



One Stop Shop for Professional Finance, HR Resources and Outsourced Tax & Business Support Services in Japan

Market Entry Support
Accounting, Tax, HR & Business Support Services
Professional Finance and HR Resources
Business Consulting

PROWORKS
PROCESS EXCELLENCE



00 ABOUT US

...professionals to professionals...

- ProWorks Group includes experienced bilingual professionals in accounting, tax, labour standards, HR, operation process, IP management, business systems analysis and design and other related areas providing for fully compliant back-office and business service solutions for our clients.
- We have experience in delivering services to a diversified range of industries including: asset management, private equity, financial services and securities, real estate, legal and professional services, hospitality, consumer goods and retail, IT and software, medical, manufacturing, import/export and logistics. www.pw-group.co.jp

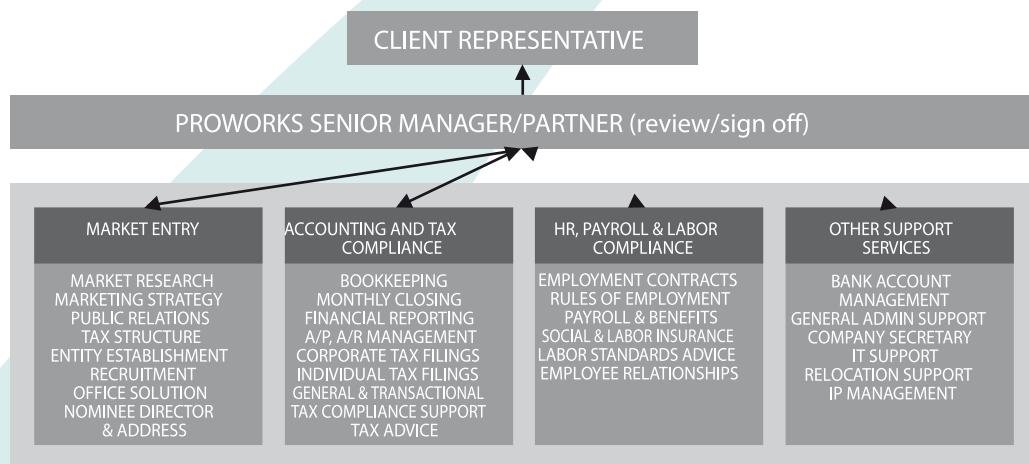
Main Service Areas



01 ACCOUNTING, TAX, HR & BUSINESS SERVICES

...one-stop-shop...

COMPLETE SOLUTION FOR YOUR JAPAN MARKET ENTRY & ONGOING OUTSOURCED BUSINESS SUPPORT & COMPLIANCE



Service Delivery Highlights

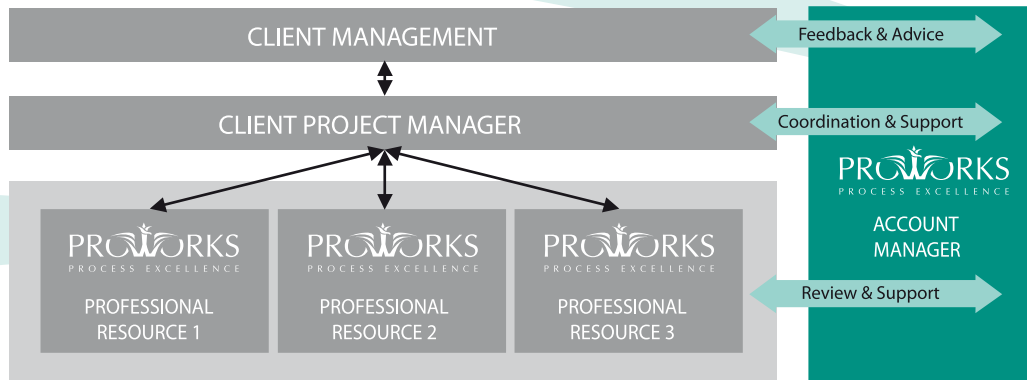
- Bilingual staff & systems
- Committed time schedules
- Flexible scope & service areas
- Service areas "owned" and managed by ProWorks
- Complete outside "in-house" solutions
- Flexible fee structure



02 PROFESSIONAL FINANCE AND HR RESOURCES

...more than dispatch...

PROFESSIONALS ASSISTING BUSINESSES IN PROJECTS THROUGH PERIODS OF GROWTH, CHANGE, TRANSITION AND CRISIS



- Finance and HR professionals, many with Big Four and Fortune 500 experience
- All professionals are bilingual mid to senior career professionals
- ProWorks account management support including:
 - Review of weekly progress and status reports from all active professional resources
 - Project administration tool support
 - Participation in project report meetings
 - Resource coordination support to client project manager
 - Periodic feedback and advice to client management

Consultant Skill Area	Consultant Role	Project Examples
Accounting	Chief Accounting Officer Controller Senior Manager	Accounting Function Process / Reporting Improvement Classification of Cash Flows Monthly Closing, Review, Consolidation, etc
Financial Systems	Project Manager, Leader Business Analyst, Programmer	Custom Report Writing, Basel II Implementation, Data Analysis and Quality Testing, Manual Drafting, etc
Compliance	Chief Compliance Officer Sarbanes-Oxley	Internal Controls Review, Process Documentation Drafting & Testing, Dealing with Rating Agencies, etc
Finance	Chief Financial Officer VP of Finance / Director of Finance	Consolidated Financial Reporting Budgeting, Forecasting and Projections
Audit	Internal Audit Manager IT Audit Manager, Specialist	Audit Preparation and Post-Audit Clean up IT Audit and Controls
Treasury and Cash Management	Treasurer Director of Credit	Cash Management, Credit Facility Analysis Treasury Management
IPO and M&A	IPO Specialist Due Diligence Specialist	Preparation of Financial & Investment Materials, Reports Due Diligence, Valuations, Consolidation of Reporting



03 BUSINESS CONSULTING

...from start to finish...

SOLUTIONS FROM AN OUTLINE OF THE STRATEGY & APPROACH THROUGH TO IMPLEMENTATION WHEN REQUIRED

Sample Areas

- Operational efficiency
- Strategic planning
- Project administration
- Financial reporting
- IFRS conversion
- IPO project support
- Process design and documentation
- IT controls
- Office relocations



04 WHY PROWORKS GROUP

- **Experience and expertise:** We have a well-qualified and balanced team of Japanese and foreign professionals in accounting, tax, payroll and social insurance, HR and labour standards laws, internal audit and control etc. to ensure that projects are executed efficiently and in compliance with the relevant regulations and laws in Japan.

Our partners and staff have combined experience in all areas of our service from the Big 4, other major back-office service professional companies and also organizations like yours combining such professional expertise and outsourcing best practices with understanding of our clients' needs that enables them deliver truly client based services.

- **Client's benefit:** from the breadth of this knowledge, the need to interact with numerous consultants is significantly reduced. We deliver a unified back-office solution as a true partner.

- **Quality services at affordable cost:** Constantly reviewing our internal processes for efficiency and implementing technology where available and possible means we do not have the considerable operating overheads as compared with the Big 4 and many of our other competitors, therefore enabling us to offer services at competitive prices.

- **Bi-lingual and bi-cultural:** This is a crucial differentiating factor. We feel it is imperative that anyone we interact with at the client corporation (e.g. the U.S.-based CFO, the Japan-based administrative assistant, etc.) can find a suitable counterpart in ProWorks, i.e. someone with which communication is straightforward and who is culturally sympathetic to the client.

Our consultants are professionally qualified, bi-lingual, bi-cultural full-time employees of ProWorks, and up to date with the latest requirements and happenings in their field of expertise.

- **Personal service:** Our outsourced service solution is designed to add flexibility and professionalism to what a regular in-house solution would provide therefore our approach is to gain and maintain very intimate knowledge of our clients' business and blend in with the rest of the operations and business processes. All clients are important to us and are granted a high level of personal service.

- **Client retention:** History shows that our clients tend to work with us for extended periods and that they have repeatedly referred us to others.

- **Key performance indicators:** When desired by our clients we will commit to predetermined metrics against which our performance can be measured as can the client's return on investment.

PROWORKS GROUP

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