiple currencies where applicable
- Remittance of third party assignments
- Calculation of appropriate and accurate NIS, PAYE, Health Surcharge deductions and managing the remittance process to the relevant Statutory Boards
- Preparation and submission of annual TD4s and TD4 summary sheet to the Board of Inland Revenue (BIR)

### Payroll Tax & Statutory Compliance

- Expatriate and local payroll taxes
- Preparation and submission of Tax Returns to the BIR
- Process application for TD1 approval
- Process application for employees' National Insurance (NIS) and Board of Inland Revenue (BIR) numbers
- Ensuring compliance with all statutory bodies
- Liaising with the relevant authorities in the event of any queries
- Co-ordination and assistance with payroll audits conducted by the respective Statutory Boards' i.e. The National Insurance Board (NIB) and the Board of Inland Revenue (BIR)



# HUMAN RESOURCES SERVICES

Our advisory services enable you to effectively manage your entire employee life cycle, attract and retain top talent and support compliance with local laws. We can also manage your entire human resources function and advise on complex issues including industrial relations and severance issues.

## OUR HUMAN RESOURCE SERVICES

- Search & Selection and Headhunting
- Compensation Reviews & Market Surveys
- General HR Advisory Services
- Retrenchment & Severance and Outplacement Advisory Services
- Performance Improvement
- HR Policies and Procedures
- Employee Satisfaction Surveys
- HR Audit
- Customised training design and facilitation
- Industrial Relations



# FINANCIAL ADVISORY SERVICES

Aegis can evaluate your business needs and extend access to resources and financing / capital sourcing. Our technical and industry knowledge can assist you in identifying the best course of action.

## OUR FINANCIAL ADVISORY SERVICES

### Corporate Financing

- Evaluation of financing needs
- Preparation of business plans and information memoranda
- Presentation to investors and bankers

### Valuations

- Firm and equity valuations
- Purchase price allocations, as required by IFRS 3

### Sale of Business

- Due diligence
- Preparation of teaser documents
- Identification of target buyers
- Structuring the acquisitions process
- Preparation of information memoranda to support invitation for bids
- Bid evaluations
- Other advisory services on contingent considerations and corporate structuring





# INTERNAL AUDIT SERVICES

We offer outsourcing and advisory services to support financial reporting, operational processes and regulatory compliance.

## OUR INTERNAL AUDIT ADVISORY SERVICES

### Internal Audit Advisory

- Internal Audit Reviews
- Risk Assessments and Audit Plans
- Talent Development of Internal Audit staff
- Establishment of Internal Audit departments

### Process Improvement Reviews

- Corporate Governance Reviews
- Operational and Financial Reviews
- Policy & Procedure Documentation & Adherence
- Business Continuity Assessment and Implementation

### Information Technology

- IT General Control Reviews
- Information Security Policy
- IT Infrastructure Assessments
- Disaster Recovery Plans

### Compliance

- Anti-Money Laundering
- Sarbanes-Oxley (SOX) Implementation and Monitoring



# CORPORATE SECRETARIAL SERVICES

We can act on your behalf to manage the range of services that are required throughout your company's growth. Aegis is the market leader in all aspects of Corporate Practice and Corporate Governance.

## OUR CORPORATE SECRETARIAL SERVICES

### Incorporation/Registration

- Incorporation of local companies
- Sale of "shelf" companies
- Registration of external companies
- Registration of sole traders and firms

### Statutory Compliance and Maintenance

- Preparation and filing of Annual Returns for local and external companies
- Acting as Power of Attorney for external companies
- Preparation and filing of notices and other statutory returns as required by the Companies Act, 1995
- Filing of fundamental changes for external companies
- Providing the address of the registered office for companies
- Amendment of Articles and By-laws for local companies
- Acting as Company Secretary
- Maintenance of Statutory Registers
- Preparation of standard minutes of directors' and shareholders' meetings



### **Advisory/Technical/Specialised Services**

- Provision of technical advice in Corporate Secretarial Compliance
- Group Restructuring including application for stamp duty relief
- Amalgamation of Companies
- Application under the Foreign Investment Act for foreign investors to hold shares in local companies

### **Dissolution**

- Application to have local companies struck off the Register
- De-registration of external companies
- Members Voluntary Liquidation

- Attending shareholders' and directors' meetings and taking minutes
- Share issues, transfers, redemptions and repurchases
- Preparation of Unanimous Shareholder Agreements
- Dividend payments



## WHY OUTSOURCE?

Organisations are recognising the need for a change in the way they manage and operate their businesses. Outsourcing changes the balance of the operating leverage ratio. When you outsource, your company's fixed costs are converted to variable costs which are easier to control and your capital can be better utilised in other areas of the business.

When a company sheds the responsibility of dealing with other back-office duties, management can take a more strategic focus and approach to delivering their core products or services.

**AS YOUR TRUSTED BUSINESS PARTNER YOUR SUCCESS IS A REFLECTION OF OUR SUCCESS.**

**PARTNER WITH US.**



## CONTACT US

For more information go to our website, [www.aegistt.com](http://www.aegistt.com) or speak to one of our advisors about your business.

### Phone

(868) 625 6473

### VOIP

305 260 6673

### Fax

(868) 625 4484

### Email

[info@aegistt.com](mailto:info@aegistt.com)

### North office

18 Scott Bushe Street, Port of Spain,  
Trinidad and Tobago, West Indies.  
P.O. Box 1543.

### Central office

Corner Hosein Drive, Southern Main Road, Chase Village,  
Trinidad and Tobago, West Indies.

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