



A-SWISS CORPORATE SERVICES LTD



**A-SWISS CORPORATE SERVICES
WILL GUIDE YOU TO THE RIGHT DIRECTION!**



A-SWISS CORPORATE SERVICES LTD

***First-Class Corporate Services
Delivered in a First-Class Way
with Uncompromised
Standards and Unforgettable
Client Experience!***



A-Swiss Corporate Services Limited was established in 2008 and is a Hong Kong based company that offers personalised, professional, simple to operate and cost-effective corporate services to our clients in the strictest confidence. We are provincially recognised as an East meets West firm as we are known for assisting our international clients to develop a foothold in Asia. Similarly this applies to our Asian clients for developing equivalent establishments abroad.

We are a team of Certified Practising Accountants, Chartered Company Secretaries and International Tax Specialists who can conduct business in 5 languages, including English, Cantonese, Mandarin, French and German. Our clients come from over 25 different countries and include entrepreneurs, expatriates, high net worth individuals, small to medium sized enterprises, multi-national corporations, hedge funds, private equity funds, mutual funds, banks and professional intermediaries.

We are your one-stop shop in Hong Kong, covering all your corporate services needs. Our services are inclusive of solution structuring for our international clients, company formation and administration, company secretarial and compliance, accounting and tax compliance, employment compliance and payroll outsourcing, bank account opening and funds administration, visa and immigration, virtual office, professional management and consultancy services, trademark registration and Hong Kong office set up and management. With our reputable and extensive network within the region, in particular Hong Kong, Australia, China, Dubai and Europe, we can refer clients to our business contacts globally if the need arises.

With our professional and dedicated commitment towards our clients, we strongly believe that A-Swiss is your corporate services provider of choice.



OUR BANKING NETWORK

We have a long established relationship with the major banks in China, Dubai and Hong Kong and our banking network fully extends to the Bahamas, Europe and Mauritius. Our services include establishing and administration of corporate or private bank accounts. All of the banks that we recommend provide high quality services that meet our client's expectation.



OUR SERVICES

10 CORE SERVICES

We provide one stop shop corporate services. This includes:

1. Company Formation and Administration
2. Company Secretarial and Compliance
3. Accounting, Tax Compliance and Planning (includes co-ordination of your annual audit and lodging offshore claim with the Inland Revenue Department)
4. Employment Compliance and Payroll Outsourcing
5. Bank Account Opening and Funds Administration
6. Visa and Immigration
7. Virtual Office
8. Trademark Registration
9. Professional Management and Consultancy
10. Hong Kong Office Set Up and Management

Other Services:

- China Attesting Services, Notarisation and Apostilisation
- Co-ordination of Translation of Documents
- Trade Documentation and Treasury

COMPANY FORMATION AND ADMINISTRATION

We offer company formation in the following countries:

- | | | | |
|---|------------------|--------------------------|------------------|
| • Hong Kong | • China | Offshore Companies: | • Cayman Islands |
| • UAE (onshore and freezone companies): | • Australia | • Ras Al Khaimah (RAKIA) | • Delaware |
| Abu Dhabi, Ajman, | • Luxembourg | • Jebel Ali | • Isle of Man |
| Dubai, Fujairah, Ras Al | • Malaysia | • Ajman | • Mauritius |
| Khaimah, Sharjah and | • Singapore | • Bahamas | • Panama |
| Umm Al Quwain | • Switzerland | • BVI | • Seychelles |
| | • United Kingdom | | |

Due to our extensive network of business contacts, A-Swiss is able to offer business matching exclusively to our clients. It involves coordinating business transactions between two particular parties, where we will match a company with an objective to obtain a particular resource to another firm which is sourcing it.

COMPANY SECRETARIAL AND COMPLIANCE

A-Swiss supports local listed or unlisted companies to ensure that all statutory and regulatory requirements are fully met. This is all inclusive of the preparation of board meeting minutes and resolutions, implementing changes to company structure including memorandum and articles, shareholdings, share capital and appointments of officers, dissolution, deregistration, liquidation of companies and the registration of overseas companies in Hong Kong. We also have an agent in the United Kingdom who can deal with UK listed company requirements.

ACCOUNTING, TAX COMPLIANCE AND PLANNING

A-Swiss has an Accounting and Tax Compliance package which includes the preparation of the Company's annual financial statements, co-ordination of Hong Kong auditing services and the completion of profits tax return (includes lodging an offshore claim with the Inland Revenue Department) all at a fixed price. All individuals of our accounting team are members of the CPA Australia, Hong Kong Institute of Certified Public Accountants or have professional experiences working in an audit firm.

EMPLOYMENT COMPLIANCE AND PAYROLL OUTSOURCING

A-Swiss provides our clients with extensive guidance in regards to employment compliance including employee compensation, MPF enrolment, medical and insurance and reporting and filing requirements. We advise our clients on any legal frameworks surrounding employment relations between employers and employees. This may include indicating statutory requirements in regards to employer responsibility with maintaining employee records. In addition, we provide details on payroll processes which may include pay slip preparation, updating employee records as well as MPF calculation and submission.



OUR SERVICES

EXPATRIATE SERVICES – VISA AND IMMIGRATION

A-Swiss assists our overseas clients who desire to work or live in Hong Kong in acquiring appropriate residency or visa. Our services are as follows:

- Hong Kong Working or Investment Based Visa Application;
- Relocation services.

We have a money-back guarantee policy in A-Swiss. We will perform an initial assessment based on information provided by you free of charge. After our assessment, we will send our service agreement to you with our money-back guarantee policy's terms and conditions. We will provide you with a refund of your visa application fees should your application be rejected by the Hong Kong Immigration.

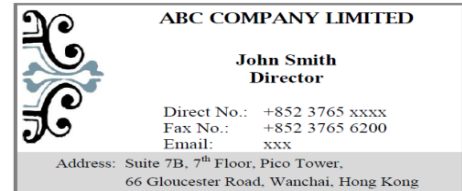
TRADEMARK REGISTRATION

Enlisting or registering your own trademark means that you have the sole and exclusionary rights to use the trademark in relation to the goods and services for which the mark is registered. Trademarks are territorial in nature. In order to get the best protection you will need to file in those countries where you intend to market your products and services. We provide assistance on investigating this and do provide advisory on if your potential trademark is distinctive from others, a graphic representation of your trademark and also lodging your application with the Trademark Office. Additionally, we will investigate which class your establishment falls under.

We provide trademark registration in China, Dubai, Hong Kong, Europe (CTM), Switzerland and United Kingdom.

VIRTUAL OFFICE

Our virtual office services permits individual clients to set up everything they require to run an office without paying any rent, salary and overhead costs whatsoever. This appealing service includes the provision of a prestigious business address, a dedicated receptionist to answer and re-direct your calls, set up of domain names and email addresses and mail acceptances and forwarding.



CONSULTANCY SERVICES

The registration of a company, opening a bank account and obtaining a valid working visa is the first step of starting a business in Hong Kong. Many practical problems may surface when the client start running the business. As our company has many years of experience in assisting entrepreneurs to establish a business in different industries and our senior management have practical experience in building up and running successful start-up companies, we can easily provide our clients with practical advices and solutions to our client's problems and thus, minimizing the time and cost needed. Our consultancy services include company structuring, strategic advisory and budgeting, physical office setup, hiring talents, corporate governance and accounting, understanding of the Chinese culture and business network expansion.

HONG KONG OFFICE SET-UP AND MANAGEMENT

A-Swiss consists of a cadre which are highly adept in establishing local offices to suit each individual's needs. This ranges from levels of creativity, colors and designs in renovation to location of popular office spaces in the midst of Hong Kong's business districts all at extraordinarily reasonable and competitive prices as our large range of real estate agent contacts ensure the hassle-free negotiation of lease contracts.



SENIOR MANAGEMENT

DORIS YEUNG (M Tax, B Bus, CPA Aust., HKICPA, ACIS, CTA)

Chief Executive Officer Email: dorisyeung@a-swiss.com Tel: (852) 3765 6111



Doris is the founder and Chief Executive Officer of A-Swiss Corporate Services Limited based in Hong Kong. Doris currently serves as a director for various private companies and was a non-executive director of a public company for a number of years. Prior to being an entrepreneur, she has worked with large multinational institutions including a leading international corporate services provider, PricewaterhouseCoopers Hong Kong and Sydney specialising in tax advisory and restructuring for corporate and financial institutions and State Street Australia focusing on fund taxation, administration and fund distribution reviews. Doris is a Certified Tax Advisor with the Hong Kong Institute of Taxation, a member of Hong Kong Institute of Chartered Secretaries, Australian Society of Certified Practising Accountants and Hong Kong Institute of Certified Public Accountants. She was educated in Australia and holds a Master in Taxation with University of New South Wales, Australia, Graduate Diploma in Corporate Governance and Bachelor in Business. She is fluent in English, Cantonese and some Mandarin.

CLAUDE CHARMILLOT (Certified Tax Advisor with the Swiss Chartered Organisation (Expert Suisse)

Consultant (Europe) Email: cch@g-po.com

Claude is the Consultant (Europe) of A-Swiss and he is based in Geneva, Switzerland. Claude currently serves as a director for various private companies and provides international tax advisory and private investments (real estate, set-up startup companies) to the Sandoz Family Foundation in Switzerland. Prior to being an entrepreneur, he has worked with large multinational institutions including the UBS bank, a leading international corporate services provider, PricewaterhouseCoopers Geneva in tax advisory and restructuring for corporate and financial institutions and State of Geneva on taxation administration. Claude was educated in Switzerland and holds a Master in Taxation with Swiss Federal Administration and is a Certified Tax Advisor with the Swiss Chartered Organisation (Expert Suisse). Claude is also involved in the Football industry and was a member of the Swiss Football league and vice-chairman of the Geneva football team "Servette FC". He travels frequently to China and Hong Kong since 2005 and is fluent in French and English.

SIMON AU (MscCG, HKICPA, FCCA)

Vice President Email: simonau@a-swiss.com Tel: (852) 3765 6128

Simon is the Vice President of A-Swiss and has gained over 27 years of experiences in the field of professional accounting, auditing and corporate services. He has worked with CPA firms, listed companies, small and medium size companies and corporate service company.

Simon holds a Master Degree in Corporate Governance and Directorship. He is a fellow member of the Hong Kong Institute of Certified Public Accountants and Association of Chartered Certified Accountants. He is also a practicing CPA in Hong Kong. He is fluent in English, Cantonese and fair Mandarin.

BEATRICE WONG (MscBA, HKICPA, FCCA)

Assistant Vice President Email: beatricwong@a-swiss.com Tel: (852) 3765 6123

Beatrice is the Assistant Vice President of A-Swiss and has gained over 20 years of experiences in the field of professional accounting, auditing and corporate services. She has worked with CPA firms, listed and insurance companies, small and medium size companies and corporate service company.

Beatrice holds a MBA. She is a fellow member of the Association of Chartered Certified Accountants and an associate member of the Hong Kong Institute of Certified Public Accountants. She is fluent in English, Cantonese and Mandarin.

ANNIE TANG (Higher Diploma in Accountancy)

Office Manager Email: accounting@a-swiss.com Tel: (852) 3765 6118

Annie has worked in various audit and commercial firm in Hong Kong for over 20 years. She was educated in Hong Kong and holds a Higher Diploma in Accounting. She is fluent in English and Cantonese.

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