

Rödl & Partner

# ACTING RELIABLY

BUSINESS PROCESS OUTSOURCING

Our consulting expertise in India



India is one of the strongest growth economies. Seize the opportunity that this enormous market offers. We advise you from a single source on all legal, tax and economic issues relating to your contemplated project or investment.

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# Dear Entrepreneur,

"A wise man knows and enquires, while a fool doesn't even know what to enquire about" – this is a famous Hindu proverb.

Rödl & Partner has advised, audited, and assisted German companies all over the world for over 30 years. As a result, we have valuable expertise we are always happy to share with you. In assisting our clients we have gained rich experience both at home and abroad, in particular in Business Process Outsourcing, which our clients may use for their own benefit.

The most densely populated democracy in the world remains one of the key growth engines for globally operating companies. As recently proven by spectacular large-scale projects of the German economy, investment opportunities open up in both the traditional sector of industry and the area of infrastructure improvements, which are urgently needed.

Also for European small and medium-sized enterprises, India has become one of the essential elements of their internationalisation strategies. Meanwhile, investors are still facing complex challenges related to the bureaucratic environment and the infrastructure.

With our experienced advisers based in Delhi, Mumbai and Pune, as well as in Chennai, Bangalore and Ahmedabad we want to assist you on your way to and in India and contribute to the complete success of your investment on this important yet challenging market.

With our Business Process Outsourcing services, we can ensure that your Indian subsidiary is managed to the highest quality standard without you having to set up your own costly management structures. You take care of your business – we take care of the rest.

# Business Process Outsourcing

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Outsourcing enables you to fully focus on your core business – this is especially important in India because the management of a company in India is much more complicated and far-reaching than i.e. in Western Europe or the USA.

Indian accounting involves a lot of effort and is fraught with pitfalls. We can take over the tedious chore of communicating with Indian taxing authorities and other offices. With outsourcing of your accounting, you can get that load off your shoulders: you don't need a separate Indian accountant. But first of all, you can focus on your core business and still you are making sure that your company is managed to the best of the managers' ability. This allows you to more effectively use your creative potential, free up your resources and thus easily tap into the Indian market.

We offer consultancy services in the whole of India in German and English in the following areas:

- Financial and payroll accounting
- HR management
- Payments and document management
- Tax returns and social security declarations
- Financial statements and reporting
- Controlling and Management Information Systems
- On-going internal reporting
- Controlling of locations
- Outsourcing of internal audit functions
- Budget planning control and assessment
- Capital requirement and financial analyses
- Location shutdowns

## INVOLVEMENT IN CROSS-BORDER OUTSOURCING PROJECTS

The internationalisation of your company involves additional effort and expenditure in terms of human resources, time, finance, organisation, logistics, or legal and tax issues. Other issues include data communication problems and effects on controlling, reporting and cash management. It is getting more and more difficult to find a satisfactory solution within a company; after all, it takes a lot of essential management resources and creative potential to find a good solution.

# External accounting (full outsourcing)

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The Business Process Outsourcing business area offers end-to-end external accounting services. The services listed in items 2-4 can also be offered as part of partial outsourcing.

## BOOK-KEEPING

In Indian accounting, everything must be documented and recorded to every last detail, cash payments are subject to restrictions, and the laws are constantly changing.

Because Western entrepreneurs do not find Indian financial statements very informative, it is advisable to prepare financial statements also according to Western accounting standards.

As financial analysis experts, the Rödl & Partner team in India offer you a comprehensive management information system, thus adapting your day-to-day business in India to the Western management requirements.

As part of outsourcing accounting, we handle for our clients financial and payroll accounting, including reporting, preparing and filing tax returns, as well as handling payments and document management.

## On-going financial accounting

Rödl & Partner in India offers individual outsourcing solutions in the area of bookkeeping and financial accounting, to help you solve your specific issue in India by supplying you with relevant skills or workforce, whenever you need it. Efficient outsourcing is a perfect complement to a company's existing structures and helps reduce costs and risks.

The Rödl & Partner expert team develop and implement tailor-made solutions in external, internal and financial accounting, take the load of financial accounting off your shoulders, and do the legwork to identify data for monthly income statements.

## Managing payments

We will handle for you payment transactions, which are complicated in India and very much rely on the cheque clearing system. In addition, we will work with your Indian main bank to find optimal IT and online banking solutions to ensure you make the most of your saving potential.

## Preparing balance sheets and financial statements according to Indian GAAP, on-going reporting

Especially in international assignments, the consolidation of financial statements is gaining importance. For example, because of the legal requirement to prepare consolidated financial statements according to IFRS (International Financial Reporting Standards), more and more capital market oriented companies decide to prepare their annual accounts according to international standards.

Rödl & Partner will handle for you the transition of your financial statements prepared under Indian GAAP into packages required for the consolidation of group companies, and thus ensure timely and efficient reporting.

The range of our financial accounting services is extremely broad and is constantly being expanded. Thus, after extensive consultancy, we will prepare for you a portfolio of services tailored to the current needs of your company and develop individual solutions to meet your expectations.

## HR MANAGEMENT

Are you familiar with HR management laws in India? Human resources in India is firmly grounded in socialist labour legislation, a surviving memorial of past times. Thus, the ability to navigate this environment requires special expertise.

### Payroll accounting

Partial or full outsourcing of payroll accounting to a team of experienced experts is particularly recommended in the context of investing in India.

Our payroll accounting services range from preparing monthly payrolls, work and salary certificates, payroll tax consulting, payroll tax and social security audits to preparing Indian income tax returns and representing clients in dealings with tax offices.

### HR tasks

Rödl & Partner in India offers a broad portfolio of full or partial outsourcing services to handle all your HR management related matters. If you want, we will handle for you all (outsourced) HR management tasks. In addition, Rödl & Partner experts will take on many tasks that do not directly contribute to your company's success, but can lead to serious difficulties in certain areas if they are not handled with due care or in a competent manner.

We take on for you routine tasks such as preparing payrolls on an on-going basis, managing salary accounts, maintaining master records, and other HR management services.

### Tax returns and social security reports

With our team of experts, we can take the chore of tax returns and social security reporting off your hands so that you can focus on your core business. Indian tax rates are constantly changing and are thus a big challenge to foreign companies. Our experts keep their knowledge and skills up-to-date and thus stay on top of what's the latest in tax laws.

### Staff secondments

In HR management, we also offer services for expats relocated to India who need their consulting service to focus especially on regulations under double taxation treaties, social security agreements and residence law related matters.

## ANNUAL FINANCIAL STATEMENTS ACCORDING TO INTERNATIONAL ACCOUNTING STANDARDS

In view of the growing importance of international accounting standards, Rödl & Partner in India offers services including preparation of annual financial statements according to both German Commercial Code (HGB) and IAS/IFRS, conceptualising plans for projects involving transition to IAS/IFRS based on identified differences, project assistance and support in the transition to IAS/IFRS.

We will be happy to assist you with our consulting services and partial and full outsourcing in the field of preparing annual financial statements according to international accounting standards.

If requested, we will also prepare for you special-purpose balance sheets, interim balance sheets, and consolidated financial statements in German or English.



# Internal accounting

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The field of internal accounting also offers a vast number of opportunities for Business Process Outsourcing.

## CONTROLLING AND MANAGEMENT INFORMATION SYSTEMS (MIS)

In recent years, the outsourcing of controlling processes (budgeting, cost accounting, reporting etc.) to external service providers and the use of outsourced management IT systems have proven to deliver significant cost savings and increase efficiency especially for overseas companies.

In Rödl & Partner, you have a business partner with extensive expertise. Fast, flexibly and to a high quality standard – that's how we deal with your controlling issues and provide you with state-of-the-art management information systems tailored to the needs of your company. We provide you with reliable information you need for proactive and forward-looking management of your company and for the success of your operations in the Indian market.

## ON-GOING INTERNAL REPORTING

Internal reporting is a cornerstone in corporate decision-making processes. An efficient reporting system allows you to quickly retrieve exactly the information you need to handle a given issue.

With their specialist skills and services in the field of outsourcing of on-going internal reporting, the experienced team of Rödl & Partner in India will assist you whenever you need it. Let us roll up our sleeves and do the work for you! Save your precious working time and efforts for the core areas of your operations in the Indian market.

Advantages that the outsourcing of internal reporting offers include e.g. cost and risk reduction, flexibility and compliance with country-specific provisions of law.

## OUTSOURCING OF INTERNAL AUDIT FUNCTIONS

In internal audit, Rödl & Partner offers a broad range of services to assist you with and optimise your structures; such services range from coaching of responsible staff and co-sourcing to full outsourcing of internal audit functions. The Rödl & Partner team will assist and advise you in various specialist areas.

By fully outsourcing internal audit functions to Rödl & Partner in India, you will be enabled to conduct your internal audits with access to a team of specialists. With independent audits, thus optimised internal audit helps your executives fulfil their control function as company managers and contributes to greater success of your venture in India.

## BUDGET PLANNING AND CONTROL

Rödl & Partner in India will handle for you budget planning and control tasks. In case of changes to your project costs, a detailed legal structure of your budget serves to ensure you have effective (budget) authorisation processes in place. In addition to standard reports on changes in the budget, we provide you not only with a comparison of budgeted and actual data but also with forecast figures.

## FINANCIAL ANALYSES

Our experts can prepare forecasts, perform controls and analyses and advise medium enterprises operating in India on financial planning issues.

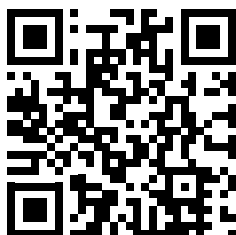
With Rödl & Partner's strategic financial planning, you will be enabled to get an overall picture of your assets, find ways to achieve your financial goals and draw the right conclusions for their implementation. Strategic financial planning lies thus at the heart of your personal financial goals and your investor mentality. A financial plan prepared by Rödl & Partner will help you take a better view of the financial development of your company and will ensure that your company operates on a solid ground and is able to meet its payment obligations.

## About us

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Rödl & Partner – The agile caring partner for Mittelstand shaped world market leaders

[www.roedl.com/about-us](http://www.roedl.com/about-us)



# Our services in India

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From our offices in Delhi, Mumbai and Pune, and our working points in Bangalore und Chennai our German-speaking professionals offer the following consulting services:

## LEGAL CONSULTING\*

- Company law
- Establishment of subsidiaries, representative offices and branches
- Joint ventures, M&A
- Due diligence
- Mergers, spin-offs, reorganisations / transformations
- Trade, commercial and customs law
- Franchising
- Public-Private-Partnerships
- Law on concessions and public procurement law
- Intellectual property protection: Patents, trademarks, copyright, know-how and licences
- Special economic zones, investment contracts
- Strategic industries, foreign investment and foreign exchange law
- General and special contract and business law relating to investment
- Competition and anti-trust law
- Labour and migration law
- Employee secondment
- Litigation and arbitration procedure law
- Company criminal law
- Liquidation proceedings and insolvency law
- Real estate and construction law, establishing production plants (greenfield / brownfield), environmental law
- Law on mortgages and pledges / liens
- General and special administrative law

## TAX LAW, BANKING AND FINANCIAL SERVICES LAW\*

Tax planning advice / international tax law

- Tax-induced project planning
- Tax structuring advice / tax optimisation for individual companies and groups
- Tax due diligence
- M&A related tax advice
- Corporate transformation related tax law

Regular tax consulting

- Real property acquisition related tax advice
- Financing related tax advice
- Taxation of permanent establishments
- Support during tax audits
- Tax administrative procedure and tax litigation law
- Transfer pricing
- Tax consulting related to developing distribution and production structures

Banking and financial services law

- Banking supervision law
- Finance lease, structuring of lease products incl. cross-border leasing
- Tax-induced structuring of financing projects
- International trade finance
- Insurance law

\* Consulting services are rendered by Rödl & Partner together with Indian professionals.

## AUDIT\*

- Statutory and voluntary audits of annual and consolidated financial statements of incorporated companies and partnerships in accordance with Indian (HB I) and German law as well as IFRS and US-GAAP (HB II)
- Statutory and voluntary special audits
- Financial due diligence
- Business valuation
- Support during implementation of new accounting systems
- Transition to international accounting standards (IFRS and US-GAAP)

## BUSINESS PROCESS OUTSOURCING

### Outsourced accounting

- Regular financial accounting: Accounts and financial statements according to Indian GAAP, payment transactions, document management
- Payroll accounting: HR management, tax returns and social security reports
- Preparing annual financial statements in accordance with International Accounting Standards (IAS)
- Special-purpose balance sheet, interim balance sheet, consolidated financial statements
- Tax Compliance

### Internal accounting

- Controlling and Management Information Systems
- Regular internal reporting, outsourcing of the internal auditing function
- Budget planning and control, financial analyses

\* Consulting services are rendered by Rödl & Partner together with Indian professionals.

# Your contacts in India

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