

Overloaded with Work



You can hand it over to us
thereby enhancing your
process productivity and
HR & Finance efficiencies.

CANDOR

Candor Ethos

At Candor we believe in the **spirit of partnership** which requires integrity with openness, and in a successful, long term **Client Company:Specialist Infrservice Provider** relationship built on a foundation of ethical practices, transparency and respect for Client confidentiality.

Candor is a Client focussed Organisation in the **Business Process Outsourcing** domain. We are accessible and always available when needed, attending to issues & queries with patience & understanding. Infact

Needs Assessment : Disturbance Mitigation : Client Feedback

has been internalised and integrated into Candor's service delivery mechanism, which is Client tested & dependable.

Seamless Integration of Processes

Candor's services are designed to facilitate a Plug-n-Play environment and ensure seamless integration of Client Company:Candor processes. Moreover, Candor's Service & Process Delivery Model delivers:

**CERTAINTY
& PEACE OF MIND**

ACCURACY

**PERSONALISED
SERVICE**

RELIABILITY

**ON TIME /
EVERYTIME**

**COMMITMENT
TO DETAILS**

**QUICK RESPONSE TO
CLIENT QUERIES**

Candor's outsourcing service interventions are targeted at an Organisation's **Non-core : Critical Support** functions and towards this end we offer our Clients:

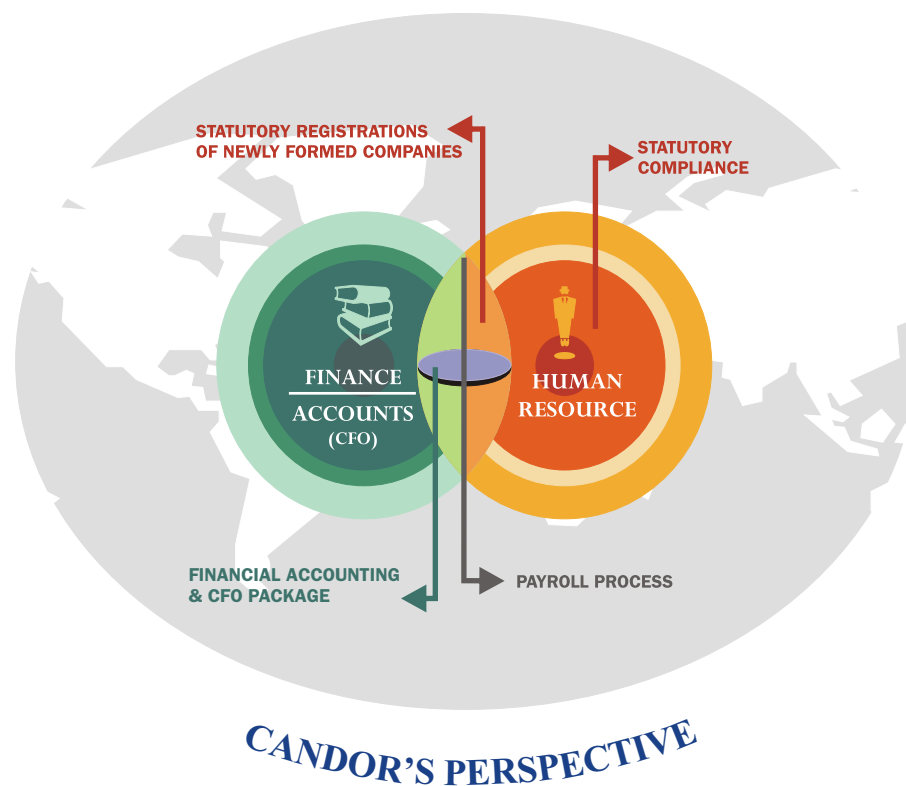
➤ A comprehensive, end-to-end **Payroll Processing Service Package** which extends itself to support and ensure Client compliance with the Company's payroll related statutory & regulatory obligations

➤ Conduct required Due-diligence & **Compliance Audits** for existing, running Businesses, carried out on a half-yearly/yearly basis as required

Spirit of Partnership

➤ A comprehensive **Financial Accounting & CFO Package**, which extends itself to support and provide the Client with customised MIS Reports, statutory compliance assistance and regular management/financial advise

➤ A comprehensive one-time service facilitating **Statutory Registrations & Licenses**, required under different State & Central Legislations, for fresh start-ups.



Candor Services
Client:Customer

The community of Organisations are part of an increasingly complex business environment, globally witnessing demanding governance standards accompanied by a sharp growth of National legislation & regulation. Given this reality business leaders & managers have to steer their individual ships through gale-force competitive winds, strategically positioned to avoid collision & capsizing, determine & build core competencies and that is not all.....

There are the governance issues.....the absolute & uncompromising necessity for Organisations to maintain accurate & up-to-date financial accounting & other data & records to meet the stringent fiscal & statutory-cum-regulatory requirements, not forgetting the investor community & other providers of capital.

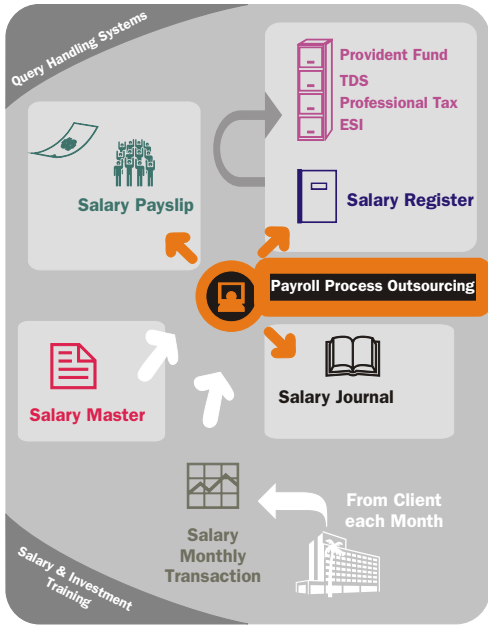
An organisation's Financial Accounting & Payroll Processing functions, impacted and influenced by legislative & regulatory imperatives are critical support pillars - the organisational engine rooms & navigation systems

Needs Assessment

which contribute, in no small measure, to keeping her on-course & in **steady state**. Candor's outsourcing service interventions have been packaged to ensure just such a balance in the governance ecology.

➔ Candor's end-to-end Payroll Processing Service Package

Extends itself to support and ensure Client compliance with it's payroll related statutory obligations. This is a monthly service and the processed outputs directly serve the needs of both the Client-Organisation and the Employee-Customer, calling for a commitment to detail & accuracy and the utmost respect for **Client:Customer** confidentiality. Candor understands it's responsibilities and our approach to this sensitive domain is based on our belief & commitment to the *spirit of partnership*. To further assist the Client:Customer, Candor's Query Management system, an integral part of the Payroll value proposition, has been set up for trouble-shooting & assist the Client:Customer in clarifying doubts concerning monthly payroll changes, Employee investments, Regulatory matters and any other payroll related issues.

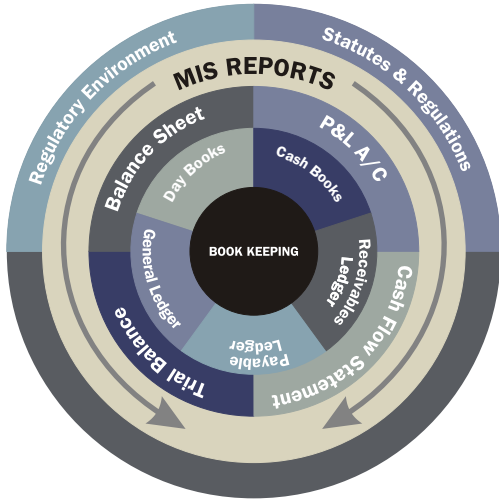


➔ Statutory Compliance

Statutory Compliance is to business what planned preventive maintenance is to a Factory, Aircraft or Ship and mileage determined servicing is to our motor vehicles - critically required to maintain steady operational state. This however, lends itself to a mountain of paperwork, demanding timelines, knowledge & familiarity with related Statutes & attendance to regulatory details. Attending to these issues leads to management distraction and statutory stress & anxiety.

Candor's commitment to and emphasis on **Needs Assessment : Disturbance Mitigation : Client Feedback** forms the very basis of our Payroll Service Package and facilitates a detailed understanding of the Client's payroll environment and contributes effectively to our approach to meeting Client expectations. Candor brings to the table unmatched experience & understanding of the

payroll environment, its importance to the Employee Customer, sound in-house knowledge of Regulatory requirements and process dynamics and in particular dealing with unstructured systems and inconsistencies. Above all we at Candor are approachable and always there when you need us most.



Financial Accounting

➔ Candor's Financial Accounting & CFO Package

Extends itself to support and provide the small business client with customised MIS reports, statutory compliance assistance and regular management-cum-financial advice. In today's fluid and competitive business environment, the common refrain is "My business is profitable though my cash positions are very stretched most of the time". He feels justifiably swamped by the legal & regulatory demands on a small, growing business which takes more than a fair share of his attention, leaving very little time for him to fulfil his role as 'Business Head'. His Accounts are prepared only to fulfil annual Statutory

Disturbance Mitigation



requirements without enabling relevant information flows and decision making. **Do you find yourself in this predicament?** Candor's CFO-Package has been specifically designed to provide you with much more than a set of Books of Accounts. We will ensure your Books are up-to-date, but we will follow through with relevant Reports to help you understand and control your business dynamics more efficiently. In fact our working capital management model will help you manage the business proactively. Moreover, today businesses are at the mercy of a plethora of Governmental Laws & Regulations and the Statutory ripples keep widening with each passing year. Organisations must however deal with & manage this complex legal environment which more often than not leads to statutory stress & anxiety, thus creating a drag on managerial time – today their most precious commodity. Candor's CFO-Package will give you the edge to manage and control the statutory requirements. In fact our support systems will ensure your Organisation is fully compliant. **No stress. No anxiety.**

➔ Statutory Registrations & Licenses

Candor's comprehensive one-time service facilitating Statutory Registrations & Licenses for fresh start-ups, required under different State & Central Legislations is the first step for the Entrepreneur. The Registration process is the first critical step in the business initiation process. Candor offers their Clients a hassle-free, one-time service package, leaving the Entrepreneur/Business Head with space & freedom to focus his energy & time on putting in place a sustainable business model.

Are you aware of your True Costs of performing these Support functions in-house?

BEWARE! These True Costs include critical though hidden **opportunity costs** which constrain your organisation's value generating capacities.

True Costs =

Direct Costs + Indirect Costs + Opportunity Costs



Recognise these **Opportunity Costs**, **Outsource** your **Support functions** and **Value Engineer** your **Revenue : Cost model**

THE PAYOFFS ARE HUGE! ➔

The Candor Approach

Candor provides its Clients outsourcing services. The success of our business model and good Client relationships is influenced by our Total Approach to business execution. From assessing Client requirements & preparing a business case to managing Client-specific transitions, Candor's approach is driven by Candor : Client needs to stabilise and continuously improve operational processes.

Candor's approach to service execution & client satisfaction is determined and driven by our commitment to:

Needs Assessment : Disturbance Mitigation : Client Feedback

Needs Assessment is important to each assignment and will, over time, facilitate **Disturbance Mitigation**, but it is how we manage the **Disturbance Mitigation : Client Feedback** loop which will contribute to perpetuating excellence in Client relationships and achieving seamless integration of Candor : Client Processes.

Advantages of identifying and determining Opportunity Costs.

Client Feedback

Team Candor

Jehangir Writer brings over 25 years of experience in the Service Sector focusing on Accounting & Finance, Systems & Processes.

Jardine Henderson, Darashaw & Co. and his two very successful start up ventures, he brings strong entrepreneurial values to his current portfolio as one of the Promoter/Director's of Candor.

Jehangir is a Postgraduate in Business Administration from Portsmouth University, U.K. and a Fellow Member of the Chartered Management Institute, U.K.

Umadevi has over 14 years of experience in HR & Accounting function covering Payroll & Statutory Compliance.

Having spent 10 years in the complex environment of BPL Ltd. & handling multiple clients for 3 years in Visbin Associates, her strong entrepreneurial spirit lead to the creation of Candor.

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

Namrata Shilpi brings over 11 years of cross functional experience in Business Process Management, Quality Control & Knowledge management.

With her previous experience as Management Representative responsible for ISO 9001 for Indiainfo she brings a strong process focus to the organization. Namrata has graduated from LSR Delhi and has done her MBA from SMC Pune.

Could lead to an important redirection of Organisational Resources

Additional Revenue Generation

Substantial Cost Savings



Outsourcing Solutions for your Company

If you think we can meet your requirements,
then please contact us at:

Candor Business Solutions Pvt. Ltd.

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