



## **BALANCE CONSULTING GROUP** **Dubai, United Arab Emirates**

### **-- PRO SERVICES --**

Our consulting team provides efficient and best quality PRO Services to companies registered in the United Arab Emirates for more than a decade and minimizes their operational administration costs.

#### **OUR PRO SERVICES:**

- **Processing, renewal and collection of employment visa and labour cards**
- **Processing, renewal and collection of spouse and family visa**
- **Registration, renewal and amendment of a Trade or Service License**
- **Application of Visit Visa from Embassies**
- **Arranging of Visa Transfer, Visa Cancellation, Medical and Blood Test**
- **Attestation of documents in country of origin as well as with UAE authorities**
- **Processing of documents from Dubai Municipality and Chamber of Commerce**
- **Bank account opening and management**
- **Legal Translations**
- **Preselection of Health, Office & Car Insurances and related consultancy**
- **P.O. Box Service (Post Collection, Forwarding, Scanning)**
- **Regular updates on all Government initiatives, rules and legal regulations**
- **Relocation consultancy services for businesses and individuals**
- **Coordinate office fit outs including setup of telecom systems and P.O.Box application**
- **Bookkeeping, Auditing and Tax Consulting Services**

By using our services you can save considerable time and money through the outsourcing of administration work. For more information kindly contact our team in Dubai or Germany.

Tax advice

Auditing

Legal advice

Corporate consulting

Corporate Finance & Tax

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