



Kelmer Middle East

part of

**Kelmer Group**

International Business Consultants



INTERNATIONAL  
**EXPERIENCE**  
**LOCAL FOCUS**

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# Our Group

In 1997 a group of professionals with a solid background in international business consultancy gathered their extensive experience to create a new project that would assist individual entrepreneurs and corporations in their international ventures.

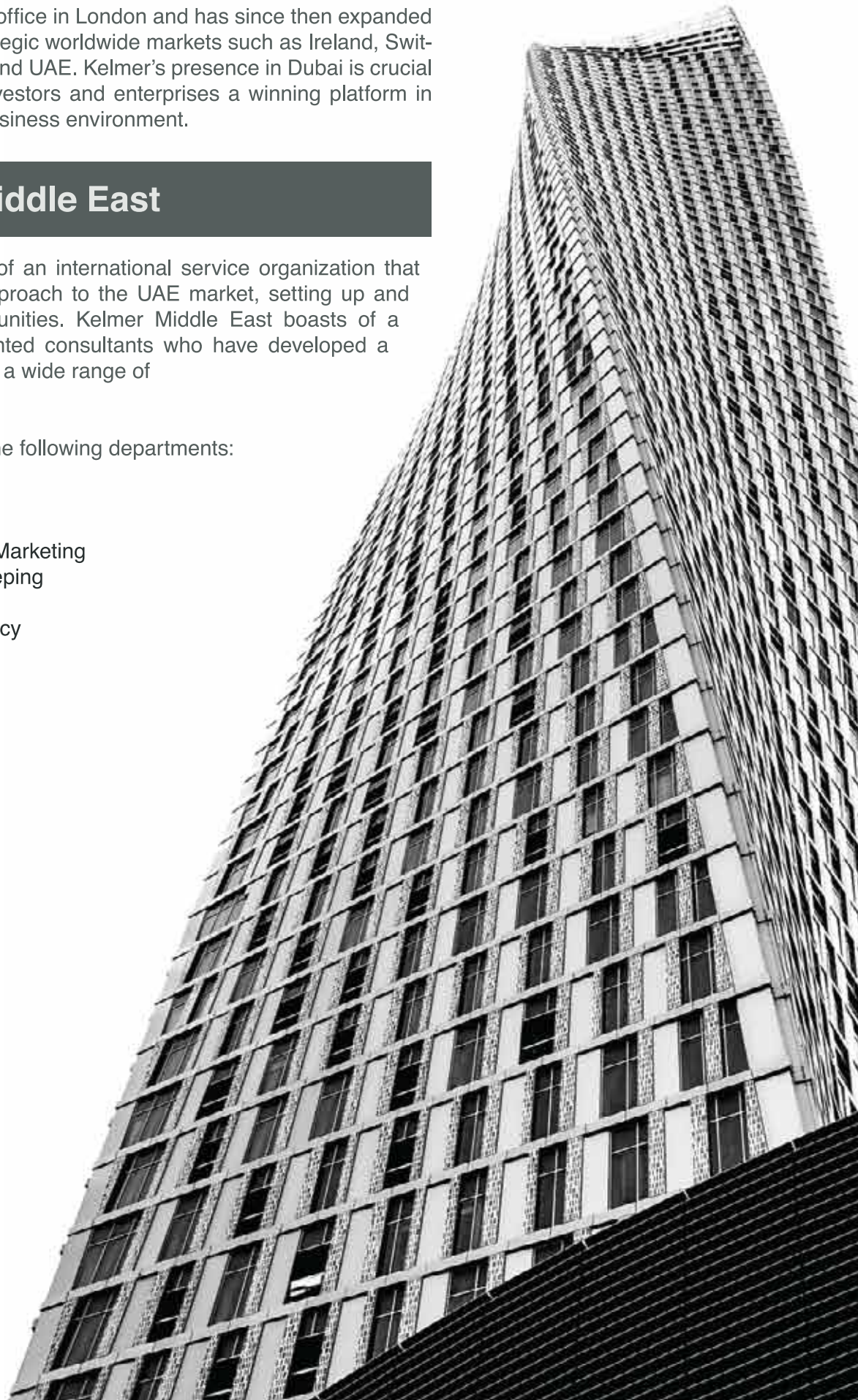
Kelmer Group set up its first office in London and has since then expanded its presence in the most strategic worldwide markets such as Ireland, Switzerland, China, Hong Kong and UAE. Kelmer's presence in Dubai is crucial and essential as it offers investors and enterprises a winning platform in today's highly competitive business environment.

## About Kelmer Middle East

Kelmer Middle East is part of an international service organization that helps companies in their approach to the UAE market, setting up and developing business opportunities. Kelmer Middle East boasts of a dynamic team of goal-oriented consultants who have developed a specialized local expertise in a wide range of business sectors.

Our structure comprises of the following departments:

- 1) Tax & Legal
- 2) Internationalization & Marketing
- 3) Accounting & Bookkeeping
- 4) Financial Consultancy
- 5) Real Estate Consultancy
- 6) PRO Services
- 7) Administrative





## Our Services

The United Arab Emirates and Dubai has fast developed into one of the most important centers of International Trade and Finance. Strategically located between the East and the West, the Country has gained position as a logistic hub and a gate to the Middle and Far East markets for European companies.

Thanks to our extensive experience gained from long-termed, strong ties with the local Authorities and business community, Kelmer Middle East proudly offers, since 2007, a comprehensive and customized assistance that facilitates entrepreneurial activities.

Through dedicated services, aimed at bridging ties between our clients and the local business, solving bureaucratic, administrative and fiscal issues, Kelmer's consultancy ranges from start-up support to day-to-day or extraordinary activities.

## Tax & Legal

Kelmer Middle East provides customized assistance to our clients who are beginning a new life and business experience in Dubai. Thanks to our solid expertise, we can help you in preparing and submitting all the necessary documents, hence allowing you to benefit from the numerous advantages of obtaining a Dubai residency status.

The diversified and broad range of services within this department are divided into Corporate and Individual.

### Corporate:

- 1) Formation of companies (Incorporation)
  - Formation of legal entities in mainland Dubai-companies, branches, representative offices
  - Formation of legal entities in the Free Zones
  - Obtainment of several types of licenses
  - Selection of a local partner or agent
  - Trade name selection and reservation
  - Drafting and reviewing of legal documents and agreements between partners
  - Renewal of permits and licenses
- 2) Consultancy on current legislations and regulations in the UAE
- 3) Assistance to drafting a business plan and selection of a most suitable legal form
- 4) Assistance during the start-up phase
- 5) M&A operations
- 6) Trademark registration
- 7) Relocation services for both company employees or individuals

### Individual

- 1) Assistance to employee related activities (processing of visas, labor card, Emirates ID & E-gate, medical insurance, driving license, etc.)
- 2) Transfer of tax residency
- 3) Research of residential properties and activation of related services (utilities, P.O.Box, etc.)
- 4) Assistance in renting, purchasing and registering of vehicles
- 5) Assistance in finding suitable health and property insurance packages
- 6) Research of appropriate schooling institutes

## Internationalization & Marketing

Not only does Kelmer Middle East support enterprises in their assessment and approach to the UAE market, but it also studies Communication and Marketing strategies to help them promote and develop their business and visibility in the local market.

### Internationalization

- 1) Trade analysis on different sectors
- 2) Market surveys on proposed products/services
- 3) Organization of inbound and outbound trade and scouting missions, individual or collective
- 4) Organization of B2B meetings with prominent local operators
- 5) Identifying local operators (distributors, buyers, agents)
- 6) Marketing & logistics support to exhibitors during trade fairs and workshops
- 7) Organization of sector oriented seminars and workshops, locally and internationally

### Marketing & Communication

- 1) Organization of promotional and/or networking events
- 2) Editing & Copywriting of promotional material such as brochures, product information, website contents, editorials, etc.
- 3) Preparation of marketing plans along with advertising and digital campaigns
- 4) Web design & brand identity

# Accounting

Kelmer Middle East is responsible for the recording and maintenance of our client's accounting records in accordance with the Generally Accepted Accounting Practice in U.A.E. and the services include;

- 1) Bookkeeping/recording of all journal entries
- 2) Bank/Cash, Inventory and Intercompany reconciliations
- 3) Performing Logistic functions such as clearance of consignments and related documentation
- 4) Performing Accounts Receivables and Payables functions
- 5) Processing of clients employees' payroll through Wage Protection System (WPS), preparation of pay slips and calculation of gratuity as per the Dubai Labour Law
- 6) Finalization of annual Financial Statements ready for audit in compliance with the International Financial Reporting Standards (IFRS) and Geneally Accepted Accounting Principles (GAAP)
- 7) Analysis of business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.
- 8) Developing, maintaining, and analyzing budgets and as well as preparing periodic reports that compare budgeted costs to actual costs.



## Financial Consultancy

In collaboration with our partner Eurocom Investments LLC , our goal is to provide high quality financial market analysis and forecasting, and corporate services.

- 1) Financial market analysis reports (currencies, commodities, stocks, indexes and futures);
- 2) Exchange rate risk management and financial instruments detection;
- 3) Corporate Finance (organization, planning, financial plans, restructuring and reorganization)
- 4) Analysis and management of Bank/Corporate relationship
- 5) Monitoring of banking service related operations and consulting on loans and credit facilities
- 6) Bank account opening (individual and corporate)

## Real Estate Consultancy

The importance and the peculiarity of Dubai's real estate market requires specific administrative and legal support. Kelmer Middle East is able to assist its clients in real estate transactions by offering its professional competence and thereby helping them settle successful negotiations with parties involved. In addition to acting as an intermediate and preparing all necessary documents, we also assist our clients in drafting and managing lease agreements.

- 1) Consultancy on market trends and up-to-date regulations
- 2) Assistance and consultancy during the process of purchase/lease of the property
- 3) Assistance in settling real estate disputes

## Our Expertise

The key advantage of Kelmer Middle East is the sharing of know-how on a platform for other consultants and entrepreneurs who require an international approach. Our experience gathered over the years shows that in order to keep abreast with economic and legal developments on the international markets, it is necessary to adopt a dynamic and pragmatic method in order to provide clients with timely and long-lasting solutions.

## Our Vision & Mission

We measure our success by our clients' success. Kelmer Middle East, in an active synergy with its Group and its network of companies, aims to become the preferred one-stop-shop for its international entrepreneurs.





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