



FocusCore
FujiCore

Corporate Profile

**FOCUS ON
YOUR CORE BUSINESS**



CORPORATE SERVICES OFFERED BY FOCUSCORE AND FUJICORE

FocusCore and FujiCore enable your success by allowing you to focus on your core business. FocusCore provides fast and elaborate company incorporation services in Myanmar and Japan tailored to speed up the process.

Our local teams in each jurisdiction will support you with

**Company Registration Services,
Corporate Secretarial Services,
Accounting & Bookkeeping Services,
Licenses, Permits and Legal Services
Payroll Services**

We also offer **Offshore Accounting Services,
Staffing Services and Serviced Office Facilities.**



We can also provide in-depth Market Research and introduce you to important local contacts in both public and private sectors. We can advise on all aspects of setting up and running a business in Myanmar and Japan. We are here to help and guide you every step of the way. Our management and legal teams possess extensive experience in Asia. We understand the region. We offer customised solutions to enable your company to succeed in these markets.

FocusCore is an independent Member of Firm of **PrimeGlobal**. Members must pass a rigorous due diligence and quality control process before being admitted. FocusCore takes pride in our dedication to personalised and timely service, and enthusiasm for fully understanding our client's objectives while maintaining high professional and ethical standards. <https://www.primeglobal.net/>

SERVICES,

COMPANY REGISTRATION SERVICES

We began operations in Myanmar in February 2014 to help companies start a business in Myanmar and have recently expanded to Japan. Our objective is to empower our international corporate clients with up-to-date advice. It is even more vital for us to guide clients on the many new revised application procedures. The application processes must be followed correctly to complete your company incorporation as quickly as possible.



The revision in the laws outlined on our website includes key elements, inter alia, from The Myanmar Companies Law 2017 and the Myanmar Companies Regulations 2018.



In Japan, company registration and compliance are governed by the Companies Act and related regulations. To encourage foreign investment, the government has streamlined certain procedures, including digitalization and clearer business incorporation guidelines. Companies must comply with strict corporate governance and reporting requirements to operate legally in Japan.

This has contributed to continual growth in overseas companies seeking to operate in nascent Asia.



We can help you with all the procedures required for company incorporation. This is our specialty and focus. We work daily with government departments via both local and international staff based in all regions. Our objective is to empower our global corporate clients with up-to-date advice.

CORPORATE SECRETARIAL SERVICES

We ensure you remain compliant with local requirements when operating in the regions where we provide the services. Our local and foreign legal teams, company secretaries, and finance professionals ensure your business matches the changing demands of the corporate environment and associated rules and regulations. **We offer an entire range of corporate secretarial services: -**

1

Director and Company Officer Services. We can provide you with the provision of non-executive directors, all of whom are experienced with company operations for domestic and international companies.



Entity Management. Our experience adds value. We work closely with the Directorate of Investment and Company Administration (DICA), the Myanmar Investment Commission (MIC), and the Ministry of Economy, Trade and Industry (Japan). We provide advice on corporate governance and operational compliance aligned to all regions' Company Laws to ensure your company is compliant and that you are made aware of any changes within the relevant legislation.

2

3

Entity Health Check. Running a business can be challenging. Legal obligations and regulatory procedures may vary across different regions and can be subjected to changes at any given time. Conducting periodic entity health check is effective to ensure your business complies with marketing regulations. We ensure that your entity information is correct and aligned with new laws.



Company Secretarial Services. This covers creating and maintaining statutory books and registers, preparing and submitting all required forms and documents, notices, directories and shareholders meetings, AGM, and extraordinary general meetings. Our corporate secretarial team will assist you with filing changes to directors, shareholders, and company officers' names when necessary and update all company documentation with the registrar. This may also be, for example, to record changes to capital structure or change of address.

4

5

Registered Office Service. Provision of a registered office address, mail forwarding, and locally served legal documentation. Mail concierge services include (optional) mail arrival notification, documents opened and scanned, and contents sent to you via email. We also arrange for your company to open a bank account – see Our Banking Services.



Corporate Restructuring Services. Operating companies in multiple jurisdictions and changes in legislative regulations sometimes require that a business should change and adopt a more suitable legal structure and an improved commercial structure.

6

ACCOUNTING AND BOOKKEEPING SERVICES



We continue to work with you after your company registration, providing a full range of services and solutions for your accounting and bookkeeping requirements and if required, senior CFO skills to guide your business in the regions that we are operating.



We provide tailored solutions according to your resources and your business goals, these include: -

- ✔ Taxation planning and tax clearance services.
- ✔ Data entry of your bookkeeping records into accounting software.
- ✔ Reconciliation of bank statements.
- ✔ Reconciliation of accounts receivables and accounts payables.
- ✔ Preparation of accounting reports & financial statements.
- ✔ Consolidation accounting and preparation of group financial statements.



Over the last few years, we have seen an increasing number of announcements and incentives with changes to laws and taxation to encourage investment in Myanmar and Japan. It is predicted this rate of change will increase further to benefit investors.

We can provide the knowledge to help maximise your return on investment. We can supply comparative data to show how tax and company rules have changed, and the local patterns and preferences that are now being adopted for corporate structures.



We also have access to a network of specialists for auditing and company accounting.

Global standards and local knowledge – that's our difference. Our in-depth local experience can help leverage your business plans effectively.

We work with multiple cloud accounting tools which include, and not limited to, **Xero and QuickBooks online**.



BANKING SERVICES

We provide turn-key bank account processing and outsourced banking services with local and foreign banks in the regions that we are operating. We will help you select the right banking partner for you.

When you visit us to incorporate your company, the corporate account team from the selected bank will also be present to open your bank account. We can also assist with the remote account opening and setting up, together with the compilation of digital account signatures.

We can also provide the following services:

- Bank & ATM cash management services
- Cash and cheque pick-up service
- Cheque clearing services



Banks in Myanmar and Japan offer a full range of corporate & personal banking services, e-Banking, card services, e-Wallet, and mobile banking services.

Corporate Banking: For businesses large and small, the company's current accounts, cards, payment, cash management services, and local remittances.



International Banking Services: Foreign currency accounts, foreign exchange services, and foreign remittances.



Online Banking: Remittances, checking your account balances, transaction history, online payment inquiries, mini statements, transfer funds, pay bills, and mobile top-up.



LICENSES, PERMITS AND LEGAL SERVICES

We take the time to learn about our client's business and will listen to your needs, appreciate your specific circumstances, and achieve your desired outcomes at a reasonable cost and on time. We draft, review, and negotiate all legal agreements and trading arrangements while keeping our clients' best interests at heart.



Our experienced legal specialists can work with you on drafting, reviewing, and negotiating a wide range of legal agreements and licenses. These can be agreements you need to run your business or for your shareholders, employees, and clients. They can also be agreements you receive from your suppliers or distributors in the usual course of your business.

Our government relationship officers and analysts work tirelessly to communicate with key stakeholders within the government departments and draft documents for submission in a way the authorities prefer:-

- ☑ Endorsements and Permits relating to local and foreign investments.
- ☑ Microfinance and Finance license application, NBF and BFI.
- ☑ Import and export and related trading licenses.
- ☑ National and regional permits and approvals.
- ☑ Regional and township- level approvals, and recommendation letters.
- ☑ District office approvals and documentation.
- ☑ Land due-diligence and proof of owner and ultimate beneficial owner when required.

Below is a non-exhaustive list of the contracts and agreements with which we can assist our corporate clients: -

- ✓ Shareholders' agreements.
- ✓ Employment agreements
- ✓ Contractor / freelance agreements.
- ✓ Stock options / virtual stock options.
- ✓ Confidentiality, non-disclosure, and exclusivity agreements.
- ✓ Business to business collaborations agreements including joint ventures.
- ✓ Agency, distribution, and franchise agreements.
- ✓ Terms and conditions of sale and purchase of goods and/or services.
- ✓ Sale and purchase agreements.
- ✓ Leasing or hire purchase agreements.
- ✓ Outsourcing and franchising agreements.
- ✓ Information technology and e-commerce-related agreements.



OFFSHORE ACCOUNTING SERVICES

Our comprehensive offshore accounting solutions, coupled with our commitment to exceptional service, enable you to achieve financial success in the global marketplace. **Contact us today to discuss how we can help your business thrive.** Offshore accounting with us offers numerous advantages:



Global Reach: Expand your business across borders with confidence, knowing that our offshore accounting services are designed to support your international growth and compliance needs.

Risk Mitigation: : By entrusting your accounting functions to professionals who specialize in offshore regulations, you reduce the risk of errors, penalties, and non-compliance, safeguarding your business reputation.

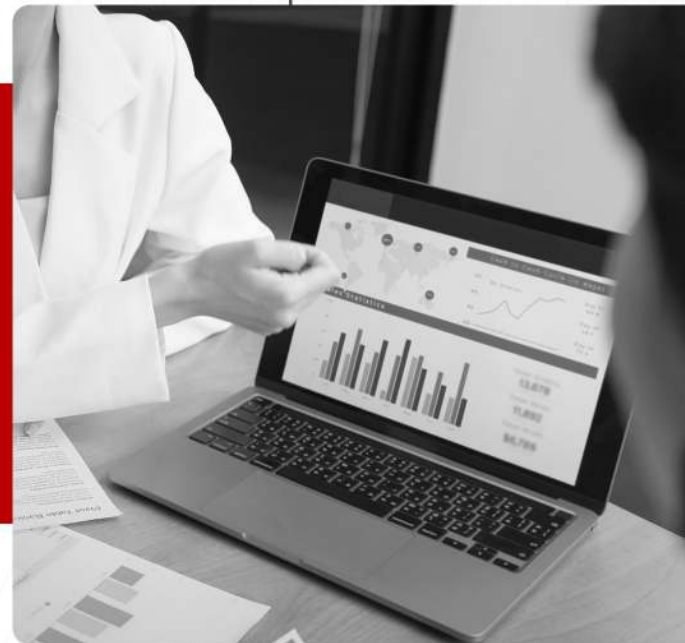




Focus on Core Activities:

Outsourcing accounting tasks to us allows you to concentrate on your core business operations and strategic initiatives, enabling increased productivity and profitability.

Scalability and Flexibility: Our services are scalable to accommodate your business's evolving needs. As your company grows, we adapt to provide the necessary accounting support, ensuring your operations remain efficient.



PAYROLL & STAFFING SERVICES

With the rapidly growing Asia economy, many of our clients have requested payroll and staffing services for the following reasons:-

- Free up time and resources so your team can focus on your core business.
- Gain access to external expertise to perform payroll well.
- Reduce costs, risks, and any confidential issues that may arise when performing these tasks in-house.
- Quick respond to the changing demands of their business, caused by seasonal variations, and or increased pace and growth.
- Immediate respond to changes in staff levels.
- Ensure national laws on compliance, and recruitment is followed; knowing all company and staff permits and licenses are current and in place.
- Know the correct interpretation of regulations are understood and guidelines are followed correctly.
- Provide leverage relevant knowledge of national regulations and the processing of local documentation.



Our Outsourced Payroll Services include:-

- Staff payroll calculation – national and international staff.
- Management of staff timesheets.
- Management of Social Security documentation and payments.
- Management of personal income tax deductions and filing obligations.
- Management of labour office Registrations
- Drafting and registering employment contracts in accordance with the local laws
- Reports and returns – operating in full compliance with national laws.
- Liaising with local banks for new account openings and transfers.
- Management of staff benefits programmes.
- Holiday and sick leave recording, staff records, and health records, when required.



STAFFING SERVICES

(PEO SERVICES - PROFESSIONAL EMPLOYER ORGANIZATION SERVICES)

Our PEO services support SME'S and Corporates that do not have an entity in Myanmar and Japan. Under the FocusCore and FujiCore co-employment model your employees are registered with our licensed entity and have the flexibility to work on your projects as an extension of your company.



Through our partners, Payroll & Outsourcing (P&O), we provide you with bespoke PEO Services.

Companies looking to be present in Myanmar and Japan

can now outsource their employee management tasks, such as payroll and workers' compensation, risk and safety management, employee benefits, training, and development. We hire your employees, becoming their employer of record for tax and insurance purposes.



Now you can quickly establish your company activity in our operating regions.

Regularly paying staff salaries is a known golden rule with adherence to national compliance and reporting regulations. With our experience living and working in these regions, combined with a diverse team of international and local professionals from FocusCore and FujiCore, we have a deep understanding of these processes.

Our Brands



Focus
Core

Fuji
Core

Our Offices

We are active in Asia and have offices in
Myanmar and Japan



Ying Ying Aye

General Manager

☎ +95 97 7700 1861 (WhatsApp)

✉ yingying.aye@focuscorecs.com

FocusCore | FujiCore

📍 704 & 705, M Tower, No. 527 Pyay Road, Kamayut Township, Yangon, Myanmar

☎ Tel: +95 97 7700 7330