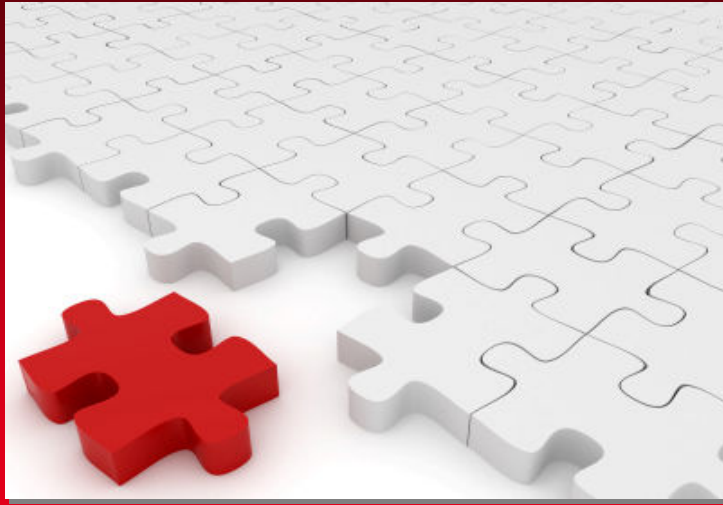


Outsourcing

by Asec Group



We can be a piece of your puzzle

By outsourcing processes that are not part of your "core business", you will free time enabling you to concentrate on strategic planning which will benefit the company and will also bring flexibility to the business.

What is Outsourcing?

Outsourcing or sub-servicing, can be described as contracting services from a third party; "farming out" goods and services from outside suppliers, instead of producing them in-house.

It is a strategic business move, a phenomenon, that is being used more and more each day by all kinds of companies whether large or small, of a

variety of activities and all over the world. Especially in times of crisis companies need to restructure and have the certainty that by outsourcing administrative functions, they can focus on their "core business", do what they know best, and gain profitability at the end of the day.



What are the benefits of Outsourcing?

The Number **1** benefit of outsourcing is :

COST REDUCTION

But there are other advantages of this strategy which are not usually visible to the naked eye, these are:

- ~ Greater efficiency
- ~ Economies of Scale
- ~ Time to concentrate on other areas of the business
- ~ Specialization skills applied to the service
- ~ Quality
- ~ More adequate use of people
- ~ Less office space
- ~ Flexibility



Hand over the backstage of your show

What can you outsource to ASEC GROUP?



ASEC GROUP is a firm with a 30 year track record, run by a dedicated team of bilingual professionals.

We will provide you with expertise and quality in those areas.

Payroll Management

- Recruitment
- Hiring
- Study of the best competitive salary package to lift the weight of the tax burden.
- Fully managed benefit package.
- Contract preparation
- Pay slip preparation
- Salary Payment
- Tax preparation and payment
- HR Audit
- Employee's code of conduct
- Annual labour calendar
- Employee files

Secondment Assistance

Dipping your toe in another country is a great way to begin penetrating that potential market; nevertheless, sending over an employee can entail certain difficulties and issues which can be solved by having ASEC GROUP as your support on the ground.

- Housing arrangements
- Office space rentals
- Vehicle rentals

We also offer the relocations assistance with the paperwork to apply for the Special Tax Regime to reduce the income tax liability.



Spanish residence and Town Hall registrations are also part of our services.

Accounting

- Complete bookkeeping service
- Regular financial Reporting in English, adapted to your individual needs

Administration

- Budgeting
- Invoicing
- Cash management
- Inventory management

Legal compliance

When one is new in a country or maybe not so new but not up to date with rules and legislations, it can be easy to fall into a pool of non-compliance which lead to bad endings, so why not outsource and rest assured that you are complying according to the national regulations. Some examples are:

- Opening Licenses
- Data Protection Legislation
- Prevention of Money Laundering (if applicable)
- Local permits
- Subsidy investigation



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Outsourcing with ASEC GROUP will reward your business and your clients with **added value.**

Outsourcing your business in Spain to the ASEC GROUP is handing over your backstage to us, ensuring an excellent performance.

