

## Exceedor Meeting the Demand for Servicing Foreigners' Corporate Secretary and Accounting & Tax

Exceedor China Services Limited is a secretary and financial and taxation service provider of foreign-related companies with more than 20 years industrial experience. Through our offices in Shanghai, Beijing and Shenzhen, as well as the network of subordinate service providers throughout the country, we provide professional, efficient, convenient company establishment and back-office services in one stop solution to our foreign customers throughout China.

Whether you plan to set up new foreign-invested enterprise or you have already set up company in China, we warmly welcome you to try our services.



### Establishment of Foreign Invested Company and Rep Office

Our team has rich practical experience in communicating with international customers, setting up approval and registration processes and requirements of various government agencies. We draft documents by ourselves or review the documents drafted by the customer's legal team according to the governmental requirement, and assist in the whole registration process, including name registration, MOC approval, AIC, SAFE, customs, tax, bank, statistics, treasury, social security and labor registration, and special permit, registration, filing and update for some special industries, etc.

### Liquidation and Closure of Foreign Invested Company and Rep Office

In China, legal liquidation and closure of companies may be a difficult and time consuming thing in the process of company survival. In addition to the tedious compliance process, tax clearing is the most painful part. There are very high requirements for the breadth and depth of team expertise in finance, taxation, foreign exchange and banking, communication skill with customers and staffs of finance and taxation departments, communication and responsive capability, and the ability to patiently guide their review direction.

### Accounting Services

We use appropriate accounting software to handle daily business, record business transactions in both Chinese and English, prepare statutory financial reports and related statements monthly in accordance with China's accounting standards and the corresponding enterprise management system, and submit competent governmental departments on time. As a professional accounting service company, according to the accounting standards and management requirements of different countries and regions, we provide accounts adjustments, mergers, analysis statements and internal financial management reports to meet the disclosure and reporting requirements of listed/non-listed companies.

In addition, we can also provide customers with financial reports and corresponding internal management reports for different periods according to the Group's accounting period.

### Tax Compliance Service

Our team are rich experienced in applying for proper tax model, tax reduction and exemption, transfer price, group and individual tax planning and so on. With our assistance, our clients meet various requirements of international, state and local tax authorities.





## Better Compliance Easier Future

### Cash Management Services

Monetary fund management is complex and time-consuming. To ensure that the relevant regulatory requirements of various departments are met, the corresponding receipts and payments of foreign currency funds inflow or outflow are arranged according to customer instructions, and corresponding fund management reports are prepared and maintained according to government requirements and enterprise financial management system, including special reports such as receipt and payment, balance reconciliation of banks and enterprises, fund budget management and final accounts management.

### Human Resources Services

We provide customer with employee information and management of entry and departure, including drafting, revising and signing all contracts and other documents. In addition to monthly salary statement preparation, special deduction, salary tax advanced declaration, salary, bonus, remuneration calculation, local and expatriate employees' salary slips and employees' salary payment, we also provide social security registration of companies and individuals, calculation and payment of welfare and reserve funds, registration and exercise declaration of domestic and overseas stock option, the government registration, alteration, circulation and withdrawal of personnel and social security information, and consultation and service of relevant laws and regulations for resident or non-resident taxpayers.

### Other BackOffice and Compliance Services

Finally, it is also an important part of our services to deal with the work permit and visa of expatriate employees, provide the custody and seal of various kinds of signatures and original certificates, keep company documents, update the company's registration items, assist in board meetings and draft resolutions, process annual company inspection and apply for other special qualifications and permits required in company's operation.

Our services cover all parts of the country. We provide bilingual services to foreign customers. For long-term customers who use our back-end services, we provide them with access to company and individual information and documents we store in the Cloud remotely by computers or mobile phones.

If you are interested in the above services, we would be delighted to assist and provide with further service documents, please feel free to contact us.

### Exceedor China Services Limited

Room 12G, 12/F, MeiHuan Plaza, 107 Zhongshan South Second Road, Shanghai, China

Tel: +(86) 21-53751735

Fax: +(86) 21-62187838

E-mail: [info@exceedor.com](mailto:info@exceedor.com)

Website: [www.exceedor.com](http://www.exceedor.com)

SHANGHAI BEIJING SHENZHEN

**EXCEEDOR**  
China Services Limited  
凱嘉諮詢