



GRUPO
PLANUS
SOLUÇÕES EMPRESARIAIS

ACCOUNTING
LABOR
TAXES

AUDIT AND DUE DILIGENCES

STRATEGIC HR
DIGITAL ARCHIVES

FINANCIAL MANAGEMENT

PRICE FORMATION
SYSTEMS

TAXATION OF EXPATRIATES

TAX PLANNING
CORPORATE SERVICES

IMMIGRATION
EXCHANGE |
CENTRAL BANK

COMPANY PRESENTATION AND DESCRIPTION OF SERVICES PROVIDED



Dear Sirs,

We thank you for the opportunity to present, in a summarized way, the profile of our company, briefly describing the activities we can develop, focusing on the details regarding how we provide services, a factor that sets us apart from other companies in the market.

We hope that the information provided below is sufficient to allow you a broad view of the different services we offer; nevertheless, we will always be on hand to provide any additional information or clarification that may be necessary.

Sincerely,

Felipe Batista dos Reis Pestana
GRUPO PLANUS SOLUÇÕES EMPRESARIAIS

Size, time in the Market, purpose, and location

Grupo Planus is a CPA firm specialized in accounting, tax, payroll, treasury, and related outsourcing and advising, with 41 years of experience in the market and a staff of over 100 people.

Our main focus is to support international companies doing business in Brazil (this is 85% of our business), applying the knowledge absorbed over the years in different market segments. We have the expertise to address all the needs that a company (whether multinational or national) has in Brazil, in a fast and effective way.

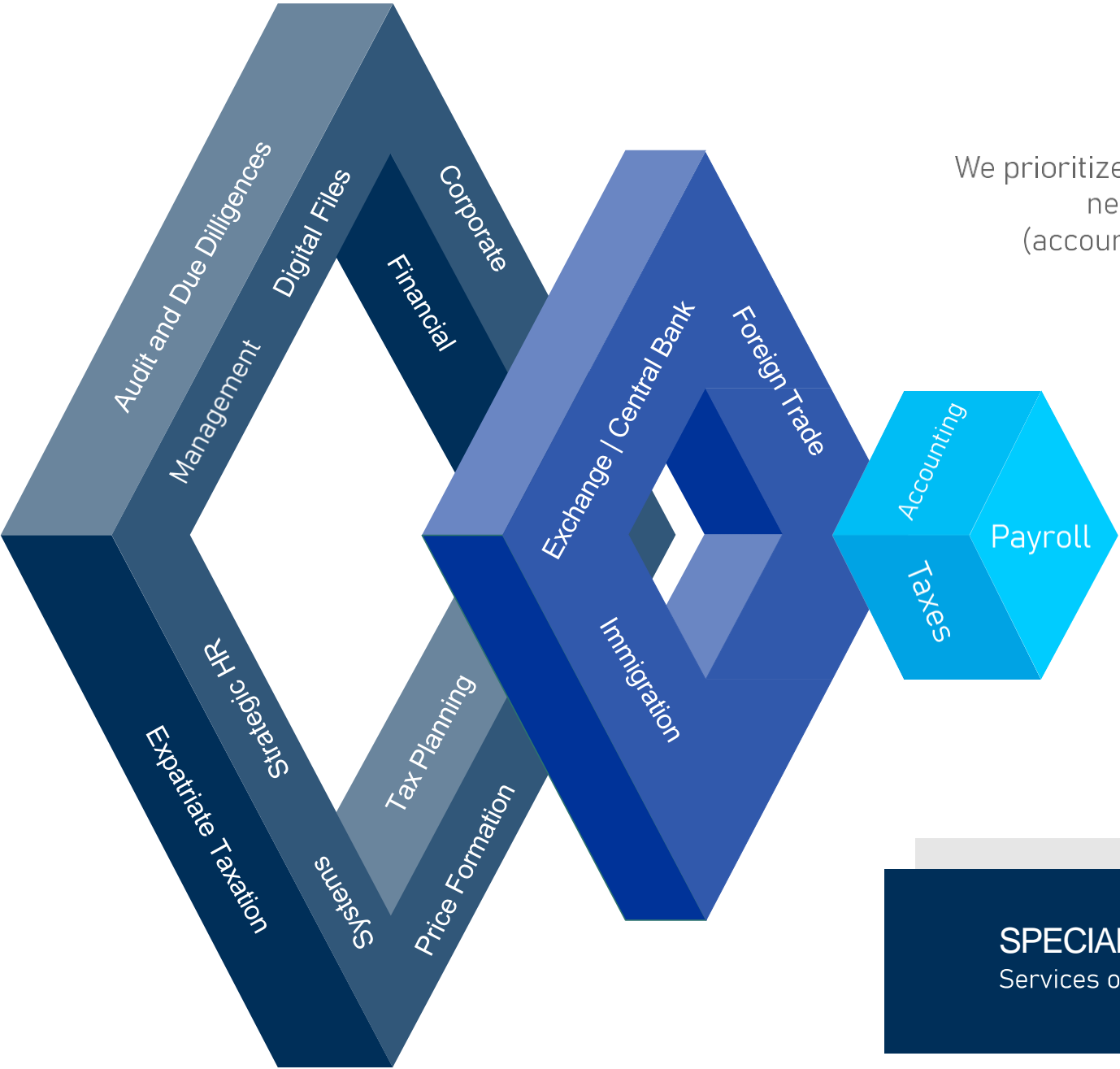
Our goal is to achieve high-impact results for our customers by adding value to their business, strengthening its relations with the market in general, based on quality and satisfaction; and our mission is international recognition for accounting services in Brazil.

We operate out of three facilities: São Paulo, the main economy in Brazil; Macaé, a globally important Oil & Gas hub; and in our service hub in three floors located in Downtown Rio de Janeiro | RJ.



Fields of activities

We prioritize our concept of being a “one-stop shop” to meet all business needs, offering services in various areas beyond the traditional (accounting, tax, and payroll) and advice in general as shown below:



SERVICES

We offer services in a wide range of areas, with the main goal of attending all needs of your business.

SPECIALIZED PROFESSIONALS

Services performed through the direct cooperation of external experts, under the coordination of Grupo Planus.

SPECIAL PROJECTS

Services offered as special projects, under customers request.

International Presence

Grupo Planus is part of TIAG® – The International Accounting Group, an international, a multinational professional alliance of independent accounting firms that together with its sister network TAGLaw make up "TAG Alliances", the third largest professional alliance in the world, with 17,000 professionals spread across 755 offices in 108 countries around the world.



TAG Alliances Combined Global Reach



+105
Countries



+290
Members



+17.000
Professionals

+750
Offices

Outsourcing

We provide outsourcing services in Accounting, Tax, Payroll and Treasury areas, in a personalized way, with proactive interaction, and continuous quality improvement of our services to our customers.

Teams are assigned according to each customer's peculiarities. There will always be one professional fluent in English to support any requests made.

All work procedures are certified in standards aligned with ISO 9001 by external independent auditors, as well as suffering continuous supervision by the Internal Quality Council, which is composed by representatives of several departments, to enable a constant trade of information, controls confrontation and continuous peer review.

All information and documents entrusted by our clients undergo rigorous safety measures in order to ensure the integrity, data protection and monitoring of its internal flow.

As such, no tax is calculated without double-checking and all taxes are kept in a separate control by our tax-controlling department, entirely dedicated to the consolidation of information generated by different departments, in order to enable the integrity of data sent to tax authorities and control of our customers.





Entrance Consulting

We provide advice in several areas related to the initial challenges of running a business in Brazil, ranging from the explanation of all the necessary registrations for the proper functioning of the company, as well as developing price formation sheets by analyzing the taxes related to the company's activities, advice about the best taxation mode to minimize the tax burden, interface with Unions and other authorities to customize operations, and related.



Tax Consulting

Brazil has a large number of taxes, which will vary according to the type of transaction, customer location, type of taxation mode chosen and other factors. If handled properly, this complex tax environment can provide your company an edge over its competitors - but if underestimated, could significantly delay the success of its Brazilian project.

We offer our customers expert guidance to deal with specific situations, especially in interpreting and meeting the real needs of the company, in response to their corresponding tax circumstances; orientation with respect to the tax consequences related to decisions that often are outside the scope of a mere outsourcing back office.

We are always ready to offer our perspective and experience accumulated throughout our history to help our customers in their decision-making processes, especially in evaluating the consequences of management decisions regarding taxation, accounting, personnel department, internal policies and other factors that could possibly affect the financial life of the company.

Tax Planning

We are always looking for legal possibilities to minimize tax costs and reduce the tax burden through previous studies according to each business activity, always fully respecting the law, but taking advantage of tax benefits that our customers do not know, developing the corporate restructuring to reorganize business operations, seeking to improve the taxation of each activity, adopting best accounting standards, and other ways to reduce the weight of taxes on the business of our client.

Our work is always carried out with strict legal standards, and we never recommend tax avoidance containing risk or the adoption of procedures that can bring liabilities to the client.

The consultancies aimed at reducing the tax burden, involve our full and continuing commitment to our customers; On the other hand, our commitment with responsibility for the fiscal health of the company guarantees the conservative character of any action that we can offer our customers.

Human Resources

All outsourcing companies say they offer Human Resources solutions.

The vast majority, however, offer only payroll outsourcing, dealing with the day to day monetary, fiscal, and legal consequences on the part of personnel of the company, such as calculating salaries and charges and elaborating related fiscal obligations. It is clear that these areas are important, but they are far from the entire scope of a company's Human Resources.

The entire scope of Human Resources includes immaterial elements that directly affect the productivity and the risks of the business, such as motivation and engagement of the allied professionals and businesses, creating and maintaining a healthy work environment, and allowing the company to conduct work activities with team spirit, just to offer a few examples.

We understand this reality, and have assembled a team specialized to meet the specifications of the area composed of professionals in the area of psychology, in order to conduct the management process of identifying and analyzing the organizational necessities of Human Resources and the subsequent development of policies, programs, systems, and activities that meet these needs in the short, middle and long terms, with the objective of assuring the realization of specific strategies of the business, the objectives of the company, and its continuity under conditions of change.

Within the possibilities of work in the area are found, among others, the mapping of functions, the elaboration, and maintenance of charts and wages plans, studies of psycho-professional adherence to the demands of the company, salary surveys, recruiting, performance evaluation, business-climate studies, training & development programs, and administration of benefits.

Whenever choosing an ERP to integrate its data, it is very important to check if the solution complies with the company's business setup and with the Brazilian tax requirements and specifications.

Evaluating the adequacy of the software to Brazilian Tax and Accounting standards and then implementing the ERP is not an easy task, and no market solution exists that comes out of the box ready for immediate use by the company, regardless of what the software house advertises

Thus, we offer our experience to help our clients to evaluate and implement their respective integrated management systems, during which we can do anything from helping to choose the system best suited to the company's specific operations through studying and updating the internal procedures, orienting inputting information into the system, verifying the integrity of reports generated and the quality of the information integrated between the various modules and with the external systems to serving the fiscal information.

All this process is performed in collaboration with implementation and training teams from the clients' choice of a software house



Support For Implementing Integrated Management Systems

Some extra services offered

Incorporation, Legalization and Dissolution of companies

Obtaining letters of good standing from any public authority

Amendments to the Articles of Association with the respective regularizations resulting from them, in the competent authorities

Requests and obtainment of tax installments in federal, state and municipal authorities

Preventive Legal Consultancy, including the services of: drafting and / or analysis of legal and / or corporate agreements, bylaws, minutes of meetings of shareholders, shareholders agreement, legal opinions, employment contracts, powers of attorney, and other related documents

Legal and tax advice to Expatriates

Income Tax Return for individual

Calculation and recovery of tax credits and contributions paid in excess by the company

Digital Compliance – a tool developed to gather all the obligations electronically transmitted to the IRS service and to the State treasury Secretaries, which aims to anticipate the enforcement action of these entities, allowing eliminating or mitigating the related risks and the application of fines, in addition to providing preventive and corrective actions. The aim is to provide a simple and comprehensive diagnosis of all the files and digital declarations transmitted by the company.

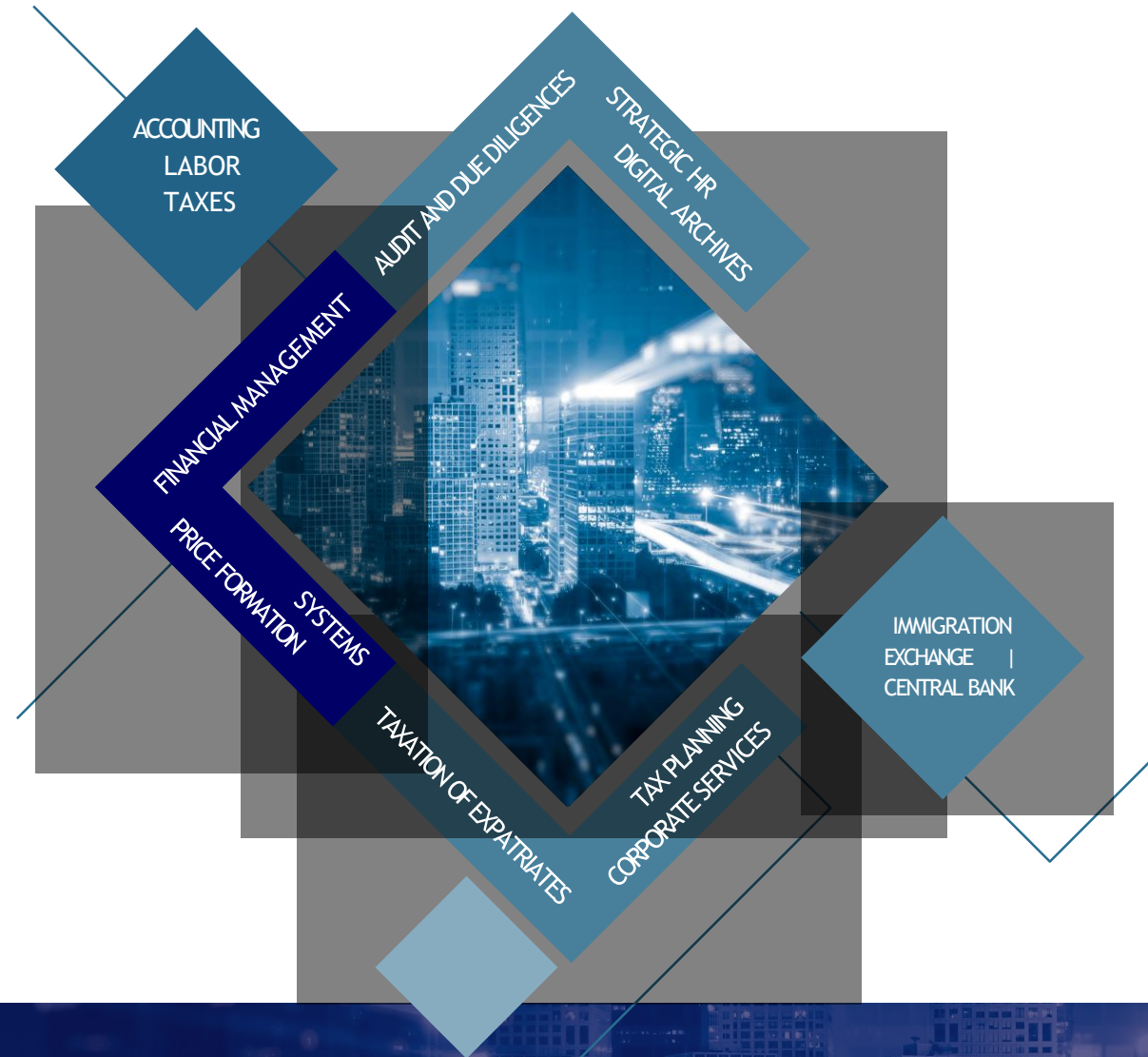


Other procedures of interest to the companies

The sphere of tax returns, procedures to comply with Federal, State, City, Social Security and Labor Regulations obligations and internal procedures that may affect the life of the company is extremely broad, and there will always be the need to perform procedures in some area.

Beyond the universe of accounting/tax, there are also several regulatory matters with other authorities, and many questions will come up – if you are unsure about such expertise being under our scope, just ask us – if we don't know it, we know who does and can team up with experts to make sure your company is properly assisted.

We are proud to follow the growth of each of our clients and would be honored to contribute with your success.



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