

Vistra Brazil Services

Introduction

Vistra's experts provide tailored corporate, trust, fiduciary and fund services. We form strong, trusted relationships with our clients based on our extensive experience working in finance, structuring, law and accounting. With over 4,000 professionals working in over 40 jurisdictions, we have the expertise to develop solutions to meet the needs of any client, from international corporations to high-net-worth individuals.

Vistra Brazil's team of over 70 specialists offers a broad range of expertise and services to both corporate and private individuals. We have what it takes to establish operations in Brazil and keep them running, taking care of all administrative matters so our clients can focus on their businesses. This guide describes some of our most popular services.

Corporate Services

We establish and manage Brazil and offshore companies and structures, and provide related advice. Specific services include:

- Company formation in both Brazil and multiple offshore jurisdictions
- Provision of readily available ("shelf") companies
- Bank account opening (corporate and private)
- Provision of directors
- Provision of nominee shareholders
- Provision of registered office and correspondence addresses
- Provision of company secretary and maintenance of appropriate statutory records
- Pre-IPO corporate services
- Secretarial services to companies listed on the São Paulo stock exchange
- Registration of non-Brazilian companies, branches and representative offices
- De-registrations and liquidations
- Corporate restructuring

Trade and Treasury Services

We provide a comprehensive range of back office trading services. Our team will assist with initial office set-up and provide support for day-to-day shipping and trading transactions. Specific services include:

- Consulting on trade set-up and processes
- Invoicing and re-invoicing
- Order processing
- Trade administration and documentation
- Provision of bank signatories and directors to the company
- Handling all bank transactions
- Periodic payments and receipt reports
- Handling letters of credit
- Logistics management
- Process agency services
- Import and export documentation
- Transaction monitoring
- Acting as liaison with banks, suppliers, customers and freight forwarders
- Arranging and coordinating quality control and testing
- Coordinating with banks for trade financing
- Arranging credit, product liability and cargo insurance

Accounting Services

Vistra can act as an internal financial administrator, controller or accountant in full cooperation with our clients' headquartered financial staff and third parties as needed. Specific services include:

- Coordination and advice for setting up bespoke accounting systems
- Bookkeeping and annual accounts preparation
- Consolidated accounts for businesses across multiple jurisdictions
- Periodic management accounts and reports
- Budget and cash flow preparation and forecasts
- Compliance with CVM reporting requirements
- Audit preparation and assistance

Payroll and Outsourcing Services

When operations require employing local staff, Vistra provides payroll and related services, along with authoritative advice on labour regulations to ensure compliance. Services include:

- Confidential staff and payroll administration and record keeping
- Issuance of monthly pay slips to staff
- Handling of expenses and reimbursements
- Managing payroll reports
- Managing all applicable statutory deductions, payments, filing and related matters
- Monitoring and providing advice on personnel matters, labour ordinance and insurances
- Contract handling and remuneration package consultancy
- Assistance with personal tax returns
- Employment visa services for international staff relocation to Brazil

Supplementary Business Solutions

Vistra Brazil's services come with a personal touch so our clients feel comfortable in their environment. In addition to our core activities, we also provide:

- Concierge services
- Sourcing of office space
- Meeting room rentals
- Establishing and maintaining dedicated phone, fax and e-mail accounts
- Trademark registrations

Escrow Services

As a trusted third party, Vistra Brazil can facilitate secure and efficient business transactions. We can act as an escrow agent, and assist with the drafting of escrow agreements and with the opening and managing of segregated escrow accounts. Services include:

- Drafting and preparing escrow agreements
- Acting as custodian to safeguard transaction documents
- Undertaking treasury functions and transaction monitoring
- Preparation of escrow transaction accounting and audit trail

Alternative Investments Services

Alternative Investments is the fund administration and fund formation division of Vistra. As an independent service provider our role is to provide our clients with 'virtual' middle and back offices so they can concentrate on what they do best: managing an investment vehicle. Specific services include:

- Fund formation
- Corporate and secretarial services
- Private equity fund and hedge fund administration
- Cash management
- Fund accounting
- Financial and management reporting
- Registrar/Transfer agency
- Fund compliance
- Audit coordination

Trust Services

For private clients who seek independent, professional and confidential services to optimise the holding of their assets, Vistra offers a full suite of trustee services. Trust services offered by our Brazil office include:

- General trust and private client services
- Establishment and administration of trusts in multiple jurisdictions
- Estate and succession planning
- Pre-IPO trust
- Employee benefits/shares trust
- Banking introductions

Contact

Marcelo C. Borgheti, Managing Director, International Expansion

Office address: Av. das Nações Unidas, 10.989 – 5° andar – Brooklin Paulista- São Paulo – SP
04578-000

Telephone: +55 11 4550-4019

Email: marcelo.borgheti@vistra.com