

We empower your Business



INSIGHT



PLAN



IMPLEMENT



MANAGE

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	<ul style="list-style-type: none">• Multiple agencies to address India entry needs• Legal compliance issues under various statutes• Business Structure relevant to Commercial Venture
Corporate Legal Support	<ul style="list-style-type: none">• Penalties due to lack of knowledge on rules and regulations• Drafting & Vetting of Contracts• Professional Advice at various phase
Transaction Processing	<ul style="list-style-type: none">• Setting up Appropriate Accounting Structure• Desire for better Finance & Accounts Control• Wide range of Statutory Compliance issues
Reconciliation	<ul style="list-style-type: none">• Challenges of managing the administrative staff• Critical but not focus area• Changing Regulations & knowledge updation Challenges
Revenue Management	<ul style="list-style-type: none">• MIS for Decision Making• Growth Pressure on HR & Finance Team• Administrative workload
Employee Data Management	<ul style="list-style-type: none">• Inaccurate Employee Data• Multiple Employee Profile• Labour Law Compliance challenge
Payroll & Employee Benefit	<ul style="list-style-type: none">• Affordability of full time Payroll resource• Accuracy & Business Control• Demotivated and Isolated resources
Statutory Compliance	<ul style="list-style-type: none">• Interdepartmental conflict• Confidentiality

CORPORATE LEGAL SERVICES

Hassle free India Business Establishment & Ensuring Compliance

We provide Corporate legal services including Company Secretarial services during various growth stages of our clients who belong to diverse sectors. Our clients range from entrepreneurial start ups to existing companies that are JVs, wholly owned foreign subsidiaries and professional Indian promoter driven. Our areas of expertise are :

- **India Entry Services**
- **Corporate Legal Services**
- **Foreign Trade Advice**

India Entry Services*

We facilitate India Entry for Foreign Companies, individuals, NRIs, PIOs and others to set up their commercial operations in India in terms of the **Foreign Exchange Management Act, 1999 (FEMA). Services include :**

- Selecting a suitable structure: Branch Office/ Project Office / Liaison Office / Wholly Owned Subsidiary / Joint Venture Company / Technical Collaboration / Limited Liability Partnership (LLP)
- FDI advice
- Negotiations and finalization of agreements (shareholder, JV, Technology Transfer agreements)
- Liaison with Government authorities for approvals
- Incorporation & Registration of commercial entity
- Post incorporation statutory registrations
- On-going Company Secretarial Services, on request

* Includes all legal support for establishing commercial entity in India by resident Indians



Sealed with experience and delivered with integrity

Foreign Trade Advice

Our end-to-end services involving regulatory advice, documentation and Government liaison for matters relating to Foreign Trade Policy

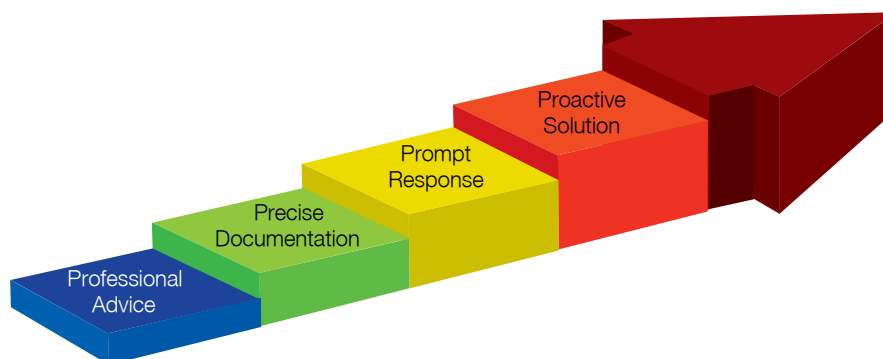
Customs regulations and RBI regulations under FEMA ensure optimum savings in taxes & duties :

- Registration Services - IEC Code, RCMC
- Customs duty optimization – EPCG, Advance Authorization, SFIS
- Special Export Oriented Schemes - STPI , SEZ

Corporate Legal Services

You can rely on our experienced legal team that offers both advisory and support services during the entire growth phase of the venture so as to ensure litigation-free business transactions. Just to enumerate a few :

- Drafting and vetting of agreements / legal documents
- Company Secretarial Services
- Issue based legal consultancy
- Legal Due Diligence
- Mergers & Acquisitions
- Takeovers & Amalgamations



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Your Trusted Corporate Service Provider

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FINANCE & ACCOUNTING

Augmenting your Finance & Accounts Team

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

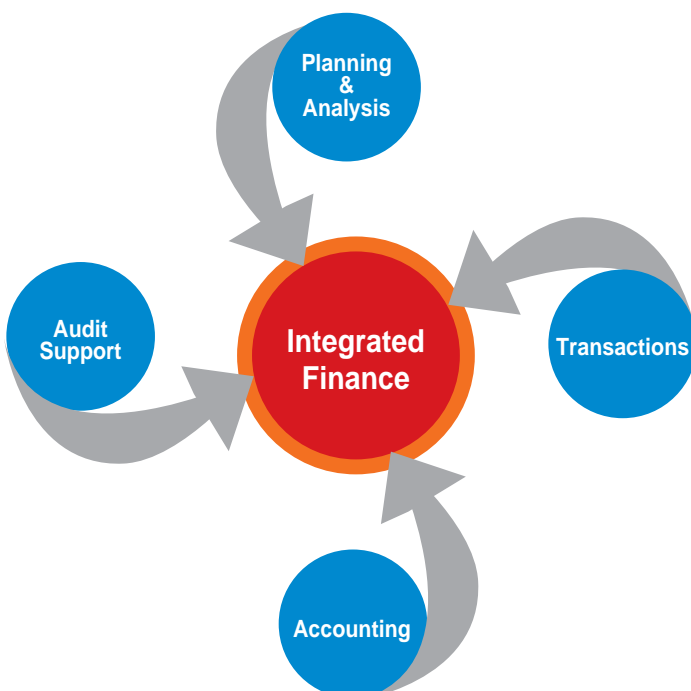
- Regular Tax Remittances – Income tax, Service tax, VAT, etc.,
- Timely Filing of Returns – eTDS, Service Tax, VAT, STPI
- Tax Advisory

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



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HR & PAYROLL SERVICES

Post Hire to Retire : Commitment to detail & accuracy

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 platform enables us to provide a superior and efficient service experience

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

Your Trusted Payroll Partner

Employee Retiral Administration

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

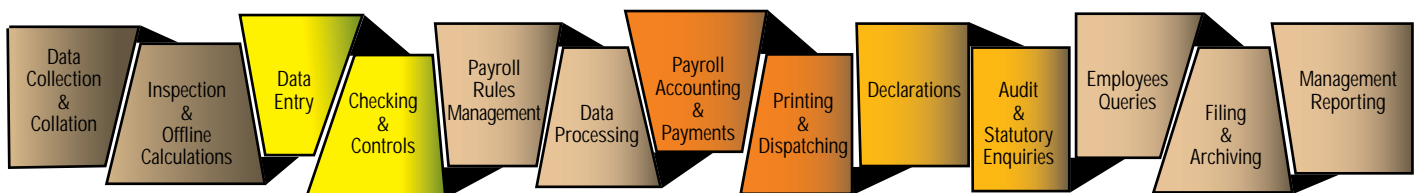
HR MIS & Analytics

- 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



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PROCESS & DATA DIGITISATION

Improves Productivity and Minimise Administrative Workload

We ensure that your business operates effectively and to do so the information needed is easily available.

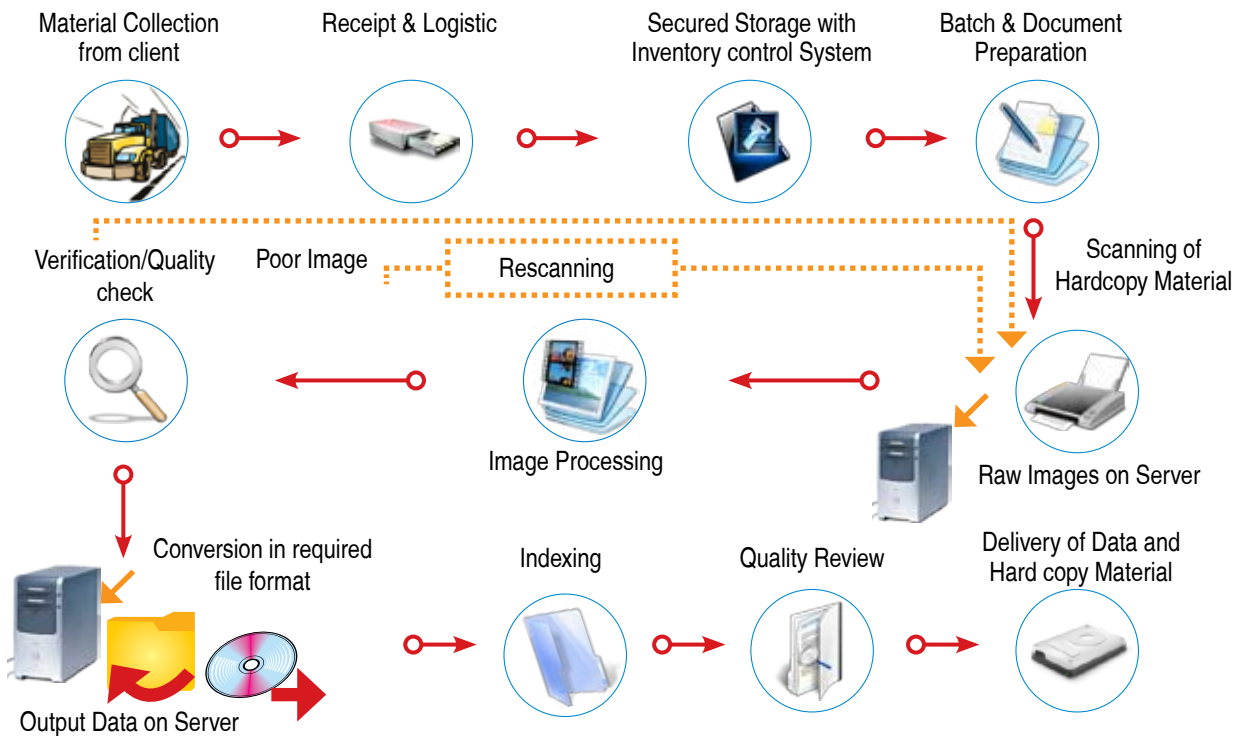
Do you face these challenges

- Unmanageable file and paper stacks
- Aging & Damage of physical documents
- Poor storage facilities – risk of loss
- Easy information access and security
- Large process times for approvals
- Sequential processing
- Difficulty in transportation
- Difficulty in working on processing service levels



We digitise the data to optimise your efficiency

Digitisation	<ul style="list-style-type: none">• Archiving and Retrieval• Indexing
Digital Processes	<ul style="list-style-type: none">• Coding• Scanning• Document Preparation



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OUR TEAM

Candor is powered by a set of entrepreneurs who are leaders in their respective domains. Our longstanding customer relations and zero client attrition demonstrate our ability to deliver process efficiencies and customer delight. Our single focus on operational excellence helps us to provide you with optimised cost, ability to scale and a capacity to manage your growth.



Umadevi S.Y. is a pioneer in the payroll outsourcing space and has over 16 years of experience in setting up and running HR & Accounting functions with a strong focus on Payroll & Statutory Compliance. Having spent more than 10 years in complex HR environment of manufacturing companies, she has developed deep insights into HR sourcing. She has been called upon in an advisory capacity by many solution providers to develop their payroll platforms, and is considered a thought leader in this space. She serves on the Board of a number of educational institutes and companies in diverse fields.

Uma has done her M.Com. & is a Gold Medalist in Business Taxation from Mysore University.



Namrata Shilpi brings over 15 years of cross functional experience in Business Process Management, Quality Control, Knowledge Management, Business Development and Web Solutions across companies like LG, Star and Indiainfo. With her previous experience as Management Representative responsible for ISO 9001 for Indiainfo she brings a strong process focus to the organisation, and has created a robust and consistent service delivery framework. In addition she provides leadership in this area as a director in a few start up software companies.

Namrata has graduated from Lady Shri Ram, Delhi University, has done her MBA from Spicer Memorial College Pune, Andrews University, Michigan.



S.C. Sharada adds immense value to the legal team, thanks to her management experience of over two decades in the corporate world. Till recently she was the Company Secretary of Buhler (India) Pvt. Ltd, a Swiss engineering company in Bangalore. She was responsible for corporate secretarial compliance, legal documentation, indirect tax and foreign trade policy matters directly collaborating with the legal team at Switzerland.

Sharada is a qualified Company Secretary and holds a Law Degree from the University of Bangalore. She has also completed a long-term Executive Education Management Programme from IIM-B and is an active alumni member of IIM-B.



Jayashri Murali with over 20 years of experience is the legal domain expert and plays an active management advisory as well as client servicing role. She has specialised in Corporate Law including Securities and Exchange Control Act and Foreign Exchange Management Act. Her most recent focus has been on commercial documentation for Mergers and Acquisitions, Joint Venture Agreements, Stock/Share Purchase Agreements and Technology Transfer/Collaboration Agreements. Earlier she was an Associate at AZB & Partners, Bangalore the No. 2 law firm in India with national presence.

Jayashri is a law graduate from the University of Madras, India and is a member of the Bar Association of Karnataka, India since the year 1984.



Balasubramanya R more popularly known as Shyam is a part of the leadership team focused on identifying new service lines and revenue opportunities across industries in the area of process digitisation and data management. He brings a wealth of experience from multi-national companies such as NetApp and Dell. He has a deep understanding of start up business and was instrumental in growing NetApp India from a team of 20 to 900 people. He has worked across areas such as creating the company's strategic vision for staffing, employee relations, training, compensation and benefits.

Balasubramanya holds a Masters degree in Computer Science from the University of Mysore and Post graduation certification in Human Resource Management from XLRI Jamshedpur.



Sanjay Sree has over ten years of wide range of experience in the UK and in key emerging markets. He has led the offshore team for GE Network Solutions, based in Bangalore, India. In this role he also formed strategic links with the business clients all over India. Prior to GE, Sanjay has held several senior positions in Sales, Business Development and Operations. With his out of the box thinking, excellent communication, marketing and networking skills, he has formed strong local and international relationships in India and the U.K

Sanjay holds a Bachelor's degree in Public Administration from the University of Mysore.



Santhosh Vedavyas comes with over 10 years of experience in Accounting, Taxation, and Audit. He brings in his functional expertise and experience in driving process improvements, controls, automation and building best practices in the areas of Finance and Accounting. In his last 6 years with Dell, he has been part of the finance team to witness the company grow from 1 city to 5 cities, from 2000+ employees to 14000+ employees. He provides strategic support on areas of Accounting, Audit, Taxation and Analysis.

Santhosh is a qualified Chartered Accountant and a B.Com Graduate with a Gold Medal from Kuvempu University.

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