

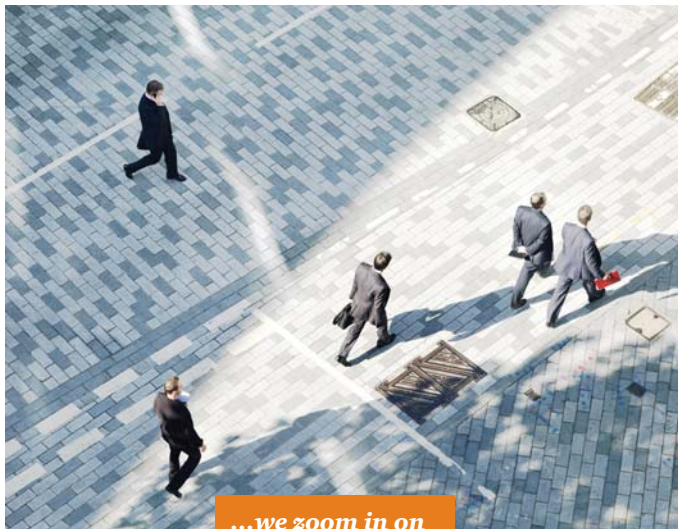
Pathfinder - Inward Investor Services

***Enhancing
Strategic value***

*Industry
knowledge is
one of our
most powerful
differentiators*



Through understanding the big picture...

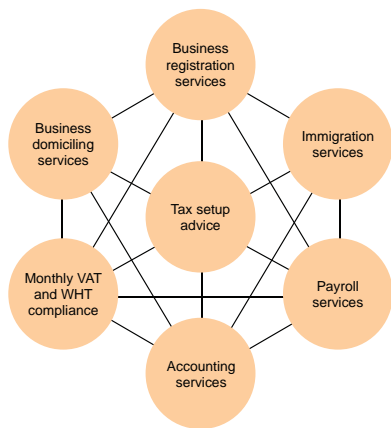


*...we zoom in on
your needs*

You plan to set up business operations in Rwanda...

Investors often look to PwC for local advice and implementation assistance when they want to set up business operations in Rwanda.

Our specialist Pathfinder team helps investors navigate the practical aspects and longer term considerations of setting up a business. The adjacent diagram summarises some of the services offered by our Pathfinder team.



...let us help you navigate the processes

Tax Set-up Advice

We advise on:

- initial structuring of your investment , profit repatriation options, tax incentives and similar matters;
- legal, regulatory, taxation and administrative environment and compliance matters. These include labour law requirements, expatriate taxation, immigration requirements, local business licence requirements, exchange control regulations among others.



“A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty”

Sir Winston Churchill

Business Registration

We can assist you with:

- registration of a company or a branch;
- activating your tax registration with the Rwanda Revenue Authority;
- registration of the entity with the Rwanda Social Security Board;
- preparing a draft application form for opening a local bank account;
- submission of application forms to relevant offices;
- monitoring the progress of your applications;
- making contact with regulatory officials to clarify their requirements in relation to your proposals;
- scheduling meetings between you and government or regulatory officials, or local service providers, as necessary.



“There are roads which must not be followed...” **Sun Tzu**

Immigration Services

We can assist you with Permit and Passes applications and renewals/ extensions as well as Alien ID registrations for your employees and their family members.

In particular, our role in respect of permit applications covers:

- assistance in completing application forms for immigration applications. We also provide a detailed list of application requirements;
- preparing the draft sponsor or company letter to accompany any application;
- submitting applications to the Department of Immigration on your behalf and following up until a decision is provided from the Department of Immigration;
- dealing with all correspondence on your behalf and from the Department of Immigration;
- arranging for payment of the





- relevant government fees;
- arranging for the Department of Immigration to endorse the results of the relevant immigration applications in the applicant's passport;
 - assistance in applying for extensions and renewals where necessary;
 - from time to time, our assistance may be required to provide advice on immigration matters or to resolve queries from the authorities in Rwanda;
 - we can also attend meetings with Director General of Immigration on your behalf or accompany you to meetings to resolve any queries raised by the authorities.

“A simple way to take measure of a country is to look at how many want in.. and how many want out.” **Tony Blair**

Payroll Services

The term “payroll services” can include a range of activities, from assisting you maintain standing data, processing gross pay calculations and deductions, preparing accounting summaries and payroll tax returns through to producing payslips and making payments to employees and third parties.

Our payroll services broadly include:

- obtaining the relevant registration numbers for the employer and employees for PAYE and CSR (Social Security);
- reviewing standard contracts of employment and providing you with advice highlighting the tax treatment of all benefits and emoluments provided;
- designing a template for purposes of collecting personal information and data for each employee;
- providing advice on tax equalization and hypothetical tax calculations;
- providing net to gross calculations;
- calculating gross wages from your employee timesheets;
- calculating employment and benefit taxes payable;
- calculating tax, social security and other deductions from gross wages;
- preparing monthly payroll summaries;
- preparing electronic payslips;

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- recording changes authorised by you to payroll standing data;
 - filing monthly PAYE and social security contribution returns with the relevant authorities;
 - maintaining a dedicated local bank account on your behalf for the purpose of paying taxes and employee salaries;
 - paying the PAYE, social security, and other local deductions to the relevant authorities on your behalf;
 - maintaining shadow payrolls for international assignees.



“You can’t tax business. Business doesn’t pay taxes. It collects taxes.”

Ronald Reagan

Accounting, Book keeping and related services

Accounting, book keeping and related services broadly include the following:

- preparing your accounting records;
- providing you with advice on compliance with locally accepted accounting standards;
- developing a chart of accounts;
- assessing tax compliance considerations;
- agreeing on the format of monthly management accounts;
- developing fixed asset accounting policies and setting up fixed asset register;
- maintaining books of accounts;
- preparing monthly reconciliations for bank accounts;
- payroll accounting;



“In the long run managements stressing accounting appearance over economic substance usually achieve little of either.” **Warren Buffett**



- preparing monthly or quarterly management accounts;
- confirming adequacy of key provisions and management estimates;
- preparing year end financial statements;
- preparing audit schedules and provide support to auditors during the audit.

Related services: VAT and WHT compliance

- preparing monthly VAT and withholding tax computations;
- filing monthly VAT and withholding tax returns;
- paying monthly VAT and WHT.

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