



Audit & Financial Consultancy



Professionals Profile Financial and International Companies



About Us

- Professionals, in association with Alyafi Group, is providing clients a suite of professional services ranging from auditing to financial and management consulting, taxation, accounting, and other services.
- Our Group is one of the largest independent accounting and business consulting firms; We provide four main areas of service assurance/audit, tax, consulting, and business management to different sectors: Banking ,Financial Institutions, Public Sector, Real Estate, Education, Health, Industrial, Oil and Gaz, and Insurance. We help clients identify and execute innovative ways to transform complexities into true competitive advantages.
- Our Group has an exclusive focus on government and public sector consulting and provides management consulting services to all varieties of government agencies at both the sovereign and sub-sovereign level.
- Our Group has extensive experience in providing risk management policies and procedures as well as secure proper application of operational risk management in the Middle East.
- Our Group is also actively supporting international development agencies, including, the World Bank, OXFAM GB, UNICEF, UNDP, UNFPA USAID, Mercy Corps, for International Development..

- Our Group's coverage includes Lebanon, Jordan, Iraq, Saudi Arabia, United Arab Emirates, Egypt and MENA region.
- We, maintain quality work being part of the forum of firms, recognized by the International Federation of Accountants "IFAC"



About Us

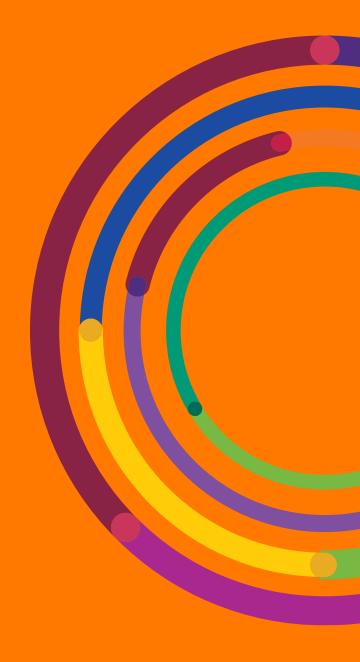
- Our partners and managers are members of different national and international professional bodies including the American Association of Certified Public Accountants, Arab Organization for Certified Public Accountants and the Lebanese Association of Certified Accountants.
- The firm has constantly played a main role in the development of the accountancy career in Lebanon and the Arab World; mainly partners and personnel, who have participated actively with membership of the Lebanese Institute of Certified Public Accountants and contributed to different professional conferences and seminars in the Arab world.
- Our team has comprehensively worked in the areas of Institutional assessment and development; monitoring and evaluation; capacity building development; team building and human resource development. Our work covers several sectors and supports small and medium enterprise development, private sector growth, public sector reform and

financial institutions.

• We work locally and regionally, managing projects ranging in size from week-long to year(s). Private and Public institutes have benefitted from the Group's training and capacity building, social risk management, community engagement and investment.



We help our clients and our people fulfil their aspirations. We build relationships and develop innovative solutions, which help dynamic people, and organizations create and realize value. Those solutions are based on our unique insights and address the five key sources of value in the new economy: financial, physical, organizational, customer and supplier/employee. We have track record of uninterrupted growth driven by major business innovations and are one of the few firms with a common purpose, international presence and global mind-set



About Us

Our Mission

Our group works with different kinds of institutes/sectors nationally and internationally. The call of our group is known, respected and linked with the very best standards of independent auditing. Our customers range from financial institutions, small organizations, partnerships and charities to listed Firms, insurance companies, multinationals and government bodies. Through adopting an advanced global audit strategies and its latest technology applications, Our group offers an efficient, cost-effective and complete solutions to each customer regardless of size and vicinity. So regardless of the size of your business scope, we have the proper understanding for you.

Our Experience

Our staff involve external auditors, internal auditors, data systems auditors, accountants, tax consultants, management consultants, data analysts, monitoring and evaluation, and technical professionals, and are widely known in Lebanon as professionals of their fields, all owning international certifications.

Our extensive experiences are acquired through attending to a wide range of businesses, public sector institutions, whereby we are among only a few other public accounting firms authorized by the Lebanese government to audit Public Interest institution. and economic organization, privately owned companies, government establishments, Non-profit organizations, multinational companies and different entities.

Also, we are amongst very few firms accredited by the Central Bank of Lebanon and Banking Control Commission to audit banks.

Our Approach

Our approach is not that of a typical accountant firm and we did not become a leading accounting firm by accident. Through active and close involvement with our clients' business, we help them build a solid foundation, strong enough to steer the business forward and realize its full potential.



Our Services

Our services are provided primarily to enable clients meet statutory requirements. Our staff are also trained to identify opportunities for clients to improve efficiency and productivity. A close professional relationship is maintained with clients by our partners who are closely involved in all assignments. Our services are designed to make the overall assurance process more cost- effective and benefit clients with constructive advice. The services we offer include:

- Audit & Assurance
- Advisory Services
- Management Consulting
- Corporate Finance Services
- Performance Audit and Assessment
- Procurement and Contract Management
- Forensic and Investigation
- Internal Audit and Risk Management
- Transaction Services
- Non Profit Organization
- Training Services
- Accounting Services
- Outsourcing
- Company Secretarial Services
- Intellectual Property





Assurance Services

- International audits require common sense as well as technical expertise. Our team is people committed to delivering best-in-class assurance services.

Our teams can provide you with assurance services in:

- Audits and reviews of private and listed companies
- · Audits and reviews of public interest companies
- Audit of NGO's, and related organizations
- Audits in accordance with the IFRS and ISAs
- Forensic accounting and dispute resolution
- Internal control reviews and risk assessments
- Outsourcing of internal audit function
- Financial statement audits
- Financial statement compilations
- Financial statement reviews
- Agreed-upon procedure reports and special reporting
- Reporting on controls at service organizations
- New accounting standard implementation

Our Group has the size, scope, breadth, global reach and know-how to serve dynamic organizations in the region. Our approach to client service is characterized by responsive, timely service and active involvement of partners and managers throughout the engagement.

In order to enhance the quality of services which we provide to our clients, we have designed and implemented a range of policies and procedures in respect of quality management systems and internal control processes that ensure we all live up to the high standards we set ourselves – the standards our clients expect.

Our primary objective is to gain a thorough understanding of our clients' business and render customized, business- oriented services that deliver real value and provide useful insight into the real performance to organization





Advisory Services

Our Advisory services team presents valuable insights into how groups can develop and increase their shareholder value. Corporate Finance and Transaction services guide clients through all levels of a transaction, from corporate approach to post-merger integration. Company recovery assists underperforming businesses in turnaround conditions and in rebuilding stakeholder confidence. whilst Forensic assists in protecting the reputation and integrity of our clients' enterprise.

The Regulatory Advisory practice offers clients an ample variety of advisory and compliance associated services, for the various concerns they face. The firm is continuously growing new outlets whilst seeking out new efficiencies in core disciplines, securing boom for its customers, and supporting them gain their aspirations.

Our approach seeks to identify key business issues through a rigorous and tailored risk and business analysis process. The objective is to create value from the transaction advisory process rather than simply confirming what may already be known. Our hands-on approach supports our clients through every step of the transaction process from initial investigation through to completion. Prior experience of business sectors is crucial to understanding a target's business and providing relevant advice that takes account of industry specific issues. Our staff possess a wealth of experience and exposure to various industry sectors

We help business grow, through the following Advisory services:

- Strategy
- Financial Modeling
- Management Consulting
- Market Analysis/Research
- Strategic Negations





Advisory Services

Business Plans

Our Group offers a broad range of services including the preparation of business plan and valuation in the Public and Private sectors. These services are available for clients of all sizes and industries and focus on the core competencies of quantitative excellence, rigorous research and extensive business experience of our staff. Our Business Plan service is designed to ease the challenging workload of entrepreneurs.

It is a quick and efficient way to obtain a professional's opinion of the strengths and weaknesses of any business. Our expert staff will ensure that our client's industry is professionally researched and documented without wasting valuable time of it's client's management team.

Our Data Analysis and Modeling allows for data to be mined, tasks streamlined and knowledge uncovered.

Due Diligence & Feasibility Studies

Our services include conducting feasibility studies and due diligence exercises for various prospective and existing initiatives undertaken by Public and Private sector clients, including public-private partnerships, development or sale of land, closure of an entity / department, or the restructuring of a function / department.

The aim of the feasibility studies, value for money assignments and due diligence is generally to determine strategic and operational benefits to our clients, identify methods of financing, establish value for money, and determine the impact of the initiatives in terms of budgets.



Management Consulting

Our Group have Specialists in each service area form an interdisciplinary to achieve the desired renovation, Business transformation throughout the entire company is achieved by providing excellent service in an integrated manner.

Management Strategy:

We provide support for maximizing corporate value and establishing competitive priorities as well as setting basic concepts for realizing strategic objectives and creating the corresponding execution plan.

- Creating corporate strategies
- Setting a management vision
- Group management/ Global Strategy
- Business Portfolio Strategy
- New Business Strategy
- Business Reorganization
- M&A advisory support

Business Transformation:

We intergrade all the required elements, including processes, information technology, human resources, and organizations to solve business problems. We are committed to achieving a strategy for transformation.

- Business plan creation
- Company turnaround execution support
- Profit structure reformation
- Office operations reformation
- New Business model implementation
- Business structure reformation



Management Consulting

Human Capital Management:

We provide comprehensive consulting that includes human resource and organizational transformation strategies, systems, operations, and information technology to establish business superiority.

- Talent management
- Human resource system transformation
- Personal development
- Organizational development
- Human resource system construction support
- Succession Plans

Policies and Procedures Manuals:

Adequate policies and procedure manuals form the backbone of any organization both operationally and strategically.

These policies and procedures must be continuously updated to ensure compliance with relevant legislation and its supporting amendments.

We can assist with the review and development of Financial & Accounting, administrative, Human Resources, Information Technology, Project Management, Procurement policies and procedure manuals that best suit the environment of the organization whilst ensuring compliance with legislation.

Our services further extend to the training and "knowledge sharing" of legislation and best practice methods by means of workshops and "one-onone" interaction with officials of provincial government



Corporate Finance Services

With mergers & acquisitions (M&A) we advise our clients, be it as buyers or sellers, not only during the preparation and implementation phases, but also support them with our extensive multidisciplinary expertise to successfully conclude their transactions.

Our restructuring services cover the full range of restructuring management – from securing a company's short-term liquidity to the complete restoration of a company's earning power or cash flow.

Our approach to consulting is not just for the impending threat of insolvency or for companies that have already filed for bankruptcy. Companies generating strong earnings with an above-average need for financing quite often also benefit from support during negotiations with banks and other lenders.

We support our clients in all questions related to the performance of business valuations and other commercial valuations and help them identify opportunities, develop their potential, while limiting and minimizing their risks.





Performance Audits and Assessments

Our Group is well equipped to provide our clients with performance audits and assessments through our dedicated and experienced audit and consulting staff and systems.

Performance audit objectives are what the audit is intended to accomplish. They identify the audit subject matter and performance aspects to be included, and may also include the potential findings and reporting elements that the auditors expect to develop. Performance audit objectives can be thought of as questions about the program that the auditors seek to answer based on evidence obtained and assessed against criteria. Performance audit objectiveness, economy, and efficiency; internal control; compliance; and prospective analyses.

Criteria represent the laws, regulations, contracts, grant agreements, standards, specific requirements, measures, expected performance, defined business practices, and benchmarks against which performance is compared or evaluated.

The aim of a performance audit is to evaluate the measures undertaken by management, or identify the lack thereof, and ensure that the resources have been acquired economically and are utilized effectively and efficiently. The performance audit is therefore vital to any organization, as it encompasses the monitoring and evaluating of resources and can reduce the risk of organization failure.





Procurement and Contract Management

The best planning and budgeting systems rendered are not ineffective, if accompanying procurement systems do not yield the goods, works, and services that are necessary to achieve the activities and outcomes envisioned in the budget. Governments around the world are recognizing that an efficient and effective public sector procurement process is a priority for ensuring good governance. Our skilled and multinational Team is experienced in providing assistance throughout the procurement cycle, from establishing overall procurement policy frameworks to delivering transaction specific guidance and advice. Third-party monitoring and review of procurement systems and specific procurement actions are also services that we frequently provide. A core aspect included in this full procurement cycle capability is the ability to serve as a Procurement Agent executing the process of acquisition, which includes: procurement strategy development; conducting market research; marketing procurement opportunities; development of procurement documents; managing documents flow, including the secure receipt and safeguarding of key documents and proposals; managing and documenting the evaluation and award process; assessing bidder capacity and past performance; and providing the full range of contract management requirements, including review of adherence to contract requirements, review of financial invoices, assistance with contract changes, and final contract close-out.





Forensic and Investigative Services

We have assembled a professional team of leading forensic and investigative specialists. Coupled with cutting edge detection tools and approaches we are able to review all potential components of our client's organization in order to implement an effective policy that will reduce risks.

Should any organization be the unfortunate victim of white collar crime, it is essential to have immediate access to experienced forensic auditing and investigative specialists in order to quickly implement response plans that will minimize losses and increase recovery prospects.

Our services include:

- Investigation of financial irregularities, including unauthorized expenditure, irregular expenditure and fruitless & wasteful expenditure
- Supply chain management review, training and compliance testing
- SMS mentoring program
- Expert testimony in PFMA related matters
- Collection and safeguarding of evidence
- Tracing witnesses and suspects

- · Compiling affidavits and taking statements
- Interviewing and questioning witnesses and suspects
- Facilitating expert document examinations
- Verifying witness testimony
- Preparing comprehensive financial profiles on individuals and companies
- Asset tracing & recovery
- Money laundering investigations



Internal Audit and Risk Management

An effective system of internal control provides management with certain levels of comfort in terms of achieving the organization's objectives.

Organizations need to create and implement internal controls that safeguard organization assets, including those that protect data and IT systems, ensure compliance with operating procedures and reduce financial errors and fraud risks.

Furthermore, as many organizations are now required by regulatory agencies to have an internal audit function, an important consideration is whether to "outsource" or "co-source" their internal audit needs.

Whilst management is responsible for the establishment of effective systems of internal control, our experts provide valuable guidance in this regard. With our team of Certified Internal Auditors, we are able to provide you with an independent, objective assurance and consulting activity designed to add value and improve your operations.

Our internal audit and risk management services include the following:

- Risk Assessments
- Review of internal controls
- Fully outsourced internal audits
- Compliance audits
- Co-sourced internal audits

- Reporting to the Audit Committee
- Internal audit transformation
- Process mapping and process reviews
- Operational audits
- Internal controls documentation and testing

Taxation Services

We understand that every individual is unique and hence our taxation services are tailored around the unique circumstances of each individual and company. Our services include the following:

- Completion and submission of Income Tax returns via e-filing
- Calculation of tax liabilities
- Completion and submission of VAT
- Calculation and submission of Provisional taxes
- Tax Clearance Certificates for Foreign Investments
- Tax Directives
- Salary Structuring
- Income Tax Registration



- VAT registration
- Social Security registration and declaration
- Exemption certificate for Employee Tax
- Application for exemption from Income Tax



Non Profit Organizations

Capacity Development:

One of the greatest challenges for organizations is to sustain the performance improvement following a change initiative. We assist organizations to improve service delivery by preparing organizational designs and sourcing strategies. This may involve conducting workforce studies, business process innovation, developing policies and procedures to optimize organizational efficiency and preparing job statements and human resource strategies. We also focus on building centers of excellence for knowledge transfer and capability development through training, training of client trainers and specialized coach development programs.

Capacity development objective: The review supports the funding agency and government to identify strengths and weaknesses in the Implementing Partner's capacity for financial management and areas for capacity development by government and others.

Financial management objective: The review assists in the establishment of appropriate cash transfer modalities, procedures, and assurance activities to be applied by the funding agency.

Financial Audits:

A broad description of the program management arrangements between the funding agency, the Implementing Partner and other relevant Government authorities or other partners.

A summary of activities for which funding was provided by the funding agency under the agreement the intended major results, budgets and total amount disbursed.

A statement that the audit will cover: i) a review of the Implementing Partner's internal controls; ii) a review of the implementation of recommendations made in the (Micro-) assessment and previous audits of the Implementing Partner; iii) verification of a sample of transactions; iv) recommendations to the Implementing Partner to improve its internal controls.



Non Profit Organizations

Assessing Procurement Capacity:

Capacity development objective: The review supports the funding agency and the IP to identify strengths and weaknesses in the IP's procurement system and areas for capacity development.

Procurement management objective: The assessment assists in the establishment of appropriate procurement modalities, further arrangements, and assurance activities to be applied.

Organizational Structuring Services & Capacity

Providing organizational structuring services that include business processes designing - policies and procedures manuals and identifying job roles and responsibilities.

External Evaluations

We provide external evaluation services in accordance with the OECD-DAC criteria (Organization for Economics Cooperation and Development Assistance Committee). The purpose of the evaluations is to assess the program's relevance, effectiveness, efficiency, impact and sustainability. To this end, we generally use three types of data collection methods for this purpose. which include: in-depth desk review, quantitative data collection and qualitative data collection.



Training Services

Human Resources Consultation:

Our Group further assist in conducting and determining possible recommendations on what client's IMMEDIATE ACTIONS to be taken and future compliance and obligations in accordance with the relevant laws.

- Effective Human Resources Management
- Aligning Peoples, Processes & Technology
- Recruiting, Training, Developing & Retaining Talents
- Performance Appraisal & Key Performance Indicators
- Developing Graduates as Business Leaders & Entrepreneurs
- Effective Coaching, Counseling and Mentoring for Success
- Identifying Operational Training Needs Analysis

- How to Carry Out Disciplinary Action, Domestic Inquiry and Handling Misconduct
- Designing, appraising and Managing Employee Performance Excellence
- The Many Roles of an Effective HR Assistant
- Law of Termination of Employment
- Advanced Payroll Administration



Training Services

We believe that our Training solutions will help our people to build their future in the region. Our staff are competent and skilled to provide mentorship and training to both public and private sector organizations in terms of the following:

- Annual Financial Statement Preparation
- Value Added Taxation
- Income Tax
- Public Awareness

- Generally Accepted Accounting Practice
- Labor Relations and Employment Equity
- Budget Preparation
- Fraud Prevention Training

Training Services

Finance:

- Debit Recovery
- Financial Analysis & Financial Modeling
- Legal Document & Contract Law
- Finance for Non Finance Managers
- Corporate Planning & corporate Financial Skills
- Budgeting and Forecasting
- Feasibility Studies & Market Sizing
- Business Planning
- Strategic Planning
- Due Diligence

Supervisory Skills:

- Supervisory Development Skills
- Time Management
- How to be an Effective Supervisor

Other:

- The Master Class of Executive Secretaries
- Finance for Non Financials
- HR Management
- Excel Microsoft -Basic & Advanced
- Monitoring & Reporting
- Neuro-Linguistic Programming "NLP"

Accounting Services

Our Group has a dedicated accounting department, specializing in comprehensive accounting services for small and medium sized entities.

This department ensures that businesses are kept abreast of their financial state, and comply with relevant accounting standards, including the International Financial Reporting Standard (IFRS).

In-house accounting services include:

- Processing and record keeping of financial transactions for small and medium sized entities, including: companies, owner-managed businesses, close corporations, trusts, sole proprietors and partnerships;
- Comprehensive accounting function from preparation of accounting records from source documentation through to trial balances and financial statements;
- Monthly maintenance and processing of financial records and transactions including: bank reconciliations, general ledger maintenance and preparation of management accounts;
- Assisting clients with VAT and TAX calculations.
- Providing advice on salary packages structuring as well as compliance to the VAT Act;

- Assisting clients with the submission and calculation of regulatory forms and declarations, these include normal tax returns, VAT and TAX returns, and database updates,
- Assisting with the e-filing of tax returns once the financial statements have been completed;
- Preparation of budgets and monthly management accounts; Advice relating to actual results against budgeted targets and possible remedial action if required;
- Cost effective accounting services to ensure regulatory compliance and efficient and reliable access to the business results of the organization.



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Outsourcing Services

Our Group provide a standard, readymade packages. We believe in providing our clients with a holistic, tailor made service, after gaining an understanding of each client's business and then developing a unique approach to meet the exact needs of each client.

We can help with the following ancillary services:

- Company secretarial services
- Estate planning & administration
- Trust formation and administration
- Payroll administration
- IT consulting & support
- ERP Consultant
- IT Security
- Recruitment



- Residency documents for Foreigners
- Compilation of financial statements



Company Secretarial Services

Our Company Secretarial Service offering will ensure that you comply with all legislated requirements. Our specialists will advise you on the most appropriate vehicle through which to conduct business, namely, a company, close corporation, partnership, trust or sole trader.

Our Company Secretarial Services include the following:

- Registration of Companies
- Registration of Trusts
- Shelf companies
- Appointment of Auditors
- Appointment of Accounting Officers
- Appointment of New Directors
- Appointment of New Members
- Appointment of Trustees

- Transfer of Shares
- Allotment of Shares
- Change in year end
- Special Resolutions
- Maintenance of share registers





Intellectual Property Services

Often known as IP, allows people to own their creativity and innovation in the same way that they can own physical property.

Our Group offers this service in 18 Arab Country including Lebanon, Syria, Jordan, Qatar, Bahrain, Iraq, Saudi Arabia, United Arab Emirates, Kuwait, Oman, Palestine and MENA region, including patents for inventions, trade marks for brand, identity design for shape and appearance, copyright for material - literary and artistic material, music, films, sound recordings and broadcasts, including software and multimedia.





Our credentials

Selected clients – financial institutions





Selected clients – financial institutions

International Finance Company	Standard Chartered	Union of Arab Banks	Arab Finance House	Arab Finance Corporation	The International Investor	Bank of Jordan
	Standard Standard Chartered	مقت المعالية المعالية Union of Arab Banks	ARAB FINANCE HOUSE SAL		The	بنك الاردن Bank of Jordan بنك الاردن
Location: Lebanon	Location: Lebanon	Location: Lebanon	Location: Lebanon	Location: Lebanon	Location: Lebanon	Location: Lebanon
Assurance Services	Assurance Services	Assurance Services	Valuation	Valuation	Valuation	Operational Risk Management

Jordan National Bank	Cairo Amman Bank	Fransabank	Banque Libano Francaise	Egyptian Arab Land Bank	Jordan Commercial Bank	Jordan Kuwait Bank
JORDAN NATIONAL BANK &		FRANSABANK	BANQUE LIBANO-FRANÇAISE	البناء المقارح المحرج الغربج. EGYPTIAN ARAB LAND BANK	لبنك التحاري الأردني Jordan Commercial Bank	الېنکاللردني الکويټي JORDAN KUWAIT BANK
Location: Lebanon	Location: Lebanon	Location: Lebanon	Location: Lebanon	Location: Jordan	Location: Jordan	Location: Jordan
Operational Risk	Operational Risk	Risk Management	Risk Management	Risk Management	Risk Management	Risk Management
Management	Management	Services	Services	Services	Services	Services

Selected clients – financial institutions



Capital Bank of Jordan	Al Quds Bank	Arab Islamic Bank	Syrian International Islamic Bank	Al Bilad Bank	Aljazirah Bank	Doha Bank
Capita! <mark>bank</mark> ڪابيتال بٽك	بنك القدس Quds Bank 🍥	للتاريخ	Syria International Islamic Bank	فنك لترك BANK ALBILAD	بنك الجزيرة مع الجزيرة BANK ALJAZIRA مفة المحريرة ومع	بنك الدوصة oatar DOHA BANK
Location: Jordan	Location: Palestine	Location: Palestine	Location: Syria	Location: Saudi Arabia	Location: Saudi Arabia	Location: Qatar
Risk Management Services	Risk Management Services	Risk Management Services	Risk Management Services	Risk Management Services	Risk Management Services	Risk Management Services

Selected clients – International companies





Selected clients – International companies





Selected clients – Retail and F&B companies







Selected clients – Real Estate





