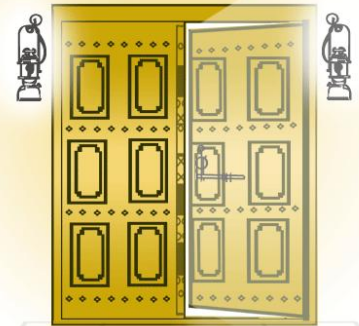


Sesam Services



OPENING *the* DOOR...

Visa & HR Support

Accounting

- Bookkeeping
- Payroll & WPS
- Preparing Financial Statements
- Audit Preparation

Visa & HR Support

- Visa (Corporate, Business, & Visit)
- Administration & Liaising with local Authorities ("PRO")

B2B Events

- Conferences
- Exhibitions
- Seminars
- Workshops
- Delegations
- Client Events

Marketing

- Market Research
- Feasibility Studies
- Trade Delegations
- Fact Finding Tours
- Agent Screening
- Translations

Visa & HR Support

Why Outsourcing Visa & HR Support?

Working in the UAE, Dubai and Abu Dhabi, entails an immense amount of bureaucratic procedures. In order to be always licensed and registered and doing renewals ahead of time, to hire and dismiss staff and to have visas for management, sales force and guests ready when needed requires a clear schedule, clear records, up to date knowledge and a large pile of paperwork. HR Departments of small and medium sized companies are often overburdened to comply with the prevailing rules adequately. Shortcomings are immanent!

Sesam is not! Since 1999 Sesam supports its Clients' Management and HR Departments by managing their Visa & HR affairs.

Sesam's PRO Team (Public Relations Officer, German: Behördenläufer)

Our PRO Team supports Client's Management and HR Managers and its staff and their families on all requirements. They provide required information and forms, take over preparation, queuing and submitting of applications; the PROs liaise with government departments, and update our Clients on legal changes, which may affect their daily business.

A full service package may look like this:

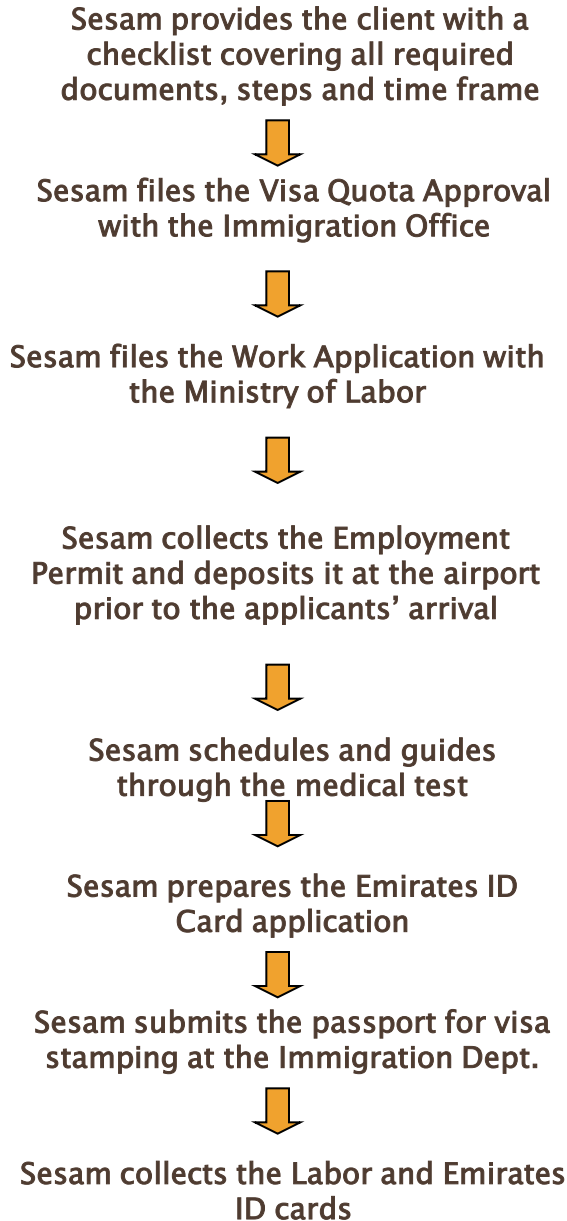
- Renewals of Trade License, Registrations, periodical contracts, memberships
- UAE Work Permits & Employment Visas
- Visa Renewals / Transfer / Cancellation, Emirates ID Card
- Business & Visit Visas, Embassy and Consulate affairs
- Attestation and Legalization of Documents

Other services may be added. Your service package will be tailor-made according to your needs. We are happy to provide you with a fair quotation.

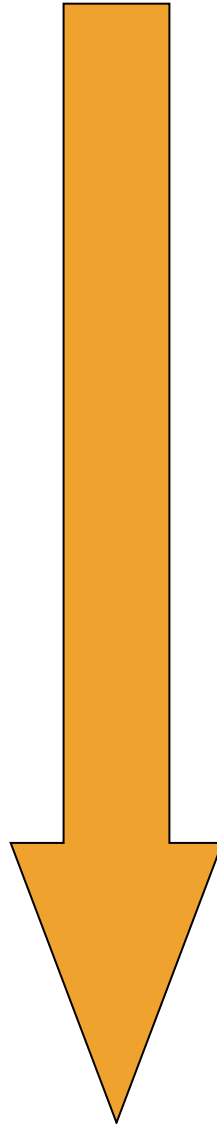


How do we work?

Sample process for a work & residence visa application:



Sesam monitors
the process and
provides the
client constantly
with updates
and progress
reports



Our Company & Clients

Sesam Business Consultants work for a number of companies and industries in the UAE & GCC. We are happy to provide references upon request.

Some of our clients are:



Bundesministerium für Gesundheit



Messe Frankfurt



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