



# TOPLINE CONSULTANTS & FINANCIAL ADVISORS



# Contents



—	Introduction
—	Vision & Mission Statement
—	Our Services
—	Industry Specializations
—	Financial Advisory Services
—	Taxation Services
—	Tax Re-structuring Services
—	Audit & Assurance Services
—	Management Consultancy
—	Executive Search & Recruitment
—	Business Process Outsourcing Services
—	Corporate Affairs & Secretarial Services



## Introduction

Topline Consultants & Financial Advisors is an international business advisory firm that helps businesses transform complexity and challenges into competitive advantage. The firm soon acquired a reputation for delivering quality services and became one of the most successful firms.

Our firm provides complete range of corporate financial solutions, under one roof, to national and multinational businesses ranging from tax transaction support to best practice process implementation and financial structuring. We deliver client-centric advisory services focused on mitigating risk and minimising cost. We set up all reliable means to understand and provide solutions in a globalized and ever changing business world.

Through a continued investment in training and development, our Firm strives to be at the forefront of professional expertise and service delivery in Pakistan. Our leadership have a clear strategy for achieving growth by providing quality services to a very broad range of clients.

Our management team members are qualified in accounting, economics, tax, law, technology and and leading experts in their fields provide critical thinking about wide-ranging and far-reaching business, taxation and economic issues. We combine deep financial, taxation, forensic, economic, technology, communications and human resource experience with global industry expertise. This unique combination of talent serves clients as one window solution from among the topline companies and banks operating locally and internationally.



## Vision & Mission

Topline Consultants & Financial Advisors established with a view to achieve the basic philosophy and ideology of its partners, i.e.,

### Vision

“Provision of personalized services to clients based on the principles of objectivity, integrity and independence, maintenance of quality, confidentiality, professional competence and continued professional growth”

The firm derives its concept of practice from its vision statement. It is this vision upon which the firm has set its objectives, policies and procedures in order to enable the firm to achieve its goals collectively.

Topline Consultants & Financial Advisors is committed; to provide quality services to its clients, to equip itself with the technical knowhow and expertise to support specialized needs of its clients, to create an environment to allow opportunities to its staff for professional growth; and to help, understand and guide its clients and develop mutual trust.

### Mission

“To serve our client with unmatched professional Excellence, due care and committed ethical values.”



## Our Core Values

We at Topline Consultants & Financial Advisors have the following core values:

**Best-in-class:** “Our growth is a byproduct of the outstanding client service delivered by our people, the best professionals in the industry. Our objective isn't to be the biggest firm, it is to provide best-in-class client services in seamless fashion across the globe. We aim to be the benchmark for quality in our industry and the standard by which other firms are measured

**Stewardships:** “Our global expansion is about our clients and our people and about leaving the firm in a better position than it was when we started. We have a responsibility to help other people become partners and a commitment to the younger generation to give them a better opportunity than we had. We hire the best and brightest and we invest in our people to ensure that legacy.

**Independence:** Our platform allows us to objectively serve as our client's advocate; the only advice and solutions we offer are those that are in the best interest of our client.

**Seamless:** “Our firm is constructed as a global firm. We share an interest in providing the highest level of client service regardless of location.

**Transparency:** “We value open communication, information sharing and inclusive decision making.



# Topline

CONSULTANTS & FINANCIAL ADVISORS





## Our Services

Prime objective of Topline Consultants & Financial Advisors is to render world class professional services to our clients. The firm go beyond its routine services in areas of accounts, audit, taxation and regulatory services by providing advisory services in new business set ups and transformation activities to add values to our client's business.

Our clients may benefit from our expertise in all areas of Transaction Structuring and Project Financing, Debt arrangement, Feasibilities & Project Appraisals, Merger & Acquisition, Restructuring & re-profiling, financial planning, or business development for financial growth. We are all result-oriented and dedicated professionals. The depth and breadth of our experience makes us a valuable member of our clients. Success is something for which we all strive.

We deliver the timely, accurate information and sound business advice that one needs to meet the challenges.

We are offering services to our potential clients in the following areas :

- Financial Advisory Services
- Taxation and Business Restructuring Services
- Corporate Advisory & Secretarial Services
- Recruitment Services
- Audit and Assurance Services
- Management Consultancy Services
- Business Process Outsourcing Services
- Information Technology consulting Services



## Financial Advisory Services

Financial Integrated Approach: to core financial and accounting issues, As the global economy begins to emerge from recent economic upheaval, several key changes are taking place across the business landscape.

We at Topline Consultants & Financial Advisors see an increasing trend for regulators to focus on changing and updating financial and accounting standards to reflect a new business imperative, with the ultimate goal of eventually achieving a consistent global framework.

At the same time, companies are becoming more active with acquisitions, divestitures, restructuring or other transformational initiatives.

We advise our clients on the implications of these financial and accounting changes, and provide them with guidance and potential solutions to best prepare for and implement those changes. And for those companies increasing M&A activity or undertaking financial transformations or similar projects, our knowledge of how these accounting changes will impact those decisions has proven extremely valuable. This intersection of accounting acumen and business advice is where Financial Accounting Advisory Services can add true value to your organization.



## Taxation Services

- Strategic Tax Planning
- Tax Compliance
- Withholding Tax Statements
- Sales Tax Matters
- International Tax
- Individual Taxation
- Wealth Management
- Corporate Taxation

Taking a comprehensive approach to the tax function helps you develop a tax strategy that will meet today's business goals, while laying the groundwork for tomorrow's success. To support this comprehensive approach, you'll need advice on planning, compliance and reporting, and maintaining effective tax authority relationships. Our professionals assist in the approach by bringing technical knowledge, practical experience and consistent methodologies to your business.



## Tax Re-structuring Services

### Turnaround Tax Consulting:

- Identifying and expediting tax refund claims
- Preserving, maximizing and monetizing tax attributes
- Structuring transactions in a tax-efficient manner
- Providing advice regarding tax deductions and income recognition
- Analyzing the tax treatment of discharge of indebtedness
- Assisting with tax controversies and examinations

### Crisis and Interim Tax Management:

- Providing advice on interim tax management and outsourcing of the tax function;
- Providing advice regarding classification of pre-petition and post-petition taxes;
- Providing pre-bankruptcy and post-bankruptcy advice
- Advising on first day orders;
- Consulting on liquidating bankruptcies;
- Assisting with tax-related bankruptcy court procedure.



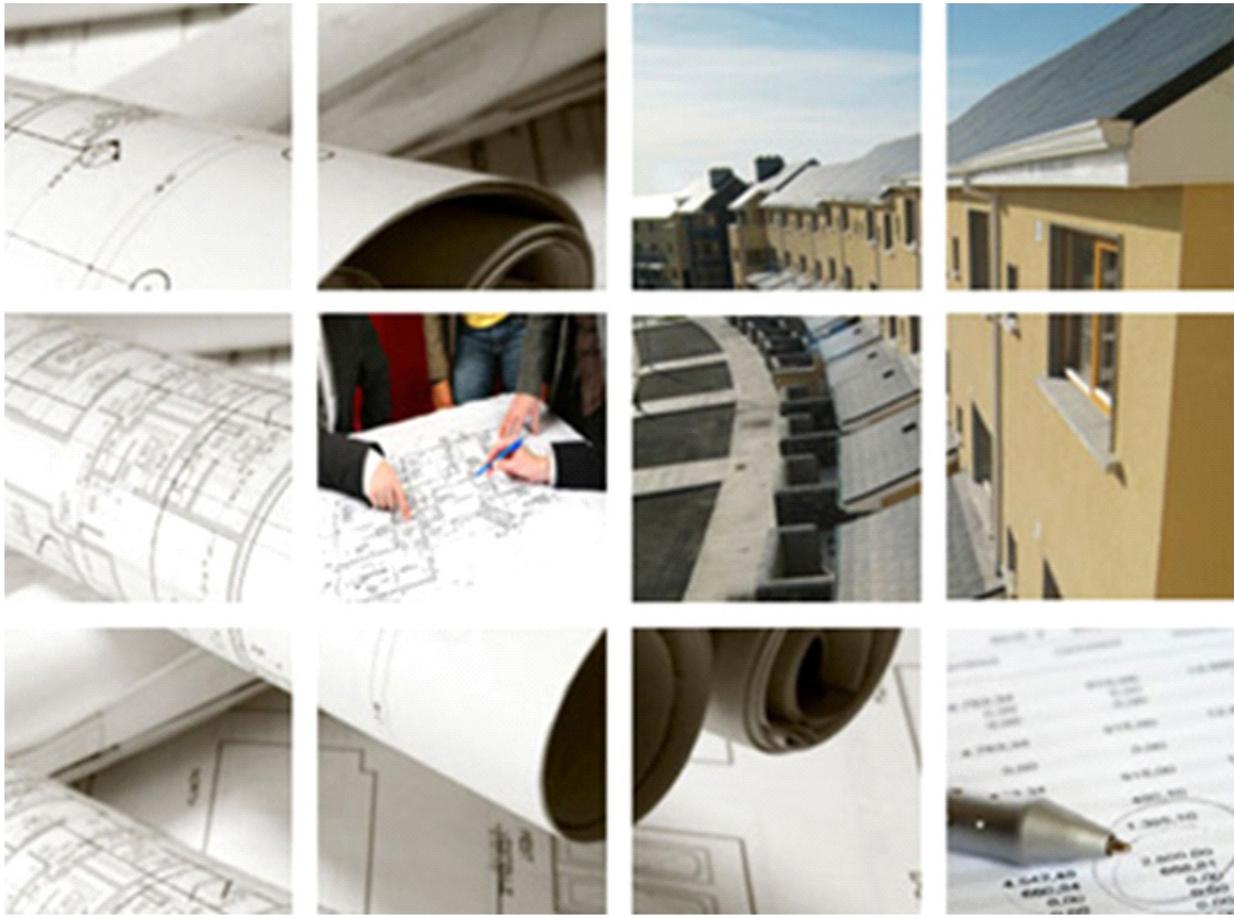
## Management Consultancy

The Core business of Topline Management Consultants & Financial Advisors is management consultancy.

We work with our clients to achieve measurable improvements in their businesses using our proprietary methodologies and relevant industry standards. This involves enhancing business operations through changes to processes, systems and working practices.

Our main sector experience has been gained in financial services, media, retail and the public sector. In addition, we have experience in other sectors, including the voluntary sector, engineering services and construction.

Employing only experienced consultants, we are ideally positioned to deliver benefits to our clients, while building relationships that enable us to understand their strategies, culture and needs.



## Management Consultancy

The core business of our management consultancy is to help our clients to realize their strategic objectives by the effective management of change and the delivery of measurable benefits.

To support the delivery of our work, we employ only the best consultants and methods:

**Our Consultants:** we only employ the best. All of our consultants have gained their experience in one of the major consultancies or renowned organisations before they join our firm. This ensures that they have a proven track record of success.

**Our Methods:** we have proprietary methodologies for services including project management, finance transformation, budgeting, IT strategy, systems selection, project management and BCP among others. These methodologies follow recognised best practice, are practical and scalable. In addition to these we use other industry standard methods where applicable.



## Executive Search & Recruitment Services



## Executive Search & Recruitment Services

Search and Selection has been an integral part of firm's service offering for many years and within the team we at Topline Consultants & Financial Advisors have built up a significant expertise in the recruitment of middle to senior managers through the use of search and advertised selection in various sectors and functions.

We have a team of specialist recruiters with an established track record of providing clearly customizds client focused solutions. As a specialist firm we are able to focus on your specific needs so that we can fully understand them and can service your unique requirements efficiently.

We do not propose 'formulaic solutions' but instead provide an approach based on our experience and client demands. Our values and beliefs lead us to take a thorough, considered, honest and confidential approach and our matrix structure means we are able to be flexible and responsive.



## Specializations

It is the basic philosophy of our firm that our service to each client is based on a substantive knowledge of his business and the industry of which he is a part. We believe that this understanding of the client and the industry is of vital importance in rendering constructive service and in carrying out assignments in an effective manner.

The understanding of different political, economic and social environments, which our firm brings to international business enterprises is rooted in the exceptional national stature of its members. Our client service teams unite local and expatriate professionals to deliver knowledge where it is needed.

### Industry Specializations:

- Engineering & Construction,
- Clothing & Textiles
- Advertising / Design Agencies
- Barristers /Solicitors / Lawyers
- Charities, Clubs / Associations
- Electronics Appliances Industries
- Housing Cooperatives, Trusts, NGOs
- Rubber & Plastics Industries
- Travel & Tourism Industry
- Offshore Companies



## Business Process Outsourcing (BPO) Services

Topline Consultants & Financial Advisors provide outsourcing services helping clients optimize the performance of important, but non-core business functions. We provide the qualified staff, technology resources and best practice business processes in areas such as financial back office, human resources, and tax and applications management. In addition, we offer outsourcing advisory services that help our clients effect significant change at reduced cost and risk.

We provide our outsourcing services onsite, offsite and offshore - as dictated by our clients' needs. You can get help with far more than you might think. Exactly what services are suited to outsourcing depends on your business, of course. What we will always do is give you a clear explanation of the business benefits you can expect from any outsourcing decision. Just some of the potential tasks we can take off your hands are shown below, all delivered in the way you need to the timescale you specify:

- Complete management of your finance function (your 'back office')
- Monthly or quarterly management accounts.
- Preparing and submitting monthly, quarterly and annually income tax statements, VAT returns.
- Purchase ledger management and making payments to suppliers.
- Human resources and employee benefits
- Payroll processing, month end payments and year end reporting
- Sales invoicing and credit control management.
- Recording fixed assets / maintaining Fixed Asset Register.
- Transaction recording and maintaining all books and records.



## Business Solutions for offshore Companies

We offer a diverse range of solutions and BPO Services for our overseas clients.

We specialize in servicing small to medium sized accounting firms as well as small and medium sized businesses. Standard service packages are offered but can be easily modified to suit the individual needs of a client. The choice is yours, opt for a simple no-nonsense service from one of our many accounting services that have been designed keeping you in mind or select a broader, more comprehensive package.

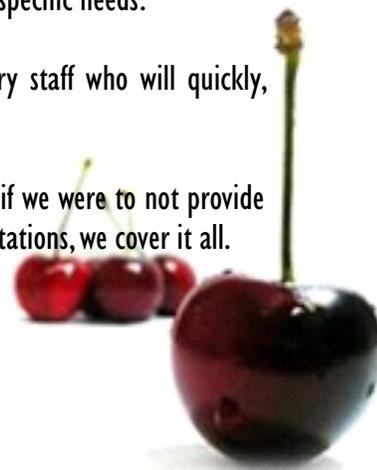
Our aim is to reduce the burden of critical non-core accounting functions in a more efficient, productive, and profitable manner. By doing so, we seek to enhance the business performance of our customers.

Whether it's simple data entry or a sophisticated payroll accounting solution, outsourcing will be a cheaper cost effective solution. When you out source an assignment to us, you make the right choice and here's why:

- **Cost Restructuring** — Operating leverage is a measure that compares fixed costs to variable costs and you will be in position to change the ratio to fit your specialized needs. Outsourcing enables you to change the balance of this ratio by offering a move from variable to fixed cost and also by making variable costs more predictable and we help you change it in just the right way.
- **Contract** — Our services will be provided to you in a legally binding contract with financial penalties and legal redress. This is not the case with internal services.
- **Operational Expertise** — You have access to operational best practices that would be too difficult or time consuming to develop in-house.
- **Staffing issues** — You will gain access to a larger talent pool and a sustainable source of skills.
- **Time Zone** — A sequential task can be done during normal day shift in different time zones - to make it seamlessly available 24x. Due to the time difference, when you sleep, we work.
- **Focus and Core Competency** — The management and the staff would be free to focus on the core business achieving much required competence, leaving non-core responsibilities to the outside party which is Us.

We maintain your books of accounts, ledgers, bank reconciliation, deposit analysis, receivables management, etc. 24/7, online and in real time — with 100% accuracy.

- **Financial Statements:** Get accurate and precise statements designed to your specifications.
- **Bookkeeping Service:** It is pure back-end office work. And as your virtual back end office, we aim to provide you with the complete package of services; transaction processing, accounts reconciliation, maintenance of the general ledger, accounts receivable, accounts payable, fixed assets accounting, inventory management, invoicing, collection.
- **Tax Services:** A natural extension of our outsourcing services is the compilation, processing and preparation of the tax forms and returns — well in advance — be it personal or business tax returns.
- **MIS Management Reports:** We create easy-to-understand, concise financial and analytical reports compiled by the most popular accounting software in the industry and tailor the created reports to your specific needs.
- **Large Scale Data Entry:** We have a large pool of experienced and efficient data entry staff who will quickly, without compromising on quality, finish the task.
- **Administrative Support:** We would be negligent in our duty as a virtual back-end office, if we were to not provide our clients with administrative services as well. From transcriptions to PowerPoint presentations, we cover it all.





## Audit & Assurance Services

Assurance services and 'adding value' are not usually viewed together, since the primary objective of an audit is to provide an independent opinion on a company's annual accounts. We do not subscribe to this concept. We recognize the commercial importance of providing assurance on business controls so that there are no surprises.

Audit approach of the firm is to concentrate efforts on controls and key risk areas enabling to provide a straightforward, cost effective audit.

The firm has considerable experience and expertise in:

- Statutory Audits under Company Ordinance, 1984 and Other Statutes
- Designing and Developing of Internal Audit System and its Manual
- Management Audit, Internal Audit, Operational Audit and System Audits
- Risk based Internal Audits
- Income & Expenditure Audit, Stock Audit, Certification Work
- Due Diligence Reviews
- Risk Assurance Services
- Fraud Investigation
- Management Information System (MIS) development
- Operations and Efficiency Audits
- Concurrent Audit and Special Investigative Audits



## Corporate Advisory & Secretarial Services

Topline Consultants & Financial Advisors provides a comprehensive range of corporate secretarial services to local and foreign Companies. Our corporate and secretarial services cater to the various compliance requirements of our clients. The corporate services that we provide to our clients include:

- Advice and assistance in setting up of corporate structures in Pakistan and UAE
- Assistance information and registration of all types of business entities
- Providing corporate technical advice and secretarial services in completing documents and acting as company secretary
- Maintenance of statutory corporate records, registers and other formal compliance requirement
- Amendments to and registration of statutory details flotation, liquidation and winding up of joint stock companies and completion of formalities relating thereto
- Dealing on behalf of clients with the various government bodies related to corporate legislation such as the Corporate Law Authority, Monopoly Control Authority and Ministry of Finance
- Provision of services of obtaining relevant permissions relating to foreign investment and operation of foreign companies in Pakistan from government agencies including Board of Investment (BOI)



## Our Customized Solutions

At Topline Consultants & Financial advisors we offer a unique outsourcing solution for co-ordinating and monitoring the performance of corporate secretarial procedures.

Our services are delivered in Pakistan, UAE and other GCC Countries by our experienced staff who have key knowledge of the local language and culture.

**Share Registrar Services:-** In order to relieve our clients from such tedious and time consuming activities as carrying out transfer of shares lodged by the share holders, verification of signatures and preparing of the various statutory reports to be submitted to the registrar of joint Stock Companies and to the Securities & Exchange Commission of Pakistan.

**Secretarial and Corporate Compliance Reporting Services for Offshore Companies:-** Regulations and legislative frameworks for company administration in our region require diligence, strict attention to process and detail. Your business therefore needs local knowledge and expertise to ensure you are fully compliant with local requirements.

Our Secretarial and Corporate compliance services include organizing and recording Board and shareholders' meetings, maintaining statutory records or submitting reports to the appropriate regulatory bodies. We can prepare and file statutory returns, review and prepare corporate legal documents, and liaise with your local legal and tax advisors.

Our experienced staff will review your current administrative compliance procedures and, if necessary, we will assist you in bringing these up-to-date

**Legal Entity formation/registration:-** Companies looking to trade and operate in Pakistan or UAE will typically be required to register a legal entity such as a company, branch or place of business.

Our experienced and professional team can guide you through the registration procedures for different types of legal entity in addition to co-ordinating and administering the registration process in accordance with local rules.



**Director, Company Secretary and Registered Office:-** Local statutory rules will often require companies to maintain a registered office address and to appoint officers, such as directors and a company secretary. We are able to provide companies with registered office and mail forwarding facilities and, if required, the option to appoint our experienced team member as company director and/or company secretary.

Our qualified and experienced professional team is also available on a part-time basis to companies and other organizations to:

- undertake an audit of statutory and administrative records to ensure adherence to legal and corporate requirements; provide assistance in the company secretarial functions,
- train and mentor company secretaries;
- guide directors and management in board reporting and governance
- assist incumbent company secretaries in understanding their duties, responsibilities and scope of the role
- relieve company secretaries during temporary absence (to cover holidays, etc)

**Special Advisory Services and Support to Not for Profit Organizations (NPOs):-** From the setting-up of the above institutions, through its various phases of operations, professional assistance and advices are usually sought in:

- Choosing the right form of vehicle as a customized solution in the specific circumstances of each client.
- Contemplating funding strategy.
- Formulation and authoring of the foundation documents including Trust Deed, Memorandum and Articles of Association, Bye-Laws and Regulations.
- Seeking registration of the entity and related documentation.
- Obtaining registration with the tax authorities, where applicable.
- Drafting minutes of meeting, maintenance of statutory records and filing of statutory Returns

A photograph of three business professionals in a meeting. A man in a white shirt is on the left, leaning forward. A woman in a white blazer is in the center, looking towards the man. A woman in a brown blazer and glasses is on the right, looking towards the center. They are sitting around a table with papers, glasses of water, and a mobile phone. The image has a semi-transparent grid overlay.

Working together with  
like-minded people



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