



**Grant Thornton**  
An instinct for growth™

## FAST FACTS



### Fast Figures

	Trinidad and Tobago	Global
Revenues US\$	1.7million	4.7 billion
Personnel	34	40,197
Offices	1	725

\*As at 30 September 2014

# Trinidad and Tobago



**Nicole Lawrence**  
Managing partner

*"People are the organism that creates our growth and success. This is true for our staff, clients and business associates. The development of these stakeholders is critical to fostering enduring relationships and loyalty for which the rewards are reaped infinitely."*

### Nicole Lawrence

#### Who we are

Grant Thornton ORBIT Solutions is a leading professional services and outsourcing firm established in April 2006. We provide accounting services, audit, tax, and advisory services. Our outsourcing specialism includes corporate secretarial services, human resource services, and payroll services.

#### Where we are

Our office is based in the business capital, Port of Spain.

#### Why Grant Thornton ORBIT Solutions

We partner with our clients to provide solutions for their business.

#### Our clients

We provide services to a variety of clients ranging from entrepreneurs to dynamic medium and large corporate organisations in the following sectors and industries:

- manufacturing and distribution
- energy services
- financial services
- state and government
- heavy civil construction.

#### How we work

We provide the highest standards of quality, integrity and expertise, thus allowing our clients to focus on their core business.

#### What we do

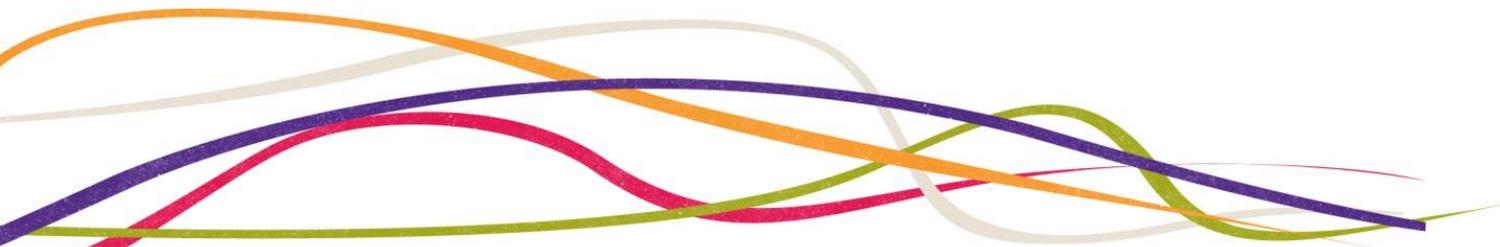
We provide a wide range of services to our clients:

#### Advisory

#### Assurance

#### Tax

Our main focus is to assist local tax compliance and advisory services in the following areas:



(Tax services continued)

- preparing value added tax (VAT) and corporation tax returns
- rendering tax opinions on various domestic and regional transactions
- rendering advice on the various taxes applicable in Trinidad & Tobago.
  - income and corporation taxes Acts
  - Petroleum Taxes and Supplemental Petroleum Taxes Act
  - unemployment levy
  - miscellaneous taxes including green fund levy and financial services tax
  - value added tax
- advising on property transfer tax and stamp duties
- advising on tax issues relating to mergers and acquisitions
- advising individual and corporate clients on the impact of new domestic tax legislation and the application of these tax laws
- preparation and submission of individual and corporate tax returns
- advising local and international clients on the implications of value added tax and other indirect taxes.

## Other services

### Outsourcing services

Our client accounting professionals provide accounting and computer services to local and offshore companies. The services range from purely data processing assignments to full-fledged accounting engagements. We provide complete financial management services to our clients and our services include:

- managing bank accounts
- arranging bank transfers
- invoicing
- maintaining general ledger and other accounting records
- preparing financial statements and other specialised reports
- preparation of payroll including remittance of statutory deductions to the relevant authorities
- advising on accounting policies
- assisting with the implementation of computer based accounting systems
- documentation of policies, procedures and internal controls.

### Payroll

Professionals provide a complete solution to clients ranging from data employment data collection and recording to the weekly, fortnightly or monthly processing.

- processing payroll information
- printing of payroll reports and journals
- issuing cheque payments or letters to bank to remit salary
- dealing with salary deductions
- calculation of appropriate NIS, PAYE, health surcharge deductions and managing the payment process
- preparation of annual TD4s and summaries
- ensuring compliance with all statutory payroll requirements
- liaising with the relevant authorities in the event of any queries
- members' voluntary liquidations.

### Corporate secretarial

Our professionals provide secretarial and other administrative support to our clients. These include:

#### For local companies

- incorporation of companies and registration of sole traders and firms
- preparation and filing of annual returns and the filing of particulars of directors, registered office, secretary and other statutory returns and notices
- maintenance of statutory registers
- stated capital matters including share issues, share repurchase and redemption;
- amendment of articles and by-laws
- share transfers for non-listed companies
- registrar and transfer agent
- drafting of notices of meetings and attendance at meetings of directors and shareholders and taking minutes
- preparation of minutes of directors' and shareholders' meetings
- assistance with the preparation of unanimous shareholder agreements
- dividend payments
- acting as company secretary
- providing the registered office address for companies.

## For external companies

- registration of companies
- filing of annual returns
- filing of fundamental changes
- submitting to the ministry of finance the necessary information on foreign investors in accordance with the Foreign Investments Act, 1990
- striking companies off the register
- amalgamation of two or more companies
- corporate restructuring including application for stamp duty relief
- advisory services relating to compliance with the Companies Act, 1995.

## Insolvency

- receiverships
- maintaining personnel records
- facilitation of statutory audits for tax and National Insurance and the related queries.

## Human resources (HR)

Our HR services have been developed to provide clients with assistance in a range of areas including general HR administration, advisory and other more specialised services.

- HR advisory services
- compliance with good employee relations practices and laws of T&T
- HR policies and procedures
- HR correspondence such as contracts, disciplinary and retrenchment
- recruitment
- candidate sourcing and screening
- interview support
- psychometric assessment
- general HR administration outsourcing eg leave, benefits, personnel files
- staff outsourcing:
  - non-Grant Thornton ORBIT Solutions employees – contracted out at fixed rates
  - administrative
  - HR
  - surveys
  - compensation
  - employee and customer satisfaction.

## Accomplishments

For the past two years we have been a proud sponsor of the United Way Charity, where every employee contributes part of their pay that the company matches and exceeds. In 2013 we received an award for 'second place penetration, small category, for excellence in community service' in the United Way campaign.

Since 2009, we have also been an ACCA Approved Employer, for both the trainee and professional development streams, currently at platinum level. This status allows our trainee staff certain exemptions, as it means our organisation meets ACCA's demanding criteria for trainee development, including having the policies and processes in place that allow trainees to meet the minimum performance experience requirements for ACCA. Those in the professional development stream are automatically exempt from having to follow ACCA's CPD unit scheme route due to the high quality of support that we their employer provides to ensure that their knowledge and skills stay up to date.

### Our global organisation

Grant Thornton is one of the world's leading organisations of independent assurance, tax and advisory firms. These firms help dynamic organisations unlock their potential for growth by providing meaningful, actionable advice. Proactive teams, led by approachable partners in these firms, use insights, experience and instinct to understand complex issues for privately owned, publicly listed and public sector clients and help them to find solutions. More than 40,000 Grant Thornton people, across over 130 countries, are focused on making a difference to clients, colleagues and the communities in which we live and work.

### Contact us

#### Nicole Lawrence

Managing partner

Grant Thornton ORBIT Solutions Limited

T + 1 868 622 1885 (ext. 200)

E [nicole.lawrence@tt.gt.com](mailto:nicole.lawrence@tt.gt.com)

W [www.grantthornton.tt](http://www.grantthornton.tt)