



**SSP**

CORPORATE SERVICES

All Solutions  
One Source  
Your Partner

# TABLE OF CONTENTS

1

Introduction

2

Entity Management

3

Human Resources

4

Payroll

5

Accounting

6

Taxation



## INTRODUCTION

At SSP, our purpose is to create a reliable partnership with our clients based on our values, enabling them to focus on their core businesses while we deliver our solutions to thrive the future collectively. Your trusted partner for seamless Entity Management, HR, Payroll, Accounting, and Taxation solutions. Let's simplify your business journey together.

We serve organizations of all sizes - from startups to established enterprises - helping them navigate regulatory requirements while optimizing internal processes. With a client-centric focus, our experienced team combines industry expertise and cutting-edge technology to deliver accurate, timely, and reliable support.

### MISSION

We are dedicated to providing comprehensive entity management, HR, payroll, accounting and tax solutions tailored specifically for business needs. With a team of experienced professionals, we understand the challenges that companies face in today's dynamic environment. We aim to empower businesses by simplifying their administrative processes, allowing them to focus on their growth and success.

### PURPOSE

Our purpose is to create a reliable partnership with our clients based on our values, enabling them to focus on their core businesses while we deliver our solutions to thrive the future collectively.

## VALUES

### INTEGRITY

We foster honesty and transparency in our solutions. We act with integrity to build and maintain the trust of our partners and clients.

### ACCOUNTABILITY

We assure greater accountability in our solutions. We take responsibility for delivering on our commitment consistently.

### EXCELLENCE

We strive for excellence in our solutions. We deliver high quality and performance to our clients.

## LEADERSHIP

### ANGELICA SAHAGUN DE LAZO



Angelica Sahagun De Lazo is the founder of SSP Corporate Services. Angelica has more than 10 years of extensive experience working in public and private firms in Asia Pacific, Middle East and Africa specializing in External Audit, Financial Management, and Taxation. She has a Bachelor's Degree in Accountancy and a Certified Public Accountant.

### GUILHERME PINHO



Guilherme Pinho is the co-founder of SSP Corporate Services. Throughout his 20+ year experience, initiated in Brazil and last 10 years in the Middle East & Africa, Guilherme has built a solid career in the Corporate Services industry with a unique combination of business management, finance, operations, delivery and digital transformation. He has a Bachelor's Degree in Accountancy and a Certified Public Accountant.



## Entity Management

SSP helps clients to set up business either in mainland or in one of the several free-zones. SSP guides clients from the selection of the jurisdiction until the company is incorporated and ready to operate locally. Once the company is operational, SSP assists clients to maintain statutory compliance before the respective jurisdiction.

## NATURE OF SERVICES

- ✓ Company Formation (Mainland, Free Zone, and Offshore)
- ✓ Bank account opening
- ✓ Annual statutory compliance (renewals of license, establishment card and other related documents)
- ✓ Amendments to statutory documents
- ✓ PRO services
- ✓ Health check
- ✓ Endorsement of Local Sponsor/Agent
- ✓ Company de-registration



## Human Resources

SSP supports clients with immigration and visa-related matters.

SSP assists clients in Organizational Design & Restructuring, Compensation & Benefits and Job Evaluation & Grading which will boost organizational performance with strategic benefits.

SSP also evaluates how potential employees fit jobs and proposes actions which will keep employees engaged and help companies to solve their critical problems.

## NATURE OF SERVICES

- ✔ Visa processing, renewal, amendment and cancellation
- ✔ Organizational Design & Restructuring
- ✔ HR Policies & Procedures
- ✔ Job Evaluation & Grading
- ✔ Compensation & Benefits
- ✔ Performance & Career Management



## Payroll

SSP helps clients to process payroll according to local regulations.

SSP ensures compliance and accuracy in calculations and timely payments.

## NATURE OF SERVICES

- ✓ Payroll processing
- ✓ Salaries payment (WPS or non-WPS)
- ✓ Employee Self-service Portal
- ✓ End of service calculation
- ✓ Time & Attendance
- ✓ Leave management
- ✓ Reports: pay slips, variance, gratuity accrual and general ledger



## Accounting

SSP acknowledges quality bookkeeping and proper maintenance of financial records serve as backbone for flawless decision-making to ensure strategic growth and success in the business. With that, SSP helps clients in producing complete, accurate and locally compliant financials while they focus on their core business.

## NATURE OF SERVICES

- ✓ Bookkeeping
- ✓ Financial Reporting
- ✓ Accounts Receivable management
- ✓ Accounts Payable management
- ✓ Invoicing



## Taxation

SSP assists clients to remain compliant with local tax requirements efficiently. This is crucial as managing tax compliance can be challenging due to the continuous and complex evolvement of tax globally which may result in financial implications.

## NATURE OF SERVICES

- ✔ Value Added Tax (VAT): return, refund, registration and de-registration
- ✔ Corporate Tax (CT): return, registration and de-registration
- ✔ Common Reporting Standard (CRS)
- ✔ Foreign Account Tax Compliance Act (FATCA)
- ✔ Tax Residency Certificate
- ✔ Tax Inspection support



DSO-IFZA, IFZA Properties, Dubai Silicon Oasis  
Dubai, United Arab Emirates



+971 52 232 1699



info@ssp-corporateservices.com



ssp-corporateservices.com



**SSP**  
CORPORATE SERVICES

All Solutions  
One Source  
Your Partner