

## Description of Services

### **Foreword**

The range of services offered by InterGest comprises all the administrative tasks associated with running a foreign branch office (subsidiary, regional office or associated company).

Our range of services is therefore tailored to suit the individual requirements of any company. It is thus extremely difficult to describe in detail the variety of services that we can offer.

This description of services is thus intended only to provide a rough overview of our services.

### **Part A: Preparatory Phase**

- 1 Drawing up the legal and fiscal concepts for the foreign operational facility
- 1.1 Analysing the company-law and tax situation of the parent company and its shareholders and managing directors
- 1.2 Defining the economic purpose of the foreign operational facility (e.g. pure handling function, realisation and distribution of profits, expenses, salaries etc.)
- 1.3 Determining the financial requirements of the company and securing finance, assistance in negotiations with local banks
- 1.4 Preliminary checking of the operational sequences with regard to their organisational and technical prerequisites and their implementation in the parent company and in the subsidiary (e.g. hardware and software, interfaces and modem connections)
- 1.5 All travelling, hotel and travel expenses
- 1.6 Consulting with the parent company's tax advisers, auditors, lawyers and IT consultants about the future concept for the foreign subsidiary
- 1.7 Logistics: centralised or decentralised delivery

The work in the preparatory phase is free of charge to our future customers and is not binding in any respect.

However, if - in an exceptional case - an entrepreneur were to ask for extensive services in the preparatory phase that entail specific additional work for the InterGest organisation (e.g. drawing up legal opinions, finding and hiring personnel, drafting partnership agreements, general terms and conditions, etc), a separate fee agreement will be concluded that reflects the nature and extent of the services to be expected.

In the event of a long-term business management agreement with InterGest coming about, these fees will be credited to the company and InterGest will regard them as a contribution to acquisition.

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## WORLDWIDE

### **Part B: Introductory Phase**

- 2 Setting up the organisational structure
- 2.1 Assistance in founding and certifying the foreign subsidiary
- 2.2 Support in setting up the personnel structure
- 2.2.1 Drafting situations vacant advertisements, preselection of staff, drawing up employment contracts, registration with the various social insurance agencies, etc.
- 2.3 Laying down the chart of accounts and the company accounting system, possibly also Group chart of accounts and Group reporting
- 2.4 Drawing up the form system including terms of delivery and payment, general standard terms and conditions
- 2.5 Drawing up the delivery contract between the parent company and the subsidiary and assisting in calculating the transfer prices and transfer conditions
- 2.6 Technical connection of the foreign subsidiary to the parent company (on-line/off-line)
- 2.7 Drawing up procedural instructions on the basis of forms

### **Part C: Administrative Activity**

3. Practical implementation of the work listed in the procedural instructions
- 3.1 Setting up and transaction of bookkeeping as well as the reporting and controlling system
- 3.2 Monthly reporting, drawing up interim balance sheets, etc.
- 3.3 Drawing up all periodical declarations in the areas of tax, insurance, customs and statistics
- 3.4 Payroll Service incl. declarations of social security and other employee on-costs
- 3.5 Cash management, debt collection

### **Part D: Ongoing Advice**

4. Ongoing advice in all legal, fiscal and financial matters of the company and the entrepreneurs (shareholders, managing directors)
- 4.1 Preparing and carrying out measures under labour and social law (e.g. procedures for notice, elections to the staff council, etc.)
- 4.2 Providing information on important legal or administrative changes
- 4.3 Adapting to technical improvements in the IT and telecommunications areas

The InterGest organisation is thus responsible for all work that has nothing to do with actual sales (up to invoicing) or technical questions (e.g. customer services).