

ADMA

CONSULTING & ACCOUNTING



COMPANY PROFILE

TABLE OF CONTENTS

WHO WE ARE	01
OUR VALUES, VISION & MISSION	02
WHY ADMA?	03
OUR SERVICES	04
MAMANGEMENT	08
CONTACT US	09

WHO WE ARE

ADMA Consulting and Accounting

ADMA CONSULTING AND ACCOUNTING - ("ADMA") is a registered professional consultancy and accountancy firm based in Abu Dhabi (*with a representative office in Dubai*), United Arab Emirates.

We offer a variety of professional services to our clients by a group of dedicated young talented professionals who deliver the best to our valuable clients in a timely and cost effective manner. We become part of our clients' business. Our main concern is our clients' business always. Our knowledgeable, experienced and professional people are working for our clients and their objective is to achieve the best for our clients. Through our close relationship and the high quality services offered, our clients' objectives, strategy, mission and vision are achieved.

We are a registered professional consultancy and accountancy firm offering our services in various dimensions. Our diversified, competent and professional team is always willing to help our clients.



OUR VALUES, VISION & MISSION

VALUES

Partnership

We value our clients and team members as partners in achieving mutual success. We believe in building engaged relationships with our clients, partners, employees, and community. The growth and success of our business is rooted in the long-term relationships and deep customer loyalty we make over the years.

Quality

We are committed to provide high quality work in accordance with international standard. Our dedication to quality is what sets us apart from our competitors. In ADMA prides itself on the levels of service we give to clients and candidates at all stage of Project. We believe that the level of service is at the core of our business ethos.

Professionalism

We maintain professional knowledge and skill at the level required by continuously improving our expertise. Also, We believe that teamworking enhances the professionalism by its greater advantage of that team achieves what individuals can't, through the cooperation.

Integrity

We will be straightforward and honest in all professional and business relationships. As honesty is a valuable trait, we promote honesty not only toward others but also toward ourselves. Being honest with ourselves is a potent tool that allows us to take responsibility for everything we do.

Trustworthy

We uphold honesty and reliability to ensure service excellence for our clients. We believe a reputation is built on being reliable. We don't over promise clients and candidates and deliver on what we set out to do. We have high expectations of our role and believe that being reliable, honest and professional allows the formation of lasting business relationships.

MISSION

Our mission is to provide high quality professional services for our clients in reaching their full potential by understanding the unique needs of each client and offer the most comprehensive Professional Service, Expertise, and Training using highly motivated, highly skilled experts and consultants to help our clients for business performance improvement.

VISION

To become one of the leading professional organizations in United Arab Emirates. Further to become world class professionals to provide Management Consultancy services to our clients and become an asset to our communities. We are dedicated to become the most popular name.

WHY ADMA?

- ◆ We are an experienced team of professionals, having experience over more than two decades
- ◆ We offer cost-effective services with high level quality.
- ◆ We are flexible as we adapt quickly to client needs and deliver on time.
- ◆ We adapt serious commitment for clients' privacy.
- ◆ We are up to date with UAE tax and other regulatory changes and amendments.
- ◆ We adapt friendly and personalized service towards our clients.



OUR SERVICES



ACCOUNTING & BOOK KEEPING

The success of a business depends on the Accounting. High quality and reliable financial information are vital for business decision making. From start-up to established enterprises, businesses rely on accurate and meaningful financial information to enhance profitability, capitalize on new opportunities, and monetize business.

At ADMA Consulting and Accounting, we deliver value-added services by providing a customized service to support clients' business needs.

We have highly qualified accountants who possess vast knowledge in accounting and wide experience in the UAE.

Our accounting services include:

- Bookkeeping (daily, weekly, monthly, quarterly)
- Preparation of various reports for management
- Preparation of debtors and creditors statements
- Monthly bank reconciliations
- Preparation of financial statements
- Accounting system setup and support
- Accounting software installation & training



TAX SERVICES

ADMA is a Tax Agency, registration No. 30006308

We understand that taxation is fundamental to both clients' business and personal finances.

As one of the Tax consultancy firms in the UAE, we provide various services such as VAT, Corporate tax, Excise tax, CbCR & ESR compliance services.

We keep track of the changes in Tax and VAT legislation in order to be aware of any direct and indirect Tax opportunities for our clients

Our tax services include:

- Tax planning services
- Tax registration services
- Preparation and filing VAT returns
- Preparation and submission of VAT refund
- Tax Compliance
- Tax penalties reconsideration applications
- Tax training and seminar
- Tax audit assistance
- Economic Substance Reporting
- Country by Country Reporting

OUR SERVICES



COMPLIANCE OFFICER OUTSOURCING

Outsourcing your Compliance Officer function to a independent professional firm provides your company the expertise of a full-time or part-time independent compliance professional with vast knowledge and experience with both Financial Institutions and DNFBPs. In doing so, your firm can benefit in a number of ways such as gaining expertise and experience from a professional, cost effectiveness, and time management.

ADMA Consulting and Accounting will provide you consultants who have the relevant skills and experience to be a competent and effective Compliance Officer, our consultants and accredited by SCA.

Our compliance officer services include:

- Preparing the compliance manual.
- Reviewing the internal policies & Procedures, to assure It is confirmative with the laws.
- Liaising with regulatory bodies, file periodic regulatory returns and provide information upon request.
- FATCA/ CRS compliance and reporting.
- ESR and CbCR compliance review.
- Corporate governance auditing.



FINANCIAL AUDIT

In today's dynamic business environment, maintaining financial transparency and compliance is crucial to staying ahead of the competition. At ADMA, our goal is to provide businesses with the assurance they need through reliable and efficient audit services. Our team works closely with clients to understand their unique needs and ensure that financial statements are accurate, compliant, and reflective of the company's true financial position.

Our team of experienced auditors has extensive knowledge of international audit standards, ensuring that we deliver comprehensive and high-quality services tailored to each client.

Our financial audit services include:

- Statutory audits
- Internal Audits
- Special purpose audits
- Financial Due Diligence
- Forensic audits
- Budgets & financial forecast

OUR SERVICES



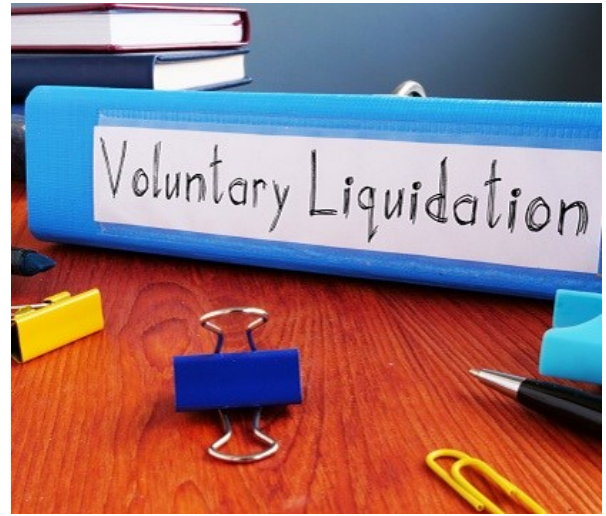
BUSINESS SETUP SERVICES

The United Arab Emirates is ranked first in the Arab world for the least cumbersome countries in which to set up a new business. We guide and assist our clients to successfully incorporate companies all over the UAE.

ADMA Consulting and Accounting provides spectrum of services for company formation in the UAE mainland, free zones and off shore.

Our business set-up services include:

- Business set-up consultancy for investors
- Business registration services & license acquisition from relevant authorities
- Preparation of relevant legal documents & business contracts
- Setting up free zone companies in Abu Dhabi, Dubai & Sharjah
- Setting up off shore companies in Abu Dhabi, Dubai & Sharjah



LIQUIDATION SERVICES

It is a legal requirement in the United Arab Emirates to appoint a liquidator for the process of liquidation. We, ADMA Consulting and Accounting provides spectrum of services for company liquidation in the UAE mainland, free zones and off shore. We are an approved and regulated liquidator in the UAE with vast experience in the field of liquidation.

Companies going for liquidation face a huge financial crisis, as such, we charge very reasonable and affordable fee for our liquidation services.

Our liquidation services include:

- Company liquidation consultancy services
- Filing documents with relevant authorities
- Advertising in the newspapers
- Preparing final liquidation accounts
- Obtaining certificate of deregistration
- Communicating with relevant authorities
- Compliance with relevant laws and regulations

OUR SERVICES



AML AUDIT & RISK ASSESSMENT

AML is a global concern, here in UAE the government is giving utmost attention to compliance with AML world's best practices by issuing a new AML law no 20 of 2018 and its executive regulation no 10 of 2019.

AML procedures serve to create societies where crime is less frequent and financial inclusion is encouraged by precise and reliable KYC systems, which protect the most vulnerable members of society.

ADMA Consulting and Accounting provides a spectrum of services for AML & RA.

Our services include:

- Preparing KYC and CDD forms
- Preparing AML policies & Procedures.
- Clients screening and reporting STR
- Performing EWRA
- Ongoing basis clients' risks assessment.
- Outsourcing MLRO functions.
- Investigating suspicious transactions and report to goAML if any serious findings.
- AML audit and reporting.
- AML training



CONSULTANCY SERVICES

In this fast-changing and very competitive business environment, if you do not manage to adapt to these changes then you have lost the game. Our aim is to help you keep being part of this game, feel secure and to manage to grow and win the game. Our team collaborates with clients to best understand their business needs and help clients find the best strategy that would support clients' business and operations.

At ADMA Consulting and Accounting, we have a team of consultants who have vast knowledge and extensive experience in business consultancy and advisory.

Our consultancy services include:

- Feasibility studies
- business plans
- Business valuation
- Due Diligence
- Policies & procedure manuals
- Budgets & financial forecast
- Cashflow management

MANAGEMENT

ADEL FAROUK
MANAGING DIRECTOR

CA, MCSI, CRMS.

Tax Agent No. 20050332

M: +971 55 523 2725

E: ceo@admauae.com

Adel Farouk, Managing Director at ADMA Consulting and Accounting, is a UAE Chartered Accountant, has 25 years of experience in dealing with a broad range of Accounting, Auditing, Taxation and Consulting services in financial and non-financial sectors. Since he started his professional journey in 1998, he was exposed to a diversified wide range of business activities, that allowed him to earn a comprehensive experience in a short time. After joining Parker Russell Obaid

Adel managed projects for high-profile clients with turnover USD 500 million and above in external audit, internal audit and tax consultancy. Since 2008 Adel has been accredited by the UAE Securities & Commodities Authority (SCA) for the position of Internal Auditor after he successfully passed the SCA qualification-led licensing regime in 2012. He has been accredited to work as a Compliance Officer and Money Laundering Reporting Officer (MLRO) in the financial services sector. Adel has served full-time and part-time Compliance Officer, Risk Officer & MLRO in several financial services companies.

Mr. Adel has skills and professionalism that enabled him to occupy several positions in succession, and conduct different assignments in parallel. He is able to undertake and manage many projects and responsibilities at the same time with adequate integrity and independence.

Mr. Adel commitment to excellence and his comprehensive industry knowledge make him an invaluable asset to our clients and our firm.

CONTACT US

Firm Name	:	ADMA Consulting and Accounting LLC.
Head Office	:	Office No. 502 , GTH Bldg, Alzahiya, Abu Dhabi, UAE
Phone No	:	+97126280778
WhatsApp No	:	+971588636657
Email	:	info@admauae.com
Website	:	www.admauae.com

