Kelmer Group is an international business consulting company that assists entrepreneurs in their international ventures, solving bureaucratic, administrative and fiscal issues, from the start-up to the day-to-day operations.
ABOUT US

In 1997, a group of professionals with a solid background in international business consulting decided to gather their experience to create a new project that would assist individual entrepreneurs and corporations in expanding their business into international markets.

Kelmer Group was then founded, with the opening of its first office in London, and since then ensured its presence in the most strategic worldwide markets, such as UK, Ireland, UAE and China.

In 2018, Kelmer Group opened four new offices: Singapore, Hanoi and Manila, as part of the expansion plan in the Far East and Miami, USA.

Nowadays, thanks to its solid and growing network of offices and partners worldwide, Kelmer Group has become the ideal one-stop-shop for Internationalization, providing its clients with a wide range of dedicated and customized services.

OUR MISSION

Kelmer Group aims to offer its clients the opportunity to focus entirely on the core activities of their business, knowing that all technical aspects of the Internationalization process are handled by a team of experienced professionals.

OUR CORE VALUES

Knowledge  Expertise  Loyalty
Motivation  Ethics  Reliability

OUR SERVICES

Kelmer Group aims to offer its clients the opportunity to focus entirely on the core activities of their business, knowing that all technical aspects of the Internationalization process are handled by a team of experienced professionals.

Tax & Legal  Bookkeeping & Accounting  Internationalization & Marketing  Human Resources & PRO Services
Real Estate Consultancy  Financial Consultancy  Administration
In 1997, Kelmer Group established its first office in London. This was based on the importance and need for our clients to have a point of reference, in one of the main centers of global commerce and finance. With more than 20 years of experience, Kelmer UK has become a reputable service provider in the London international business consulting arena, assisting its clients with all their business requirements.

INTERNATIONAL BUSINESS CONSULTING

Whether you’re a start-up organization, new to the market or an established business seeking to strengthen your position, whether you need an ad hoc consultancy for your company or assistance with your personal tax affairs, we at Kelmer UK are at your service.

We will walk by your side and take you through all the necessary steps to facilitate the operative part of your business. We assist with the initial set-up of your activity, planning the future strategies, advising you when needed in order to help you to achieve your goals in the most optimal and efficient manner.

Kelmer UK offers a 360-degree consultancy that covers all business activities and matters whilst focusing on, but not limited to, the UK market. We carry out business with you in mind and our core strength is our clients’ success. With our team of knowledgeable and multilingual professionals, we make sure that we provide the best service and support to all our clients.

We are ready to respond to our clients’ needs in every circumstance, whether the services require a local focus or an international outlook.

OUR SERVICES

- General business consultancy
- Company set-up and corporate strategic planning
- Provision of registered office
- Company secretarial services
- Admin coordination, bookkeeping and data processing
- Accounting
- Corporate and personal tax advisory and compliance
- VAT reporting, Intrastat declaration and EC Sales
- Stamp duty advice and administration
- Payroll management and processing
- CIS Compliance
- General day-to-day Company management
- Assistance with authorisations and licensing
- Company relocations and liquidations
- Ad hoc market research
- Administration and treasury services
- Risk management
- Asset management and protection
We have a mission of creating an innovative consulting service aimed at entrepreneurs who want to internationalize their activities since we began servicing the Irish market in 2003. In an increasingly competitive and complex market, we aim to provide our clients with multi-faceted services that cover every aspect of administrative / bureaucratic / formal face of the business to obtain the benefits of delocalization.

We have a strong history of assisting both start-ups and established businesses in their day-to-day activities offering business consultation, tax advice, bookkeeping and administrative services. Our team of experienced, multilingual professionals pride themselves on working closely with our clients to understand their business and tailor our advice and services to best meet every aspect of their needs.

OUR SERVICES

- General business consultancy
- Tax consulting and opinions
- Company set-up and corporate strategic planning
- Company secretarial services
- Admin coordination, bookkeeping and data processing
- Financial Accounting
- Internal reporting
- Management Accounting
- Corporate and personal tax advisory and compliance
- VAT Management
- Payroll management and processing
- HR Management
- Assistance with authorizations and licensing
- Company relocations and liquidations
Kelmer Middle East is an International Service Organization.

We assist entrepreneurs in accessing the fast-growing UAE market, from setting up their business to developing future opportunities. Our trusted team of dynamic goal-oriented consultants has developed specialized local expertise across a wide range of business sectors.

We are passionate about what we do, and in order to provide a high-level assistance, our office operates through several departments, listed below, who work together to deliver the most comprehensive solutions to your business.

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SERVICES
The United Arab Emirates, with Dubai in particular, has fast developed into one of the most important centers of international trade and finance. Strategically located between East and West, Dubai has gained favor as a logistic hub and a gateway to the Middle and Far Eastern markets for most European companies.

Thanks to our extensive experience and strong ties with the local authorities and the diverse business communities, at Kelmer Middle East – since 2007 – we proudly offer a complete, customized assistance that facilitates entrepreneurial activities.

Our dedicated services are aimed at bridging gaps between our clients and the local business. We assist you with your bureaucratic, administrative and fiscal issues, from the start-up support to day-to-day or extraordinary activities.

TAX & LEGAL
We provide specialized, customized assistance to our clients who are embarking on a new life and business experience in the UAE (Dubai).

Our team of Tax & Legal experts assists in preparing and submitting all the necessary documentation for this new venture, allowing our clients to enjoy an easy transition and the possibility to benefit from the numerous advantages of obtaining a Dubai residency status.

The diversified and broad range of services within this department is divided into Corporate and Individual.

CORPORATE:
- Company formation (Incorporation):
  - Formation of legal entities in Dubai Mainland – companies, branches, representative offices
  - Formation of legal entities in the Free Zones
  - Licenses, applying for and attaining required permits
  - Selection of a local partner or agent
  - Trade name selection and reservation
  - Drafting and reviewing of legal documents and agreements between partners
  - Renewal of permits and licenses
- Consultancy on current legislations and regulations in the UAE
- Assistance to drafting a business plan and selection of a most suitable legal form
- Assistance during the start-up phase
- M&A operations
- Trademark registration
- Relocation services for both company employees or individuals

INDIVIDUAL:
- Assistance to employee related activities (processing visa, labor card, Emirates ID, medical insurance, driving license, etc)
- Transfer of tax residency
- Research of residential properties and setting up of related services (utilities, PO. Box, etc)
- Assistance in renting, purchasing and registering vehicles
- Assistance in finding suitable health and property insurance packages
- Research of appropriate schooling institutes
INTERNATIONALIZATION & MARKETING

INTERNATIONALIZATION:
- Trade analysis on different sectors
- Market surveys on proposed products/services
- Organizing inbound and outbound trade and scouting missions, individual or collective
- Organizing focused B2B meetings with prominent local operators
- Identifying potential partners (distributors, buyers, agents)
- Marketing & logistics support to exhibitors during trade events
- Organizing seminars and workshops, locally and internationally
- Organizing promotional and networking events

MARKETING & COMMUNICATION:
- Writing and editing promotional material such as brochures, product information, website content, editorials, etc.
- Content creation
- Social media management
- Web design & brand identity

Not only do we support enterprises in their assessment and approach to the UAE market, but we also study Communication and Marketing strategies to help them promote and develop their business and visibility in the local market.
ACCOUNTING & BOOKKEEPING

We are responsible for recording and maintaining our client’s accounting records in accordance with the local GAAP (Generally Accepted Accounting Principles). This includes:

- Bookkeeping/recording all journal entries
- Bank/cash, inventory and intercompany reconciliations
- Logistics, clearance of consignments and related documentation
- Accounts Receivables and Payables functions
- Payroll, processing client employee payroll through Wage Protection System (WPS), preparing pay slips and calculating gratuity as per the Dubai Labor Law
- Finalizing annual Financial Statements, ready for audit in compliance with the International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP)
- Analysis of business operations, trends, costs, revenue, financial commitments, and obligations, to project future revenue and expenses
- Developing, maintaining, and analyzing budgets as well as preparing periodic reports that compare budgeted costs to actual costs

VAT SERVICES

- VAT registration / amendments / cancellation - applications
- VAT Law compliance
- VAT return filing submission
- VAT refund filing submission
- Reconsideration form submission
- Voluntary Disclosure form submission

PRO SERVICES

Kelmer provides fast and hassle-free corporate PRO services, both in Dubai Mainland and within the Free Zones.

OUR SERVICES:

- Processing and Attestation of documents from the Ministry of Foreign Affairs, Ministry of Justice, Notary Public, Dubai Municipality, Chamber of Commerce, etc.
- Obtaining special permits from the Department of Economic Development (DED), Dubai Municipality, etc.
- Processing Import Codes and other documents from Dubai Customs
- Assistance with all Government and Semi-Government procedures
- Registration of a new Trade License
- Renewal of Trade License
- Processing Investor visa and renewals
- Processing spouse and family visa and renewals
- Processing of new employment visa and renewals
- Processing Employee Labor and Immigration cards
- Assistance in arranging visit visas and extensions

HUMAN RESOURCES

We provide innovative client support services in all areas of recruitment and associated services.

OUR SERVICES

- Recruitment Process Management
- Job Analysis to identify the type of candidate based on the skills and experience required
- Pre-screening and Interviews
- Background checking
- Designing Employment Job Offers and Contracts

REAL ESTATE

The importance and the peculiarity of Dubai’s real estate market require specific administrative and legal support. Kelmer Middle East is able to assist its clients in real estate transactions by offering its professional competence and thereby helping them settle successful negotiations with parties involved. In addition to acting as an intermediate and preparing all necessary documents, we also assist our clients in drafting and managing lease agreements.

- Consultancy on market trends and up-to-date regulations
- Assistance and consultancy during the process of purchase/lease of the property
- Assistance in settling real estate disputes
In May 2019 Kelmer Middle East signed a joint venture with Abdul Rahman Al Sharhan Advocates and Legal Consultants to form Kelmer Abdul Rahman Al Sharhan Advocates & Legal Consultants. In an effort to provide our clients with an all-round service, the firm now offers clients legal services that are compliant with the UAE law.

A dedicated team is prepared to assist you with every legal concern from corporate, real estate, criminal, maritime or other law related matters. They also provide a fast and accurate service and work together with your team to resolve any legal disputes.

Clients benefit from our vast knowledge in business setup and new integrated legal practice to ensure a coordinated and cost-effective management of their business interactions, from identifying appropriate legal structures, corporate good standing regulations and commercial contract negotiation.

**OUR SERVICES**

**CORPORATE LAW**

The UAE has several regulations in place with regard to conducting businesses. Our team of lawyers are experts in corporate and commercial areas of business, including:

a. Domestic and cross-border mergers and acquisitions (M&A),
b. Joint ventures,

c. Corporate restructuring,
d. Corporate governance and compliance
e. Banking & Finance and Venture Capital
f. General Corporate Advisory.

Kelmer Abdul Rahman Al Sharhan Advocates and Legal Consultants also advise clients on entry strategies into the UAE market, structuring their investments, financing their business, and legal and regulatory issues that influence their day-to-day business.

**CIVIL AND CRIMINAL LAW**

UAE criminal law contains many provisions derived from Islamic Shariah law and our lawyers are equipped with the knowledge and understanding of these specific laws. Civil law is defined as a legal system that pertains to the people, assets and private relations amongst the members of a community. Our lawyers provide the utmost care in ensuring all clients are advised in a fair and lawful manner.

**REAL ESTATE**

Being in an always-growing real estate market, the United Arab Emirates, our lawyers always have a complete knowledge of the local and federal laws, regulations and practices relating to real estate and construction matters. With experience in real estate and property litigation, having advised contractors, investors, developers, owners, buyers/sellers, real estate and construction companies on disputes ranging from sale and acquisition to joint venture disputes, also including:

a. Landlord and tenant disputes
b. Lease renewals
c. Tenancy disputes
d. Construction and development contract disputes
e. Rent reviews for commercial, retail and residential property
f. Disputes between investors, developers and contractors
FAMILY & PERSONAL STATUS

Our lawyers have many years of experience with resolving family issues. If you are seeking or evaluating your options for personal or family matters, our team can offer services and resolve any conflicts by way of negotiation, mediation, collaborative practice and litigation.

MARITIME

Our lawyers tackle maritime situations, which arise due to a breach of contractual obligations. With a vast knowledge of maritime law, they are able to draft sale and purchase agreements for maritime vessels and other commercial agreements relating to maritime law. They can also assist with matters of arrest and seizure of vessels, maritime pollution, and maritime insurance.

BANKING AND FINANCE

With expertise in corporate law, our lawyers are definitely able to extend our services when it comes to banking and finance. They provide experts who monitor the progress of projects and oversee contracts. To make sure laws are followed by the sub-developers or contractors, proper legal documentations and required steps are taken care of throughout the development the projects, for both businesses and individuals who wish to explore opportunities to invest and seek a professional legal perspective.

LABOUR LAW & EMPLOYMENT DISPUTES

Labour law UAE is a federal legislation in all emirates of UAE, it covers all aspects of employee-employer relationship; domestic or expatriates. Our lawyers focus on providing labour protection, it is important to us that employers are aware of what the laws regarding employment and how to comply with them wholly.

KELMER ABDUL RAHMAN AL SHARAHN ADVOCATES AND LEGAL CONSULTANTS

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At the top of most competitive economies in the world, the Hong Kong S.A.R., with its efficient and transparent regulatory system of Anglo-Saxon inspiration, support a vibrant commitment in the financial system and international trade.

Hong Kong is also the ideal operating base to start a process of strategic development of the business in the P.R.C., thanks to interactions more and more intense and sophisticated.

The natural synergies between the offices in Hong Kong and Shanghai allow to the Kelmer Group offering a wide range of complementary services between two very different social and legal systems between them, giving companies the opportunity to deal with and manage in organic way their commitment to the Greater China.

OUR SERVICES

• Company incorporation
• Provision of registered address and company secretary
• Directors and shareholding solution
• Research of director and personnel
• Bank account opening assistance, compliance and treasury services
• Accounting and payroll
• Auditing assistance
• Tax compliance and Annual return
• Licence renewal
• Company liquidation
Since its opening in 2002, our Shanghai office has been instrumental in helping many Italian and international SME’s establish and develop their business in China.

We are a boutique consulting firm with a team of energetic professionals proficient in Italian, English and Mandarin. We offer tailor made business services and we pay special care to each client’s specific needs.

In collaboration with our clients, we focus on being problem solvers, both in aspects associated with the creation of new international structures and with the improvement of existing ones, in order to fit into the day-to-day operations of the busy Chinese market environment.

Over the years, we developed strong ties with the local government bodies, trade and legal Associations.
CORPORATE SERVICES

- Preliminary studies to understand environmental legal requirements and specific law
- Due diligence
- Research and monitoring of suppliers and contractors
- Negotiation, follow-up assistance
- Business establishment
- Advice/modification procedures along with IT solution (ERP, Business Intelligent tools..)
- Company formation
- Provision of registered office and company secretary
- Directors and shareholding solution
- Research and selection of local partner, directors, personnel and premise

FINANCE, ACCOUNTING & REGISTRATION, TAXES

- Service Treasury
- Bank selection, bank account opening assistance, compliance, account administration and services
- Accounting and reporting
- Assistance in reconciliation and consolidations of accounts
- Financial analysis
- Supplier management
- Tax returns filing and tax advice
- CFO services on demand
- Assistance with authorizations and licensing
- Company relocation and liquidation

HUMAN RESOURCES

- Visa assistance
- Recruitment and hiring
- Payroll management
- Management of the internal manual for employees
- Management of staff archives and social security archives
- Assistance in terminations

AUDIT, EVALUATIONS & ACQUISITIONS

- Management of audits and evaluations
- Annual audit
- Implementation of control systems and their evaluation
- Evaluation and surveys
- Acquisitions

TAX ADVISORY SERVICES

We provide tax advice and tax planning services for companies and individuals. From corporate or personal income taxes to VAT and stamp duty and succession planning or residency issues, we offer the most optimal solutions.

- Income and inheritance tax planning
- Individual and corporate tax returns
- VAT advice and compliance
- Stamp duty advice
- Annual tax filing

OTHER SERVICES

Our network of professionals can also provide clients with IPR and legal services, temporary management cooperation for start-ups and other time-based activities.

OUR PORTFOLIO

We have experience in different sectors and types of business. We helped clients in their startup stage, setting up manufacturing operations and local offices in strategic locations over different parts of China. Our vast portfolio ranges from top European luxury fashion and jewelry brands, listed companies, cutting edge tech and IT companies, to mention a few. Our main areas of intervention are:

- Fashion and Luxury Brands
- IT and Software
- Mechanics
- Miscellaneous
SINGAPORE
KELMER
SINGAPORE PTE. LTD.

KELMER SINGAPORE PTE. LTD.
2018 marks the beginning of Kelmer Group’s further expansion in the Far East, starting with the opening of its new office in Singapore. Strategically located in the heart of Asia, Singapore is right in the middle of key trade flows from Europe, the US, the Middle East, Australia and Asia, which cements its position as a global trading center. Moreover, Singapore has one of the world’s strongest financial systems, which can benefit from political stability, modern infrastructure, highly developed legal and regulatory framework and strong macroeconomic fundamentals.

Among the advantages in setting up a business in this strategic market is that Singapore uses a tiered tax system - one of the world’s simplest systems - for both personal and corporate taxes, it allows 100% foreign ownership and provides many grants, tax incentives and in-kind assistance schemes to startups.

Thanks to a team of experienced professionals, with a deep understanding of the local system and a wide network of contacts, Kelmer Singapore offers a 360° assistance to entrepreneurs and companies interested in starting their business in the Far East’s financial hub.
OUR SERVICES

INCORPORATION PACKAGE
• Incorporation
• Local Director
• Corporate Secretarial Fee
• Update or Changes of Directors/Shareholders/corp details/company address
• Other incidental services including increase in share capital, share transfer, issue change of name, etc.
• Registered office

ACCOUNTING SERVICES
• Basic Accounting
• Yearly closing of accounts
• Preparation of Financial Statements + XBRL
• Tax Returns (ECI + Form C)
• Annual return
• Initial Setup of accounts to client’s requirement

EXTENDED COMPLIANCE
• Opening bank account
• Audit and Audit assistance (i.e. provision of info to and liaising with auditor)
• CPF Application
• Payroll + CPF + IRBA
• GST Application
• GST registered businesses (GST accounting, GST returns and Advisory)
• GST conversion for non-SGD Functional Currency
• Tax computation conversion for non-SGD Functional Currency
• Inventory accounting
• Work Pass Application

MANAGEMENT REPORTING AND OTHER OPTIONAL SERVICES
• Basic Monthly report (BS, P&L, 2 Banks reconcil. Rept.) on accrual basis
• Remote access to reports (incl. reasonable training)
• P&L with cost areas
• Profit centre accounting (client OR product profitability)
• P&L by month and year-to-date
• Fixed assets schedule
• Inventory schedule
• Accounts payables and receivables schedule
• Employees salaries and contribution schedule
• Cash Forecasting / Budget variance analysis

MARKETING & INTERNATIONALIZATION
• Trade and scouting missions, individual or collective
• Focused B2B meeting with local operators

DIGITAL MARKETING
• Full Digital Identity Package
• Website development or restyle
• Social Media Setup and Strategy
• Social Media Management
• E-commerce development
• Mobile App
MANILA

KELMER

PHILIPPINES INC.

KELMER PHILIPPINES INC.
The Philippines has experienced unparalleled growth in the last several years.

By combining moderate price pressures, continued growth momentum, sustained fiscal discipline, a stable banking system, and robust external payment option, the Philippines is projected to continue on its expansionary growth and realize its predicted potential in the coming years. This subsequently unlocks opportunities in every sector, from F&B and tourism to transportation, real estate, consumer goods and services to name a few.

Kelmer Group has identified the potential the Philippines has to offer and provides a complete assistance to entrepreneurs and companies who wish to setup their business in the country.
INDIVIDUAL & CORPORATE STRATEGY

CORPORATE:
• Consultancy on selection of the most suitable legal form
• Company formation:
  - Formation of legal entities in the Philippines - corporation, partnership, sole proprietorship, representative office, foreign-owned branch
  - Formation of legal entities in the Philippines under Special Laws - Philippine Economic Zone Authority (PEZA), Board of Investments (BOI), Tourism Infrastructure and Enterprise Zone Authority (TIEZA) and other Special Economic Zones.
  - Obtainment of local permits
  - Registration with local government units
  - Drafting and reviewing of legal documents
  - Renewal of permits
• Assistance during the start-up phase
• Importer and Exporter registration
• Trademark/Logo registration
• Relocation services for both employees or individuals
• Drafting and reviewing of contracts and agreements

INDIVIDUAL:
• Assistance in employee related activities (processing of visa, registration with local government units, etc.)
• Research of residential properties and assistance in activation of related services (utilities, etc.)
• Assistance in renting, purchasing and registering of vehicles
• Assistance in finding suitable health and property insurance packages
• Research of appropriate schooling institutes

INTERNATIONALIZATION
• Trade analysis on different sectors
• Market surveys on proposed products/services
• Organizing inbound and outbound trade and scouting missions, individual or collective
• Organizing focused B2B meetings with prominent local operators
• Identifying potential partners (distributors, buyers, agents)
• Marketing & logistics support to exhibitors during trade events
• Organizing seminars and workshops, locally and internationally
• Organizing promotional and networking events

MARKETING & COMMUNICATION
• Writing and editing promotional material such as brochures, product information, website content, editorials, etc.
• Content creation
• Social media management
• Web design & brand identity

REAL ESTATE
• Consultancy on market trends and up-to-date regulations
• Assistance and consultancy during the process of purchase/lease of the property
• Assistance in settling real estate disputes

HUMAN RESOURCES
• Assistance in Recruitment Process Management
• Job Analysis to identify the type of candidate based on the skills and experience required
• Pre-screening and Interviews
• Background checking
• Preparation of Employment Job Offers and Contracts

OTHER SERVICES
• Assistance in notary and/or attestation of documents
• Assistance in processing of Philippine Visas (Non-Immigrant Visas, Immigrant Visas and Special Visas)
• Assistance in processing of Once a Year importation clearance certificate with Bureau of Customs
Vietnam has surpassed expectations and its development record over the past 30 years is quite significant.

Shifting from a highly centralized planned economy to a socialist-orientated market economy, the country has become significantly more attractive to international investors looking to diversify into frontier markets.

The opening of Kelmer Vietnam Co. Ltd. in Hanoi, further strengthens our presence in the Far East. Entrepreneurs and companies can rely on us for all their business needs, from their first approach to the market to company set up and day-to-day activities.
INVESTMENT SERVICES

We provide advice on new or potential investment for clients or companies.

- Pre-investment and pre-entry tax advisory and planning
- Identification, comparisons and advisory of location and investment zones
- Partner due diligence, company background check and feasibility studies
- Company registration & licensing
- Investment application document drafting and negotiation
- Investment registration and appraisal
- Company registration amendment
- Acquisitions, mergers, de-mergers, consolidations, re-organizations, conversions
- Corporate re-structuring, liquidation and dissolution.
- Joint venture establishment, structuring, negotiations, drafting agreements

TAX ADVISORY

We advise and guide businesses through complex tax requirements in Vietnam and also keep up to date with tax related developments which may affect your business.

- Corporate Income Tax
- Personal Income Tax
- Withholding Tax
- Value Added Tax
- Foreign Contractor Tax
- Import – Export Tax
- Business License Tax
- Special Consumption Tax

WE ALSO ASSIST WITH:

- Tax Planning and Structuring
- Tax & Financial Due Diligence
- VAT Refund / Claim
- Tax Compliance
- Tax Advisory Services
- HS Code Identification
- Proper action for each tax request/case

BUSINESS ADVISORY

We assist clients with business decisions, solutions and the necessary procedures involved.

OUR SERVICES:

- Corporate Advisory Services
- Contract drafting and review
- Legal and financial due diligence
- Relocation & cross-border transfer of assets
- Structuring transactions
- Regulatory & compliance reporting
- Legal translation
- Custodian of seals and stamps
- Negotiation and deal closing support
- Work permit and visa
- Operational advices and supports
CORPORATE ESTABLISHMENT

SERVICE INCLUDES FORMATION OF:
- Wholly Foreign Owned Enterprises
- Joint Ventures
- Representative Offices
- Project Offices
- Branch Offices
- Non-Governmental Organizations

SOME OF OUR SERVICES INCLUDE:
- Advice on the possibility and the appropriate forms of corporate establishment with comparison of advantages and disadvantages of each form to facilitate the investor’s decision
- Advice on procedures and necessary documents for application dossier according to regulations
- Draft the application dossiers in both English and Vietnamese version
- Review all legal aspects of relevant documents
- Represent clients in legal negotiations with various partners regarding the corporate establishment
- Provide supporting services including notarization, legalization, etc.
- Submission of application dossiers to the competent authorities and follow up on behalf of the client
- Obtain the related Certificate and License
- Assist on post-licensing procedures
**PAYROLL AND HR**

We provide assistance from your monthly payroll procedures to drawing up work permits for employees.

- Pre-investment and pre-entry tax advisory and planning
- Identification, comparisons and advisory of location and investment zones
- Calculating and processing payroll
- Personal income tax compliance
- Social welfare registration and compliance
- Labor contract draft
- Draft and review employee handbook, HR policy,
- Internal procedures and standard letters
- Technical staff interview and training
- Work permit and visa for foreign employees

**MARKET RESEARCH**

We provide tailored-made market research with focused perspectives and analysis to enhance decision-making, performance and growth.

- Socio-economic compliance and operational risks
- Market segments, size and growth potential
- Stakeholder mapping
- Supply chain search and analysis
- Identification of suppliers and other potential partners
- Location and Industrial Zone comparison and advisory
- Regulatory and Operational analysis
- Legal and financial due diligence
- Background check
- Feasibility studies
- Customized research as required

**INTERNATIONALIZATION**

We support entrepreneurs in their first approach to the Vietnamese market with a broad range of tailored services.

**OUR SERVICES:**

- Trade analysis on different sectors
- Market surveys on proposed products/services
- Organization of inbound and outbound trade and scouting missions, individual or collective
- Organization of focused B2B meetings with prominent local operators
- Identifying potential commercial partners (distributors, buyers, agents)
- Marketing support to exhibitors during trade fairs and workshops
- Organization of sector oriented seminars and workshops
- Translation/Interpretation services (Vietnamese, Italian and English)

**REAL ESTATE CONSULTANCY**

- Consultancy on market trends and up-to-date regulations
- Assistance and consultancy during the process of purchase/lease of the property
Competing in today’s global market can present challenges. That is why Florida has created a business-friendly environment to enable companies to grow quickly. In Florida individuals understand what it takes to do business and stand ready to welcome all investors with talented workforce, top-ranked infrastructures, global connectivity and quality lifestyle, and this is why Kelmer Group have set up operations here.

Kelmer Group has always focused on expanding to cities that have the most potential in terms of profitability. Florida consistently ranks among the best states in the USA for business, thanks to its pro-business state tax policies, reasonable costs and streamlined regulatory environment. The state is proud of its competitive advantages and welcoming business climate; government and economic development leaders work together to ensure that it remains favorable to companies of all sizes, including some of the nation’s leading corporations.

Kelmer Miami is the gateway to the US markets and our clients can rely on us to assist them with the expansion and setup of their business in the region.
CORPORATE:
• 48/72 hours to incorporate a company (LLC, INC, CORP)
• 15 minimum capital
• Manager/Director can be corporate
• Manager/Director can be foreign
• Company can conduct any lawful business (no restriction)
• Generally do not need any business license
• Generally do not need any physical office

FLORIDA PRO-BUSINESS TAX STRUCTURE (BUSINESS IN USA)
• Florida State Tax 0% (LLC)
• Florida Local Tax 0%

BENEFIT NON US TAXPAYERS WHO DO NOT CONDUCT BUSINESS IN USA:
• Tax Free Trading non USA
• Tax Free Dividend cash in
• Exemption Capital gain tax generated by the sale of foreign investment (extra USA)
• Exemption of inheritance tax related to generational passage of Asset Extra USA

OUR SERVICES:

CORPORATE & TAX
• Company Formation
• Registered Agent & Domiciliation (Miami & NY)
• Business Bank Account
• Operating & Shareholder Agreement
• HR
• Bookkeeping
• Annual Tax Return
• Business Plan
• Tax Planning
• Wealth Planning
• Finance
• VISA (E1 – E2 – EB5 – H1B - L – O1)
• Trademark & Patent
• Power of Attorney
• Import & Distribution agreement
• Notarization
• Apostille
• Good Standing

BUSINESS DEVELOPMENT
• Market research
• Importer and Distributor list of contacts
• B2B meeting
• Trade show
• Import and Distribution License
• FDA

REAL ESTATE & YATCH BROKER
• Licensed R.E. broker in Florida
• Licensed Yacht Broker
• Consultancy
• LOI
• Closing Residential & Commercial
Kelmer Group opens a doorway to the world’s 14th largest economy. Australia is considered the most strategic hub to target the dynamic Asia Pacific region. The lucky country has entered its 28th year of consecutive annual economic growth, setting a new record among developed economies for uninterrupted expansion. This enviable record of steady growth proves the strength of Australia’s economy and its reliability as a low-risk and safe environment in which conducting business. The country’s strong regulatory institutions, ability to respond to global changes, and diversified, services-based economy underpin its steady growth.

As Kelmer Group, investing in the right country has always been important and as we take the next step to extend our reach across the world, Australia stands as a stimulating and secure place to invest and do business. Kelmer consultants will assist entrepreneurs in penetrating the Australian market from start-up support to day-to-day or extraordinary activities.

OUR SERVICES

TAX AND LEGAL

Corporate

- Formation of companies (Incorporation)
- Formation of legal entities in Australia – companies, branches, representative offices
- Selection of a local partner or agent
- Trade name selection and reservation
- Drafting and reviewing of legal documents and agreements between partners
- Renewal of permits and licenses
- Consultancy on current legislations and regulations in Australia
- Assistance to drafting a business plan and selection of a most suitable legal form
- Assistance during the start-up phase
- Trademark registration
- Relocation services for both company employees or individuals

Individual

- Assistance to employment related activities (processing of visas, labor card, medical insurance, driving license, etc.)
- Transfer of tax residency
- Research of residential and office properties and activation of related services (utilities, P.O. Box, etc.)
- Assistance in renting, purchasing and registering of vehicles
- Assistance in finding suitable health and property insurance packages
- Research of appropriate schooling institutes

INTERNATIONALIZATION

- Trade analysis on different sectors
- Market surveys on proposed products/services
- Organization of inbound and outbound trade and scouting missions, individual or collective
- Organization of focused B2B meetings with prominent local operators
- Identifying local operators (distributors, buyers, agents)
- Marketing & logistics support to exhibitors during trade fairs and workshops
- Organization of sector oriented seminars and workshops, locally and internationally
- Organization of promotional and/or networking events
ACCOUNTING & BOOKKEEPING

- Bookkeeping/recording of all journal entries
- Bank/Cash, Inventory and Intercompany reconciliations
- Performing Accounts Receivables and Payables functions
- Processing of clients employees’ payroll and preparation of pay slips
- Finalization of annual Financial Statements ready for audit in compliance with the International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP)

HUMAN RESOURCES

- Identifying candidates
- Interview of candidates
- Reference and checks
- CV presentation for Client
- Interview preparation
- Follow up after interview
- Salary negotiation
- Signing of contract
- Assistance with Visa applications, including for spouse and family
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