

The Business Enablers



Hong Kong



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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.

About Tricor

Tricor has built its reputation and professional expertise through the acquisition of certain practices from major international accounting and professional firms as well as through organic growth and development. Tricor offices are located in Hong Kong (Head office), Barbados, British Virgin Islands, Brunei, Indonesia, Labuan, Macau, Mainland China, Malaysia, Singapore, Thailand and the United Kingdom.

We 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.

We use the very latest technologies and systems to deliver to you fast and efficient services, with processes and mechanisms tailor-made to your needs. 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 and develop innovative business solutions, specifically for you.

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.

Outsourcing business support and corporate compliance functions to our specialists removes your company's administrative burden, saves high staff expenditure, provides in-depth knowledge of intricate rules and regulations, and delivers cost effective and efficient management of time-sensitive and confidential transactions.



Tricor Business Services offers efficient, effective and professional advisory and support services. We deliver seamless solutions to address issues in finance and accounting, human resources and administration to ensure the adoption of best practices in your business.

Business Services

- Accounting & Financial Reporting
- Cash, Fund & Payment Administration
- Human Resources & Payroll Administration
- Business Advisory
- Trade Services
- Systems Solutions



Accounting & Financial Reporting

Making sound business decisions in a changing business environment demands accurate and reliable financial reporting. Tricor provides comprehensive technical and practical assistance in all aspects of the accounting function.

- Bookkeeping and maintenance of accounting records
- Provision of customized management reports
- Provision of accounting software packages
- Preparation of monthly, quarterly or annual financial statements
- Preparation of budgets
- Performing comparisons and analyses of financial ratios and key financial indicators
- Secondment of accounting professionals for specific projects

Cash, Fund & Payment Administration

Whether you are a small or medium-sized enterprise or a multinational corporation, our cash, fund & payment administration services ensure better internal control over your company's funds.

- Administration of cash funds
- Cash forecasting and processing of accounts receivables
- Account signatory services to arrange settlement of your company's payment obligations

Human Resources & Payroll Administration

Tricor's dedicated team of professionals, supported by proprietary information technology systems, can look after your time-consuming tasks in human resources and payroll administration.

- Tailor-made solutions for specific needs
- Specific functions or the entire human resources operation such as payroll, provident and retirement funds, tax reporting, leave administration, etc.
- Compliance services relating to taxation, social security and retirement/pension funds in any jurisdiction

Business Advisory

Tricor provides assistance for business start-ups and development:

- Formulation of comprehensive business plans and detailed financial projections
- Preparation of periodic forecasts of costs, profits and cash flows
- Re-engineering and re-organization

Trade Services

In international trade you can rely on Tricor to look after your trade activities and administration. Our established network of partners in the financial and professional services ensures the delivery of the most suitable structures for trading operations.

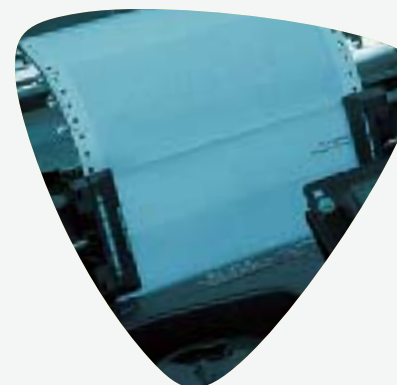
Supported by sophisticated in-house system facilities, our services include:

- Billings, invoicing and preparation of import/export documents
- Issuance and negotiation of documentary credits
- Arranging of cargo insurance
- Handling of trade documentation to facilitate movement of goods and negotiation of bills of exchange

Systems Solutions

Tricor supports you in the review of your business operation and the design of alternative systems to streamline operations, increase efficiency, or reduce overhead costs.

By subscribing as a 'System Link' user, you will be able to access our integrated financial system to obtain information on your general ledger, accounts receivable and accounts payable; make online enquiries and order up-to-date reports.



Tricor Corporate Services offers integrated, tailor-made packages to both listed and private companies. Our knowledge and understanding of the latest statutory and regulatory requirements empower us to look after your company with world class services, whether these be routines such as corporate governance and ongoing company administration, or special undertakings such as corporate restructuring or setting up of trusts.

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



Company Formation & Business Establishment

Whether you want to establish a company in Hong Kong or other offshore jurisdictions, our experienced professionals can advise and assist.

- Advice on the type of business entity and the appropriate corporate structure
- Registration of business entities as required by Hong Kong legislation and other regulatory regimes

Corporate Governance & Company Secretarial

You can entrust our experts to deal with your corporate governance, ongoing company administration and annual statutory and regulatory compliance in Hong Kong and other jurisdictions. Our services include:

- Efficiency reviews of company secretariats
- Advice on corporate restructurings and best practices of governance standards
- Dealing with corporate actions relating to memorandum and articles of association, directors, secretary or auditors, corporate name, meetings and others
- Provision of facilities such as registered office, resident secretary, independent directors, authorized representatives, process agent services, and others
- Maintenance of statutory registers and records
- Handling of employment visa applications

Listed Companies & Named Company Secretary Services

Tricor offers a comprehensive suite of services for listed companies, from corporate restructuring prior to floatation to assisting listed issuers in continuing compliance with statutory and listing rules requirements. Where necessary, listed clients can appoint our qualified executives to act as Named Company Secretary to oversee all regulatory compliance, including:

- Publication of corporate financial results
- Handling of share repurchase and issuance of mandates
- Setting up of a corporate governance framework and related practices for listed issuers in compliance with regulatory requirements
- Advice on best practices and operational procedures in relation to meetings, casting of votes, chairman scripts and investor relationship
- Establishment and maintenance of Registers/Index Books and handling of all other matters in compliance with the Securities and Futures Ordinance

Liquidation, Dissolution & Cessation of Business

When you wish to suspend or cease business of your company, we can help in:

- Dealing with the liquidation process and acting as liquidator
- Handling of deregistration and withdrawal of licences
- Application for dormant status for Hong Kong companies
- Advising on the closing down of companies/branches and attending to related matters

Trust Services

In close collaboration with tax and legal advisors, Tricor can assist you in setting up personal wealth management structures in various forms of trusts in a safe and tax efficient manner. We provide trust administration services and can act as trustee for selected trusts.

Process Agent & Escrow Services

- Tricor provides process agent services to accept service of legal process on your behalf
- Tricor also provides escrow services

Overseas Jurisdictions: Regulations & Compliance

Tricor provides all necessary information and assistance for your investments in or through popular overseas jurisdictions.

Tricor Investor Services offers innovative total solutions for all corporate and investor related issues. Representing the majority of companies listed on The Stock Exchange of Hong Kong Limited, we assist your listed company to maintain statutory registers and better manage shareholder relations, disclosures and corporate governance compliance.

Investor Services

- Initial Public Offerings
- Share Registration
- Corporate Actions
- Company Restructuring
- Poll Scrutineer Services
- Shareholder Communications
- Website Design, Set Up & Maintenance



Initial Public Offerings

When your company goes public, it is essential to have the best professional support throughout the Initial Public Offering (IPO) process. Tricor, as one of the leading investor services providers, has an outstanding track record in providing full support for IPOs, especially for large-scale projects. Our professionalism and capabilities in this regard have been fully demonstrated in some of the best-ever received IPOs in Hong Kong.

Share Registration

In addition to IPO support, Tricor offers you a comprehensive range of services from share registration and transfer to maintenance of the various statutory registers. Our services include acting as:

- Principal/Branch share registrar
- Warrant registrar
- Transfer agent

Corporate Actions

Tricor also supports you in ongoing company operation and development, including:

- Annual general meeting and/or special general meeting
- Rights or bonus issue of shares/units/warrants
- Payment of cash/scrip dividends
- Placement or removal of shares
- Repurchase and cancellation of shares/units/warrants
- Consolidation/Subdivision of shares/units
- Re-classification of shares
- Distribution in specie
- Open offer of shares/units/warrants
- Share options and maintenance

Company Restructuring

In the event of company restructuring, we offer you special and tailor-made share registration services specific to the nature of the restructuring such as spin off, privatization, capital reduction or merger and takeover, etc.

Poll Scrutineer Services

We act as scrutineer for poll voting at various meetings or on special occasions, in compliance with requirements of the Hong Kong Stock Exchange.

Shareholder Communications

It is of paramount importance for listed companies to maintain timely and effective communications with shareholders/unitholders/warrantheolders and the public. This is a crucial aspect of good corporate governance, and part of the statutory and regulatory regime. We assist in the following areas:

- Annual, interim and quarterly reports
- Company circulars, brochures and newsletters
- Online enquiries from your company and your shareholders/unitholders/warrantheolders
- Public hotline enquiries

Website Design, Set Up & Maintenance

We assist in the design, set up and maintenance of your company website and support the publication of statutory and regulatory corporate communications onsite, in compliance with requirements of the Hong Kong Stock Exchange.

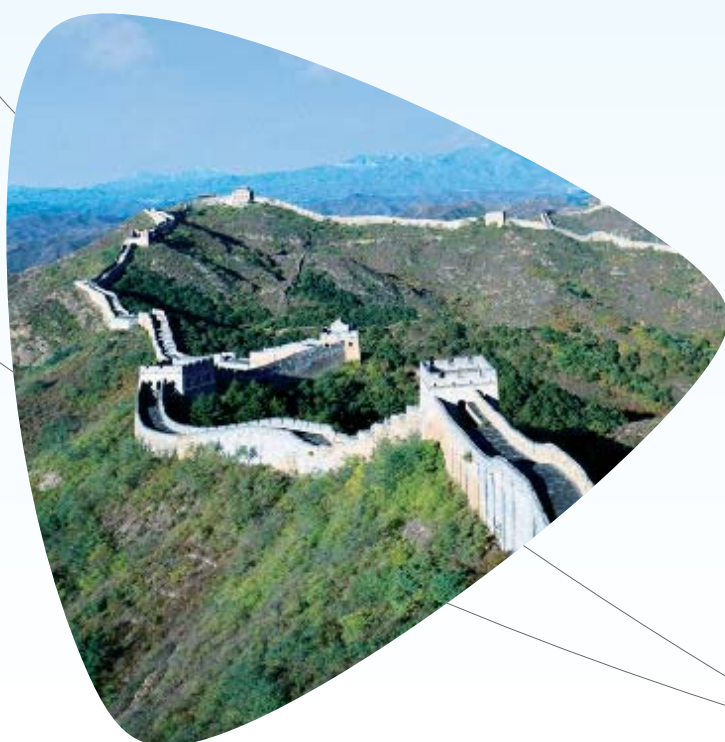


Tricor China Services specializes in guiding investors to navigate the vast China market, where business conditions and industry specific requirements may vary from province to province. Our China Services professionals provide expert advice and assist you in setting up and maintaining a variety of business entities in the Mainland.

We have dedicated manpower resources in Beijing, Hong Kong, Macau, Shanghai and Shenzhen. In collaboration with legal and financial advisers, Tricor specialists assist you in choosing the most appropriate solutions to support your Mainland China operations while providing maximum flexibility and scalability to those operations.

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



Establishment of Entities & Operations

Tricor advises and assists you in setting up your business entity and operations in Mainland China according to your needs, the requirements of the business sector, and the latest regulations of the local government authorities.

Foreign investors, in general, can set up:

- Foreign Investment Enterprises (FIEs), which include Wholly Foreign-owned Enterprises (WFOEs) and Joint Ventures (JVs)
- Representative Offices (ROs)

Annual Compliance (Examination) & Corporate Health-checking Services

Tricor assists with and co-ordinates the Annual Examination Return for FIEs with reference to the required corporate documents and audited accounts.

Tricor also conducts health-checking of FIEs and ROs through inspection of corporate documents and advice on outstanding issues and follow up actions. With this process, you could judge if your business entity has complied with all statutory reporting procedures and is properly run.

Custodian & Process Agent Services

Tricor provides custodian services for safekeeping of all official stamps and important documents of FIEs and ROs. We also offer process agent services to accept service of legal process on your behalf.

Accounting & Financial Reporting

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Systems Solutions

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Tricor Executive Resources, the former search and selection practice of PricewaterhouseCoopers, has over the past 25 years built an unrivalled reputation based on providing the highest quality search and selection services supported by in-depth specialist resources and expertise.

Executive Resources

- Executive Search & Selection
- Human Resources Consulting
- Compensation & Benefit Advice
- Outplacement & Career Counselling
- Psychometric Testing & Administration
- Advisory Services on Grading Structures & Job Responsibilities



We are a leading search and selection specialist assisting organizations in the appointment of high calibre candidates to fill senior management level positions. Our team has extensive experience in successfully completing search engagements across a wide spectrum of management disciplines and in a diverse category of business sectors.

Executive Search and Selection

Tricor Executive Resources utilizes in-depth research, intense sourcing and a highly focused approach in the identification of qualified candidates within the appropriate industry sectors.

Qualified candidates are generated from targeted industry searches conducted locally, regionally and internationally in conjunction with Tricor's comprehensive database of candidates and extensive network of referrals in the market.

Our proven track record also includes international and cross-border recruitment for positions based in China and across the Asia region for renowned as well as newly established multinational organizations.

Our specialist team of experienced consultants provides a range of practical and innovative solutions to help you source the right talent to meet your business objectives, with expertise that includes:

- Breadth of management knowledge and specialist information to assist in the selection of key executives
- Up-to-date knowledge of the recruitment market across many industries and sectors
- An independent assessment of the job and candidate specifications and related organizational issues
- Expertise in market availability and remuneration packages for both local and expatriate appointments in Hong Kong, Mainland China and the Asia region
- A proven history of developing strategic long-term relationships through meticulous attention and professionalism at every stage of the recruitment process
- Flexibility in providing both search and selection services that meet your recruitment needs

We provide services to a wide array of industry sectors, including:

- Advertising, Media, Communications and Public Relations
- Banking, Financial Services and Insurance
- Non-profit Organizations and Professional Bodies
- Consumer Products (FMCGs)
- Healthcare and Pharmaceutical
- Hospitality and Leisure
- Information Technology and Telecommunications
- Professional Services (Architecture, Legal, Consultancy)
- Property Development, Investment and Management
- Retail and Distribution
- Infrastructure, Shipping and Logistics
- Manufacturing and Trading

Related Services

In addition to Executive search and selection, we also offer related human resources consulting and advisory services such as interim executive management and contract recruitment; appointment of non-executive directors; executive coaching and leadership skills assessment; recruitment outsourcing; advice on competitive compensation and benefit packages; outplacement and career counselling; succession planning and career development programs; advice on grading structures and job descriptions and psychometric testing and administration.



Illustrative Clients

Tricor's 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 number of multinationals and private enterprises operating across international markets.



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