

firstoffshore



OUR SERVICES

Call : +971 4 221 8400

www.firstoffshore.com



Company Formation, Management and Visa services.

- ⦿ **Company formations:**
Working with all government department throughout the UAE under various jurisdictions. (Mainland DED, Free Zones, Offshore IBC.)
- ⦿ **Complete Visa processing:**
Taking care of all Visa applications, scheduling medical and biometric tests. Processing of visas and Emirates IDs. (EID's)
- ⦿ **Golden Visa applications:**
Providing updated information and support to apply for a 10 year Golden Visa.
- ⦿ **Specialised third party approvals:**
Processing and liaising with government authority department to obtain third-party approvals.
- ⦿ **Ongoing license support:**
On hand support for new license requirements and government updates.
- ⦿ **Complete renewal processing:**
Notification on all license, Visa and Emirates ID renewals,

Banking Services

- ⦿ Preparing all necessary documents for Bank applications.
- ⦿ Monitoring and updating of the bank application process.
- ⦿ Applying for debit and credit cards and corporate cheque-books.
- ⦿ Registration of official phone numbers for online banking OTP facilities.
- ⦿ Hosting token devices for OTP usage.
- ⦿ Preparing necessary document to support Banking transactions (contracts, invoices, shipping documents, BOL's.)
- ⦿ Manage and operate bank account on behalf of Client Companies where necessary.(Process payments, collections and monitor finances.)



Login		Products		Transactions		Logout	
Credit Cards		Date	Concept	Payments	Purchases		
Personal Credit		Mar 12	Supermarket		-\$43		
Savings		Mar 20	Deposit	+\$900			
Investments		Mar 23	Electricity		-\$33		
Government		Apr 4	Restaurant		-\$56		
Mortgage		Apr 15	Internet		-\$29		
		May 2	Coffee		-\$4		
		May 10	Payment	+\$30			

Administrative – Operations Support

- ⦿ **Secretarial phone facilities:**
Providing corporate phone secretarial services. Logging and reporting all telephone calls, distribute emails, correspondence memos, P.O box and postal services, faxes and forms (internal & external)*
- ⦿ **Mobile Connectivity:**
Applying for subscriptions of local phone lines, Mobile phone plans, Internet and rentals.
- ⦿ **In-house document filing:**
Maintaining and filing of in-house corporate documents.
- ⦿ **Filing of corporate documents:**
Maintaining in-house book keeping.
- ⦿ **Banking and Government relations:**
Assist with inquiries to external parties such as Banks, Vendors, Government offices and other partners in the business.
- ⦿ **Health insurance:**
Apply for employee health insurance.
- ⦿ **Salary certificates and Wage protection system:**
Process salary (WPS) for current and future employees.
- ⦿ **** Postal services include collection of mail, scanning relevant documents and filling – see FirstPostbox.com ****



Sales & Purchases Administrative – Sales & Purchases Operations Support

SALES

- ⦿ **Sales Contract Review** – Reviewing International Sales Contracts and identifying if it meets UAE standards.
- ⦿ **Quotation preparation** – Preparation and delivery of quotations to customers.
Sales Invoicing – Preparation and delivery of invoices to customers.
- ⦿ **Verification process** - Review and Verification of Terms of sales, Payment Terms and Other Agreements internally & externally.
- ⦿ **Customer & Internal communication** – Submission and Collating of Quotation, Contract, Purchase Orders from Customers and internal members of company.

PURCHASES

- ⦿ **Purchase Contract Review** – Reviewing International Purchase Contracts and identifying if it meets UAE standards.
- ⦿ **Purchase Order preparation** – Create P.O as per supplier quote and approval of management.
- ⦿ **Purchase Order monitoring** – Monitor purchase orders given to vendors and follow up for deliveries.
- ⦿ **Canvassing** – Collate quotations from suppliers for comparison of costing
- ⦿ **Delivery Documentations Management** – verification of delivery receipts and Purchase Orders.
- ⦿ **Supplier verification** - Communicate with supplier for any dispute/claim in deliveries and request Credit Note.
- ⦿ **Payment scheduling** - Collate all Purchasing Documents (Quote, Purchase Order, Delivery Receipt, Goods Receipt, Invoice) and submit to accounting for arranging the payment.

A person is sitting at a wooden desk, reviewing financial reports. The reports feature various charts, including a donut chart and a bar chart. The person is holding a pen and pointing at a section of the report. A laptop is open on the desk to the left, and a keyboard is visible in the foreground. The scene is framed by a large, curved, golden-yellow border.

Bookkeeping / Accounting Services

- ⦿ Construct and implement an Accounting System that will manage the monetary operations of the company.
- ⦿ Maintain book of accounts as per GAAP, IFRS and UAE Federal.
- ⦿ Tax Authority (FTA) regulations.
- ⦿ Monitor the cash inflow and outflow of the local bank account of the company (if bank account will be managed by FOS).
- ⦿ Expense Management, reconcile statement of accounts (invoices) and process payment transfers for the vendors, including utility bills of the company.
- ⦿ Revenue Management, monitor collections or payments from customer, manage invoicing and issue receipts for collections.
- ⦿ Maintain a regular monthly schedule of payments and collections
Monthly reporting of Profit and Loss.
- ⦿ Assign a local Auditor (if requested by the company).
- ⦿ Provide required documents and financial reports to Third Parties and appointed local auditor.

TAX Management (VAT & CORPORATE TAX)

- ⦿ Facilitate Tax registration with Federal Tax Authority (FTA).
- ⦿ Maintain schedules of Input and Output Tax.
- ⦿ Facilitate quarterly filling/reporting of VAT in FTA portal.
- ⦿ Facilitate annual Corporate Tax reporting in FTA portal.
- ⦿ Provide required documents to support Tax report and submit to Third Parties if necessary.



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Your trusted partner since 2004

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