

Sidat Hyder SmartStart

– The Comprehensive Services Package for Investors



One of the most daunting challenges confronting corporate existence today is the trend towards increasing globalization of operations. When expanding into and entering new territories, companies often struggle with start-ups which involve taking care of multi-dimensional non-core activities that are best left to someone else while the corporate executives focus on the core business of the enterprise.

Sidat Hyder's suite of SmartStart options are designed to help you do just that. While you focus on your core business and take care of the value chain, our multi-disciplinary team of professionals would provide support and handle your non-core functions with maximum flexibility and to your entire satisfaction. SmartStart packages are designed to turn your small steps into giant leaps, by quickly designing and manning your organization, helping you to adapt to the local workplace culture and legal framework, outsourcing of accounting and research functions etc. SmartStart packages have in-built features which help you to jump ahead of the competition and draw a new start line. With SmartStart, you will find yourself comfortably placed in the new marketplace with your competitive advantage firmly built on a strong foundation. Sidat Hyder has extensive experience of working with corporate entities during start-ups. Working with such companies, helping them establish and expand their business, has helped us to grow with our clients, and has placed us in a unique position, to understand the needs of new entrants, and to provide flexible and cost effective solutions.

SIDAT HYDER SMARTSTART **- A Comprehensive Services Package for You**

Sidat Hyder SmartStart is a comprehensive set of services specially packaged together for companies expanding into new territories. From organization design, employment laws and regulations, HR policies, compensation levels, talent search, executive leasing, assessment services, outsourced accounting and research facilities, SmartStart is a product that gives an end to end solution to your specific needs. A special addition to these services is our BusinessReady Office, an office space for you equipped with facilities such as on-site mail handling, telephone connection, internet access, printer, fax, photocopy and secretarial assistance including 24 hour help desk and hotline services.

Sidat Hyder SmartStart provides you multiple options. You may choose from one of the three packages, the SmartStart Essentials, SmartStart Plus or SmartStart Premium. You also have the option to tailor a package entirely as you would like, by adding specific products/ services from our complete list of services.

SIDAT HYDER MORSHED ASSOCIATES

Sidat Hyder Morshed Associates is a renowned management consulting, technology services, outsourcing practice and professional services firm. In existence since 1986, we have now strength of around 390 plus permanent employees, and offices in Dubai, Islamabad, Karachi and Lahore. We also work through strategic alliances in other jurisdictions to provide our clients with greater reach and spread.

Our professional pool includes Chartered Accountants, Actuaries, MBAs, System and Computer specialists, Tax Experts, Corporate and Business Advisory Personnel, and Psychologists. Committed to delivering innovation, you will find us working with you using participative methodologies and tools, which are simultaneously adaptive and structured, to help you become a high-performance corporate entity. With deep industry roots and extensive business process expertise, access to broad global resources and a proven track record, we can mobilize the right people, skills, and technologies to effectively cater to a wide range of your needs.



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Designed to give you maximum value for your time and money, Sidat Hyder SmartStart offers you the flexibility to choose the package that suits your requirement best keeping in view your specific needs. The packages offered are:

- SmartStart Essentials
- SmartStart Plus
- SmartStart Premium.

The services offered under the various packages range from meeting

+ SMARTSTART ESSENTIALS PACKAGE

The SmartStart Essentials offers the basic set of services which enables you to have a jump start for your organization. Helping you explore the regional corporate environment and delivered over a period of one to three months at your option, this package includes components which help you in understanding the regional laws, gaining instant familiarity of prevailing HR trends, aligning compensation and benefits to market trends, and setting up the organization accordingly including profiling of start-up positions in your company.

Against a fixed monthly fee, the SmartStart Essential Package offers you the following services:

- **Your Complete Business Start Up and Resource Guides**

- Business Start Up Guide –Legal Considerations (and requirements)
- Business Start Up Guide – Employer Responsibilities

- **Organization Design and Structuring**

Our organization design and structuring services are aimed at designing a structure for your company which is adequate vis-à-vis its long term objectives and goals. This includes determining and aligning your organization's future objectives and requirements, and the subsequent development of recommended organizational structures, departmental profiles, position profiles, and determination of manning levels.

- **Compensation Alignment**

We help you to determine compensation and reward strategies and levels in accordance with market realities. We also conduct compensation surveys specifically designed to measure how you may stand with respect to the market or to your competition, helping you to make informed decisions about the future of your company and its employees.

- **Human Resources Benchmarking Survey (HRBS)**

Human Resources Benchmarking Survey (HRBS) is conducted by Sidat Hyder on a recurrent basis to gain insights on the prevailing HR trends. The survey data throws light on such trends, and allows you to formulate your company's own policies in the light of prevailing trends and best practices, both in the country as well as in the respective industry sector. It also enables you to gather some good ideas from other companies on HR practices which you may adopt while moving forward.

your most essential needs as a new market entrant, to a comprehensive coverage of start-up needs for high profile business entities. Each of these options present a timeframe over which the services are provided by us. As a SmartStart client, you may vary and extend the timeframe as you feel necessary, thus implying that the packages are incremental in nature so you may choose to extend the services included and the timeframe by upgrading /extending your package to the next level.

The details for each of the packages along with brief description of their components are listed below:

++ SMARTSTART PLUS PACKAGE

The SmartStart Plus package will take you one step further by helping you in formulating the HR Policies and Procedures for the newly formed entity of your organization, documenting it in a manual, and then manning your organization accordingly. In addition to the services that you are entitled to under the SmartStart Essentials package, the following additional services are delivered to you over a total time period ranging from three to six months:

- **HR Policies and Procedures Manual**

The documentation of the human resource policies and procedures is essential in the effective and organized management of the HR function. You will be facilitated in determining your organization's local needs and the subsequent formulation and compilation of its policies and procedures adapted to its specific needs. We also help in the alignment of your global policies and procedures with the local rules and regulations, environment, culture and best practices, tailoring it to meet your unique requirements.

- **Recruitment, Secondment and Executive Leasing**

Our recruitment services assist you in identifying, assessing and recruiting the best talent from entry to executive levels, while helping you retain the people you need most, anywhere your company does business. You can either avail this as a stand alone service, or have it integrated with other specialized services such as our assessment service. Our team of experienced search consultants will work with you to understand the position requirements and build an approach that ensures that only the most suitable candidates are identified and recommended.

Clients often wish to engage qualified manpower on contractual terms opting to use our secondment and executive leasing services. Such an engagement may be for a specified period or may be on an on-going basis to meet selective staffing needs which remains off your company's permanent head count or payroll, providing the flexibility in meeting your company's short term and permanent needs for man power.

+++ SMARTSTART PREMIUM PACKAGE

The SmartStart Premium package helps you to outsource non-core functions under a hassle free arrangement by providing the actual HR Implementation and support for 6-12 months. In addition to all the services of our SmartStart Essentials and Plus Packages, it also includes the following services:

- **HR Implementation and Support**

You can avail our services for assistance in the effective implementation of prescribed HR policies and procedural guidelines to ensure that the intended objectives of these are achieved.

- **Employee Handbook**

The Employee Handbook is a document designed to help your company's new and current employees familiarize themselves with its policies, procedures and business culture. It contains the most recent policies and procedures to let the employees know what they can expect from your company and what your company can expect from them.

- **Market Insights**

You can benefit from our Market Insight studies, research and in-depth analysis for your industry sector and range of products and services. These studies can be conducted for a diverse range of subjects which need consideration in strategic decisions including market entry, product launch, identifying acquisition targets, mapping stakeholders perception on critical issues, corporate image review etc.



SMARTSTART ADDITIONAL SERVICES

Targeted towards helping you focus on your core activities by providing ready solutions for your needs, the SmartStart Additional Services take care of you and your business in new and innovative ways. Acquire from the following list, any or all of the services to complement the package you choose:

- **BUSINESSREADY OFFICE**

Focus on your business with our BusinessReady Office solutions, which provide you with a convenient office space to start up your initial business operations, including instant access to facilities such as on-site mail handling, telephone connections, internet access, printer, fax, photocopier and secretarial assistance.

- **HELP DESK AND HOTLINE**

Your business will be facilitated with help desk and hotline services for practical advice or immediate responses to business issues.

- **ACCOUNTING SERVICES**

Our accounting services facilitate your new business to focus on your core activities and strategies by outsourcing routine accounting tasks including hardware, software, chart of accounts, recording and summarization of financial

transactions etc.

- **PAYROLL MANAGEMENT**

Our payroll management services provide your business a one stop solution for employee compensation management.

- **ASSESSMENT SERVICES**

We offer assessment services through standardized assessment tools in order to aid decisions made by your organization for inductions, promotions, employee development and reward management to meet current work force needs as well as to plan for future requirements. Our in-house psychologists are qualified and trained to select, administer and interpret psychometric tests and are adept at identifying and recommending the most suitable tests, based on your business requirements.

- **GENERAL MARKET COMPENSATION SURVEY**

Our strategic alliance with Watson Wyatt Worldwide in Pakistan provides us access to WW tools and methodologies for HR related areas which further strengthens our expertise. We help you to participate in the Watson Wyatt Compensation Survey, which helps you discover the latest compensation trends in the market and in your industry.

For further details, please send us an email • waqar.hyder@sidathyder.ae • samia.zuberi@sidathyder.com.pk

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SIDAT HYDER MORSHED ASSOCIATES

Management Consultants

**www.sidathyder.ae
www.sidathyder.com.pk**

DUBAI

P.O.Box - 506545, Dubai, UAE

Tel : (97-14) 2688581-82

Fax : (97-14) 2688583

ISLAMABAD

House No. 11, Street No. 1

Hill Side Road, Sector E-7

Islamabad 44000, Pakistan

Tel : (92-51) 265 4881-83

Fax : (92-51) 265 4884

KARACHI

6th Floor, Beaumont Plaza,

Beaumont Road

Karachi 75530, Pakistan

Tel : (92-21) 569 3521-30

Fax : (92-21) 568 5625

LAHORE

3rd. floor, 18 Commercial Zone

Liberty Market, Gulberg III

Lahore, Pakistan

Tel : (92-42) 578 9725-28

Fax : (92-42) 576 3025