

## Missions & Services

Our Company offers you tailored and immediate solutions with perfectly controlled costs.

&ldquo;Centre de Domiciliation de L&rsquo;Entreprise&rdquo; provides your teams, whether for domestic or international companies, perfect work environment with efficient access to information technology: high-speed Internet, video conferencing, meeting rooms.

Personalized telephone reception, visitor reception, secretarial services, photocopying, etc..., allow your teams to concentrate on their tasks by controlling their operating costs.

With &ldquo;le Centre de Domiciliation de L&rsquo;Entreprise&rdquo;, the cost of a workstation is very legible, including all charges. We allow you to be as flexible as possible to succeed in your business. The close collaboration of our teams makes &ldquo;le Centre de Domiciliation de L&rsquo;Entreprise&rdquo; your partner in Casablanca. The Services of &ldquo;Centre de Domiciliation de L&rsquo;Entreprise&rdquo; that interest you:

### Furnished offices

simplify your installation with &ldquo;Centre de Domiciliation de L&rsquo;Entreprise&rdquo;, well equipped offices, operational phone services, high-speed Internet access and other services.

### Meeting rooms and trainings

Meetings, trainings, seminars. &ldquo;Centre de Domiciliation de L&rsquo;Entreprise&rdquo; offers you fully furnished offices; your hostesses welcome guests and provide comfort services: coffee / croissant, meals, hotel booking, restaurant, taxi ...

Our team and our creative partners help you to establish your company and its business address.

### Domiciliation

\*Business and postal address.

\*Headquarters.

\*Fiscal Domiciliation.

\*Receiving and managing mails.

\*Forwarding mails.

\*Receiving and taking note of your telephone messages.

- \*Transmission of telephone messages, and electronic faxes.
- \*Assistance
  
- \*Assistance in starting a business.
- \*Evaluation of companies and assistance to the buyout of firms.
- \*Assistance in the choice of legal status.
- \*Assistance from third parties, banks, notaries, lawyers.
- \*Preparation of training plans
- \*Accompanying upgrades
- \*Accompaniment for getting the aid of national and international organisations.
- \*Audit.
  
- \*Preparation of all tax returns related to your business.
- \*Preparation of tax returns on income.
- \*Recovery operations of VAT.
- \*Tax planning.
- \*Relationships with tax authorities.
- \*Assistance in fiscal control. \*Accounting
  
- \*Preparation of annual accounts, balance sheets and statements.
- \*Preparation of summary statements.
- \*Establishing an accounting system adapted to the company.
- \*Accounting.
- \*Monitoring and review of the accounts kept by the customer
  
- \*Preparation of pay.
- \*Preparation of vouchers of social security contributions.
- \*Advice in social legislation and labour law.
- \*Accompanying social control.
- \*Services for expatriates.
- \*Membership of social organizations.
- \*Assistance in the management of social obligations.

\*Management

\*Establishment of intermediate situations.

\*Establishment of forecast activities.

\*Implementation and monitoring of budgets.

\*Preparation of Financial plans and cash.