

We empower your Business



**INSIGHT**



**PLAN**



**IMPLEMENT**



**MANAGE**

Integrated Corporate Service Provider



## Corporate Identity

"Now my GE career is over, and I'm telling you that it was *candor* that helped make it work. So many more people got into the game, so many voices, so much energy... It's really very simple - *candor* works because *candor* unclutters."

- Taken from  
"Winning" by Jack Welch with Suzy Welch

We chose to call ourselves *Candor* as it means open, and sincere in speech or expression. The philosophy of Candor is an open and honest discussion which is an important pre-requisite to developing holistic trust-based associations.

At Candor we believe in developing a 'spirit of partnership' with client organizations which would require integrity and openness.

# WHY CANDOR

PROFESSIONAL TEAM | DOMAIN EXPERTISE |

FLEXIBLE & HOLISTIC APPROACH |

HIGH QUALITY & PERSONALISED SERVICE |

QUICK RESPONSE TIME | SERVICE EXCELLENCE

## Do you face these challenges?

### India Entry

- Multiple agencies to address India entry needs
- Legal compliance issues under various statutes
- Business Structure relevant to Commercial Venture
- Penalties due to lack of knowledge on rules and regulations
- Drafting & Vetting of Contracts
- Professional Advice at various phase

### Corporate Legal Support

### Transaction Processing

- Setting up Appropriate Accounting Structure
- Desire for better Finance & Accounts Control
- Wide range of Statutory Compliance issues
- Challenges of managing the administrative staff
- Critical but not focus area
- Changing Regulations & knowledge updation Challenges
- MIS for Decision Making
- Growth Pressure on HR & Finance Team
- Administrative workload

### Reconciliation

### Revenue Management

### Employee Data Management

- Inaccurate Employee Data
- Multiple Employee Profile
- Labour Law Compliance challenge
- Affordability of full time Payroll resource
- Accuracy & Business Control
- Demotivated and Isolated resources
- Interdepartmental conflict
- Confidentiality

### Payroll & Employee Benefit

### Statutory Compliance

Comprehensive end-to-end platform based payroll services with unmatched flexibility through parameterised capabilities. We are committed to provide each Client Organisation and its employee a comprehensive and all encompassing service covering the following areas :

- **Employee Data Management**
- **Payroll Processing**
- **Employee Benefit Management**
- **Employee Retiral Administration**
- **Statutory Registration & Compliance**
- **HR MIS & Analytics**



You have special reporting needs. Our proprietary platforms enables us to provide a superior and efficient service experience

### Your Trusted Payroll Partner

#### Employee Data Management

- Employee Communication Template
- Customizing the letter for employee
- Maintain employee life cycle data

#### Payroll Processing

- Employee Master Updation
- Inputs Updation
- Company Specific Reporting

#### Employee Benefit Management

- Attendance & Leave Record Maintenance
- Reimbursement Management
- Investment Planning & Proof Checking
- ESI Management
- Full and Final Settlement
- Handling Employees Queries
- Employee Self Service

#### Employee Retiral Administration

- Provident Fund - RPFC
- Exempted Provident Fund Trust Management & Accounts
- Superannuation Fund Trust Management & Accounts
- Gratuity Fund Trust Management & Accounts
- Audit & Inspections

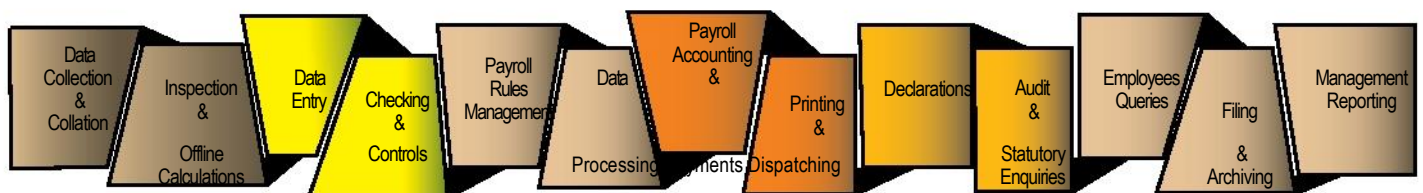
#### HR MIS & Analytics

- Employer Portal
- Attendance & Leave Management

#### Statutory Registration & Compliance

- Shops & Establishment
- Factories Act
- Labour Laws
- TAN & PAN
- Income Tax - IT Returns & Form 16
- Profession Tax
- ESI
- Provident fund
- Gratuity Fund Formation
- Superannuation Fund Formation
- Remittance & Returns
- Audit & Inspection

### THE PAYROLL VALUE CHAIN



A comprehensive Financial Accounting Services which extends itself to support and provide the client with customised MIS Reports, statutory compliance assistance and regular management and financial advice. Our areas of expertise are :

- **Strategic Finance**
- **Accounting, Review & Reporting**
- **Compliance Services**
- **Transaction Processing**
- **Cash Management Audit Co-ordination**



*Count on us to account for you*

#### Strategic Finance

- Budgets & Planners
- Forecasts & Variance Analysis
- Due Diligence

#### Accounting

- Structuring Accounting Setup
- General Ledger
- Fixed Assets
- AP / AR Transactions
- Periodical GL Review

#### Compliance Services

- Regular Tax Remittances - Income tax, GST etc.
- Timely Filing of Returns - eTDS, GST
- Tax Advisory

#### Transaction Processing

- Purchases & Accounts Payable
- Revenue & Accounts Receivable
- Reports & Reconciliations
- Collections & Payments
- Bank Reconciliation
- Co-ordination with Bankers

#### Audit Co-ordination

- Preparation of Financials - Indian GAAP
- Schedules & Reports for Audit
- Co-ordination for Statutory Audit
- Co-ordination for Tax Audit

