



Consultancy Services

Representative Office (ROS)

For companies operating in the Philippines who do not wish or do not have the requirement for a permanent expatriate presence, the consulting arm of the Philippines Business Leaders Forum offers a cost-effective option for management oversight. PBLF is able to:

1. Represent offshore Principals trading or wishing to trade in the Philippines;
2. Provide a temporary or permanent Representative Office in Manila;
3. Provide a Representative Officer for corporations or individuals incorporated or trading in the Philippines.

Services are tailored to the individual requirements of each client and are based on a specific contract period of which the minimum is three months. Typically such services can include:

- Provision of temporary or permanent office facilities including postal, telephone, fax and e-mail support as well as secretarial services;
- Introductions to appropriate domestic accountants, lawyers, bankers and other professionals;
- Oversight the process of incorporation and other government, national, provincial and municipal requisites;
- Conduct market and marketing research;
- Recommend and negotiate appropriate premises for long-term commercial or residential occupancy;
- Recommend and oversight implementation of the construction and fit-out of premises;
- Review and recommend candidates for employment;
- Review and recommend agents for appointment;
- Attend management and other meetings held under any joint venture or agency arrangements;
- Attend board meetings;
- Submit reports to principals as required (weekly, monthly and quarterly);
- Represent Principals in subsidiary aspects of all and any of the above services.

Note that all representative services will be subject to non-conflict of interest conditions.

Who Needs This Service

This service is directed at corporations and individuals looking to trade, manufacture, offer services in the Philippines or who are otherwise looking for independent and expatriate oversight of local operations to ensure the integrity and security of their interests and by professionals with experience in public companies at the board level.

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