



## The Maintenance of Wholly Owned Foreign Enterprises

Having a proper system of corporate maintenance is necessary after a Wholly Owned Foreign Enterprises (WOFE) is successfully incorporated in China. We provide the following corporate maintenance services for our foreign investors in order to minimize risks, saving the time and cost.

### Accounting and Taxation Services

Our internationally qualified accountants and professionals provide various accounting and assurance services to corporate clients. We assist in the tax compliancy, preparation of the tax return, monthly and quarterly VAT / tax filing, application for VAT rebate. We also provide tailor-made accounting services, computerized accounting services, on site accounting service and telephone enquiries services.

Through our professional knowledge and experience in international taxation, we are able to design the holding and operating structures for optimization of tax liabilities, as well as designing asset management scheme for corporations to minimize the risk, maintain the stability of return, and protect their wealth.

### Human Resources Management Services

Manivest can assist our client in choosing the appropriate talents for their company. With our in-depth knowledge of China's legal system and the labour market, we could provide advisory services in human resources management for corporations. We could help our client to design appropriate human resources policies and system, and to draft employment contracts. We can also act as our client's corporate advisor in the application for our client's employee's social insurance, housing fund, working residence permit, as well as the termination of employment. We can also help in the renewal and application for modification of the condition of working visa for our client's foreign employees.

### Financial Management Services

Good financial management and an efficient internal financial management system are crucial for a successful corporation. Manivest provides accounting and financial advisory services to help our corporate clients to train up their staffs in minimum time to become efficient tax and finance professionals. In addition, we also provide out-sourcing financial

### Our Offices

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management services. Our services include foreign exchange monitoring and management and assets measurement and control services.

### **Corporate Management Services**

We provide a variety of company statutory secretarial services for WOFE, including the change of shareholder, director, address, registered capital of the enterprise, and also upon termination and liquidation. Manivest also provides services in local litigation advisory and in the registration of trademark.

Besides assisting foreign investors to prepare a full set of corporation formation documents, we also assist them in the preparation of administration documents for operating in various industries which requires special licenses to operate. We help our client to obtain licenses such as license for international cargo, finance, logistic and media production. We also help our client to prepare documentation for the joint annual inspection report which is required to be submitted to the China government from March to June every year.

### **Office Setting Up Services**

Manivest can help our client to look for a suitable office, set up the office, arrangement of telephone, fax and broadband, and acquiring machineries and furniture for the office. Through our offices and staffs in Shanghai and Hong Kong, Manivest shall follow through the establishment process, thus saving time and trouble for the investors.

### **Banking Services**

Manivest can help our client to set up the required bank accounts in China. The accounts would consist of, for example, a capital account, a basic account, and a general account. We provide professional advice in banking products, logistics of bank operation and fee, in order to maintain our client's bank accounts' good status. We also advise our clients in handling remittance procedures and the procedures involved in banking services operation, if necessary.

### **The Role of Manivest**

Manivest can help investors to:

1. Prepare pre-establishment documents (minutes, power of attorney etc.), arrange translation, notarization and certification from various authorities.
2. Engage Registration Agent and supervise the registration work.
3. Draft the necessary project proposal and feasibility study report.
4. Engage auditors for the examination of capital injection and annual examination.
5. Locate suitable business address and arrange for leasing, set up office, including arranging telephone, fax and broadband, acquisition of office machine and furniture.
6. Employ local staff and complete formalities in accordance with labour laws.
7. Post -establishment registration work and open bank accounts.
8. Annual Joint Inspection Report.



Through our offices and staff in Shanghai and Hong Kong, Manivest shall follow through the establishment process and save investors time and trouble.

### **How Manivest Can Help You**

The directors and management of Manivest are professionals in the offshore industry having served the Asia market for over 22 years. Through our offices in Hong Kong, Shanghai and Macao as well as our associates in other Asia cities, we offer a full range of comprehensive value-added services to professional advisors and their clients.

Manivest offers the following services:

- Formation of corporate and business structures in Shanghai
- Incorporation of companies/structures in other onshore/offshore jurisdictions
- Full corporate management services
- Registered office, business office, mail redirection and business centre
- Accounting and re-invoicing services
- Tax and asset planning services
- Asset protection and preservation advisory services
- Business establishment services
- Market exploration services

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