



corporate concierge

info@corporateconciergebah.com

Our Services

Incorporation

We provide incorporation liaison services for the incorporation of International Business Companies (IBCs) and Ordinary Companies. We have partnered with local Attorneys, Law Firms and Financial Corporate Service Providers (FCSPs) in order to provide company incorporation services to our clients. We act as liaison to coordinate the following incorporation services through our legal partners:

Pre-incorporation services

- Name reservation
- Company incorporation
- Purchase company seal
- File Director's Register subsequent to incorporation
- Prepare First Director's Resolution

Post incorporation services

- Filing of Director's Register
- Filing of annual statutory documents
- Payment of Annual Government Fee (AGF)

Business Registration

Our online account with The Bahamas' VAT Revenue Office allows us to process business license applications for our clients. We act as primary contact for the processing of business license applications and carryout all the necessary steps to obtain approvals from the relevant governmental agencies.

We provide the following business license services:

- NIB Registration
- Physical Planning Registration
- Facilitation of Ministry of Environment Inspection
- Business License Application
- Payment of License Fees
- Business License Printing and Framing
- Business License Renewal

Business Administration

We provide full business administration services and office support to our clients through our virtual office services. Keep the focus on your entrepreneurial efforts and leave the office work to us. We provide receptionist and secretarial services and full office administration specific to your area of business. We provide these services on a virtual office basis and can therefore take care of all of your business needs from our office facilities. Our services are ideal for a startup business owner who does not have a physical office space or a small to mid sized company that would like to outsource some administrative work without taking on the increased expenses of salaries, NIB contributions or insurance benefits.

We provide the following administrative tasks and so much more:

Secretarial Services

- Handle incoming e-mail, faxes and post
- Produce documents, reports and presentations
- Organize and maintain diaries and make appointments

- Carryout background research and present findings
- Type documents

Receptionist services

- Answer company incoming calls

Office Support Services

- Provision of telephone and fax numbers
- Manage junior office staff
- Use of office facilities (work station, conference room)

Data Management

- Manage and review filing and office system
- Creation and maintenance of files

Messenger Services

Our messenger services are sure to save you time and allow you to focus on the things that are vital to the growth of your business. Whether your company is large or small, the benefit of having a messenger will be felt by management and staff of your organization. We are pleased to take care of the out of office communication through our messenger services.

We provide the following messenger services:

- Delivery and Collection Documents
- Mail Box Management
- Courier/Postal Shipping

Organize Meetings

Our clients are extremely busy people who need assistance in many different aspects of their businesses. When our clients have business meetings and need assistance, they can utilize our meeting organization services. We provide support to our clients at their corporate meetings to ensure the organization and success of the meeting. For our clients without a physical office, we provide a meeting room as well as meeting assistance.

Benefit from our following meeting organization services:

- Dictation
- Meeting Printouts
- Meeting Assistant
- Meeting Room

Scheduling Services

We are experts in time management and scheduling. Let us manage your day with our scheduling services. We can book your corporate and social appointments and manage them in a personalized daily calendar. Daily, weekly or monthly reminders of your appointments can be provided via, telephone, email or text.

Have your appointments booked for you in advance and never miss another appointment again with our scheduling services. Let us take care of the following:

- Business Meetings
- Dinner Reservations
- Spa Appointments
- Golf Meets
- Travel Reservations
- Doctor's Appointments

Brand Promotion

The use of unique marketing tools to reach a broad customer base is what your business needs to promote your brand and maximize profits. Let us help you reach your target market and build your brand in a unique and innovate way. We are experts in using the most creative tools for marketing and brand promotion.

Let us impress you on how uniquely we can provide the following services:

- Business Startup Consultation
- Marketing Consultation
- Proposals
- Social Media Management
- Logo Design
- Business Card Design
- Product Launch Events

Event Planning

We work with the most prestigious vendors in The Bahamas in order to bring your vision for your event to life. We are able to plan your event and manage all vendors. We provide elite event planning services to our corporate clients that encompasses event coordination, event marketing, floor plans, liaison with vendors and event attendees, event staff, provision of marketing material/printouts and event gifts or paraphernalia.

Have a Corporate Concierge Limited experience and let us plan your next corporate event:

- Meetings
- Seminars
- Conferences
- Special Corporate Events

General Services

We are the best at what we do in and out of the office. Let us assist you with your daily errands with the provision of our general services. We know that time cannot be replaced and want to lend our support in assisting you with your day to day personal and corporate responsibilities. Allow us to run your errands while you keep the focus on what's most important during your day.

Allow us to assist you with the following:

- Procurement
- Personal Bill Pay
- Dry Cleaning
- Personal Assistant