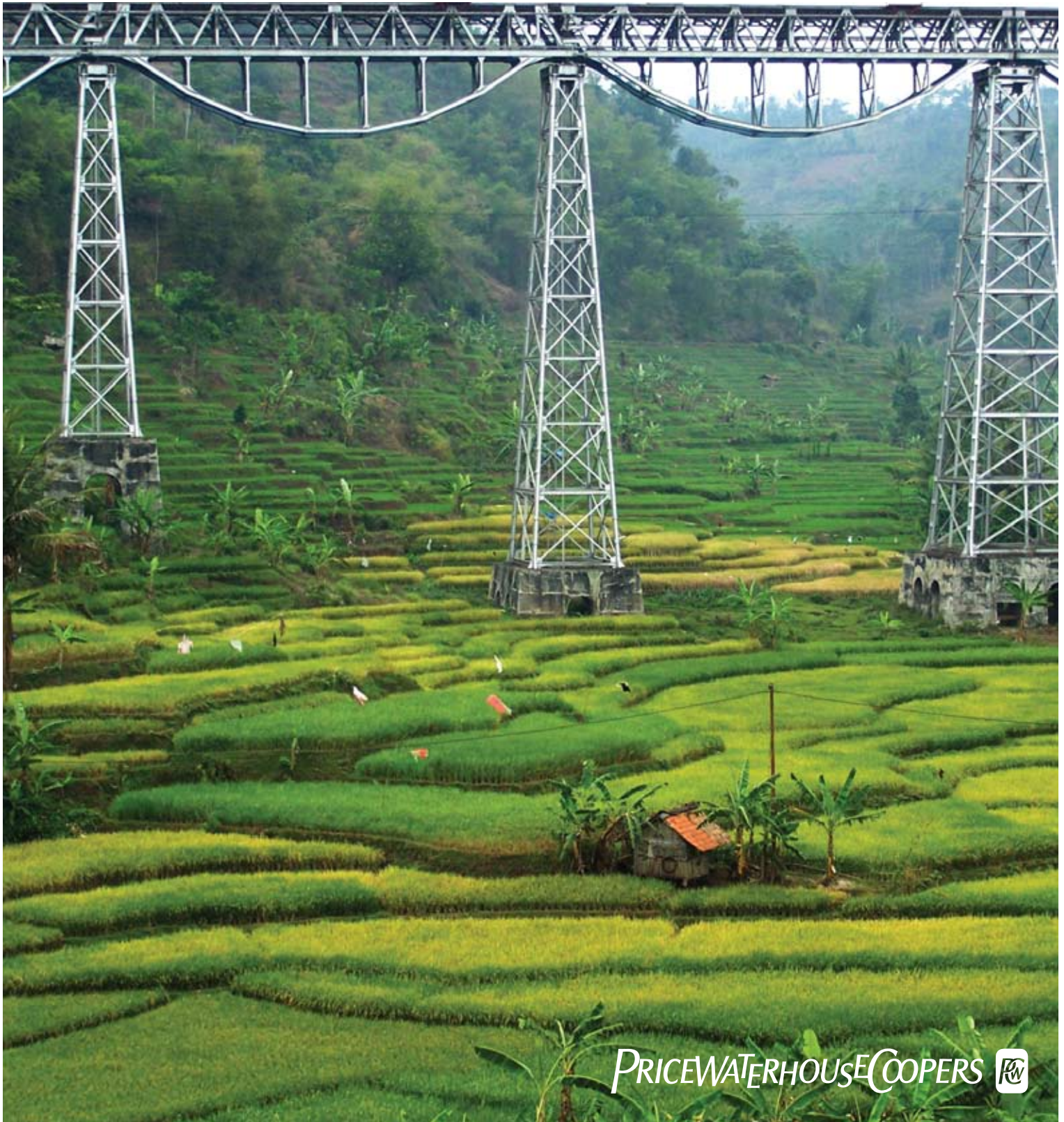


How we can help you set up business in Indonesia



Roadmap for those setting up business in Indonesia

There are a number of important issues to consider when establishing a new business in Indonesia.



We can address these issues and ensure a smoother market entry as follows:



Human Resources (“HR”)

Immigration services:

- Initial consulting
- Prepare application for various permits and registrations
- Prepare tax efficient employment agreements and Work Rules
- Design HR Policy
 - Compensation planning
 - Stock options
 - Retirement plans

Payroll

- Establish Indonesia payroll
 - Register for withholding tax
 - Register for social security insurance
- Establish PricewaterhouseCoopers (“PwC”) trust account to receive funds

Accounting

- Bookkeeping services
- Monthly management reporting
- Prepare Generally Accepted Accounting Principles (“GAAP”) accounts

Tax Compliance and Consulting

- Prepare corporate income tax returns
- Prepare VAT returns
- Prepare withholding tax returns
- Prepare fixed asset tax schedules
- General tax consulting
- Assist with tax audits

Customs

- Valuation and Classification
 - Identify and mitigate risk areas
 - Reviewing and obtaining pre-importation classification ruling
- Post Clearance Audit
 - Customs Compliance Reviews
 - Identify and mitigate exposures areas
- Trade Issues
 - Identify opportunities for duty refunds or exemptions
 - Prepare and obtain Asean Industrial Cooperation (“AICO”) approval
- Disputes
 - Provide an independent objective opinion
 - Be an intermediary between Customs and the Client
 - Formulate and advise on the best defense strategy

Our Business Services

We focus our traditional services to meet the needs of businesses entering the Indonesian market. We recognise the need for intensive support in the first critical period when entering this market. Our business services can be tailored to meet your specific needs, allowing you to select services appropriate to your situation. Our business services are co-ordinated through a team which includes both foreign and Indonesian members.

Pre establishment

We can offer the following services for each step of the pre-establishment process.

Planning

- Review your international structure and objectives in Indonesia
- Consider financing options for your operation
- Recommend the most suitable structure from regulatory and tax perspectives
- Value added tax (“VAT”) planning
- Advise on profit repatriation and exit strategies
- Advise on inter-company pricing (transfer pricing)
- Review inter-company service agreements

Company formation /business registration

- Establish your new entity using our specialist in-house team
- Advise on the incorporation process: requirements and time frame
- Perform tax registrations associated with a new entity
- Provide direction regarding grants and government financial assistance

Human resources issues

- Assist with tax-efficient employment agreements
- Prepare Work Rules
- Refer you to executive recruitment services
- Prepare individual income tax returns (Indonesia, United States, and other countries) for employees
- Advise and prepare employment contracts

Compensation issues

- Advise on remuneration structures for both Indonesian and expatriate employees
- Advise on tax-efficient bonus, incentive, and stock option schemes
- Advise on employment termination payment and process

Immigration services

- Provide consultation regarding overall immigration requirements
- Assist expatriate employees with visa requirements
- Assist in application for work permits, stay permits and other necessary permits



Post establishment

Cash administration via a trust bank account service

- Payment of invoices.
- Operation and reconciliation of bank accounts.
- Review of tax compliance requirements.

Accounting and reporting

- Maintenance of records.
- Maintenance of cashbook.
- Preparation of management reports at agreed intervals.
- Preparation of statutory and non-statutory accounts.
- Preparation of financial models and projections.

Employee

- Advise on local staff working terms and conditions and social insurance.
- Provision of a full outsourcing comprehensive payroll service including payment and administration of tax related matters.
- Advice on termination of employment and severance payment calculations.

Outgoing tax compliance

- Submission of initial tax reports.
- Prepare corporation tax returns and employee income tax returns – on a monthly and annual basis.

Ongoing tax consulting

- Tax advice on special transactions or events.
- Consult on general tax issues.

Restructuring Phase

- Merger
 - Regulatory and tax advice.
 - Implementation stage: obtaining approvals, permits.
- Business Transfers
 - Regulatory and tax advice.

Our team will be happy to deal with any enquiries:

PT Prima Wahana Caraka

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