



**Latin America's Leading  
Provider of Commercial  
Representation and  
Back-Office Services**



**BIZLATIN  
HUB**

[www.bizlatinhub.com](http://www.bizlatinhub.com)



# OUR HISTORY

The Biz Latin Hub group was established in 2014 to assist both local and foreign companies doing business in Latin America, by providing a full suite of multilingual Commercial Representation and Back-Office Services. The group is owned and managed by an experienced team of local and expat professionals, dedicated to assisting clients in navigating their way through the complexities of the Latin American business environment.

The Biz Latin Hub group's value proposition is intrinsically linked to our ability to bridge the professional gap between foreign and Latin American culture and highlighted by our unparalleled reach across the region, making us well positioned to help companies and individuals enter and operate within the Latin American business marketplace. Our clients rely on our tailored and reliable multilingual services to understand the local market and take care of their backoffice needs and so that they focus on growing their core business.



## OUR SERVICES

- ◇ Accounting & Taxation
- ◇ Company Formation
- ◇ Commercial Representation
- ◇ Due Diligence
- ◇ Immigration Services
- ◇ Legal Services
- ◇ Recruitment and Hiring

# ACCOUNTING & TAXATION

We handle your accounting, taxation, and financial needs so you can focus on growing your core business



## Bookkeeping

Management and updating of company books and registries

## Invoice Management

Management of invoice processing and support with payment transactions

## Treasury Services

Management of company bank accounts and payments

## Audit and Tax Filing

Preparation and filing of monthly /annual tax declarations

## Payroll Processing

Calculation, presentation and payment of company payroll

## Accounting & Taxation

Preparation and delivery of financial and management accounting reports



# COMPANY FORMATION

We offer a comprehensive and streamlined solution for setting-up and maintaining your local legal entity

## Company Incorporation

Preparation and registration of company incorporation documents

## Company Books

Creation of official company books and registries

## Unique Tax Identifier

Application and securing of your unique local company tax identification

## Fiscal Domicile

Provision of local address for fiscal, legal and mailing requirements

## Legal Representation

Provision of a company Legal Representative ("Local Director")

## Corporate Governance

Drafting and management of company corporate & legal compliance documents



# COMMERCIAL REPRESENTATION

Quality commercial representation services to ensure fast, efficient and effective route to market



## Understand the Client

Confirm client's business objectives

## Commercial Engagement

Direct contact with distributors, suppliers and potential clients

## Valid Opportunity

Review and analyse the local market

## Market Entry Support

Support with navigating the local business and cultural environment

## Route to market

Leverage product/service advantage to develop fast & efficient market entry strategy

## Ongoing support

Continued fiscal representation and back-office support



# DUE DILIGENCE

Manage your business risks with tailored and thorough due diligence services for your investments, business partners, suppliers, employees and clients

## Due Diligence

Background checks on individuals and legal entities across multiple countries

## Polygraphic Examinations

Administration of pre-employment, routine, target, or post-incident testing

## Corporate Intelligence

IP protection, corporate espionage prevention and competitor analysis using data mining and big data analysis

## Investigations

Provision of fraud investigations and expert advice on extortion cases

## Risk Management

Crisis management, contingency planning, mitigation and prevention systems, and risk management auditing

## Security Services

Provision of cyber security services and protective security services for individuals and assets



# IMMIGRATION SERVICES

We provide a personalised and comprehensive approach for your immigration needs



## Immigration Consultation

Personalised evaluation of your immigration needs

## Immigration Strategy

Confirmation of the optimal immigration strategy

## Application Management

Preparation and management of the visa application

## National Identification

Application and securing of your national identification card

## Case Management

On-going and personalised case management

## Other Services

Other immigration and visa appeal legal support services



# LEGAL SERVICES

Provision of corporate and specialised legal services to enable your local business

## Corporate Law

Commercial agreements, contracts, corporate documents, IP registrations and trademarks

## Mining Law

Legal services encompassing concession applications, permit applications and commercial agreements

## Litigation and Negotiation

Legal support with litigations and commercial negotiations

## Labor Law

Preparation of employment contracts and company support for managing employee legal matters

## Trade Law

Comprehensive legal support for the importation and exportation of products

## Liquidation Services

Provision of legal support for the liquidation of local legal entities





# RECRUITMENT & HIRING

We provide highly targeted executive recruitment services. After-which we provide help during the hiring process, either through a Professional Employer Organization (PEO) / Employer of Record Solution or through essential setup support



## Executive Recruitment

We offer specialized executive recruitment services to help seek out and recruit quality local staff.



## Employment Outsourcing

We support your expansion into new markets by hiring local staff on your behalf

## Employment Law Services

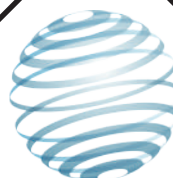
Our experienced legal teams can ensure that you comply with local employment law



# SOME OF OUR SATISFIED CLIENTS

We're uniquely positioned to support our clients to enter and operate within the Latin American market-place

**CIRCUS.**



**IFU**

**HubSpot**



**Imperial  
Tobacco**



**Hexa Resources**



**CARGOJET**







## Contact Us:

We're ready to support you and your business in Latin America

[contact@bizlatinhub.com](mailto:contact@bizlatinhub.com)

[www.bizlatinhub.com](http://www.bizlatinhub.com)

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