

KITTELSON & CARPO

CONSULTING



Doing Business in the Philippines

Presentation Outline

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A Full Service Business Consulting Firm

Kittelson & Carpo Consulting was founded in 2007 by a seasoned Business Consultant and a Corporate Tax Lawyer to provide assistance to foreign investors and businessmen setting up and doing business in the Philippines.

In the last 9 years, the Firm has advised and registered more than a thousand companies in the Philippines, more than any other business consulting firm in the country.



About K&C

We are a One-Stop-Shop

Since its inception in 2007, K&C, its affiliate companies, and partner legal firm, has supported and catered to a wide array of clients belonging to diverse industries, offering only the highest quality and cost-efficient business set-up services, including back-office, legal, and real estate solutions.

Under one roof, the Group is the only one-stop-shop in the Philippines providing the exact services a foreign investor needs to set up operations quickly and efficiently.

KITTELSON & CARPO
CONSULTING

**CARPO LAW
& ASSOCIATES**



 **KMC Solutions**



A Thousand Companies Served

In the beginning, K&C focused on the fast-growing niche of foreign Small and Medium Enterprises (SME) in the Philippines. After almost a decade, K&C is now the sought after consulting firm of both Foreign and Filipino SMEs, including Global companies engaged in IT-BPO, manufacturing, e-commerce, mobile apps, and mining, among others.

Outsourcing / Offshoring Companies

- IT-BPOs
- Call Centers / Contact Centers
- Software Development
- Mobile Application Development
- 3D Animation
- AutoCAD Drafting and Architecture
- Website Development & Design
- Online & Social Media Marketing
- Legal process outsourcing
- Accounting

Product Importation & Exportation

Industries

- Medical & Products
- Food & Beverage Products

Industries We Serve

- Alcohol Products
- Natural Resources

Network Marketing – Multi-Level Marketing (MLM) Industry

- Cosmetics Products
- Beverage Products

Real Estate

- Land Development
- Commercial
- Residential
- Hotels & Resorts

Manpower Recruitment

- OFW
- Local

Travel

- Agency
- Online
- Tour

Manufacturing

Mining

Our People

Kittelson & Carpo Consulting is comprised of experienced lawyers, CPAs, and HR Consultants who graduated from the top universities and trained professionally with Fortune 500 companies or the Top 10,000 companies in the Philippines.

Our Mission

Make it simple. We provide the service and advice on what you need to run your business in the Philippines, so you can focus your energy on your human capital, operations, and growing your revenue.



Our Memberships

Chambers of Commerce in the Philippines

Our membership with the different chambers of commerce and business councils provide us the unique opportunity to network with over a thousand other professionals, business executives and government officers who we can reach out to for client requirements, whether for business-matching or other industry-assistance. It likewise allows K&C the venue to advocate for our clients, raising issues that require the collective action of the foreign investor community to strengthen its position, bringing our clients concerns to the forefront of the discussion.



Our Clients

“Since we decided to set up operations in Manila in 2010, we have used Kittelson & Carpo Consulting and it’s sister companies, KMC MAG Group and KMC Solutions for the services we needed such as incorporation, tax, accounting, payroll, visas and our office space needs and could not be happier” –Omniglobe International

avalog



Farmesa



ENSHORED

Kalenborn
Wear Protection Solutions

bonsey design
brand architects™

DUCEN™
Intelligence to Decision Making

SYNTEL
Consider IT Done®



REPRISK®
ESG Business Intelligence

BARCINO CORPORATION

Omniglobe International

fbmsoftware

XOR
XORMEDIA

Our Services

We offer comprehensive advice to corporate clients on all aspects of their business



Registration Services

- Business Registration
- PEZA
- BOI
- CEZA
- Product Registration

Corporate Services

- Accounting
- Bookkeeping
- Payroll
- Tax

Human Resource Services

- Recruitment
- Executive Search
- Philippine Visas
- Staff Leasing
- HR Consulting

Business Registration

Our lawyers will carefully assess your intended business in the Philippines to determine the investment vehicle best suited for you and your company and assist you with the formation, procedure, planning, and registration with the relevant government agencies.

Execution

- Determine company formation
- Determine Capital Requirement for Incorporation
- Open local bank account
- Register and secure company name with SEC or DTI
- Identify Shareholders, Directors, Nominees, and Incorporators
- Draft Articles of Incorporation and By-Laws
- Process documents with SEC, BOI, PEZA, BIR, SSS, Philhealth, and HDMF
- Process Mayor's Permit and Business Permit

Types of company registration

- Branch Office
- Representative Office
- Domestic Corporation
- Subsidiary (Domestic Corporation)
- Regional Headquarters (RHQ)
- Regional Operating Headquarters (ROHQ)



Tax Incentives – Philippine Economic Zone Authority (PEZA)

Our team of lawyers and CPAs will assist you in choosing a tax effective structure for your business, planning your inbound investment and market entry strategy in the Philippines, and help determine your eligibility for investment incentives.

PEZA – Philippine Economic Zone Authority

Enterprises that are 100% foreign owned and engaged in export activities may be entitled to incentives from the Philippine Economic Zone Authority.

PEZA registered enterprises may be entitled to income tax holidays of four, six, or eight years. After that, they are subject to 5% tax on gross income in lieu of all local and national taxes.

Execution

- Determine eligibility for PEZA
- Assist in document preparation for PEZA
- Identify a PEZA building for you
- Register your new company with PEZA



Tax Incentives – Board of Investments (BOI)

BOI – Board of Investments

Registering with the Philippine Board of Investments (BOI) enables companies that invest in activities listed in the Investments Priorities Plan (IPP) or business ventures like outsourcing and manufacturing, to name a few (where export is more than 50% of production or 70% if the enterprise is more than 40% owned by foreign investors) to avail of tax incentives and other benefits.

Benefits of BOI Registration

- Income tax holidays for 3-6 years
- Exemption from local business taxes
- Duty free importation of capital equipment

To be eligible for BOI incentives, foreign investors will need to have an equity investment in a Philippine corporation.



Tax Incentives – Cagayan Economic Zone Authority (CEZA)

CEZA – Cagayan Economic Zone Authority

CEZA is a government-owned and controlled corporation created under Republic Act No. 7922. CEZA is also known as Cagayan Freeport or Cagayan Cyber Park, and is located in the Northeast of the Philippines. CEZA possesses the power to operate on its own, either directly or through a subsidiary entity, or license to others.

Tourism-related activities, including games, amusements, recreational and sports facilities such as horse racing, dog racing, gambling casinos, online casinos, golf courses, online gaming, and others are under priorities and standards set by the CEZA.



Product Registration

Establishments Required to Apply for a License to Operate (LTO) with FDA

Establishments involved in the manufacturing, packaging, re-packaging, importation, exportation, distribution, and retailing of processed foods, drugs, medical devices, in vitro diagnostic reagents, cosmetics, and household hazardous substance products must secure a License to Operate from FDA.

Our FDA consultants will provide you with the following:

- Register company with SEC (Branch, Subsidiary, Domestic Corporation)
- Obtain a License to Operate (LTO)
- Obtain a Certificate of Registration from FDA
- Introductions to national distribution, warehouse, and logistics companies
- Introductions to national retail chain outlets and stores



Accounting / Bookkeeping

Our certified public accountants will provide filing services of monthly and quarterly returns to the government agencies and other special accounting and financial engagements.

I. Preparation of Books of Accounts

- Cash Receipts Book
- Cash Disbursements Book
- General Journal
- Purchases Journal
- Sales Journal
- General Ledger

II. Tax Computation and Preparation of forms for the following:

- Monthly Withholding Tax – Expanded and Compensation
- Monthly Percentage Tax Return
- (if applicable)
- Monthly and Quarterly Value-Added Tax Return

- Quarterly Income Tax Return
- Annual Report for Expanded and Compensation Withholding Taxes

III. Preparation of financial reports for management

- Income Statement
- Cash Flow Statement
- Balance Sheet



Payroll

Our certified payroll professionals will assist in your payroll processing which include:

Payroll Computation

- Configuring pay code taxability per employee
- Maintaining a tax table (withholding tax table uploaded from BIR)
- Determining contributions to SSS, Philhealth and Home Development and Mutual Fund (HDMF).

Preparation of payroll register showing individual salaries due to each employee with the corresponding payroll taxes withheld and deductions for SSS, PhilHealth, and HDMF for each period.

Preparation of remittances to government agencies, such as:

- Social Security System
- PhilHealth Insurance

- Home Development Mutual Fund (Pag-IBIG Fund)
- Bureau of Internal Revenue



Tax Consultancy

We assist clients in establishing tax efficient structures for Philippine investment and provide advice on all commercial transactions.

Commercial Transactions include:

- Project Finance
- Corporate Acquisitions
- Mergers and Acquisitions
- Debt Restructuring
- Insolvency and Bankruptcy
- Securities Issues and Public Offerings
- Real Estate and Stock Transactions

Our Tax Consulting services

- Tax Planning
- Tax Advice
- Tax Incentives
- Tax Assessment
- Tax Litigation



Recruitment & Executive Search

Our Recruitment & Executive Search Department are experienced in sourcing and placing candidates for various positions for foreign-owned companies in the Philippines.

Industries we cover:

- Contact Center
- IT-BPO
- Manufacturing
- Logistics and Shipping
- Consultancy
- Academe
- Retail
- Distribution
- Banking and Finance
- Power
- Energy
- Mining
- Construction

Executive Search of Management

Positions include:

- Executives
- C-Level (CEO, CFO, CTO, CIO, etc.)
- VPs, Directors, Managers
- Expatriate (Foreign) Management

Recruitment of Staff Positions include:

- Executive Assistants
- Administrative Assistants
- Call Center Agents & Support Representatives
- Software & Web Developers
- Graphic & Flash Designers
- 3D Animators
- IT Engineers
- System Administrators
- Accountants & CPAs
- Marketing, PR, & Media



HR Consultancy

For many small organizations, the range of functions of human resource is too complex and comprehensive to maintain. Outsourcing the HR function proves to be beneficial as it reduces company costs, minimizes company's risk, and enables your employees to spend less time on paperwork and more time focusing on their skills and work efficiency.

- Organizational Development
- Records Management
- Salary Structure, Compensation and Benefits
- Talent Acquisition
- Executive Coaching



Philippine Visas

K&C Visa & Immigration lawyers assist individuals and local and foreign companies' employees with obtaining visas and work permits with the Bureau of Immigration and the Department of Labor and Employment. We are an accredited visa service provider of the Philippine Bureau of Immigration.

Work Visas

- CEZA Work Visa
- 9(g) Pre-Arranged Employment Visa
- 9(d) Treaty Trader's Visa

Work Permits

- Alien Employment Permit (AEP)
- Provisional Work Permit (PWP)
- Special Work Permit (SWP)

Temporary Visitor Visa

- 9(a) Tourist Visa
- 9(a) Entry Visa
- CEZA Visa Upon Arrival (VUA)
- Alien Certificate of Registration (ACR I-Card)

Immigrant Visas

- Quota Immigrant Visa
- 13(a) Non-Quota Immigrant Visa
- 13(e) Returning Resident Visa
- Temporary Resident Visa (TRV)

Special Non-Immigrant Visas

- 47(a)(2) Special Non-Immigrant Visa (PEZA)
- Multiple Entry Special Visa (ROHQ)

Special Resident Visas

- Special Investor's Resident Visa (SIRV)
- Special Visa For Employment Generation (SVEG)
- Special Resident Retiree's Visa (SRRV)



Competent and most qualified lawyers, with expertise in different practice areas committed in delivering the highest quality of service.

With the increasing demand for legal assistance from companies and individual clients of Kittelson & Carpo Consulting, a full-service law firm was formed. Carpo law engages in corporate, tax, labor, real estate, and family law, headed by Attorney Amanda Rufino-Carpo. The law firm currently has 5 lawyers and a team of paralegals.

Carpo Law's Practice Areas

- Product Registration
- Visas & Immigration
- Manufacturing
- Mining

- Intellectual Property
- Online Gaming
- Real Estate
- E-commerce
- Labor
- Tax
- Company Formation
- Corporate
- Family Law
- Litigation



Delivers effective business solutions and services to enterprises of all operational sizes

In 2009, KMC MAG Group and KMC Solutions was founded by Amanda Rufino-Carpo, Gregory Kittelson, and Michael McCullough to assist foreign investors with their office space, residential, and serviced office needs.

KMC MAG Group Services

- Offshoring Corporate Service
- Tenant Representation
- Investments
- Residential
- Research & Consultancy
- Asset Management
- Property Management
- Facilities Management
- Hotels and Leisure
- Project Marketing
- Project Management

KMC Solutions Services

- Serviced Offices
- Seat Leasing Facilities
- Build-to-suit offices
- Virtual Office
- Staff Leasing





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