



PLBrasil Group offers BPO - Business Process Outsourcing services, **including Accounting, Tax, Financial and Payroll areas**, with the same competence and effectiveness that made us a reference in paralegal services.

By combining modern technological tools with a highly qualified team, PLBrasil Accounting & Finance continuously seeks to offer **ideal solutions** with the highest level of reliability to our clients.

Our role is to add **quality and efficiency** and increase focus on activities of greater strategic value to your business. That's our commitment. Our range of **solutions in accounting outsourcing services** is broad and meet each of your needs.

Accounting and Bookkeeping Services

- Analysis and classification of accounting records;
- Preparation of financial statements;
- Reconciliation of ledger accounts;
- Preparation and online delivery of Digital Bookkeeping - ECD;
- Preparation of USGAAP x BRGAAP comparative reports;
- Auditing support.

Tax Compliance

- Monthly calculation of direct and indirect taxes required according to the business purpose and client transactions;
- Monthly calculation of taxes and withholding contributions on services purchase;
- Filing and online delivery of accessory tax obligations;
- Analysis and recording of incoming and outgoing invoices;
- Support to audits and inspection.

Payroll Advisory

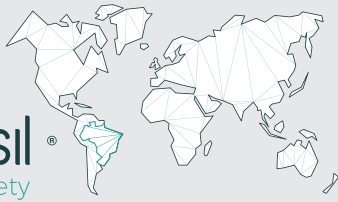
- Payroll calculation and processing ;
- Issuance of payroll receipts;
- Review of payroll calculation;
- Calculation of social security and labor charges levied on payroll;
- Preparation of documentation related to the admission of new employees;
- Preparation and delivery of payroll-related accessory obligations including eSocial.

Financial Advisory

- Execution of Treasury routines;
- Processing of Accounts Payable (AP) and Accounts Receivable (AR);
- Financial reconciliation involving the closing of payables and receivables;
- Preparation of aging lists.



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Health&Safety



PLBrasil Group main goal is to **support clients to build positive economic cycles**, having Occupational Health and Safety (OHS) as **fundamental values**, providing employees a **safe working environment** and a better quality of life.

In line with this principle, we created **PLBrasil Health&Safety**, a service that encompasses a set of technical, medical and educational measures aimed at preventing occupational accidents and work-related diseases, **protecting** employees' physical and psychosocial integrity.

With a **highly qualified team**, we offer to our clients advisory on meeting legal requirements related to Occupational Health and Safety (OHS) as part of their **risk management strategy** regarding changes in labor law and protection of their staff.

Our performance is designed to integrate our clients' business, always seeking to exceed their expectations and delivering with great excellence the services hired.

Environmental Assessment

Quantitative monitoring of noise, vibration, thermal stress, humidity, dust, gases and other chemical agents exposure by using state-of-the-art equipment.

Social Security & Labor Law Advisory

Tailored services to each client to identify applicable Regulatory Standards and Normative Instructions, as well as management and implementation of solutions. Meeting all requirements from OHS and eSocial tables and events.

Trainings

Guidance on Internal Committee for Accident Prevention (CIPA), Regulatory Standards, namely: NR-10 (electricity), NR-12 (machinery and equipment), NR-35 (work aloft), first aid, fire brigade, development and leadership, inter alia. Trainings are held on-site (open and in-company classes) and on-line.

Quality of Life & Wellness

Integrated execution of legal requirements through incentive initiatives, such as: workplace exercise, nutritional consultancy, running and hiking groups.

Service Coverage throughout all Brazilian Territory

Health exams available in all capitals and main cities, additionally to the establishment of new partnerships to meet the needs of each client.

Lectures

Lectures for Internal Week for Prevention of Labor Accident (SIPAT), corporate events focused on health and safety, and commemorative days.



PARALEGAL SERVICES •

Since its foundation, PLBrasil Group offers impeccable paralegal services, always performed **prompt and efficiently**, reducing bureaucracy in companies and offices.

The solutions allow optimizing internal areas, reducing the time for carrying out process, and - often - reducing costs.

Adding quality, efficiency and increasing the business focus on activities of greater strategic value for your company. **This is our role.**

The range of paralegal solutions is **wide** and covers company's needs.

Legal representation

Acting, as legal representative, for: (I) foreign investors and non-resident members of councils, (II) international bidding and joint ventures, (III) administrator/director of Brazilian companies.

Digital certification

We are qualified for issuing all types of Certisign's digital certification.

Governmental bodies

Obtaining data records, registries and licenses required for incorporating and to settle your company in Brazil, including operation permit.

Administrative, court and property certificates

Obtaining, monitoring and renewing certificates for audit, due diligence and public bids.

Virtual or fiscal address

Assignment of address for organizing companies in Brazil, in the cities of São Paulo and Rio de Janeiro.

Filing with all trade boards and notary offices

Filing of corporate minutes of meetings, amendments, journals and books with all trade boards and notary offices.

Central Bank of Brazil

Registries with SISBACEN (IED and ROF) to allow entry or remittance of funds from/to abroad, as investment and loans with foreign companies, remittances of profits, return of capital, among others.

Radar – Siscomex

Obtaining the Federal Income's foreign trade system license, to enable import/export of products.



PLBrasil group offers **high-level** translation services, with **quality and punctuality assurance**.

PLBrasil group's translation staff is highly qualified for translating the most **complex** and bureaucratic documents, counting on **prepared and experienced professionals** that comply with the highest **ethical standards** and committed to time terms and quality level.

The translation service is performed in **many different languages**, adjusting the wording to your **company's profile**, including the possibility of **sworn translation**, if required.

TRANSLATION SERVICES •

- **Technical** translation
- Translation of **contracts and other documents**
- Translation of **documents in general**
- Translation of **websites**





PLBrasil group offers **quality infrastructure** for your company and to welcome your clients, with **complete services**. Besides practical contracting, PLBrasil's coworking is extremely **well located**, in the heart of São Paulo city, near to Pateo do Collegio.

Coworking provides a high quality furniture, **large and comfortable rooms** (private or collective), **high-speed internet**, meeting rooms. These services may be contracted per hour, day or month, easily and according to your need.

CHECK THE ADVANTAGES OF PLBRASIL'S COWORKING •

- Complete and **comfortable** workstations;
- Private rooms with **acoustic insulation**;
- Fast internet connection;
- Front desk and Telephone Service Center;
- Tailored **lockers** for your belongings;
- Conditioned air;
- Printing services;
- Security;
- Lease of **computer**;
- Every **administrative convenience** for your business.

