

卓佳服務簡介

最強商務後盾

關於卓佳

卓佳集團，為東亞銀行集團成員，是全球性之專業服務公司，提供綜合的商務、企業及投資者服務。卓佳作為最強的商務後盾，提供專業的商務支援服務，以便您能專注所長全力拓建本身的業務。

服務

卓佳的專業人員擅長於企業架構組建及相關諮詢工作，能夠提供全方位詳盡的服務，包括會計、中國業務開拓及諮詢、設立公司、企業管治及公司秘書、行政人員招聘及人力資源諮詢、招股上市及股份登記、資金、支薪庫務及信託管理，以及管理諮詢。

專業人才

卓佳的高級行政人員皆為國際主要會計師行及大型專業服務機構的前合夥人及資深專業人員。卓佳在全球十二個國家/地區共二十一個城市設有辦事處，員工超過一千四百人，能為客戶提供獨到及切合需要的高效解決方案。

客戶

卓佳的客戶遍佈各行各業，充份展示我們的強大實力。我們的客戶包括大部份在香港聯交所上市的公司、五百八十多間在新加坡及馬來西亞上市的公司、百分之三十五以上名列「財富雜誌」全球五百強企業的公司，以及眾多在全球市場營運的跨國公司和私營企業。

業務夥伴

我們與各界業務夥伴包括國際會計師行及律師行、大型投資銀行及私人銀行、財務及稅務顧問等等，保持緊密聯繫。這等策略性合作關係，使我們有實力為您提供專設的諮詢服務和嶄新的業務方案。

主要業務

商務服務

- 會計及財務申報
- 現金、資金及付款管理
- 人力資源及支薪管理
- 商務諮詢
- 貿易服務
- 系統方案

企業服務

- 設立公司及業務
- 企業管治及公司管理
- 上市公司及具名公司秘書服務
- 公司清盤、解散及結業
- 信託服務
- 公司法律程序文件代理人及委託交易服務
- 海外監管合規事務

投資者服務

- 招股上市
- 股份過戶登記
- 企業行動
- 公司重組
- 監票服務
- 股東通訊
- 公司網站設計、設立及更新

中國服務

- 設立法律及營運實體
- 年檢合規及檔案檢查服務
- 保管人及法律程序文件代理人服務
- 會計及財務申報
- 現金、資金及付款管理
- 人力資源及支薪管理
- 商務諮詢
- 系統方案

專業招聘

- 行政人員招聘
- 薪酬及福利諮詢
- 轉業及就業輔導
- 心理測試及管理
- 職系架構及職責諮詢

管理諮詢

- 策略管理
- 組織架構
- 人力資本
- 業務流程
- 變革管理

聯絡我們

有關卓佳服務詳情，請瀏覽www.tricorglobal.com網站或有任何查詢，請電郵info@hk.tricorglobal.com。

巴巴多斯 • 英屬維京群島 • 汶萊 • 香港 • 印尼 • 納閩島 • 澳門 • 中國大陸 • 馬來西亞 • 新加坡 • 泰國 • 英國



Member of BEA Group

Introduction to Tricor

The Business Enablers

About Tricor

Tricor, a member of The Bank of East Asia Group, is a global provider of integrated Business, Corporate and Investor Services. As a business enabler, Tricor provides outsourced expertise in business support functions that allows you to concentrate on what you do best – building business.

Our Services

Tricor professionals are experts in corporate structuring and advisory functions. Our professional specialists provide a comprehensive range of services including: Accounting; China Entry & Consulting; Company Formation, Corporate Governance & Company Secretarial; Executive Search & Human Resources Consulting; Initial Public Offerings & Share Registration; Fund, Payroll, Treasury & Trust Administration; and Management Consulting.

Our People

Our key senior executives are former partners and senior professionals from major international accounting firms and other professional firms. With over 1400 staff operating from 21 cities in 12 countries / territories, Tricor delivers high-performance solutions tailor-made to meet your needs.

Our Clients

Our extensive client portfolio demonstrates our strength and capabilities. Our client portfolio includes the majority of companies listed on the Hong Kong Stock Exchange, more than 580 companies listed in Singapore and Malaysia, over 35 per cent of the Fortune 500 companies, as well as a significant share of multinationals and private enterprises operating across international markets.

Our Business Partners

Working closely with our business partners, including international accounting and law firms, leading investment and private banks, and financial and tax advisers, we provide experienced consultancy services and develop innovative business solutions, specifically for you.

Our Main Services

- Business Services**
 - Accounting & Financial Reporting
 - Cash, Fund & Payment Administration
 - Human Resources & Payroll Administration
 - Business Advisory
 - Trade Services
 - Systems Solutions
- Corporate Services**
 - Company Formation & Business Establishment
 - Corporate Governance & Company Secretarial
 - Listed Companies & Named Company Secretary Services
 - Liquidation, Dissolution & Cessation of Business
 - Trust Services
 - Process Agent & Escrow Services
 - Overseas Jurisdictions: Regulations & Compliance
- Investor Services**
 - Initial Public Offerings
 - Share Registration
 - Corporate Actions
 - Company Restructuring
 - Poll Scrutineer Services
 - Shareholder Communications
 - Website Design, Set Up & Maintenance
- China Services**
 - Establishment of Entities & Operations
 - Annual Compliance (Examination) & Corporate Health-checking Services
 - Custodian & Process Agent Services
 - Accounting & Financial Reporting
 - Cash, Fund & Payment Administration
 - Human Resources & Payroll Administration
 - Business Advisory
 - Systems Solutions
- Executive Resources**
 - Executive Search & Selection
 - Compensation & Benefit Advice
 - Outplacement & Career Counselling
 - Psychometric Testing & Administration
 - Advisory Services on Grading Structures & Job Responsibilities
- Management Consulting**
 - Strategic Management
 - Organization Structuring
 - Human Capital
 - Business Process
 - Change Management

Contact Us

For more information about Tricor's services, please visit www.tricorglobal.com or email your enquiries to info@hk.tricorglobal.com.

BARBADOS • BRITISH VIRGIN ISLANDS • BRUNEI • HONG KONG • INDONESIA • LABUAN • MACAU • MAINLAND CHINA • MALAYSIA • SINGAPORE • THAILAND • UNITED KINGDOM

Copyright © 2009 Tricor Services Limited. All rights reserved.