

Business Outsourcing

Why back office services in Mauritius

- ❖ Large availability of qualified highly literate secretarial and administration staff;
- ❖ Large pool of professionals and graduates qualified and trained in UK, France, Australia, Canada and USA;
- ❖ Very competitive salary levels;
- ❖ State-of-the-Art telecommunications and modern infrastructure;
- ❖ Frequent and excellent air connections with Europe and Asia;
- ❖ Low tax and well regulated jurisdiction;
- ❖ Availability of office space and archiving facilities; and
- ❖ Appropriate time zone – GMT + 4 hours.

Who we are

We are a team of dedicated experienced accountants, chartered secretaries, trust practitioners and professionals with more than 15 years of experience working in the global business sector. At **TRI-PRO** we understand that no two clients have the same needs in the ever changing world of global business. We provide personalised service to each of our clients, fast response to their enquiries, structuring and setting up of entities in Mauritius and other jurisdictions, and a full range of administrative services.

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What we provide

1. Accounting

- Record keeping and maintenance of general ledger;
- Management accounts, i.e. income statement and balance sheet, at regular intervals;
- IFRS compliant financial statements and related notes soon after the year end for audit purposes.

2. Company and trust administration

- Secretarial services including the calling of board and shareholders meetings – preparation of notice of meeting, drafting of minutes,
- Drafting of trustee resolutions,
- Keeping of registers of officers and shareholders as well as interest register and register of shares pledged,
- Opening and operation of bank accounts,
- Follow up on any filings with relevant authorities,
- Ensuring that any procedures that are set out in agreements are followed,
- Preparation and filing (if applicable) of tax returns,
- Preparation and filing (if applicable) of financial statements.

3. Fund administration including registrar services

- Provision of secretarial services including the preparation of minutes approving issues and redemptions of shares, approval of accounts, appointment of officers and other functionaries, opening of bank accounts, etc
- Keeping of Register of Officers, Register of Shareholders, Register of Interests.
- Preparation of documentation to open bank/custodian accounts.
- Follow up on trades with manager/brokers/custodian and preparation of relevant schedules on a regular basis.
- Making calls and managing closings,
- Calculation of NAV.
- Preparation of management accounts and financial statements.
- Preparation of capital accounts.
- Liaising with investors as regards their holdings and asset worth.
- Assist in the preparation of the manager's report.
- Ensuring that the fund is managed in line with the shareholders' agreement and other agreements in place.

4. Invoicing and re-invoicing services

- Preparation of invoices e.g. for monthly rentals,
- Follow up on payments,
- Analysis of debtors/creditors situation,
- Follow up on operation of bank accounts.

5. Payroll services

- Employee benefit record maintenance,
- Calculation of net salary based on information received from clients with regards to their regulatory responsibilities,
- Preparation of schedule of taxes withheld for each employee,
- Preparation of any other schedule e.g. bonus, entitlement under share option scheme, pension etc.