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# Professional Business Process Outsourcing Service in Shanghai, China

# Getting MORE with spending LESS through Business Process Outsourcing

As a professional Business Process Outsourcing (BPO) provider in the Asia Pacific, Manivest is your strategic business process-outsourcing partner. We manage your business or business processes to help you stay focused on your core business, resulting in cost savings and increased efficiency for your enterprise in China.

# What we can offer you

We offer BPO services in the following areas:

- Corporate maintenance and company statutory compliancy support
- · Taxation arrangement compliancy services in China
- · Business transactions handling (re-invoicing, trading) in China
- Human resources outsourcing for recruitment and staff training, payroll, compensation and benefits administration, and claims
- Legal assistance

## **Advantages**

By using our BPO services, you will reach the following optimal performance and achievements in China:

- · reduced risks and costs involved with entering into the China market
- attaining the status of a professional corporate in the China market by Manivest's full range of comprehensive and effective services in China
- full range of comprehensive support to your company in China operations
- the ability to manage your professional and knowledgeable working team effectively and easily for all incorporation and taxation matters in China
- updated practical knowledge of Chinese corporation and taxation laws, and regulations, through our trainings. You and your staff will obtain the most updated industrial information, as well as the knowledge needed to deal with various government authorities
- effective, convenient, and stable company development in China without committing extra manpower and investment through Manivest's internal working and management system
- increased company attraction as a result of an experienced and high-level performance, which in turn generates more opportunities, leads and sales

By outsourcing to an experienced BPO service providers like Manivest, you can focus on your core business, take advantage of industry best practices and save cost and time.

## Our solution -full operations out-sourcing

You can outsource your business operations in China to us if you are not familiar with the operation processes, or cannot afford to spend valuable time and energy in managing those transactions and processes.

We can also help you set up a company in China, that is, a Wholly Owned Foreign Enterprise (WOFE), and take care of your business from incorporation to operation on a contractual basis. During the contractual period, which would normally be 2-3 years, we shall take care of all activities of your company in China including recruitment, legal assistance, finance, accounting, payables, research and development. We would also assist you in developing your own internal working system, organization structure, company internal policies, operation manual and working manual.

In addition, we can also provide assistance to support your operations, such as project management for ad-hoc assignments (e.g. training, trading, sourcing, liaison with suppliers). Ultimately, you can benefit from having a mature and stable business in China at the end of the contract period.

## Why Choose Manivest

With more than 22 years of experience of professional services in serving international clients and other professional firms, we have the capability to deliver maximum value in BPO services tailored-made to your specific strategic goals.

#### **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 China
- 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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