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## INTRODUCTION

### EXISTENCE AS CHARTERED ACCOUNTANT FIRM

Namdar & Co is a Chartered Accountant Firm in Pakistan with existence in Karachi, Hyderabad, Islamabad & Gilgit Baltistan Operates through the principal office in Karachi that is identified in one of the leading Chartered Accountant firms in Karachi and other cities. Clients are served through specialized practice segments, constituting multidisciplinary teams under Quality Assurance Managers, Assistant Managers and Supervisors of Namdar & Co chartered accountant firm in Pakistan.

### PROFESSIONAL STRENGTH

Namdar & Co has combined strength of many professionals from Karachi, Hyderabad, Islamabad & Gilgit Baltistan are able to synergize its best potential through a pool of expertise comprising Chartered Accountants, Chartered Certified Accountants, Public Accountants, Cost and Management Accountants, M.com, MBA, Tax and Corporate Laws Specialists, Human Resources Management Specialists and Lawyers etc.

### BUSINESS STRATEGY

Our business strategy is well-founded on the principal to continue to adopt changes that brought us by modern technology to meet the emerging business needs of our clients. We also strengthen ourselves according to the demands in a fast changing and challenging global market require value addition through knowledge, capital and technology. Decades of presence in Pakistan region has given Namdar & Co. chartered accountant firm the opportunity to understand the requirements and provide innovative solutions taking into account local legislation practices and continue to improve them today.

### INCORPORATION

Namdar & Co, One of the fast growing Chartered Accountant firm in Pakistan is established in 1995 by Mr. Ali Raza Namdar-FCA. Mr. Ali Raza Namdar is currently also running another in the name of Z. Lakhani & Co. Chartered Accountants. We are committed to build wealth and security for our clients by providing traditional Accounting, Auditing, Taxation and Consultancy services to closely held businesses. As one of the leading Chartered Accountant firm in Pakistan. Namdar & Co as Chartered Accountant Firm in Pakistan with existence in Karachi, Hyderabad, Islamabad & Gilgit Baltistan has a history of steady growth. To maintain quality of work & services Mr. Gazanfar Noman - ACA was admitted as a partner of Namdar & Co. Chartered Accountants in 2011. He is running the Islamabad office of the firm.

### OUR MISSION

Namdar & Co, Chartered Accountants commit to deliver quality assurance is designed not only to ensure compliance of all rules of local law and also international standards. We also ensure the delivery in time under the supervision of experience and industry specific experienced personnel.

### OUR VISION

Namdar & Co, Chartered Accountants commit to deliver quality assurance is designed not only to ensure compliance of all rules of local law and also international standards. We also ensure the delivery in time under the supervision of experience and industry specific experienced personnel.

### OUR SERVICES

Namdar & Co Chartered Accountants is provides the services below:

- ✓ Audit & Assurance Services
- ✓ Taxation Laws Services
- ✓ Corporate Laws & Secretarial Services
- ✓ Accounting & Book Keeping Services
- ✓ Business Advisory Services
- ✓ Financial Management & Business Consulting Services
- ✓ Human Resource Management (HRM) Services
- ✓ Accounting Software & Support

## SERVICES PROVIDED BY US

### 1. AUDIT AND ASSURANCE SERVICES

Namdar & Co as Chartered Accountant Firm in Pakistan with existence in Karachi, Hyderabad, Islamabad & Gilgit Baltistan provides a wide range of assurance services, with the primary focus on the objective of assurance on the reliability and relevance of financial information and a host of non-financial aspects, data, processes, operations and procedures and on the effectiveness and efficiency of controls.

Namdar & Co, Chartered Accountants commit to deliver quality assurance is designed not only to ensure compliance of all rules of local law and also international standards. We also ensure the delivery in time under the supervision of experience and industry specific experienced personnel.

We provide a wide range of audit and assurance services to public and private companies:-

#### Statutory Audit

Financial audits of both domestic and foreign companies, public or private limited companies, branches of foreign entities, provident funds, pension, gratuity and other employee benefit funds, charities trust or non-governmental organizations.

To ensure the truth and fairness of financial statements to be prepared and presented in accordance with identified financial reporting framework e.g. in Pakistan these are International Financial Reporting Standards (IFRS/IAS) issued by IASB and adopted by SECP, Companies Act 2017 and other circulars and directives issued by SECP (Securities and Exchange Commission of Pakistan). To be conducted in accordance with International Standards on Auditing IASA's issued by International Federation of Accountants (IFAC) as applicable in Pakistan.

- ✓ Management Audit
- ✓ Internal Audit and System Control Review (SCR)
- ✓ Information System Audit
- ✓ Tax audit
- ✓ Regulatory Audit & Regulatory Compliance Review (RCR)
- ✓ Cost Audits & Cost Allocation Studies
- ✓ Share Transfer Audit
- ✓ Review and Complication Assignments

## 2. TAXATION LAWS SERVICES

Importance of tax returns now a days have increased rapidly as that was never before. Tax legislations are very completed with emergence of new regulations in country and in international market. At this point of time the need of a tax consultant with knowledge and skills to deal with complex regulations increased, Namdar & Co as Chartered Accountant Firm in Pakistan with existence in Karachi, Hyderabad, Islamabad & Gilgit Baltistan assure their clients the quality of services, integrity and reliability given by Karachi and other offices.

### Corporate Taxation Services

- ✓ Preparation and filing of annual and periodical tax return.
- ✓ Withholding tax management and related compliance.
- ✓ Managing post return correspondence with and representation before tax assessment authorities.
- ✓ Obtaining certificates of tax exemption & special tax rates, where applicable.
- ✓ Representation in appellate and reference before tax appellate authorities, courts and tax settlement commission.
- ✓ Representation before the authorities for involving its jurisdiction for administrative ruling and certification on taxation issues.
- ✓ Tax Due Diligence Reviews.
- ✓ Personal Taxation Services.
- ✓ General Sales Tax (GST) - Planning Consultation, Compliance and Reporting services.
- ✓ Sales Tax on Services - Planning Consultation, Compliance and Reporting services.

### Managing Tax Risks

Namdar & Co as Chartered Accountant Firm in Pakistan with existence in Karachi, Hyderabad, Islamabad & Gilgit Baltistan is aimed to provide support to our clients to manage risks on many tax issues. Our consultants equipped themselves up-to-date with new regulations and policies. We may help our clients in tax obligations including:

- ✓ Updates in Tax Policy.
- ✓ Tax Investigations.
- ✓ In time submission of tax returns.

### 3. CORPORATE LAWS & SECRETARIAL SERVICES

#### Strategic Corporate Consultation

To maximize enterprise and shareholder value, these services aim to provide advices and competition-sensitive strategies on the best form of ownership, equity and funding structure, which is both, compliant in legal terms, expeditious in regulatory compliance and flexible in practical operation. Services in this sphere include planning, consultation, strategy formulation, documentation of agreements, contracts, Memorandum and Articles of Association and other related documentation and carrying out regulatory formalities in respect of:

- ✓ Incorporation of public and private limited companies under the Company Law.
- ✓ Partnership and Joint ventures.
- ✓ Mutual Funds and Modarbas.
- ✓ Secretarial and Corporate Compliance Reporting Services.
- ✓ Public Floatation Services for Shares and other Securities.
- ✓ Share Registrar Services.
- ✓ Privatization.
- ✓ Corporate Governance Enablement.
- ✓ Liquidation proceedings.
- ✓ Advisory Services and Support to “Not for Profit Organizations”

### 4. ACCOUNTING & BOOK KEEPING SERVICES

Accounting & Bookkeeping services by Namdar & Co, Chartered Accountant Firm in Pakistan includes complete accounting facility for recording and accounting in compliance with the local and legal requirement. It is made from records provided by the client to produce a fully compliant set of financial books and records.

#### Bookkeeping Services

Our bookkeeping services are suitable for business of all industries and small and medium enterprises for onshore bookkeeping and offshore bookkeeping. We offer daily, weekly, and monthly services based on requirements / needs by our clients.

**Outsourced bookkeeping includes:** We are using team of experts, to provide bookkeeping service as Chartered Accountant Firm in Pakistan with existence in Karachi, Hyderabad, Islamabad & Gilgit Baltistan and also the latest international rules of accounting in financial reporting. We used our in-house developed web based bookkeeping software for providing onshore bookkeeping services and offshore Bookkeeping services.

### Onshore Bookkeeping

We deploy the team of bookkeepers to the client premises or client is asked to deliver data to our local office for bookkeeping services.

### Offshore Bookkeeping

Our outsourced bookkeeping is a popular choice among our clients. Simply fax, scan, or mail your invoices, deposit slips and bills to us. We'll enter your transactions, reconcile your accounts and set your bills up for payment.

### Why to Choose Namdar & Co, Chartered Accountants

Providing quality services & delivery on time are the most important pillars of Namdar & Co, Chartered Accountants.

### Our team especially dedicated for the services:

- ✓ Manager
- ✓ Supervisor / Job in charge
- ✓ Senior staff
- ✓ Junior staff

### Online access:

We provide online access to financial report to client so that they can cross monitor the data entry process.

We can also provide approval optional at all data entry on customer required.

### Accounting Reports:

Trial Balance as on and periodic.

Selective Trail Balance Reports as on and periodic.

Ledger reports periodic.

Profit & Loss report as on date.

Balance sheet as on date.

## 5. BUSINESS ADVISORY SERVICES

With the emergence of new techniques and technology the business trends are continue to change every day. Businessmen have to face a new challenge while taking a decision to grow his business that is Namdar & Co as Chartered Accountant Firm in Pakistan with existence in Karachi, Hyderabad, Islamabad & Gilgit Baltistan, has adopted a unique approach to serve our client as business advisor.

### Our Services

We have industry wide experience. Growth in our relevant experience continue to increase with the increase in our clientele from different industries. We have successfully provided services to our clients in different areas under business advisory. These are listed below: -

- ✓ Foreign Investment, consultation and facilitation.
- ✓ Acquiring existing or additional equity in domestic corporate enterprises Pakistan.
- ✓ Setting-up a wholly or partially owned subsidiary or an affiliate in Pakistan.
- ✓ Establishment of a branch office of an off-shore entity.
- ✓ Creating business presence by setting no dash up a Liaison Office or a Representative Office in Pakistan.
- ✓ Choosing the most preferred and tax-effective corporate vehicle.
- ✓ Determining the right balance in debt equity combination to finance the entity at the lowest possible cost.
- ✓ Awareness on fiduciary role fiduciary duty of directors and obligations of CEOs in corporate management.
- ✓ Awareness of foreign exchange regime on flow of capital.
- ✓ Issue of capital and allotment of share.
- ✓ Repatriation of capital, dividend and capital gains and their tax consequences.
- ✓ Obtaining regulatory permission from investment Board, state Bank of Pakistan and other relevant regulatory bodies.
- ✓ Financial Litigation and Despite Resolution Support.
- ✓ Contract Consulting Services.
- ✓ Business Plans.

## 6. FINANCIAL MANAGEMENT & BUSINESS CONSULTING SERVICES

The theoretical definition of Financial Management is the planning, directing, monitoring, organizing, and controlling of the monetary resources of an organization. Whereas, Financial Management from the platform of Namdar & Co, Chartered Accountants, is refer to guide the clients that how they can use the business funds more effective and efficient way to accomplish the business objectives.

### Our Services

With experience over decades in almost all type of industries we have developed approach to provide client specific Financial Management service. We have listed the following services in our current list:-

- ✓ Core Financials Revenue Management
- ✓ Strategic financial planning and management
- ✓ Valuation of assets and appraisal businesses
- ✓ Profit and performance management strategies
- ✓ Business strategic planning / Strategic Business Planning
- ✓ Corporate recovery and turn around services / Corporate Recovery/Business Turnaround services
- ✓ Business Risk Consulting and internal audit
- ✓ Computer Risk Management (CRM) / IT security and risk management
- ✓ Business Process Re-engineering
- ✓ Benchmarking
- ✓ Expense and procurement management
- ✓ Project & work Management
- ✓ Business Risk Consulting.

## 7. HUMAN RESOURCE MANAGEMENT (HRM) SERVICES

Human Resource Management (HRM) is the integrated use by an organization of systems, policies and management practices to recruit; develop and retain employees who will help the organization to meet its goals.

HRM plays an important role in assuring employee satisfaction, improving performance and productivity. This can further an organization's competitive advantage, and directly contribute to the organization's success.

We provide our clients with customized human resource, and training solutions through project based arrangements or complete outsourcing of the human resource function.

### Head Hunting & Recruitment Services

People are not your most important asset, but the right people are. "Get the right people on the bus, the wrong people off the bus, and the right people in the right seats." No matter what kind of business you are in, having the right people determines success or failure.

Recruitment is a costly process and getting it wrong can have a serious impact not only on operational effectiveness, but also on morale within an organization. We find the best solution for our clients by acquiring a thorough understanding of their needs and taking a fresh look at how, when and whom to recruit.

Namdar & Co implements comprehensive techniques to manage the recruitment with induction of IQ/EQ tests and assessments to hunt swashbuckling, charismatic, innovative and energetic exceptional talent for our valuable Clients.

### HR Training & Development Services

Namdar & Co offers different training and development programs. Mentoring, coaching, on the job & off the job training and open programs on a wide range of subjects from leadership, communication & presentation skills, to personal & organizational effectiveness and performance.

## LIST OF CORPORATE CLIENTS

We provide a broad range of services to clients in almost all industry segments. The following is the list of our major corporate clients of Namdar & Co:

<b>CREDIT SOCIETIES &amp; ALLIED</b>	<b>HOUSING SOCIETIES</b>
The Ismailia General Platinum Co-operative Society Limited.	Sadaat-e-Amroha Co-operative Housing Societies Limited.
Platinum Multipurpose Co-operative Society Limited.	Gulshan-e-Nazir Co-operative Societies Limited.
	The Halari Memon Co-operative Housing Society Limited, Karachi.
<b>GARMENTS AND EXPORTERS</b>	<b>INFORMATION TECHNOLOGY</b>
Kraft kit (Private) Limited.	Media Innovations (Private) Limited.
AG-GiGi (Private) Limited.	Saztel (Private) Limited.
Al Hamd Industries.	Asset link Asia (Private) Limited.
Hafiz Garments.	Ftech Solutions (Smc-Private) Limited.
	Mazik Global (Private) Limited.
	Urde Networks (Private) Limited.
<b>AUTOMOBILE AND ALLIED PRODUCTS</b>	<b>ENGINEERING AND AUTOMATION</b>
Fortune Scraps & Metals	CME (Private) Limited
Pakistan Industries (Private) Limited	Razzak Engineering Co. (Private) Limited
Modern Cables (Private) Limited	Wide Span Engineers & Contractor (Private) Limited
Perlite Pakistan (Private) Limited	
<b>INTERNET SERVICE PROVIDER &amp; DATA CENTERS</b>	<b>ASSOCIATIONS UNDER SECTION 42</b>
Cube XS Weatherly (Private) Limited	All Pakistan Restaurant Association
Cube XS (Private) Limited	Pakistan Life Saving Foundation
Weatherly (Private) Limited	

<b>DENTAL HOSPITAL &amp; INSTITUTE</b>	<b>AGRICULTURE &amp; RELATED SERVICES</b>
Altamash Institute of Dental Medicine (Private) Limited	Agrimundi (Private) Limited
Altamash Clinic	
<b>AVIATION, COURIER &amp; CARGO SERVICES</b>	<b>PLASTIC PRODUCTS PRINTING &amp; MANUFACTURER</b>
Fargo Aviation (Private) Limited	Al Madina Plastic (Private) Limited
A. J Worldwide Service Pakistan (Private) Limited	F.Z Packages (Private) Limited
Dream co Express Pakistan (Private) Limited, Karachi	Al-Karam Packages (Private) Limited
F.Z Packages (Private) Limited	Tanvir Packages (Private) Limited
<b>TRUST, WELAFRE ASSOCIATIONS, &amp; NON PROFIT ORGANISATIONS</b>	<b>TRAVELS &amp; TOURS AGENCY</b>
Pakistan Navy Educational Trust	Al-Samad Travel & Tours (Private) Limited
Al-Rais Welfare Association	Bhojani Brothers
Anjuman Sadat-E-Amroha (Registered) Pakistan	Haram Khuddam-E-Hujjaj (Private) Limited
Sui Southern Gas Officers Association	Crown Travel
Anjuman-E-Ghulaman-E-Ehlebait (The Ngo)	Evergreen Express (Private) Limited
Altamash Medical Society	<b>FREIGHT &amp; FORWARDING</b>
Bara Imambargah Trust	Icon Surveyors (Private) Limited
Bombay Halai Memon Jamat, Karachi	Facilities Shipping Agency Private Limited
Gondal Memon Association	Master Freight Services (Private) Limited
Karachi City Cricket Association	Virgin Express International (Private) Limited
Khoja Shia Isna Asheri Masjid Trust, Karachi	Total Freight Systems (Private) Limited
Noor-e-Ali Trust	
Noor-e-Mustafa Welfare Society	
Zainabia Blood Bank & Thalassemia Centre, Hyderabad	

<b>PAPER &amp; PAPER BOARD CONVERTOR</b>		<b>SECURITY SERVICES</b>
Amafhh Paper And Board Works (Private) Limited		Omar Ali Security Services (Private) Limited
		Tour De Forces Securities (Private) Limited
<b>CONSTRUCTION &amp; REAL ESTATE AGENCY</b>		<b>SEAFOOD EXPORTERS &amp; WHOLESALLERS</b>
Xinjiang Beixin Road & Bridge Group Company Limited		National Seafood (Private) Limited
Arfa Builders & Developers (Private) Limited		Kanpa International Sales
Ayaz Builder		Mahi Frozen Foods
B & H Construction (Private) Limited		
B & H Enterprises (Private) Limited		
United Construction Company		
<b>MARKETING &amp; ADVERTISING AGENCIES</b>		<b>MANUFACTURES, EXPORTER &amp; WHOLESALLER OF FOOD PRODUCTS</b>
Marketing & Advertising (Private) Limited		Shahzaib Food Industries (Private) Limited
Media Merchants (Private) Limited		Qandhari Roller Flour Mills (Private) Limited
Outdoor One (Private) Limited		Shaikh Brothers Flour Mills
		Shandar Masala Limited
		Taste Buds (Private) Limited
<b>PRODUCTION HOUSE</b>		
MD Productions (Private) Limited		
Lollipop & Laddu (Private) Limited		
Slingshot (Private) Limited		

## CAREERS

### Experienced Professionals

If you are Qualified Chartered accountant and want to develop Your career With a developing Chartered accountants firm, you may email your resume to us at [careers@namdarzlc.pk](mailto:careers@namdarzlc.pk) or fill the [apply-now](#) form, our Human resource personal will contact you shortly.

### Apply For Trainee

If you have passed CA Intermediate or two parts of ACCA and interested in starting your training in fast growing Chartered accountants firm, you may email your resume to us at [careers@namdarzlc.pk](mailto:careers@namdarzlc.pk) or fill the [apply-now](#) form, our Human resource personnel will contact you shortly, if you are short listed.

## CONTACT US

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### **Head Office:**

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### **Liaison Office:**

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