



COMPANY PROFILE

PAUL & MARTIN CONSULTING GROUP

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1. Background

Paul & Martin Consulting Group, Your Third Eye - provides a whole range of Accounting, Projects, Tax, HR, Research, Management, and Systems & Software Consultancy Services to the Corporate World with a particular focus on e-consultancy and related services.

Strong relationships allow us to support and assist our clients in taking the steps needed to reach their goals, thus offering an array of value added consultancy solutions.

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2. About us

2.1 Know all about PMCG

It all had a humble beginning in the year 2000 when the firm Paul & Martin, was established to cater to the Accounting and Business Analysis needs of the Small & Medium Enterprises in Trivandrum.

Getting the right impetus from the well deserved clients, we went on to be registered as a partnership concern in 2001 with the motto of giving a 'Third Eye' to the corporate and business world by providing a continuum of Accounting, Projects, Tax, HR, Research, Management, and Systems & Software Consultancy Services.

The success of the firm was earmarked in December 2003, when the firm was merged into a Private Limited Company incorporated as Paul & Martin Consulting Group Pvt. Ltd.

2.2 Our Products & Services

We at PMCG are committed to provide the varied business solutions and services to our customers on a full time basis using the cutting-edge technologies and Net Based Consultancy (NBC) that reduces costs and increases efficiency, so that when its time for you to sleep - **You Really Can ...**

a. Business Consultancy & Allied Services

Startup Consultancy Services

- Consultancy on Setting up Private Limited Companies, Partnership Firms, Trusts and Societies.
- All the registration formalities from Name Clearance to getting the Certificate of Incorporation including all documentations and legal drafting.
- Allied Services like completing the registration formalities with Income Tax Authorities, State & Local Authorities like – SSI registrations, Import/Export formalities, 100% EOU registrations, PAN, TAN and Service Tax registrations etc.
- Secretarial works like Drafting of – Minutes of Meetings, Resolutions, Policies, Procedures and other Regulations including filing of Annual & Statutory Returns under the Companies Act.

Book-keeping, Accounting & Auditing Services

- Setting up of Computerized Accounting Systems using renowned accounting packages like – Quick Books, Tally, Daceasy, Peachtree etc.
- Developing Custom Excel Applications and Systems for Transaction Processing, Payroll Management and other reporting requirements.
- Offsite Accounting Services based on specific client requirements on a daily, weekly, monthly, quarterly, half-yearly or annual basis, including pre-audit accounts finalizations and statements preparation.
- Designing and presentation of Annual Reports.
- Restructuring and improving Accounting Systems, Reporting Systems etc. based on case study and analysis of existing systems.
- Internal auditing and implementation of internal controls and systems for efficient business management, including study of business processes and reporting thereon.

Business Plans, Project Reports & Corporate Presentations

- Preparation of Business Plans for Venture Capital Funding, exploring Investment Avenues etc.
- Preparation of Project Reports for specific purposes based on client specifications by incorporating the Economy–Industry-Company (EIC) methodology to deliver value added reports.
- Design & Development of Financial, Marketing and Corporate Presentations using presentation and other digital documentation software.

b. Research and Analysis

Industry Research

At PMCG we first come up with a basic questionnaire to get an understanding on the industry and the type of information our clients require. After initial discussions, our team of experts then dedicate themselves for researching and analyzing on pertinent information to complete your report. Your final report will come in both print and digital format which will include:

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- | | |
|------------------------------------|--|
| ▶ Industry Structure | ▶ Key Players & Barriers to Entry |
| ▶ Forecasts & Projections | ▶ Competitive Environment |
| ▶ Technology Issues | ▶ Market Share & Distribution Channels |
| ▶ Legal & Regulatory Issues | ▶ Consumer Trends & Attitudes |
| ▶ Inherent Risks & Labor Forecast | ▶ Demographics & Macro Economic |
| ▶ Consolidation & Financial Ratios | Trends |
-

Presently we specialize in:

- i. Construction and Related Industries
- ii. Consumer Economy and FMCG Sector
- iii. Information Technology and Communication
- iv. Financial, Business and Educational Services
- v. Production and Manufacturing Equipments
- vi. Health Care and Pharmaceutical Industries

c. Taxation, Statutory & Legal Services

- Income tax assessment and filing of monthly and annual returns with the authorities.
- Tax Planning for Business and Individuals. Salary Structuring for employees and executives.
- Consultancy Services on Employees Provident Fund.
- Sales Tax, Service Tax and VAT Consultancy and Registrations.
- Legal Documents Drafting – Drafting of Agreements, Deeds and Other Documents.

d. Management Consultancy

Business Process Outsourcing

How we work out the outsourcing proposal

- ▶ We do a complete Business Process Analysis at your location and prepare an SRS.
- ▶ Based on the SRS report the proposal for an outsourcing solution is finalised.
- ▶ By signing the Service Contract with you we take up the responsibility for the assigned functions.
- ▶ Our staff is deputed on your assignment and they work off-site as well as on-site.
- ▶ The requirement reports and other documents/assignments are prepared and submitted to our offices for validation.
- ▶ The final validated reports are submitted to the concerned personnel of your company.

Areas of outsourcing currently managed

- ▶ Accounting, Auditing, Business Plans and Research Reports
- ▶ Statutory Formalities, Legal Drafting & Documentations
- ▶ Website Evaluation, Design/Redesign & Development

e. Systems, Software & Internet Consultancy

- Systems and Software Consultancy for setting up Computerized Accounting and Business Solutions.
- Website Designing, Development and Maintenance including Domain Registrations and Hosting Services.

We manage and monitor all the necessary steps for completing the project - including systems and other hardware procurement, networking support, software applications procurement/ development and training etc., for accounting, financial, payroll and related administrative functions.

2.3 Our Target Clients

At **PMCG**, we look for opportunities where our excellence in providing service can contribute to our clients' bottom line. We diversified into the area of e-consultancy taking the complex and cumbersome task of managing all the statutory and accounting activities of our clients online, so they can focus more on their core business operations.

- Startup Companies & Firms
- Chartered Accountant Firms
- Outsourcing Companies and others
- Management Consultants and Consultancy Houses
- Individuals and Business Houses entering into new ventures

2.4 Delivery Capabilities

- The products and services of **PMCG** can be delivered in two modes
- a. On specific demand by the client as an when needed
 - b. By entering into contracts, based on which the services can be delivered on a timely and consistent basis.

At **PMCG** we help ensure that we continue to evolve with the changing needs of our customers and bring together innovative service offerings. Armed with insight into our customers' behaviors, usage patterns and attitudes, we can offer custom-fit business solutions that best meet your needs. Our expertise knowledge, information resources and experience can get you the best solutions - Technical & Financial.

3. Why Select PMCG

- Team of highly qualified and committed professionals with expertise in the fields of Business Analysis, Finance, Accounts and Costing to provide you with cutting edge analysis and user specific solutions.
- Our Net Consultancy Division with experienced IT professionals and administrators, web designers and graphic artists to give you that creative touch.
- State-of-art development facility and infrastructure with 24/7 dedicated cable internet connectivity and other communication devices.
- Full confidentiality and security of data through the Non-Disclosure Agreement with the client and other Data Security Systems with dedicated facilities for constant backing up of client's data.
- Expanded coverage of industries and companies together with cost-effectiveness in our systems and processes, not just due to location advantage but also due to our experience and methodologies.
- Scaling up capabilities and flexibility in our business model as well as pricing models to suit our specific customer requirements.
- Focus on processes and a high standard on quality in delivering our services well within deadlines is sure to bring back our clients for more.

4. Our Methodology and Approach

We primarily intend to deliver our services to small and mid-sized companies by embracing the internet as a powerful tool in our service delivery capability.

On hearing from you our team of professionals will help you with the very first step of analyzing your requirements through questionnaires and interactions based on which we present you with our proposal. On your willingness to associate with us, we provide you with the Consultancy Agreements and Non-Disclosure Agreement.

On entering into the mutually agreed upon terms of the contract with the client, our team of experts starts working on the project to deliver you the final product or service. By interaction with our Net Consultancy Division, we will keep you updated on the progress of the assignment on a consistent basis.

5. Our Tools & Resources

- Latest systems and software to provide you with speedy and cost-effective and quality solutions.
- High speed internet and communication devices to bring these solutions to you in time.
- Extensive use of databases and publications to provide you with correct and upto date information thus supporting you with latest happenings and news affecting your industry.
- Above all our people, the domain specialists as we call them, who are committed to provide you with value added knowledge and experience in the form of business solutions that can transform your business.

6. Our Pricing Model

We provide a flexible pricing model to our clients depending on their specific requirements for which the scope of the project is a standard determinant. After initial analysis, and taking into consideration the complexities involved and the time frame within which the solution is to be delivered, we arrive at a reasonable price based on the determinants. In case of long term contracts the pricing will be arrived at on a mutually agreed basis after discussions.

7. Conclusion

All the above said can remain as general theories which you may find in the business profiles of a good number of consultancy companies, until you allow us to put them into action.

Now that you know
Who we are
What we can do for you, and
Why we are here for your business...

...Let our actions speak these words again.