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BUSINESS SUPPORT OFFICE SERVICES IN STC KOREA

Your prime location for business in Korea

Swedish Trade Council Seoul
April 16th, 2010



STC'S BUSINESS SUPPORT OFFICE IN KOREA

- provides highly attractive office solutions and administrative support Swedish companies in Korea
- Numerous Swedish companies use the Swedish Trade Council's Business Support Office during the first period in Korea as it offers complete and flexible office-packages adjusted to fit individual needs for different companies.
- Office spaces are available for rent, and generally it is possible to expand the number of spaces at times when this is required for a growing company. Other optional services offered include company establishment, recruiting and bookkeeping, all which are optional and customized for client needs. Neighboring with the Swedish Trade Council office, also enables close cooperation with our export consultants when needed.

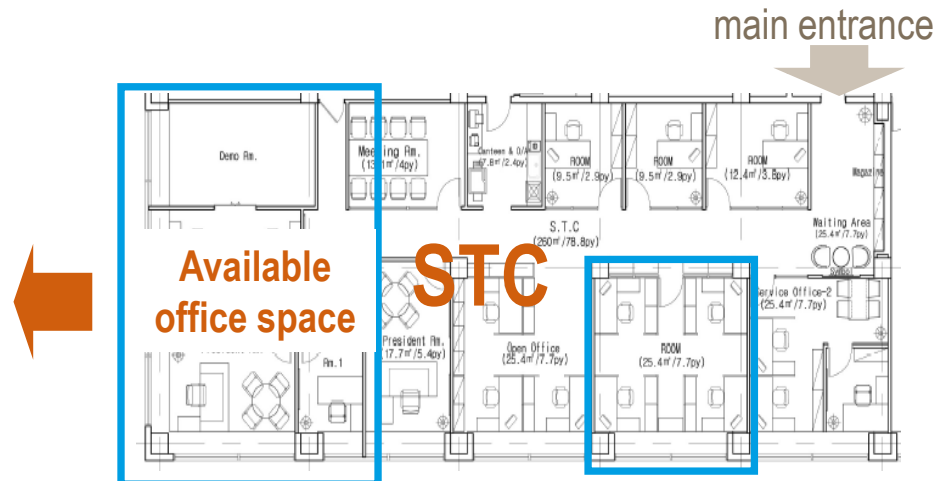
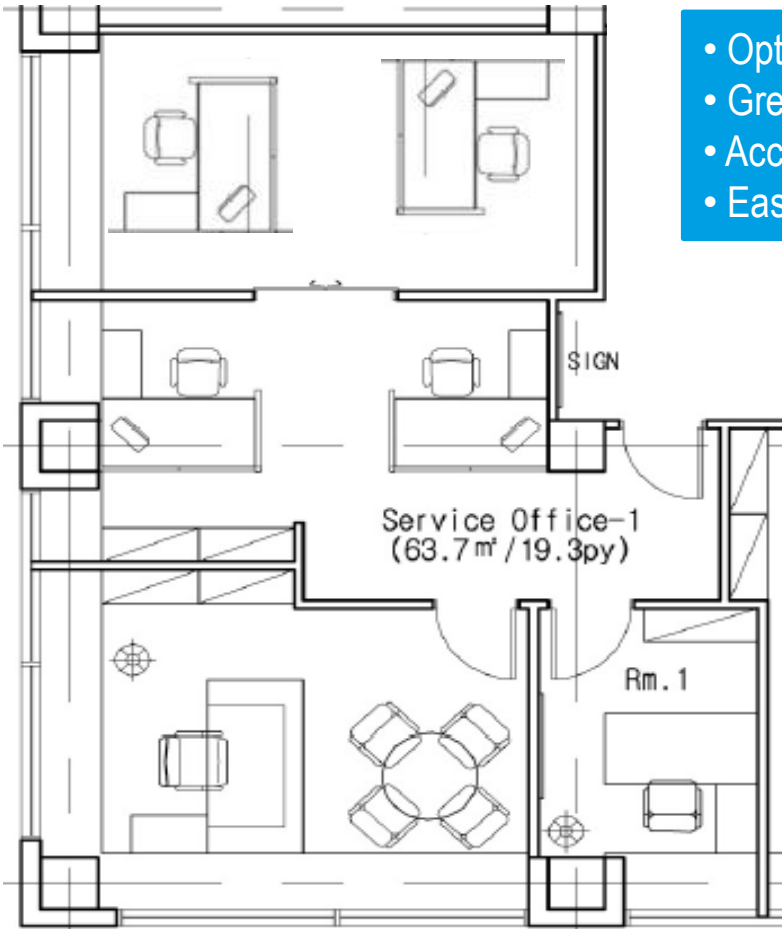


OBJECTIVE AND BENEFITS OF THE STC BSO SERVICE

- Main objective of the STC Seoul BSO service is to provide an **optimal office solution** for the client, and as desired handling all non-business related issues, so that the Client can focus on building the business
- Our BSO service in KOREA offers a number of important **benefits**:
 - **No fixed investment**: The Client gets a fully operational office without any fixed investment
 - **Immediate start-up**: STC BSO is “plug and play” and can be started within a couple of days
 - **Credibility**: The Client can leverage the Swedish Embassy and STC credibility and status to gain trustworthiness in the market place
 - **Control**: The Client can rest assured they will have full control over personnel and finance
 - **Easy to step out**: The Client can cancel the support or modify support level on short-notice
 - **Social&Business network**: The Client can tap into the social and business network of the STC and other Swedish BSO customers

OVERVIEW OF AVAILABLE FACILITIES: 6-8 PRIME OFFICE SPACES WITH FLEXIBLE LAYOUT

- Optimal location at heart of Seoul
- Great facilities, impressive view and Swedish style interior
- Access to conference and seminar rooms
- Easy access to public transportation



BUSINESS SUPPORT OFFICE SERVICES (1/2)

Services below are optional and can be customized to suit client needs

Office space & facilities

- Exclusive office space and desk. The office space is for immediate use with a desk, chair, drawers and bookshelf and one set of telephone & fax line (general number). Direct telephone can be prepared upon request. Internet communications through ADSL (high speed) or its equivalence are supplied.
- Shared facilities in the office include fully equipped conference room (capacity 10 persons), seminar room (capacity 39 persons) open meeting space, copy room (fax/copy/printer machine/shredder) and cafeteria (espresso machine snacks etc).
- Utility charges, cleaning services, water, electricity, normal use of office supplies, snacks and beverages are included in the rent.

Administrative services

- Receptionist services, including handling of incoming post, deliveries and visitors
- General advice on Korean employment systems, trade customs and company registration
- Advising and making office rules/ regulations for employees
- Info. on social security and insurance for Korean employees
- Arranging advice on legal, tax and accounting matters
- Arranging work related to company registration
- Help with hotel reservation and travel arrangements
- STC BSO takes care of the entrance of the building, and all incoming postal mail, visitors and deliveries etc.
- General telephone calls can also come through the STC BSO exchange, if requested and takes care of incoming calls for client

BUSINESS SUPPORT OFFICE SERVICES (2/2)

Services below are optional and can be customized to suit client needs

HR Support

STC BSO can handle the various functions necessary to take care of local staff (s) for the client. This involves:

- STC will hire the client's staff as legal employer in Korea so STC will take care of all legal & admin. works as well as legal responsibility for client's staff. However, upon establishment of client's own legal entity, legal employment will be automatically transferred from STC to the client.
- Monthly payroll service
- Bonus and retirement allowance payments service
- Preparation and filing of necessary documents for social insurance
- Withholding income taxes and obligatory payments to Korean authorities

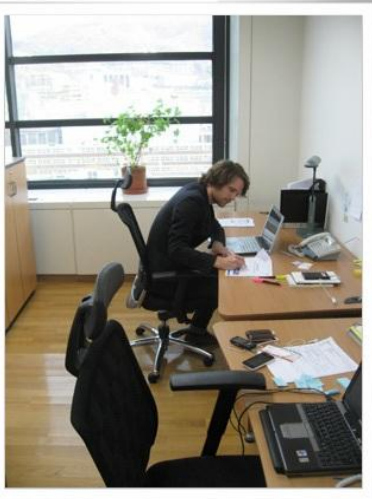
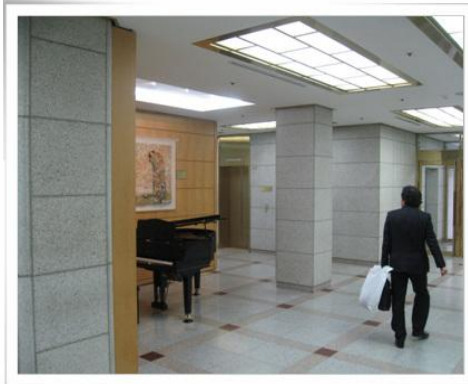
Accounting Support

- Monthly reporting to the mother company (in English)
- Book keeping (journal entry and recording)
- Petty cash management
- Cash flow management (payment scheduling, bank balance reporting)
- Payments (all payment procedures)
- Taxes, social fees and obligatory payments to Korean authorities
- Keeping valuables (bank book, registered bank and corporate stamps)
- Inter company reconciliation (invoice balances, etc.)
- Filing for consumption tax refund for a representative office

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STC BSO FACILITIES AT A GLANCE



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STC BSO IS A TRUSTED PARTNER IN KOREA

- STC has hosted 45 employees of the 13 Swedish companies in Korea the last 5 years

IT / Telecom



Medical



Engineering / CleanTech



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WE ARE AT HOME ON YOUR FOREIGN MARKET

