



Accounting. Tax. Finance. Legal. IT.



Management Company Services

# ADVANTAGES OF A MANAGEMENT COMPANY

The model under which a Management Company acts as the “Sole Executive Body” of an LLC, **fully complies with Russian legislation** - contrary to the use of a nominal General Director.

1. The functions and responsibilities of the Management Company are **formally fixed** in the contract for the provision of services. The Management Company is **responsible to the Client for the fulfillment of contractual terms** within the approved deadlines and with guaranteed quality.
2. All operations are carried out by the Management Company only after the confirmation by the Client, which allows him to fully control the activities of the LLC.
3. The activities of a Management Company are **aimed at protecting the Client's interests** and preventing transactions that do not meet the requirements of Russian legislation.
4. Employees of the Management Company have extensive experience in interaction with government agencies and the tax office.

A Management Company may **replace the General Director or act in parallel with him**.

The registration of a Management Company in addition to the General Director **ensures the continuity of activities** and facilitates the execution of transactions in Russia, even in cases where the General Director is physically located outside the country.

# OUR APPROACH

## Transparency and Control

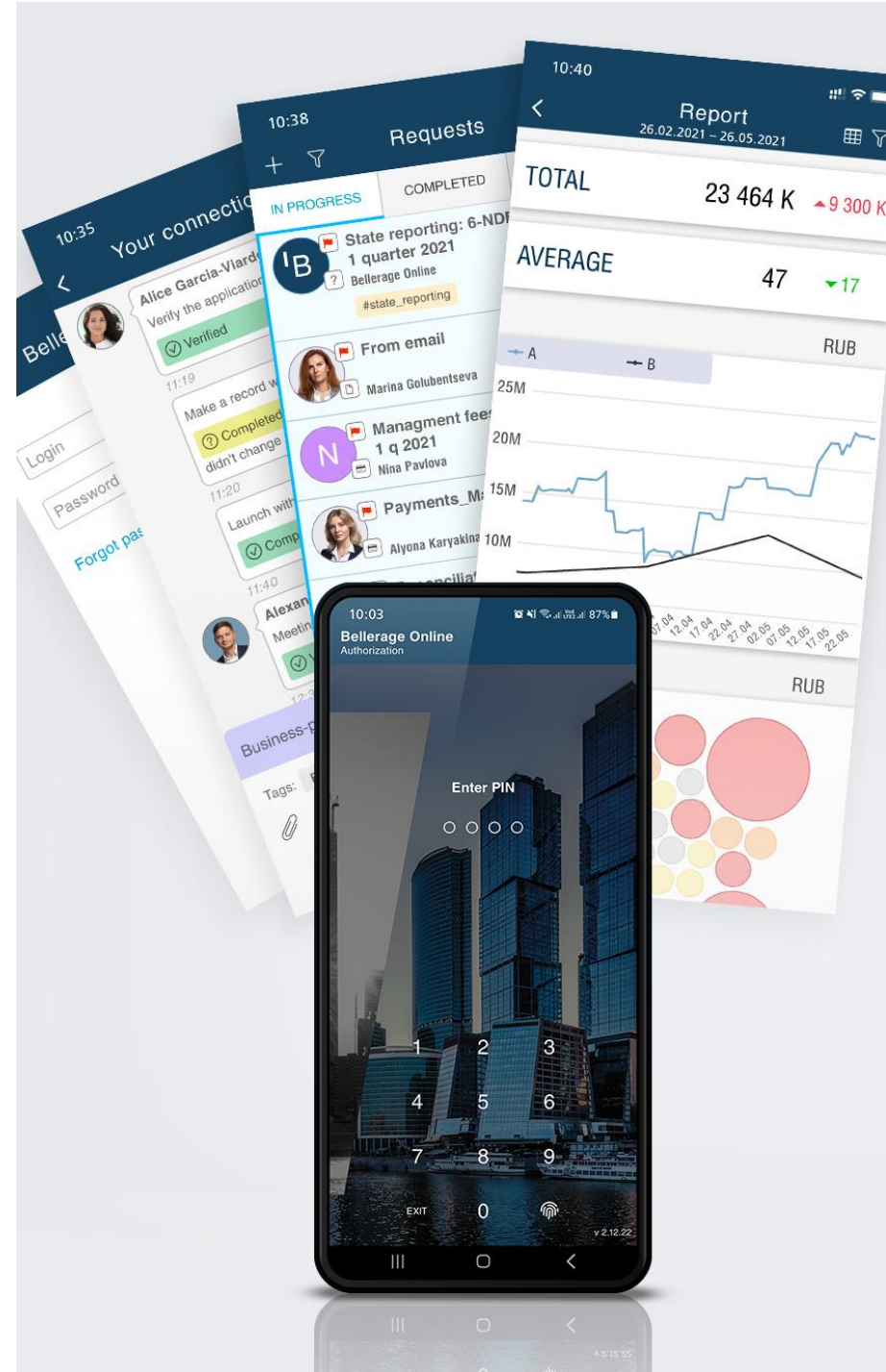
**Bellerage Online®** is a tool for quick and efficient interaction with your outsourcing partner.

Monitor financial and administrative processes from anywhere in the world 24/7.

Accessible via **web** or **mobile app**, our unique platform allows you to:

- Communicate with your consultant, create requests and rate our services in real-time,
- Submit documents for processing,
- Access your online library with all documents,
- Sign documents with an e-signature,
- Automate and control the internal business processes of your company
- Analyze your financial figures using dynamic online reports

Bellerage Online© is free for our clients and available to an unlimited number of users - from operational staff to headquarter representatives.



# OUR APPROACH

## Information Security

All information and databases are stored in a specialized data center in Moscow. Data security is guaranteed by a three-level backup: in the data center, in the Bellerage office and in the bank safe.

We fully comply with the requirements of the Russian personal data legislation.

Bellerage is certified under the ISO 9001:2008 quality standard.

## Focus on Business

Bellerage focuses on the specifics of your business. We are committed to building long-term partnerships and creating added value for our clients.

The task of the Management Company team is to be proactive in analyzing the company's activities and preparing recommendations.

To solve your problems, we involve specialists from various subject areas: law, finance, taxes, migration registration, HR. Our specialists have MBA, CFA, CPA and other international diplomas.

The solutions we offer are practical and take into account financial, tax, administrative and other risks.

# SERVICE DESCRIPTION

## Management Company services

No	Service type	Description
1.1	Set-up services	Acceptance of documents from the Client (legal documents, internal documents and policies)
		Arranging access to Bellerage Online for authorized users
		Set-up access to the accounting database
		Development and coordination with the client of workflow and interaction procedures
1.2	Registration of Management company	Registration of information about the Management Company in the Unified State Register of Legal Entities (EGRYUL)
		Obtaining an electronic signature key, setting up access to State Services
		Change of information about the sole executive body at the Client's bank
		▶ The client is responsible for providing a complete package of corporate documentation
1.3	Administration services	Signing of internal documents (policies, regulations, etc.)
		▶ Preparation of internal documents (policies, regulations, etc.) is carried out by the Client himself or at his expense
		Signing contracts and annexes to them
		▶ The Client ensures verification of counterparties independently or with the involvement of the Management Company
		▶ Signing of the primary accounting documentation can be carried out with a power of attorney by the Client's employee
		Signing tax and accounting reports
		Signing employment contracts with employees and other personnel documents
		▶ Decisions on hiring, dismissal and working conditions are carried out by the Client
		Signing of payment documents in the online banking system
		▶ Signing of documents by the Management Company occurs only after receiving the relevant instructions from the Client
		▶ Payments are signed by the Management Company alone or jointly with Authorized Representatives

# SERVICE DESCRIPTION

## Management Company services

No	Service type	Description
1.4	Representative functions	Representation of the Client's interests with contractors and employees
		Representation of the Client's interests with state bodies
		Ensuring the implementation of shareholder decisions
1.5	Organisational functions	Organization of compliance with corporate procedures
		Organization of the implementation of the Client's internal policies
		Organization of compliance with the requirements of the legislation of the Russian Federation
		▶ The Client remains responsible for operational activities and commercial matters
		▶ The Client is responsible for compliance with fire safety and labor protection requirements

# SERVICE DESCRIPTION

Consulting support and other services (provided at the request of the Client)

No	Service type	Description
2.1	Financial consulting	Consulting in the field of finance, accounting and tax law
		Consulting in the field of international taxation and foreign exchange transactions
		Assistance in collecting receivables
		Development of a budgeting system and cash flow planning
		Development of a financial business model
		Preparation for and supporting during field tax audits
		Financial and tax due diligence (verification of accounting data, identification of tax risks, etc.)
2.2	Legal support	Legal consulting (civil, labor, tax, etc.)
		Drafting and verification of contracts and other documents
		Creation and audit of internal policies and regulations
		Checking counterparties
		Representation of client's interests in court
2.3	IT services	Optimization and automation of business processes
		Setting up data exchange between accounting systems
		Design and implementation of IT infrastructure
		Automation of reporting
2.4	Registration and migration services	Company foundation; support for the change of legal address, company name, sale of shares and other registration procedures
		Migration support (work permits, visa support, residence permits, etc.)



# ABOUT BELLERAGE

## TOP-3

Bellerage started operating in Russia in 1999 and as of now is within [TOP-3](#) accounting outsourcing providers in Russia.

## Price-Quality Leader

We are committed to building long-term partnerships: our customer satisfaction rating is 94%. Our leadership in digitalization enables us to respond quickly to customer requests and closely monitor business processes, while maintaining competitive pricing.

## XLNC

Bellerage, as part of the international alliance XLNC, is committed to providing its clients with a wide range of outsourcing, consulting and auditing solutions. Our team - over 200 partners and 3,500 professionals worldwide - is dedicated to delivering professional services to the highest quality standards.

## Our Team

We pick the project team based on the specifics and individual needs of the individual client. Our consultants hold international degrees (ACCA, CPA, CFA, MBA, 1C, Microsoft) and serve our clients according to international business standards. All our consultants speak English; we can also communicate with you in French and German.

Bellerage is a corporate member of the following associations:



2-minute video about us



# OUR EXECUTIVE TEAM



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# CLIENTS



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Download our Guide to Doing Business in Russia