

Powering Value ...

Services:

- **Business in India—Entry Strategy**
- **Accounting, and Administration support**
- **Statutory Compliance support**
- **HR & Manpower resources support**
- **Consultancy**

Capri is a consulting and outsourcing company with global clients. Capri being a one-stop shop solution provider is pivotal to both the established and new businesses. Solutions encompass a wide range of business requirements and complexity. Our practical solution approach with every customer enables us to deliver a solution that is both unique and tailored to their needs, on time and within budget. Team Capri's professional and subject matter specialists provide a world class service.



Business in India—Entry Strategy:

There are two approaches to setting up a business enterprise in India viz. establishing a Liaison office, Branch office or Project office under the Foreign Exchange Management Act or incorporating a company under Companies Act. Each has its merit but it is important that the right choice is made to ensure an optimum structure for you.

Capri's team of specialists would analyze your requirements and assist you in making an entry strategy. We have a comprehensive program that enables you to meet all registrations and compliance requirements. This includes:

- Formation of entity and approvals
- Registration for Income Tax, VAT and other taxes.
- Registrations with Labor Law authorities.
- Any other statutory registrations required specifically.
- Setting up office

Accounting, & Administration support

Capri provides three types of services:

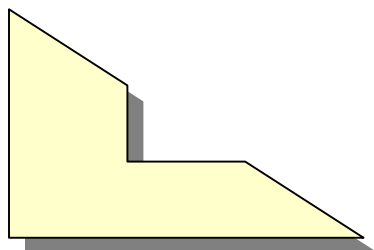
Domain Service: we take over the entire responsibility of accounting from transaction processing to reporting and statutory compliance. This is full service model where relevant staffing is done by us, appropriate supervision and managerial support is provided by us.

Functional Service: In Functional Services we take over the responsibility of some of the accounting functions. The service delivery of this function is taken over and relevant staffing is done by us. Appropriate supervision and managerial support is also provided by us.

Resource Services: we provide specific project solutions that are identified by you. We scope the project and define the solution with you and provide necessary resources under our supervision and control to achieve the result.

Capri Accounting & Professional Services P Ltd

Coral Mist, 1-B, 12/10 North Mada Street
Srinagar Colony, Saidapet, Chennai 600015



Powering Value ...

- * GAAP accounting
- * Accounts Payable
- * Accounts Receivable
- * Cash & Banking
- * Accounts closing & Reporting

- * Payroll management
- * Costing & Management reports
- * Budgeting & variance analysis
- * Policies and procedures
- * Audit support

- * Personnel management support
- * Employee records management
- * HR policies and procedures
- * Salary structuring, increment, bonus, appraisal and departs

- * Company Law, LLP Law
- * Income Tax Laws, Excise & Customs Laws, VAT, other local taxes
- * Commercial Laws

- * Labor laws: Payment of wages, bonus, minimum wages, gratuity, compensation.
- * Social Security Laws: Provident Fund Laws, Employee State Insurance & Pension Laws

Statutory Compliance support

A business enterprise in India has to comply with more than 65 Acts. Most Acts are supported by Rules and Notifications.

Primarily the compliance requirement covers registration, maintenance of records and reporting. Some reporting is online while others still remain on paper. There are enforcing authorities under the Acts and they conduct inspection, review and audit.

Capri a team of subject matter specialists who provide a comprehensive statutory compliance service. This includes

- Registration with appropriate authorities.
- Maintenance of required documentation to comply with regulations.
- Internal review of documentation to assess status of compliance.
- Compiling returns / reports to authorities as per law.
- Support for audit

HR & manpower support

Capri's recruitment division specializes in recruiting finance and accounting staff. Based on agreed job descriptions we will locate for you the right person for your organization.

Personnel management support

Capri provides entire back office support from recruitment to depart of an employee. This includes supporting line managers in terms of recruiting, selecting, assessing, developing and retaining employees.



Consultancy Services

Capri provides a range of consultancy services. Some of these are:

ERP Implementation:

Functional consultancy

Shared Service Center

setup: designing and implementing share service centers.

Strategy and business

management: strategic planning tools and business management

Systems Procedures & Manuals.

Risk Assessment and

Business Process review—enterprise risk management, operational risk management

Mystery Audit, Forensic Audit, Fraud Investigations.

—certified fraud examiner is part of team Capri



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