

MBO RUSSELL BEDFORD

(Chartered Accountants & Business Advisor)

Internal Control

Management Report

Profit Forecast

Tax Management

Technical Partners

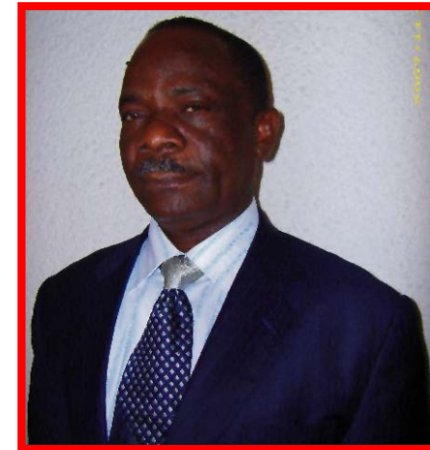
Global Access to Information

Introduction

MBO Russell Bedford Nigeria, a Chartered Accounting and Business Advisory firm, is a member firm of **the** Public Practice Section of the Institute Chartered Accountants of Nigeria (ICAN), thus the major role we perform is auditing and accounting. It was registered in November 1982 by Olu Ogunlela, the senior partner.

Mr. Olu Ogunlela qualified as a Certified Accountant-ACCA in England in June 1979, obtained a Masters degree in Operational Research, then worked briefly with C.A Pitt & Co-Chartered Accountants in London. He trained with the then Delliote Haskin and Sells Chartered Accountants; Worked with Flopetrol/Schlumberger as Financial Controller then voluntarily resigned in April 1984 to set-up MBO & CO now known as MBO RUSSELL BEDFORD, NIGERIA following the admission of MBO & CO into the RUSSELL BEDFORD INTERNATIONAL Global Network of Accounting Firms.

MBO Russell Bedford Nigeria possesses a team of cross-disciplinary world-class professionals who offer clients excellent innovative, tailored and value added solutions that improve the overall corporate performance and stakeholders value of our



We guarantee our clients the access to technical resources and extensive knowledge base available to international firms by our reason of been a member firm of Russell Bedford International global network that operates through more than 200 offices in over 70 countries.

" We take interest in your business and its success by providing excellent solutions tailored to clients' individual circumstances "

What we do for our clients

Our Team is focused on providing the best professional services and advice to our clients that delivers Real value and results.

We render the following services:

- Audit and Assurance Services
- Tax Compliance and Management
- Outsourced Accounting Services
- Accounting and Business Reporting
- Financial Services /IPO
- Secretarial Services
- Business Incorporation and Start-up
- Business Structuring
- Insolvency and Liquidation
- Back up Office Services/
Administration Services
- Estate Planning

- Investment Management
- Marketing/Business Advisory Services
- Trustee



Audit and Assurance Services

As an Accounting Firm, the major role we perform is Auditing. We render this service to all our clients: - small, medium and large sized companies, partnerships and sole proprietorship businesses.

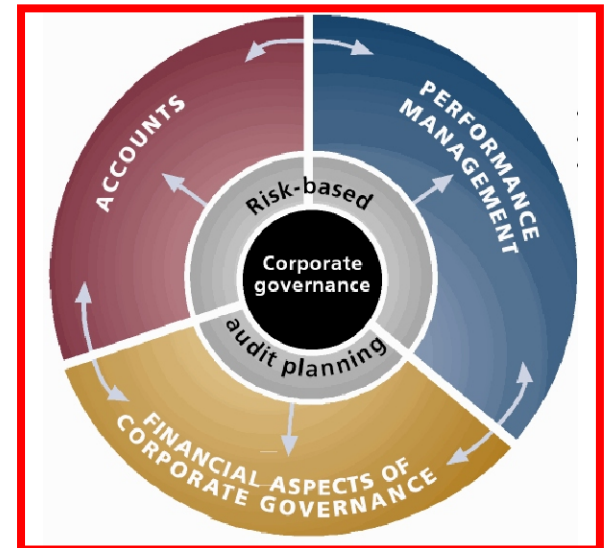
Our approach to Audit work is based on current **General Accepted Auditing Standard** with emphasis on review of client's system of internal control.

The major elements of the process are outlined below;

- Review of Internal Control System
- Evaluation of Systems and Control technique
- Based on the level of control in existence within our client's organization, we determine the extent of audit work to be performed with special concentration on weak areas.

- We aim at all times to give meaningful feedback to our clients- drawing management's attention to weak areas of control.

“Our aim at MBO Russell Bedford is to add value to our clients regardless of the type of audit service they require, whether voluntary (in case of small and medium sized companies) or statutory (in-case of large enterprises)”



Tax Compliance and Management

Taxation responds to good planning and controls as any other business. We believe that most clients are different and need individual tax strategies. These strategies ensure that liabilities are known in advance and that maximum benefit is made of allowances and reliefs.

The Nigerian tax system continues to grow increasingly complex and confusing with self-assessment bringing only more pressure to bear. We aim to ensure that our clients submit correct tax returns on time, avoiding penalties. Advance notice of Rules and deadlines is our watchword and notification of liabilities with their payment dates naturally follow.

Additionally, we handle all Inland Revenue enquires, using our expertise to negotiate with the Revenue where necessary.

“At MBO Russell Bedford we don't help our clients plan to pay tax, rather we plan how to mitigate their tax liabilities. Like all planning, early involvement is a hallmark of a successful outcome”



Technical Know-how
on optimization of
tax income

Secretarial Services

We have a Secretarial Department known as MBO NOMINEES LTD. At this department, we offer services to our corporate clients who like to minimize complicity of Information storing and r e t r i e v i n g .

With our state-of-the art digital devices for record taking and record keeping, our clients normally enjoy easy access to information, no matter when and where it was collected.

We also provide our clients with Advisory and Secretarial Services, which include;

- Drafting of Memorandum and Articles of Association.
- Incorporation of a new company
- Preparation for Board of Directors' meetings and writing up of minutes after the meeting.
- Filing of Returns such as Annual Returns and Returns on Allotments with the Corporate Affairs Commission.
- Advising on changes in Directors, Share Capital, Allotment of Shares Memorandum and Articles of Association.

- Processing of Expatriate Quota with the relevant authorities.
- Obtaining Business Permit for Foreign Investors/Partners.
- Keeping of Statutory Books.
- Sealing of documents authorized by Board of Directors.
- Advising on Exchange Control, Immigration formalities etc.



BACK-UP OFFICE SERVICES/ ADMINISTRATIVE SERVICES

Our firm provides back-up office services, assisting clients to run business outside their offices without missing anything.

The firm will effectively operate and handle office services for interested

Companies/individuals especially foreign investors coming to do business in Nigeria. We provide full Administrative Services away from home.

The services include:

- Obtaining VISA cable to enable foreigners visit Nigeria for business purposes
- Meeting visitors at Airport for pick-up;
- Arrange suitable hotel accommodation;
- Provision of office accommodation with state-of the art facilities: Laptop computers, wireless projectors, etc.
- Telephone Services;
- Fax Internet Services;
- Comfortable transportation within the city;
- Any other administrative services that the client may require



QUALIFICATIONS AND EXPERIENCE

1. STAFF WORKFORCE

PARTNERS	3
QUALIFIED ACCOUNTANTS	14
GRADUATES	21
OTHERS	11

NOTE: we have graduates in various discipline, economics, accounting, computer science and engineering

2. EXPERIENCE

Our clients range from oil companies, manufacturing businesses, oil brokers, telecommunications companies, financial institutions , restaurants, investments companies and trading outfits

Contact Us

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