




# **AEGIS**

**OUTSOURCING  
& ADVISORY  
SERVICES**



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
- Scalability
- Cost Efficiency
- Confidentiality
- Compliance



# ACCOUNTING OUTSOURCING SERVICES

Simple, standardised Finance and Accounting processes are a key characteristic of well-run companies.

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

- Process-based tasks – Accounts Receivable/Payable
- Cash flow forecasts/Budgets
- Period end Reconciliations
- Treasury Management
- Reviewing Accounts
- Preparation of year-end financial statements in accordance with international accounting standards

## TEMPORARY PROFESSIONAL SUPPORT

We can also fulfill any accounting role whether you are starting/restructuring your business and need an accountant in the interim, or if you need temporary support to reduce a backlog.

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



# TAX SERVICES

All companies must comply with the Income Tax Act, Corporation Tax Act and Value Added Tax (VAT) Act.

We can assist you in planning and managing timely submissions and advise on complex tax issues.

## TAX ACCOUNTING

- Evaluate Profit and Loss account and advise on tax position
- Prepare and submit Corporate Tax Returns
- Compute Quarterly Taxes position
- Timely remittance of tax installments
- Prepare and submit personal income tax returns, including expatriates'

## TAX REGISTRATIONS

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

## VAT RETURNS

- Full or partial VAT support
- Monthly/bimonthly computation of VAT position
- Complete VAT returns
- Remit payments to the Inland Revenue Division
- Manage VAT audits
- Manage VAT queries



# PAYROLL SERVICES

Regular amendments to payroll legislation often make it difficult for international and local clients to keep abreast of changes to the law.

We have the knowledge and expertise to apply the relevant changes to your company's payroll and process them efficiently and accurately while ensuring the confidentiality of your payroll.

## Payroll Management

- Processing of local and expatriate payroll data
- Processing of Regional Payrolls
- 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 management of the remittance process to the relevant Statutory Boards
- Annual preparation and submission of local and regional year-end statutory requirements

## Payroll Tax & Statutory Compliance

- Expatriate and local payroll taxes
- Regional Payroll Taxes
- Process applications for TD1 approval
- Process applications 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)





# 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.

## 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.

## 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 corporate secretarial services that are required throughout your company's growth. Aegis is the market leader in all aspects of Corporate Secretarial Practice and Corporate Governance.

## 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
- Provision of 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
- Provision of the address of the registered office for companies
- Amendment of Articles and By-laws for local companies
- Provision of 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
- Attendance of shareholders' and directors' meetings and minute-taking
- Share issues, transfers, redemptions and repurchases
- Preparation of Unanimous Shareholder Agreements
- Dividend payments

## **Dissolution**

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

# WORK PERMIT SERVICES

Aegis has an excellent track record of providing a seamless and hassle-free work permit service. Over the past 17 years we have gained unrivaled experience and technical knowledge to secure permits for foreign talent to work in Trinidad and Tobago, and can advise on every aspect of the process.

## Who can submit the application?

In short, either a company in Trinidad and Tobago wishing to employ foreign expertise, or an outsourcing provider such as Aegis can make the applications. Our clients can delegate this specialized administrative role to us with confidence.





# CORPORATE GOVERNANCE ADVISORY

A robust corporate governance framework can help improve the structure, organisation and decision-making of your company.

Aegis can prepare a bespoke corporate governance manual for your organisation that will accomplish this goal.

## **Guidance will be provided regarding:**

- Accepted business procedures
- Proper company structure
- Reporting lines and responsibilities
- Accountability, ethics, and personal responsibility
- Internal controls
- Company operational structure
- Board composition and Directors' responsibilities
- Board oversight responsibility
- Functions of Chairman and CEO
- Board assessment and compensation
- Board meeting procedures

## Compliance Health Checks

Compliance health checks are an important aspect of the due diligence process. Aegis will review the company's records to ensure that they are in compliance with all statutory regulatory requirements. We will also advise on remedial action to rectify any failings identified during the health check.

## Estate Planning

Estate planning is a personalized service, since each individual's circumstances are unique. Ultimately it is all about adhering to your wishes.

Our team will advise, help you create, and put into effect, an Estate Plan that sets out how you want to distribute your assets to those who will inherit them.



# 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.

- 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
- HR Administration

# 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



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

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# OUR LOCATIONS

## 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,  
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