



López & James

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López & James

# Professional Services Firm

[lopezjames.com](http://lopezjames.com)

China - Shanghai



López & James

United Kingdom - London



# About Us

**López & James** is a professional services firm that offers, a unique combination of legal, tax and accounting and personnel outsourcing services, recruitment services, among others, to companies wishing to invest and **expand their operations in Latin America.**

**Our purpose is to offer solutions** for every business, regardless of its size, by providing flexible and innovative advise, with international standards that contribute to the success of our clients' operations.

**From our network of offices,** we advise companies, investment funds and investors who wish to quickly establish their operations in the Latin American market.



# Our Experience

Established in 2006, we have more than 16 years of experience as a leading professional services firm working with some of the most important public and private entities in the Latin American region.

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Our team of Lawyers, Accountants, Payroll and Tax experts, Recruiters, Administrative and Foreign Trade Advisors offer comprehensive assistance in several languages, such as Spanish, English, French, Japanese, Portuguese, Mandarin; among others.

Multilingual Team of Lawyers and **Accountants** in LATAM, U.S., UK., Europe and Asia.



Mexico - Mexico City





We help companies like yours  
to do business successfully in  
Latin America and the world

# Professional Services

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Commercial Representation and  
Market Entry Services



Security and Background Checks  
for Suppliers



Accounting Outsourcing with  
Payroll, Taxes and Audits to I.F.R.S.  
(International Financial Reporting  
Standards)



Professional Employer Organization  
(P.E.O.), Employer of Record (E.O.R.)  
and Payroll Management Services



Legal Services



VISAS - Immigration Advice



Debt Collection



Administrative Support and  
Financial Advice



Recruitment Services



International Trade  
Services

# Professional Services

## López & James



### Commercial Representation and Market Entry Services

We offer a full range of services that allows investors and their companies to have **and establish their legal presence in Latin America** without the need to incorporate a legal entity.

Leveraging our market knowledge and our network of contacts, our team of experts can help your company **design the best route to achieve your expansion plans.**

- Advise on Negotiation and Hiring of Suppliers and Employees
- Advise on Private and State Contracting
- Market Research
- Brand Representation
- General Legal Advise

- Incorporation of Companies and Alternate Legal Representation (legal bills, regular and commercial contracts, documents )



### Recruitment Services

**Our team of recruiters are experts in the selection,** evaluation and recruitment of personnel, offering comprehensive human resources advise.

- Recruitment, Selection and Evaluation, Medical Examinations
- Due Diligence with Controls for Hiring

Human Resources Consulting for: analysis and evaluation of performance, abilities, competencies, training and training in conflict resolution, advise on retirement, labor and union negotiations



Chile - Santiago de Chile



López & James



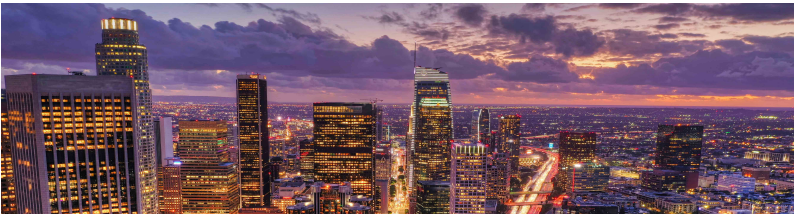
# Professional Services

## López & James



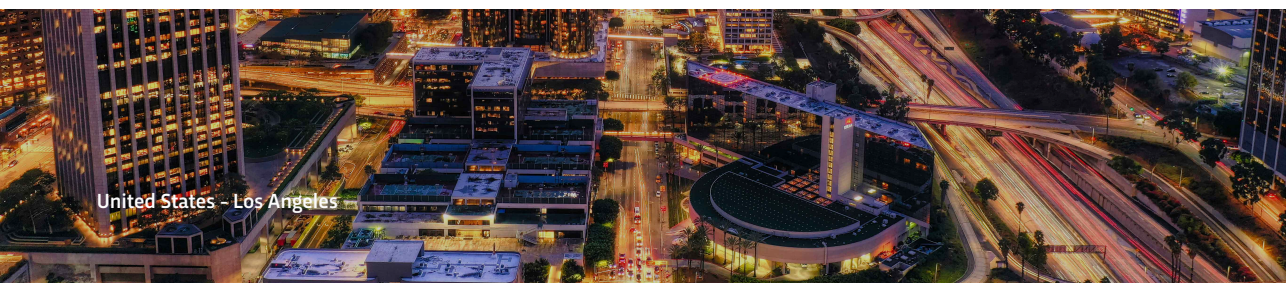
Legal Services

From drafting an employment contract to structuring a complex merger or acquisition process, **our lawyers are qualified** to assist companies and individuals with all their legal needs in English, Portuguese, French, German, Mandarin and Japanese.



### General Legal Services

- Company Extinction Services
- Real Estate Title Studies
- Notarial Procedures and Certifications
- Due Diligence Services
- Commercial and Corporate Law
- Industrial Property Law
- Commercial Negotiation and Litigation
- Legal Review and Drafting of Employment and other Agreements and Contracts
- Case Management and Litigation
- Customs Law: imports, verification of compliance with local and international regulations
- Legal Representation
- Immigration Law
- Tax Law
- Labor Law
- Civil Law



# Professional Services

## López & James



### Legal Services

- Legal Services in Family Law: marital unions and marriages, divorces, liquidation of marital and patrimonial partnerships, inheritance, issues related to paternity maintenance payments, among others

- Elaboration of Leasehold Restitution Claims, Negotiations and Transactions with Tenants, Civil Liability issues

- Copyright and Intellectual Property Issues such as Protection of Intellectual Property, Trademark Search, Registration of Trademarks - Commercial Slogans - Patents, Renewal of Registration and Representation in Intellectual Property Judicial Proceedings

- Consumer Law and Elaboration of Consumer Claims

- Incorporation of Companies: registration of the articles of incorporation in the Chamber of Commerce, opening of bank account, registration in the Sole tax Registry (R.U.T.), issuance of digital signature, resolution of invoicing and R.U.T. of the legal Representative

#LópezJamesLatam

China - Shanghai





López & James

# Our Presence



Our team of high profile collaborators is located in more than 7 countries in Latin America, England and Spain, China, Hong Kong and the United States.

United Kingdom - London



We provide flexible and tailor - made solutions, focusing on the client, their corporate strategies and business goals. We have offices in Bogota, Miami, London and Hong Kong.



# Professional Services

## López & James



### Debt Collection

Our goal is not to affect the commercial relationships with your customers by obtaining the collection of overdue debts in the shortest time possible, whatever the amounts is.

- Debt Collection Management
- Early Debt Collection
- Pre-legal Collection
- Legal Collection



Our team of immigration consultants advises companies and individuals to apply for the right VISA or residency permit in accordance with their short, medium and long term plans (free consultation).



### VISAS - Immigration Advice

- General, Personal and Group Immigration Advise (Individual and legal entities)
- Immigration Legislation
- Processing of Visa, Identity Cards, Safeconducts

# Professional Services

## López & James



Accounting with Payroll Settlement and Payment,  
Taxes and Audits Under I.F.R.S. (International  
Financial Reporting Standards)

We offer a range of accounting and tax services to help your company work efficiently, complying with all regulations in Latin America. Our tax advisors focus on structuring planning strategies in order to achieve tax efficiency for businesses and investments in 100% compliance with local regulations.

- Elaboration, Payroll Settlement including payments and Filing of all the concepts included in the Social Benefits and Labor Obligations for employees
- Preparation of Special Purpose Financial Statements and Reports Required for Management, as well as the Basic ones according to Local Legislation
- Recording of all Activities according to Generally Accepted Principles of Accounting under Colombian G.A.A.P. and N.I.I.F.
- General and Internal Audit Services with the Objective of Identifying Risk Factors on Special Activities
- Monitoring and Archiving Suggestions under Directives Included in the Colombian Legislative Norms
- Inventory Management Control, Property Plant and Equipment, Investments
- Payroll Administration      • Banking Administration      • Tax Management

# 5 Reasons why companies like yours or individuals like you choose López & James

1

Lopez & James is the international professional services firm that helps companies to invest and grow throughout the Latin American region. Working with us, our clients find it easier to do business in this unique and dynamic part of the world.

2

We provide our services to companies and executives in different languages: English, German, Spanish and French. We work in collaboration with your teams.

3

Our Solutions are designed for each situation, while investing and developing your business in the Latin American market. Reach your business potential with our custom-designed solutions.



4

Many business challenges require a unique combination of legal advice, administrative, recruiting and accounting advice to help you move quickly with your plans.

5

We provide the highest level of customer service, project management and service excellence. We match the standards of leading international professional firms in The United States, Canada and Europe.



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# Professional Services

## López & James



### Security Study and Background Checks for Suppliers

We offer a comprehensive due diligence service that can be performed on both companies and individuals, enabling our clients to make informed decisions when choosing their business partners or future employees.

- Verification of criminal records or legal background
- Basic Security Studies including: document verification, labor referencing, home visit, criminal background check, delivery of results
- Intermediate Reliability Studies with Financial Behavioral Analysis
- Advanced Reliability Studies with Polygraph Test
- Due Diligence: security study service and background check suppliers
- Polygraph Service

# Professional Services

## López & James



Accounting Outsourcing with Payroll, Taxes and Audits to I.F.R.S. (International Financial Reporting Standards)



- Affiliation of Employees and Registration of Companies to the Colombian Social Security System
- Attention to Tax Requirements, D.A.N.E., Banco de la República and other Control Entities, including the Superintendency of Corporations
- Analysis, Liquidation and Presentation of District and National Taxes
- Monthly Cost and Expense Trend Report
- Bank Account and Cash Reconciliation and Tracking
- Invoicing and Cash Flow, Follow-up and suggestions
- Accounting and Accounting Outsourcing
- Preparation and follow-up of Official Books
- Exogenous Information Reports
- Income Tax Return
- Conversions to N.I.I.F. (Taxpayer Identification Number)
- Fiscal Review

# Professional Services

## López & James



Professional Employer Organization (P.E.O.),  
Employer of Record (E.O.R.) and Payroll  
Managements Services

We offer a solution as Employer of Record (E.O.R.) that allows companies to hire anywhere in Latin America quickly, complying with local regulations and without establishing a legal entity. Through our regional offices infrastructure we hire your employees and become your "Employer of Record", paying your payroll and social security contributions. But you retain full day-to-day control of your team members.

- Legal Representation and Tax Domicile
- Regulatory Approvals
- Company Incorporation

**Other Services such as:** courier, secretarial and assistance services and some of those described in Legal Services, Financial Services and Personnel Services.





# Professional Services

## López & James



### Administrative Support and Financial Advise

- Scheduling of periodical virtual meetings between our staff and the client to review activities, results and define actions to be taken
- Affiliation and Registration of the Company to the Colombian Social Security System, Chamber of Commerce, State Entities, among others
- Provide support to the Human Resources Area for the Management of Integral or Partial Administrative Tasks, as well as those related to the Personnel and the Company
- Valuation to Define Wage Compensation for Jobs, Application of Original Budgets to Local Practices with its Implementation
- Processing and Registration of International Investments and its Monitoring before Local Control Authorities
- Reporting to Control Entities in the areas of Local and National Taxes, Social Security, Statistics and others
- Manage Communication of the Company with Suppliers and Customers in an Effective and Timely manner

# Professional Services

## López & James



### Administrative Support and Financial Advise

- Preparation of Business Plans, Investment, Operational and Business Development Budgets
- Internal Reports elaborated to Client's needs in Sales, Accounting, Transactional and Financial Areas
- Invoicing of Administrative, Financial and Accounting Reports for the Client
- Preparation and Settlement of Partial and Integral Payrolls
- Strategic Commercial Accompaniment
- Invoicing and Cash Flow
- Translations

## Why do companies like yours or individuals like you choose López & James?

The strategic decision to establish a business in Latin America is a big step. With such opportunities, risks and challenges are to be expected. With the right legal, accounting, procurement and tax advise, your company will overcome these challenges and minimize the risks. Our goal is to provide the same trustable and high quality service that your company can receive from your favorite local advisor in your home country.

Remember that our interest is twofold: to help all Latin American companies that want to reach markets within the region, the United States, Europe and Asia. As well as advising all investors from these locations who want to come to Latin America.

López & James combines these values with in-depth knowledge of Latin American law, accounting principles, tax regimes, the labor market, business culture and doing business in the region. We are interested in offering services tailored to your needs.



**International Standards  
of Customer Service**

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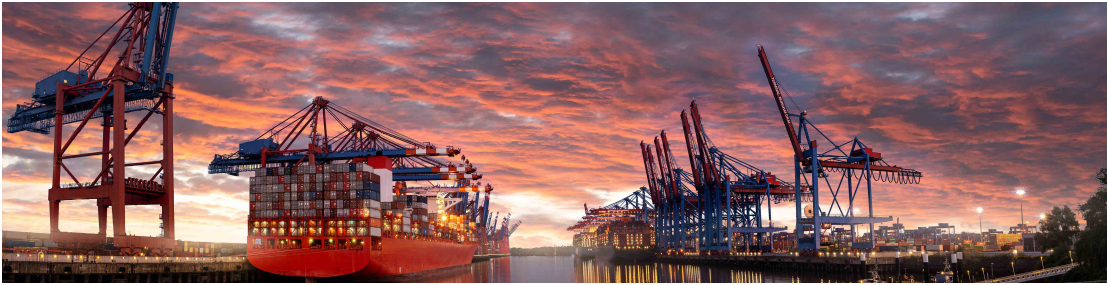
# Professional Services

## López & James

International Trade Services



Foreign Trade Services: especially for commercial representation and market entry, country incorporations, advice on everything that involves internationalization, export, import, search, development and verification of suppliers (including digital verification service), shipment and coordination of samples, commercial representation, purchase management, quality control inspection, loading as well as pre-shipment inspection at origin and upon arrival with personalized assistance in all its commercial processes, conflict resolution-litigation, insurances of various kinds.



- Special focus on commercial representation and market entry service (this also includes business plan and market studies and research if required, in addition to other service items as appropriate)
- Commercial logistics support for sourcing, supplier development and verification (including digital verification service), sample shipment and coordination, commercial representation, purchase management, quality control inspection, loading and pre-shipment, as well as pre-inspection at origin and upon arrival with personalized assistance in all your commercial processes
- Legal support in the resolution of conflicts and disputes that may arise with suppliers, clients, customers, and commercial partners
- Support in obtaining different types of insurances for the goods transported according to the requirements



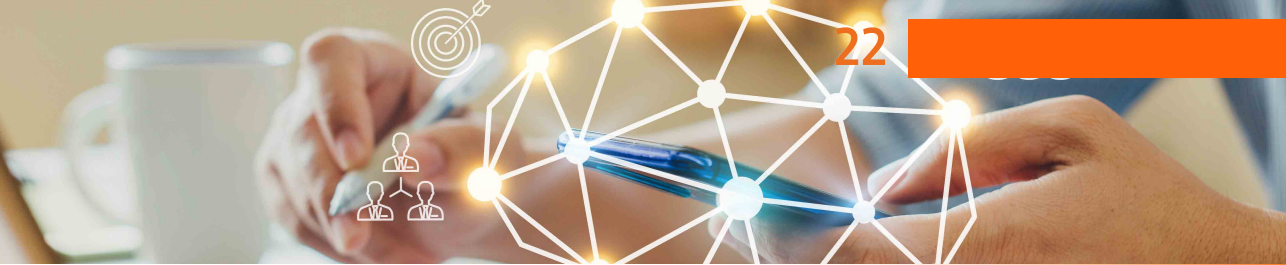
López & James



Legal, accounting, recruitment, administrative,  
financial and tax advice to help you achieve  
your business objectives in a single step.

Brazil - Rio de Janeiro

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## Our Team



**Rafael Merchán**

**Chairman - Chief Financial Officer**

"We are a company with an experienced group of professionals in the areas that require an investment promoter in Colombia and Latin America. We will be your solid support so that as an investor you can concentrate on promoting, selling and consolidating your business"



**Fernando Merchán**

**Managing Partner**



**Ángela Morales**

**Administrative Director**



**Johana Rodríguez**

**Tax and Accounting Director**

## Part of our human talent



Our professionals work in collaboration with your teams to provide the comprehensive and updated advise you need to activate a successful international business expansion strategy.



**López & James**







López & James

Mexico - Mexico City

# Clients, Memberships and Endorsements

Over the past 16 years, our teams have provided support and professional advice to global organizations such as:



## Memberships and Endorsements:





# López & James

Latin America  
as a service

LATAM | U.S.A. | EMEA | ASIA