



**BIZLATIN**  
**HUB**

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Helping companies to do business in Latin America by providing comprehensive Market Entry Services and a full suite of multilingual Back Office Services.

# About Us

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The Biz Latin Hub group was established in 2014 to assist both local and foreign companies doing business in Latin America, by providing comprehensive Market Entry Services and a full suite of multilingual Back Office Services.

The companies are owned and managed by an experienced team of local and expat professionals, dedicated to assist our clients in navigating their way through the complexities of the Latin American business environment.



# Market Entry Services

We offer a “one stop shop” of market entry and back office support services for companies considering exporting to or setting up in new markets in the region.

**Enquiry Services** – An Initial market consultation service with one of our Market Entry Specialists in order to better understand your needs and objectives within the region.



**Ad-hoc Consultancy** – Let us know how else we could help you! We can leverage our existing Biz Latin Hub experts to help design optimum structures and locate the right professionals to drive your business forward, at both Regional or Local level.



**“Biz Hub” Business Centre Services** – Access to desk space and/or private office facilities for your temporary or long-term requirements.



**Market Research** – Access to on the ground market knowledge and support in order to understand the local market and key business drivers; thereby identifying competitors and optimal routes to market for your products/ services.



**Event Management Services** – Event and marketing services through holding targeted events, media strategy development and product promotion



**Market Development Visit** – Maximize your time and effort visiting key market leaders, industry experts and customers with a structured and customized visit program designed by us.

# Company Formation

We offer a full range of management resources for your organization to help in pursuing your business goals.

**Company Constitution** – Preparation and registration of company incorporation documents.



**Corporate Governance** – Drafting and review of corporate documents, resolutions, contracts and lease agreements.



**Legalization of Company Books** – Creation of the official company books.



**Legal Representation** – Local legal representative services.



**Company Fiscal Domicile** – Provision of local mailing address.



**Regulatory Approvals** – Identification and management of required license and permit processes.



**Company Tax Registration** – Company registration with the local tax authorities and obtaining Unique Tax Reference number.



**Others** – General advice in company formation and business set-up.

# Accounting Outsourcing

We offer a full range of accounting outsourcing services so you can focus on your core business.

**Book Keeping** – Management of company accounting books and registries, payment and invoicing management services.



**Invoicing Management** – Administration of invoicing process and payment transactions supports.



**Payroll Processing** – Management of company payroll, including calculation and payment of staff salaries and company benefits.



**Financial Reporting** – Preparation and delivery of financial and management accounting reports as per client requirements.

**Tax Management** – Preparation and submission of monthly and annual tax declarations to the local tax authorities.

**Others** – Provision of specialized accounting and taxation advice.

# Financial Management

Based on an experienced and highly qualified team, we provide planning and controlling services to contribute to the growth of your company.

**Auditing** – Completion and/or implementation of auditing services and practices.



**Offshore Financial Services** – Establishment of offshore structures and accounts.

**Banking Assistance** – With opening Company Bank Accounts and Securing Business Credit Facilities through leveraging existing relationships with local banks and financial providers.



**IFRS Implementation** – Implementation and management of accounting records in accordance with International Financial Reporting Standards.

**Risk Management** - Guidance with using financial derivatives to hedge against variations in exchange and interest rates.



**Due-Diligence** – Independently evaluating KPI's of company M&A transactions such as working capital, new debt and EBITDA.

# Legal Services

We have an experienced and highly capable legal team that can help you with all the legal matters related to your business.

**Notarial Procedures** – Managing legal procedures carried out at local notary offices.



**Labor Law** – Assistance on employment decisions, contracts and confidentiality agreements.



**Corporate and Commercial Law** – Drafting and review of corporate documents, resolutions, contracts and lease agreements.



**Professional Debt Recovery and Collection Services** – Services only provided in certain countries.



**Litigation and Negotiations** – Management of commercial litigation and negotiation matters.



**Liquidation Services** – Management of company liquidation procedures.



**Due Diligence** – Research on the legal status, validity and good standing of companies, individuals or mining rights as per requirements.



**Mining Legal Services** – Full suite of legal services covering; mining contracts, investment agreements, mining concession and licenses.



**Others** – Provision of other general and specialized legal advice.



**Visa process** – Personalized Immigration assessment and management of the entire visa application process.



# Mining Legal Services

We have an experienced mining legal team that can deliver specialized legal support for mining operations.

**Due Diligence** – Researching the legal status, validity and good standing of mining rights, including terms, obligations and penalties.

Researching the ownership status of mining rights, according to the mining authorities and public records.

Research and assessment of environmental and social obligations, and existing issues associated with the mining rights.

Financial audit of mining right holder, including confirmation of liabilities and financial obligations.



**Permitting Processes** – Review of permitting options, timelines, costings and risks.

Management of processes to obtain operational, environmental and health & safety licenses and mining permits.

Liaison with the local, regional and national mining authorities.

**Mining Right Management Services** –

Management of mining right obligations, including mandatory declarations and payments.

Ensuring compliance with all current and future mining and environmental regulations, and community obligations.

Review and preparation of project documentation.





# LATAM Security Solutions

LSS is a proud member company of Biz Latin Hub and is a boutique Security Company focused on the provision of Security, Investigation, Intelligence and Training Services.

**Due Diligence** – Individuals and companies.



**Business Intelligence** – Competitor and market analysis.

**Investigations** – Fraud, thefts and bespoke investigations.



**Risk Mitigation** – Crisis management and contingency planning.

**Polygraphs** – Pre employment screening and post event investigation.



**Security** – Information, staff, assets and VIP protection.



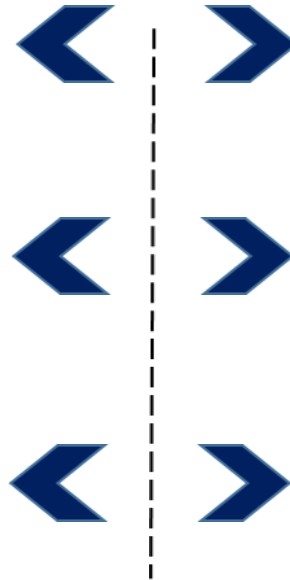
# LATAM Real Estate

LRE is a proud member company of Biz Latin Hub and is a boutique provider of Real Estate and Relocation Services.

**Real Estate Services** – Complete Residential and Commercial Real Estate Services.

**Property Purchase** – Personalized support with finding and purchasing property in Latin America.

**Property Rentals** – We can offer a wide variety of furnished apartments, offices, and commercial spaces for both short and long term rentals



**The Latin American Market** – Our highly professional and experienced local team are able to help you understand all facets of the local property market

**Relocation services** – Complete and hassle free End to End Relocation service.

**General Advice** – Our experts will guide you with everything you need to get established in Latin America. (healthcare, transportation, education, etc.)

# Southern Cross Recruitment

SCR is a privately owned executive-search firm offering both “Sub-Contracting” and “Head-Hunting” services to our clients within both the Natural Resources and Technology Sectors.

**Executive Recruitment** – Our highly experienced team works closely with our clients to ensure that we provide a personalized and end-to-end executive recruitment solution. We deal with permanent positions, temporary assignments and contracts.

**Natural Resources Recruitment** – We are market leaders in the provision of recruitment services for the emerging junior and mid cap mining companies. Based on our vast industry knowledge and contacts, we are able to source the very best talent within the market.



**IT Recruitment** – We have over 10 years experience in recruiting SAP and other IT professionals, and have access to more than 50,000 candidates across the Latin American region. We have fast response times and rates commensurate with the budget and needs of our clients.

**Background checks** – Our investigators are able to customize background checks/ investigations to meet the clients budget, time-line, and industry needs.



# Technology Services

We provide a full-suite of technology services to ensure that our clients are able to present themselves professionally with a well developed and a functional webpage, supported by extensive search engine optimization (SEO) to ensure that existing and new customers are able to quickly locate their services.

**Webpage** – Webpage Design, Creation and Maintenance.



**SEO - On - Page Review** – Including both Keyword Research and Optimization of Metatags.

**SEO - Point Zero Report** – Creation of a Technical SEO Baseline Report.



**SEO - Content Opportunities** – Development and Generation of website content.

**SEO - Technical Audit Report** – Including a technical and meta-tags review, assessment of webpage content, the site architecture and a complete page speed analysis.



**SEO - Off - Page Review** – Guidance and management of Off-Page and link building strategy.



Kodiak Services Partnership is a private Canadian-owned company dedicated to providing Wireline services to the Oil and Gas industry. It currently operates in Canada, U.S.A., Colombia, Ethiopia and Mexico. Biz Latin Hub provides payroll, tax, accounting, financial and administrative support services to Kodiak's Colombian branch. We have established a formidable working relationship with Kodiak as a result of our extensive experience operating in Colombia.

The logo for JE, consisting of the letters "JE" in a bold, black, sans-serif font inside a white square with a black border.

Jacaranda Education is a civic organisation engaged in the cyclical process of continuous learning and its application within the education and economic sectors for social and economic impact and development. The British run organisation receives Government funding, as well as cooperating with various NGOs across the globe. Biz Latin Hub provides administration, accounting and legal support in the Mexico and Latin America, offering flexible, reliable and integrated solutions tailored to the client's needs.



Loyal King Peru (LKP) is a private Australian-owned company and leader within the Peruvian mining industry; an industry currently with great development in Latin America. At Biz Latin Hub, we provide LKP with support in the elaboration of contracts and agreements, management and updating of licences, contracts for foreign employees, payroll and taxation services, accounting, finance and the translation of documents, among other back-office services. Thanks to our high quality services, LKP trusts in us.

## PB Services

PBS have provided prompt cost effective back office services from the Peruvian legal and fiscal and the ASX compliance perspectives. PBS staff are experienced and dynamic in their approach to service and results with emphasis on understanding a client's scope of work and the deliverables required"

**Nicholas Shakesby** - Owner, LKI Exploration & Mining Consultants & Investors

## CB Services

"The chaps in CBS were very helpful in setting up my company and obtaining my VISA. They took care of everything and made the whole process very simple with minimal fuss for a very competitive fee. Will use their services in the future and recommend anybody wishing to do business here in Colombia to use them to save time and take the stress out of things."

**Karl Matson** - Owner, Matson Associates

## Clients Testimonials



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## MB Services

"MBS has brought both security and stability to the organization through its range of business administration services and solutions. The team is knowledgeable, reliable and always reachable providing the quality of service that is so valuable in the Mexican context. MBS is a great resource for any small and medium sized organization navigating the Mexican system and one that I am constantly recommending to my clients."

**Jacaranda Education S.C.**



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### **Southern Cross Recruitment (LATAM)**

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Contact Us





**Mexico**

**Panama**

**Belize**

**Colombia**



Market Entry Support

Accounting, Financial & Tax  
Services

Legal Services

Offshore Company Formation

Security & Investigation Services

Recruitment

Technology Services

Real Estate Services

**Peru**

**Chile**

**Argentina**