

# CELIA ALLIANCE

Law and Tax for **International** HR



New Territories



**Our mission is a simple one - to help international businesses make the most of their people wherever they are in the world.**

CELIA is an international alliance of independent law and professional services firms dedicated to helping international businesses make the most of their people. We combine expertise in law and tax to provide consulting and advisory services to International HR.

With member firms across Europe and beyond, as well as a wider network of Correspondent Firms around the world, we offer a truly global network of expertise to support your business.



## New territories

Establishing a business presence in a new country can be complex. Navigating unfamiliar legal, tax and social security systems, as well putting the infrastructure and people in place for a new organisation, takes management focus away from core business operations. The CELIA Alliance can help.

## Establishing your presence

We can offer transparency on the tax, employment and regulatory issues you need to consider when establishing a business presence in a new territory. We can help get you operational with the minimum of fuss, allowing you to focus on your business.

As well as helping you to put in place the optimal corporate, tax and employment infrastructure, we can help with everything from tax registrations and operating your payroll to advice on local compensation and benefit packages and assistance with work permits.

If you need to relocate staff to your new territory, we are able to provide your executives and their families with a fully coordinated and comprehensive home and host country service to help make their move problem free.

## Our services

### **CORPORATE SET-UP AND SUPPORT**

- **Tax and legal** – planning the optimal structure for your new business, whether a stand-alone company, subsidiary or branch, joint venture or partnership.
- **Incorporation and registrations** with local authorities to ensure full tax and legislative compliance in your new territory.
- **Corporate constitution and shareholder agreements** – advice and drafting of appropriate documentation.
- **Company secretarial services** – record keeping and corporate filings service.
- **Payroll** – set-up and operation of monthly payroll services and year-end tax and benefits reporting.

### **HR SERVICES**

- **Benefits and insurances set-up** – practical help putting in place employee benefits and business insurance appropriate to your new location.
- **Compensation and reward** – design of pay structures and incentive plans appropriate to local market practice.
- **Data protection** – comprehensive support on local and international policies, compliance advice and expertise in workplace surveillance and monitoring.
- **Employment documentation and policies** – appropriate and compliant documentation including offer letters, contracts of employment and HR-related policies.
- **Executive service agreements** – negotiating terms with key executives, advice on trade protection, non-compete and intellectual property issues.

### **RELOCATION AND INTERNATIONAL ASSIGNMENTS**

- **Full international assignment service** providing help with executive relocation.
- **Advisory and compliance** – business immigration, tax advisory, tax returns and filings, social security compliance and specialised payroll services.
- **Consulting services** – help in identifying the processes, systems and policies for successful ‘fit for purpose’ programmes.

### **ONGOING SERVICES**

As well as helping you to set up your business, we provide ongoing assistance to your new operation, from ad-hoc legal or tax advice to support around ongoing HR-related issues, from tax-effective compensation programmes to corporate restructuring and collective agreements. Working with CELIA Alliance colleagues in other jurisdictions, we can also support your continued business expansion into further new territories.

## Global Reach

The CELIA Alliance offers a truly global service to meet your needs wherever they arise. CELIA Alliance client projects over the last few years have extended to over 65 countries across six continents.

In jurisdictions where there is no CELIA Alliance member, projects are conducted with firms who match our skill base and are selected for their ability to deliver to our clients' requirements and our standards.

### CLIENT PROJECT LOCATIONS



## About the Celia Alliance

The CELIA Alliance is a non-exclusive international alliance of independent professional services firms united in the aim of helping international businesses make the most of their people.

What makes CELIA different from other international firms or alliances is its combination of expert legal and tax services which range across Compensation and benefits, Employment and labour Law and International Assignments (hence the name CELIA), as well as complementary legal and tax advisory and compliance services.

## Key Contacts

CELIA Alliance members are present throughout Europe and the United States and have relationships across the globe.

To contact any of our members please visit:

[www.celiaalliance.com/member-profiles](http://www.celiaalliance.com/member-profiles) or email [info@celiaalliance.com](mailto:info@celiaalliance.com)



Belgium



Czech Republic



Denmark



France



France (Employment)



Germany



Hungary



Italy



Italy (Tax)



Luxembourg



Netherlands



Norway



Poland



Romania



Slovakia



Sweden



Switzerland



United Kingdom



USA



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[www.celiaalliance.com](http://www.celiaalliance.com)

The term "CELIA Alliance" is used to describe an alliance of independent law and professional services firms which are not affiliated in the joint practice of law or tax advisory or other services. Each member of the CELIA Alliance is an independent practice and provides professional services on an entirely individual and separate basis unconnected to any other member of the CELIA Alliance.