



CONSULTING TAX

Services portfolio

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A legacy

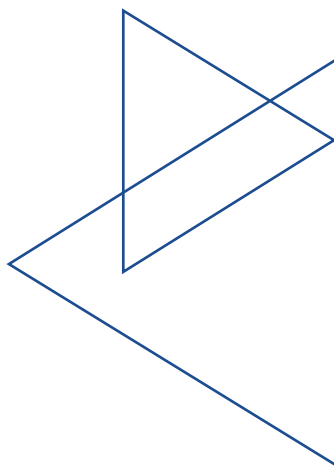
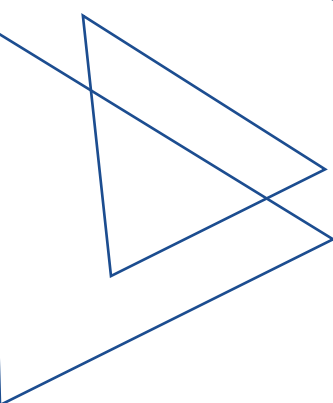
Who's speaks from experience

Optima is a firm created in 2010 with the goal of providing accounting and tax advisory to help individuals and companies with the challenges that arise during the development of their businesses.

Currently, Optima has achieved recognition for its excellent work in applying legal and tax regulations, attracting the attention of major business owners, allowing it to strengthen its client portfolio and its market position, enabling it to expand to Mexico City, Querétaro, and Uruapan.

Today, Optima have been recognized as reference firm in the field of accounting and tax advice and a reliable ally for its clients, fulfilling its commitment to being a firm with personalized attention.

Our success and growth over the years are the result of continuous commitment to excellence, adaptability and personalized customer service.



Lead, drive to achieve success

Mission

To provide excellent personalized advice that allows our clients to achieve their goals and grow their business through our team of specialists.

Vision

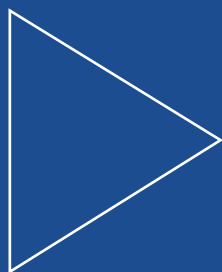
Long-term business relationships that allow us to position ourselves as service leaders for our local and international clients.

Values

Integrity: Act honestly and transparently in all accounting and tax procedures.

Commitment: Accompanying the customer in planning and tax management to optimize their resources.

Responsibility: Meet deadlines and obligations legal in a timely and precise manner.



Your integrity

Our comittment

Optima offers consulting services in different areas, for example, bookkeeping, tax, human resources, payroll, transfer pricing, legal and foreign trade; that allow us generate savings on our clients with enough experience staff to support in any aspect of your business.

Our services are supported with procedures according with legal and tax requirements.

Expertise

Multidisciplinary



1.Accounting



2.Taxes



3.Payroll



4. Transfer Pricing



5. Human resources



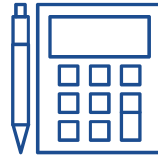
6. Legal



7.Foreign trade



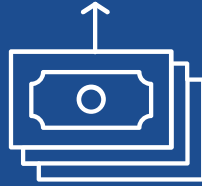
8.Consulting



Accounting

Always remember to properly manage expenses, inventory, costs and incomes, for that we offer the following services:

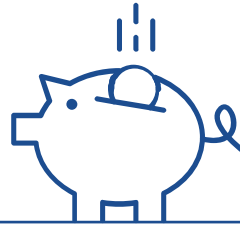
- Bookkeeping.
- Issue financial statements based on financial reporting standards for México, IFRS and US GAAP.
- Regulate accounting records from past years.
- Review financial statements.
- Review and preparation financial statements for bank loans.
- Review and re-structure chart of accounts.
- Review and preparation of the chart of accounts and trial balance for the filing of the electronic accounting.



Tax

- Preparation and review of annual and monthly tax return.
- Tax compliance.
- Tax advisory and planning.
- Preparation taxes refunds (VAT and income tax).
- Tax due diligence.
- Merge, acquisitions and restructuring, liquidations and shares sale.
- Tax compliance for foreign individuals (expats).
- Help to answer invitation letter and additional requirement information from any tax authorities (local, state and federal).
- Determination of corporate tax accounts, net tax profit accounting (CUFIN) and capital contribution account (CUCA), for dividend payment or capital reduction.
- Tax report on shares sale.
- Tax consulting on foreign payments for application of tax treaty benefits.

Payroll



Local payroll tax (State payroll tax)

- Incorporation to the local payroll tax system.
- Determination of the amount to pay for local payroll tax.
- Filing monthly local payroll tax returns.
- Monitoring local payroll tax compliance.

Payroll

- Determination and process payroll.
- Issue electronic payslips.
- Payment payroll.
- Calculation of anual income tax withholding on salaries

Social security

- Incorporation into the social security system for corporations.
- Incorporation, disincorporation, salary modification into the social security system for employees.
- Determination of the social security contributions.
- Tax compliance certificate for social security.
- Preparation of the tax report for social security.

Register of subcontracting specialized services or construction (REPSE)

- Administration of the REPSE (incorporation, follow up and filing of informative returns).

Infonavit

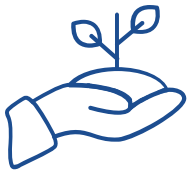
- Determination of the Infonavit contributions.
- Positive tax compliance for Infonavit.
- Preparation and filing of the tax report for Infonavit.

Transfer pricing



- Elaboration of transfer pricing for national and foreign transactions.
- Determination of the Price adjustment between related parties.
- Designing of strategies to comply with related parties transactions.
- Determination of interest rate applicable for market values for financing among related parties national or foreign.
- Determination of the market value on leasing or purchase and sale of real estate between related parties.
- Review of transfer pricing studies previously elaborated.
- Fill out annexes on tax report for related parties (DIM 9 / Foreign transactions).

- Profitability in foreign inter-company transactions
- Stock valuation.
- Determination of safe harbor calculation for Maquiladoras
- Information tax return (BEPS):
 - Master.
 - Country by country.
 - Local
- Planning of new inter-company for national and foreign transactions.



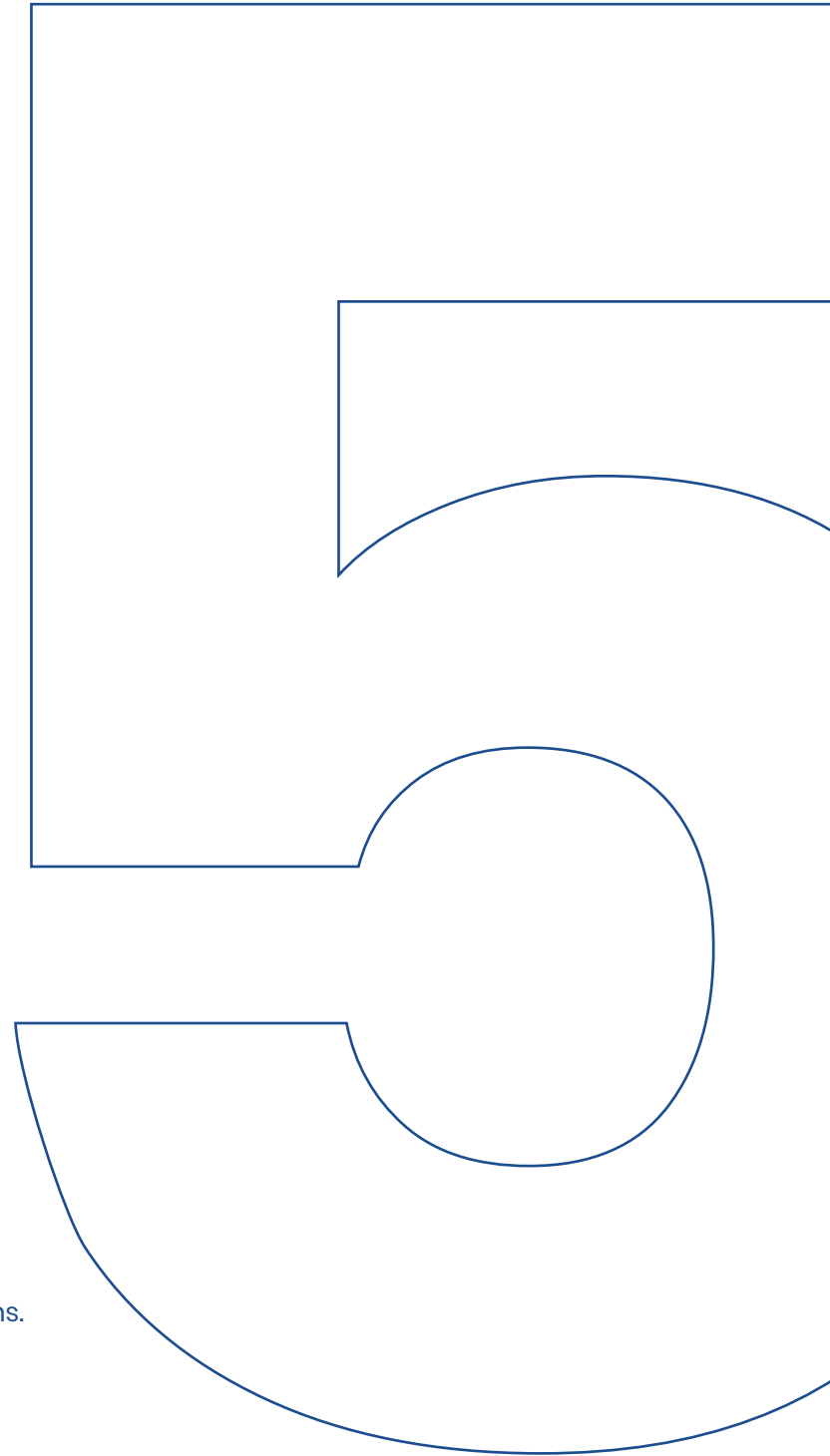
Human Resources

Recruitment and selection of personnel.

- Job profile development.
- Publicity and emisión of the job offer.
- Interview of candidates.
- Psychometry studies.
- Job profile integration.

Labor environment

- Application of survey of NOM 035.
- Survey of labor environment and follow up plans.
- Integration of work teams.
- Progressive discipline.



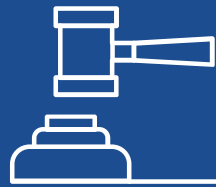
Training

- Integration of the joint commission for training and skills development.
- Training matrices and/or systems.
- Elaboration of labor manuals and processes

Work relations

- Determination of severance payments and termination.
- Employment termination.
- Agreement out of court.

Legal



- Legal advisory and labor, tax, civil, trade and customs.
- Nullity trial.
- Trials on foregin trade audits (PAMA).
- Notary procedures.



Foreign Trade

- Detecting contingencies on actual and historic foreign trade operations (health check)
- Administration and control of the annex 24 and 30.
- Integration of the foreign trade electronic file.
- Fixed assets control.
- Process promotion programs like IMMEX, PROSEC, OEA, sectorial programs.
- Review and filing VAT certification.
- Process foreign trade file (matriz de seguridad).
- Support of foreign trade audits.
- Compels between foreign trade operations and government data.
- Administration, preparation and control Electronic Value Manifest (MVE)

Consulting

We help foreign companies establish themselves in Mexico and expand their operations by coordinating the following services:

- Advice on creating the best corporate structure
- Review the by-laws of the Mexican entity.
- Search for the best real estate site.
- Evaluation of the infraestructure.
- Soporting on human resources.
- Management all municipality, state and federal tramits. Effective institutional lobbying.
- Integration of the supply chain





Find us:

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