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## ■ START UP A BUSINESS IN FRANCE

Métoudi & Associés is a competent and reliable partner that can help you to start up in France.

We can offer you tailor-made services and meet your accounting and administrative needs in France.

We can help you set up in a number of ways:

### INCORPORATION

Métoudi & Associés can assist you in drafting your articles of incorporation and bylaws and in registering your company.

### ■ BOOK-KEEPING

Recording of current operations, filing of supporting documents, matching purchase orders with payment authorisations, issuing detailed records - each task is performed competently and efficiently. Legal registers and records are held up to date

### REPORTING

We can periodically produce your financial statements according to your accounting and presentation standards and deadlines.

### ■ OUTSOURCING PAYROLL AND ADMINISTRATIVE HR

We can handle all the related work with complete security and confidentiality: selection of funds (pension, employee benefits, etc), expatriate payroll, conclusion of employment agreements when employees are hired, estimates of employee costs, pay slips, social security and related declarations and returns, hiring formalities, exit documents, follow-up of labour and employment laws, assistance in case of audit (i.e. Social Security Authority Inspectors).

### ■ TAX COMPLIANCE WORK

We can manage your tax returns and obligations (VAT, business tax, corporate income tax, corporate dividend withholding tax, etc.), deal with the French tax authorities on your behalf and obtain the timely refund of deductible VAT linked to your investments in France.