

THK Group operates as a conglomerate, offering a range of services to assist businesses and individuals throughout different stages of their life cycle. The Teamand Board of Advisors of THK Group comprises seasoned professionals and practitioners with diversebackgrounds, drawing upon extensive experience acquired both in Pakistan and on a global scale, spanning the UK, Hong Kong, and the Middle East. This strategic composition ensures that THK Group harnesses a wealth of insights and perspectives, strengthening our capacity to navigate the intricacies of the business landscape and deliver outstanding service to our clients in the areas of Share Registrar, Board & Governance, Corporate & Tax, Finance & Accounting, Business & Risk, Technology, HR and Training.

## OUR **VISIONS**

A partner of choice, distinguished by the quality of services offered, innovation and value created for the stakeholder.

## OUR MISSIONS

A commitment that empowers the organization to strive for the highest level of customer satisfaction,transparency, professionalism and stakeholder value











- Share Registrar
- Board & Governance
- Corporate Secretarial
- Tax Compliance & Advisory
- Finance & Accounting
- Business & Risk
- IT Managed Services
- Information Technology Consulting
- Digital Transformation
- Data Analytics
- Learning and Development
- Diversity, Equity and Inclusion
- Recruitment & Head Hunting
- Payroll Management
- Remote Staffing

### **KARACHI OFFICE**

Plot No. 32-C, Jami Commercial Street 2, DHA Phase VII, Karachi,-75500 Pakistan

### **LAHORE OFFICE**

Office No.309, 3rd Floor, North Tower LSE Building,19-Sharah-e-Aiwan e Iqbal, Lahore



# SERVICES

#### Tax Compliance & Advisory Services Corporate Secretarial Advisory Computation of Advance Tax liability and Annual Tax liability Formation, Incorporation & Registration of Entities (Co., AOPs, Branch, Trust, Society etc.) Filing of Income Tax & Sales Tax Returns & Prescribed Statements Filing of Prescribed Returns, Forms & Statements to Regulators Advising on Critical Tax Issues While Filing Tax Returns & Statements Handling regulators' Notices & Queries Monitoring of Withholding Taxes Secretarial Compliance Health Checks and Diagnostic Reviews Income & Sales Tax Audits, Assessments & Appeals Registration of Foreign Owned Entities Representation Before Tax Authorities/Committees Assistance in Complying Listing/CCG/CDC Regulations etc Tax Planning and Advising on Contentious Tax Issues Restructuring of Groups, Mergers & Acquisitions Health-Checks and Diagnostic Review of Tax Records Employees Stock Options Other Corporate Matter Finance & Accounting **Business & Risk** · Accounting & Bookkeeping Internal Audit Strategic Sourcing Oversight & Monitoring of Accounting & Financial Reporting Business Processes, Systems & Controls Reviews Managed Accounting Services Risk Assessments & Gap Analysis Interim / Operational Accounting Support Control Risk Self-Assessments Budgeting and Financial Planning Policies & Procedures Development & Review Assistance in Digitization of the Finance Function Costing & Pricing process & system Review Startups and Emerging Company Support Distributor Audits/ Channel Review Financial Modeling, Feasibility Studies & Business Case Inventory & Fixed Asset Verifications Development Contract Compliance Reviews Structuring & Identification of Financing Resources Regulatory Compliance Reviews and Consulting Merger, Acquisition, Sale, and Due Diligence Services Share Registrar **Board & Governance** Share Registrar for Public Listed & Unlisted and Private Companies Board Evaluation • Term Finance Certificates / Sukuk Governance Review Board Composition & Succession Planning Initial Public Offering & Offer For Sale Election of Directors & Special Agenda Board Recruitment Ongoing Advisory o Postal Ballot & E-Voting Board and Executive Trainings o Physical Poll Online Hosting of Meeting **Digital Transformation & Data Analytics** IT Consulting and Managed Services ERP Evaluation & Advisory Finance ,HR GRC Transformation Business Process Review & Improvement Business Process and Workflow Automation Technology Roadmaps Intelligent Automation Capacity Planning and Management Technology Innovation Advisory Helpdesk Support Customer Experience Advisory IT Service Management Data Management, Analytics and Business Insights Artificial Intelligence Advisory Digital Workplace Solutions Remediation, Troubleshooting, and Repair Backup and Disaster Recovery HR **Learning & Diversity** Governance and Compliance Recruitment and Selection including: o Identification, Analysis and Screening of Candidates Corporate and Company Secretarial o Job Description Development support Finance and Risk Payroll Management and Remote Staffing Personal and Professional Development

Business Communication

Diversity, Equity and Inclusion

Ethics, AML & KYC

o Managed Payroll (Long & Short Term)

o Remote Staff Services