



CANADIAN CHAMBER OF COMMERCE OF THE PHILIPPINES  
*La Chambre de Commerce Canadienne des Philippines*

## **Business Services Center One-stop Service Provider!**

### **A. Business Services to suit all budgets, sizes and situations**

What are the options for flexible short term office lease and small space commitment?

Are there options for daily, weekly and monthly office lease?

I need to set-up a new company in Asia. What is the quickest and most efficient way when I don't speak any Asian languages?

Is there a one-stop service provider who can assist with everything from company registration, tax and accounting procedures set-up, and finding a suitable working place?

If you are:

- Working from home, but would like to present a corporate image
- Often travel to Asia and require a meeting place for business discussions
- Need a company identity, and representation address in Asia
- Often on the road, and do not need a full time office
- Contemplating a business set-up, and would like a prudent beginning
- Frustrated with the limited facilities offered by business centers in hotels
- Require a prestigious business address that reflects the quality of the business
- Visiting Business Delegation & Scoping Mission Services

The advantages of CanCham Business Office include:

- Prestigious business address in the heart of Central Business District
- Impressive office facilities with full reception support
- Most professional call-answering service in the city
- May request dedicated secretary to take care of everything while you are on the move
- Discounted meeting room facilities
- Unlimited center access including free serves of coffee and tea
- Instant access to CanCham's multinational network
- Invitations to CanCham's functions

### **B. Meeting Facility and Services requirements**

At CanCham, our meeting facility is more than just an ordinary room rental. Because we are mindful of the importance of meetings, every booking comes with a "meeting planner" to

enable you to focus on sealing the deal, while we take care of all other logistics.

Conforming to your multimedia requirements, our facilities are equipped with capabilities for the conventional meetings, as well as for state-of-the-art to ensure that your presentations make lasting impressions.

Make bookings for audio-conference sessions:

- Business briefings, seminars
- Press conferences
- Group discussions
- High level strategic meetings
- Private interviews
- Team trainings
- Project work
- Disaster recovery space

### **C. Professional Services**

ONE STOP business service station for enhancing work efficiency

Most qualified English speaking secretary pool in the industry

From first friendly impressions at the reception to professional handling of the most demanding of secretarial services, each team member is trained to be familiar with your industry, your work preferences and to work like your very own employee.

At a small fraction of your average monthly human resource overhead cost, you will have instant access to a highly professional, multi-lingual team of staff, majority of which graduated from reputable overseas and local universities.

Our range of services includes:

- Personalized phone answering
- Call forwarding service
- Domicile service
- Executive secretarial service
- Dedicated Personal Assistant
- Copy-writing and editing
- Desktop publishing service
- Airport pick-up service
- Copying, and printing service
- Translation and interpretation service
- Local and international courier service
- Telemarketing service
- Stationeries and office supplies
- Travel arrangements
- Tax and accounting service
- Local banking service
- Event and seminar planning
- IT service

Often, the most challenging part in the office set-up process is not the office itself, it is understanding the local business process, connecting you with the ideal partners, recruiting the right people, and being able to blend into the local culture. Conducting business with the locals are equally critical factors in the equation of success.

As an entrepreneur, CanCham understands each of these components better than others. As a specialist in the Philippines, CanCham Business Center is equipped with the business network in each Philippine community to be able to assist you in establishing your local presence. A trustworthy contact shall be made available to support any aspect of your required business process.

### ***Company Registration Services***

Assists with the establishment of liaison offices, representative offices, wholly-owned foreign Investment companies, and joint-ventures.

### ***Financial Consulting / Accounting / Bookkeeping Services***

Provides services of opening of bank accounts, preparation of tax, VAT reports, financial statements, and audit services.

### ***Personnel Management***

Assists with the recruitment of competent staff including monthly payroll management.

### ***Legal Advice Service***

Provides you with sound advice on legal disputes that you may face in the course of business.

### ***Others***

Start-up assistance, market research, work permit and alien registration service, visa extension and renewal, relocation service, education consultancy, interior design project management, and seminar organization.

## **D. Trade Mission Management**

- Visiting Business Delegation & Scoping Mission Services
  - Arrange accommodation and transport
  - Plan the delegation with a full schedule including company visits
  - Set up B2B match-making meeting
  - Engage with government officials when possible to advocate your business sector

*(We can design a package to suite your specific need)*

- Market Research Service
  - Market screening for business opportunities and emerging markets
  - Market and feasibility studies
  - Target group research
- Business Partner Search
- Conduct basic address research and verification of business contact profiles in your field of interest
- Identification and establishment of contact to potential Philippine companies, with the goal of introducing your product/service and arranging appointments with decision makers *(We can design a package to suite your specific need)*

**For more information and quotation requests, please contact CanCham Secretariat:**

**Email:** [business.center@cancham.com.ph](mailto:business.center@cancham.com.ph) **Tel No.** +632 843 6466