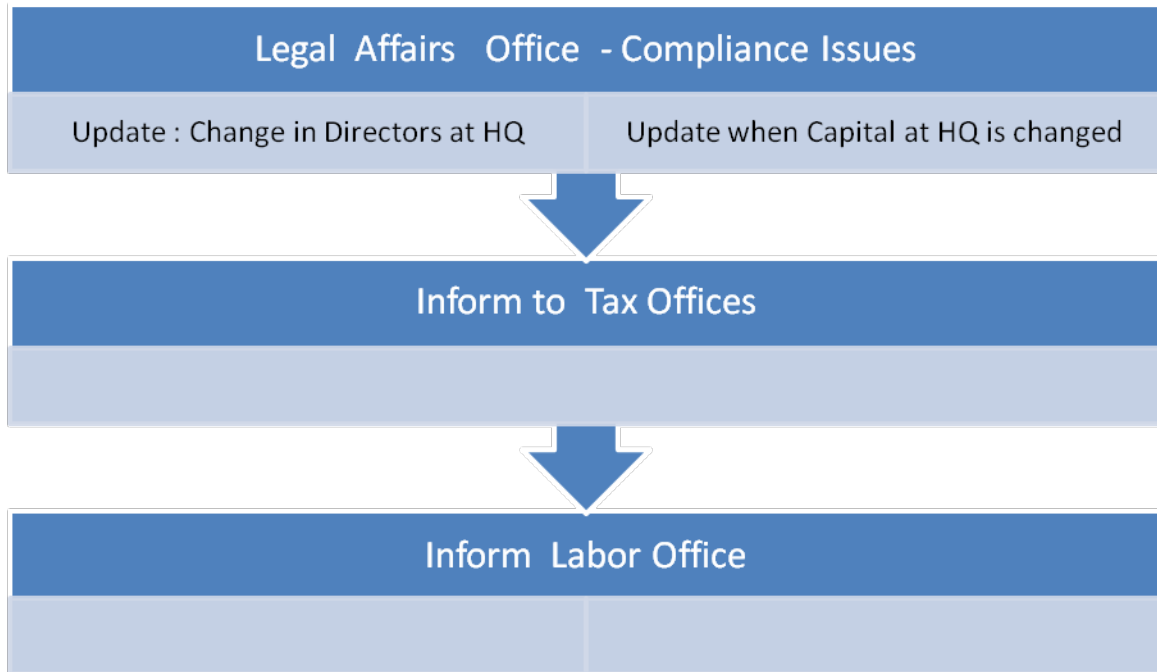
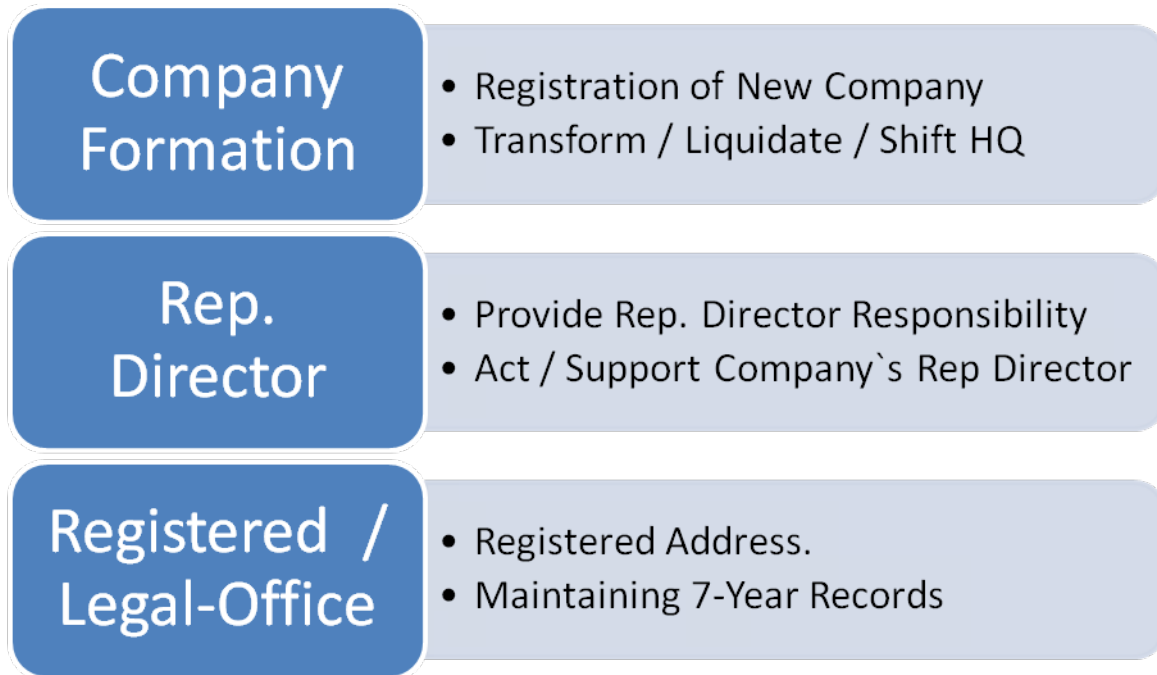

Kitatec KK

Kitatec : Management Services In Japan



Jan 16th, 2016

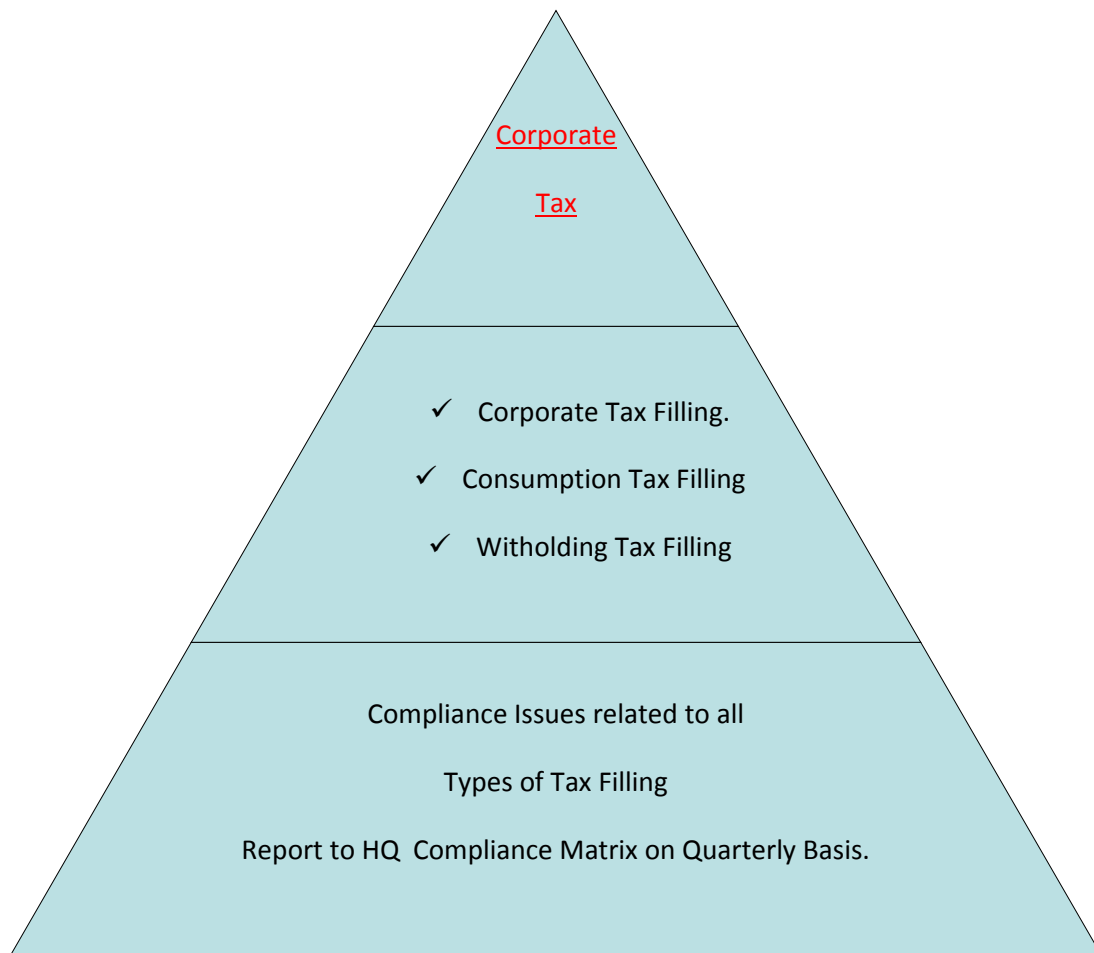
Kitatec Provides following Management Consulting Services to its Clients in Japan.

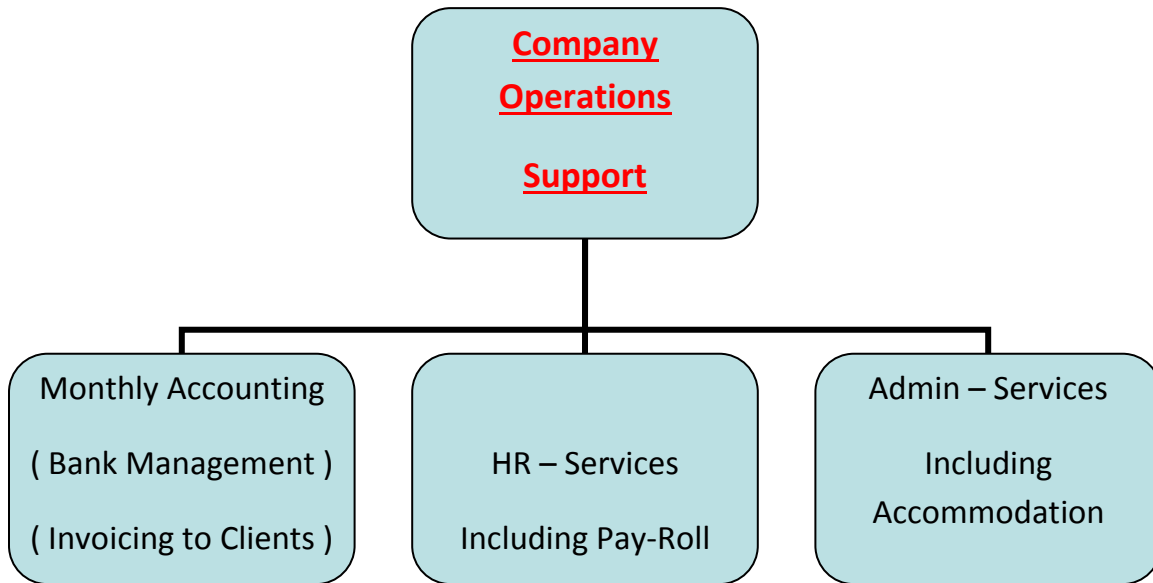


Talent Acquisition

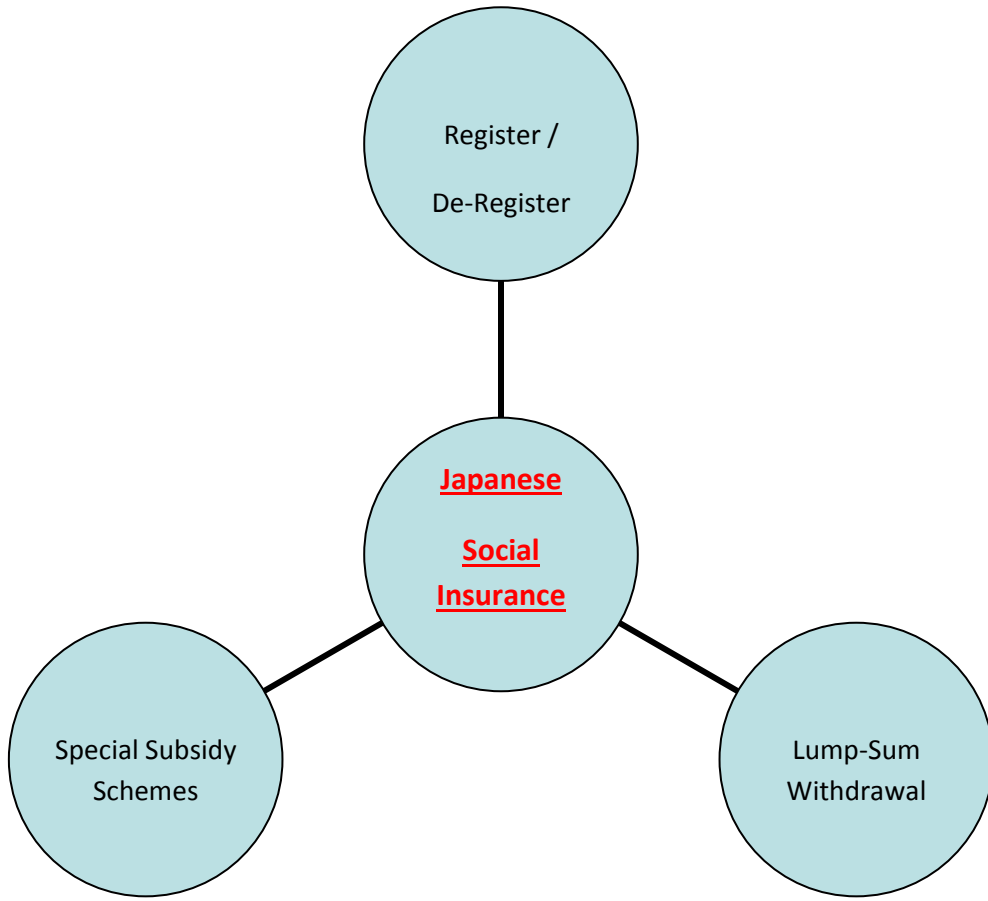
- ✓ Hunt / Search / Provide Key Position for your organization across cadars.
- ✓ Send people under Haken for your Short-term needs to add resources for any Project.
- ✓ Be Front End in Japan for your Indian Man-Power Vendors.
- ✓ Provide Japanese Candidates for Employment in India.
- ✓ Your Customized Needs.

Annual Tax Filling Services.





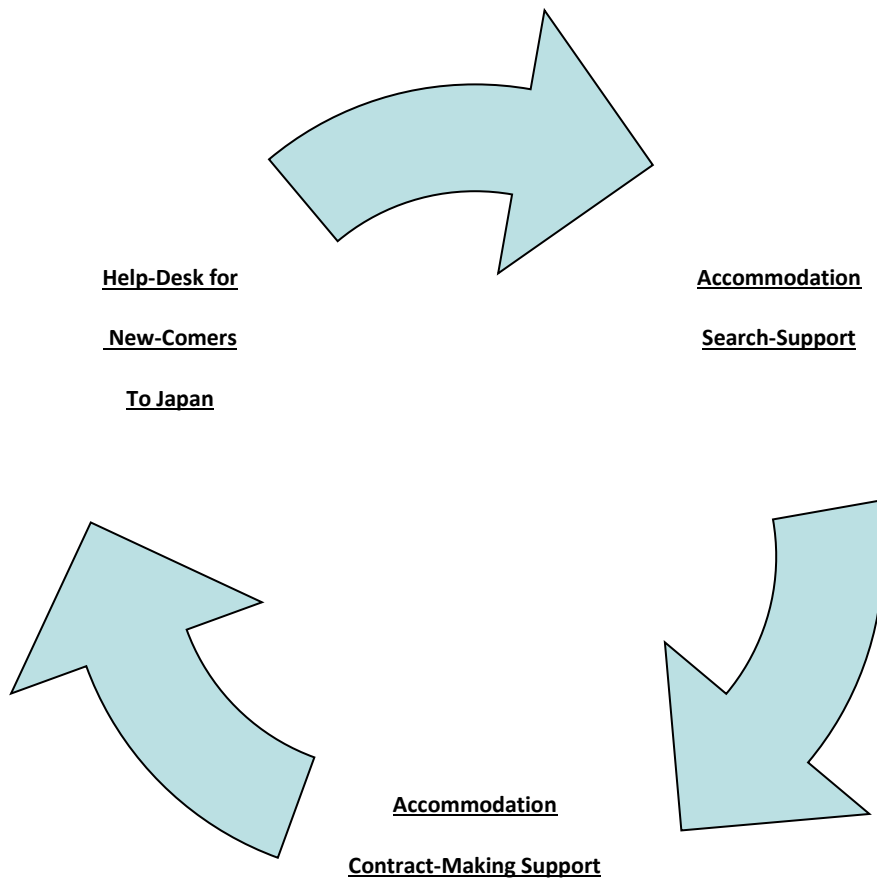
Japanese Social Insurance



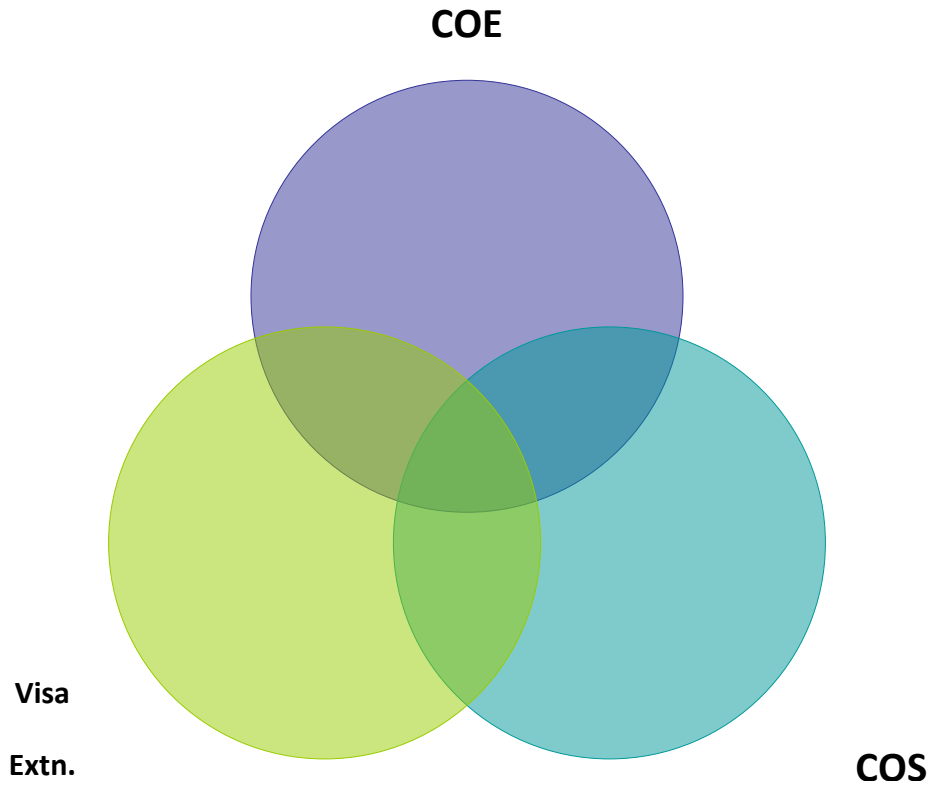
Labor Insurance Related

- ✓ Haken License
- ✓ Haken License Bi-Annual Reporting

Administrative Services.



Immigration – Visa Services



Monthly Operations Support Services.

(*Key-Point These are Fixed Price Services*)

- *Pay-Roll Work-Out.*
- *Bank Transfer To Employees, Salary Slips to Employees.*
- *Customer Invoicing.*
- *Company` Bank Account Management.*
- *Customer Payments – Invoice-wise Monitoring.*
- *Bank Account Reconciliations.*
- *Surplus Funds transfer to HQ on Monthly Basis.*
- *Bank-Book English Excel Format report to HQ on Weekly Basis.*
- *Monthly Accounting – English Financial Reports to HQ.*
- *Accounts Book-Keeping.*