

www.envoyortusplus.com



ENVOY ORTUS
PLUS

EMPOWERING GLOBAL BUSINESSES WITH SMARTER EXTENDED OFFICE SERVICES

Company Profile



About Us

Envoy Ortus Plus is a strategic partner for businesses looking to extend their global footprint. With a deep understanding of international business needs, regulatory frameworks and operational excellence, we offer tailored solutions that enhance performance and unlock growth potential.

Our mission is simple: to make expansion effortless and opportunities boundless.

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Why Port City?

7.5%

Corporate
Tax



100%

Capital & Profit
Repatriation



16

Designated Foreign
Currencies for
Transactions



100%

Foreign
Ownership



5-10

Year **Preferential**
Visa



4+

Years of concessionary
Tax rates





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Where we are **located?**





Site Details



Location – Site Overview

IT park, Port City, Colombo
Building – D

External Facilities

Parking

Extra parking available on request, charges apply.





Services we offer:

PORT CITY INVESTMENT SERVICES

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PORT CITY INVESTOR FACILITATION SUPPORT SERVICES

Your One-Stop Partner from Licensing to Launch in Colombo Port City

AP License & Approval

Full documentation, submission to the Colombo Port City Economic Commission, and diligent status tracking.

ROC Incorporation

Once AP status is secured, we coordinate entity incorporation with the Registrar of Companies swiftly and compliantly.

BSI Incentives

We help eligible businesses to secure Business of Strategic Importance recognition, unlocking special tax benefits.

Talent, Payroll & HR

Recruitment, HR outsourcing and payroll processing to help your team hit the ground running post launch.



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Services we offer:



**WORKSPACE
SOLUTIONS**





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Move-In Ready Workspaces

Right at the Heart of Port City

Private offices, coworking and meeting spaces inside Business IT Park – fully serviced, flexible, and built for teams who want a prestigious SEZ address without the capital outlay.

Private Office Space

Fully furnished move-in ready private suites for teams who need a dedicated, secure space of their own.

Coworking & Hot Desks

Flexible desk access in a vibrant shared environment – Ideal for lean teams and growing operations.

Meeting & Conference Rooms

Professional, tech-enabled rooms to host clients, interviews and board discussions on demand.

Virtual Office & Business Address

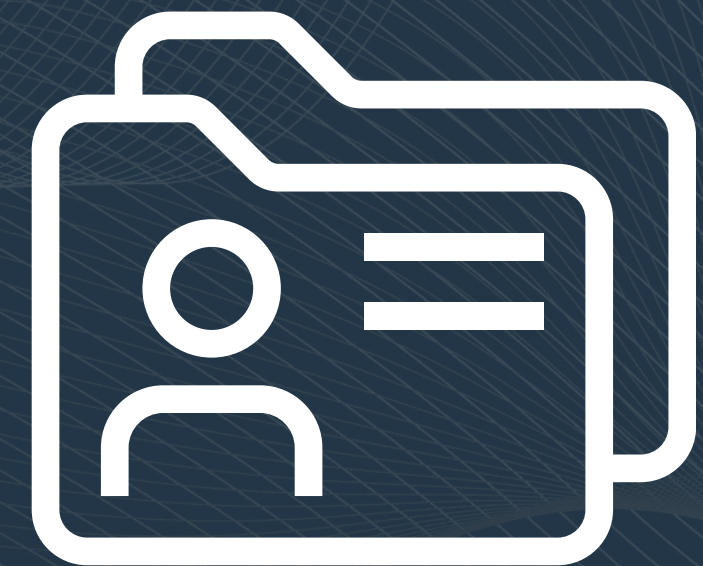
A prestigious Port City address with mail handling and admin support – without a full-time footprint.



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Services we offer:

HR SERVICES



HR and Workforce Solutions

Design better onboarding, development and retention journeys

Employee Experience Consulting

- Onboarding
- Development
- Retention journeys

HR audit

- Labor law compliance
- Risk and gap ID
- Benchmarking
- Action plans

Payroll and Compliance

- Payroll processing
- Tax compliance
- Contracts
- Documentation

Talent Acquisition

- C-suite and executive search
- Healthcare recruitment (LK, AU, UK, US)

Staff Outsourcing Services

Contract workers employed by Envoy Ortus, working at the client's premises to fill long-term roles. Envoy Ortus handles payroll, benefits, compliance and insurance, customized to client needs.

Overview

Staff
Outsourcing
Services

Staff
Category

Per
Outsourced
employee

Cost to the Company

Basic salary + 8% EPF + 15% ETF
+ allowances
EPF/ETF in LKR · salary in USD

Envoy Fee

USD \$130 / month per
employee



OUR OTHER **Expertise**

- Business Setup
- Financial Services
- Compliance & Regulatory Support IT & Call Centre Services
- BGV Services
- Port City Investor Facilitation Support

EXTENDED OFFICE SERVICES

Accelerate global expansion through strategic partnership.



Empower international growth with end-to-end support

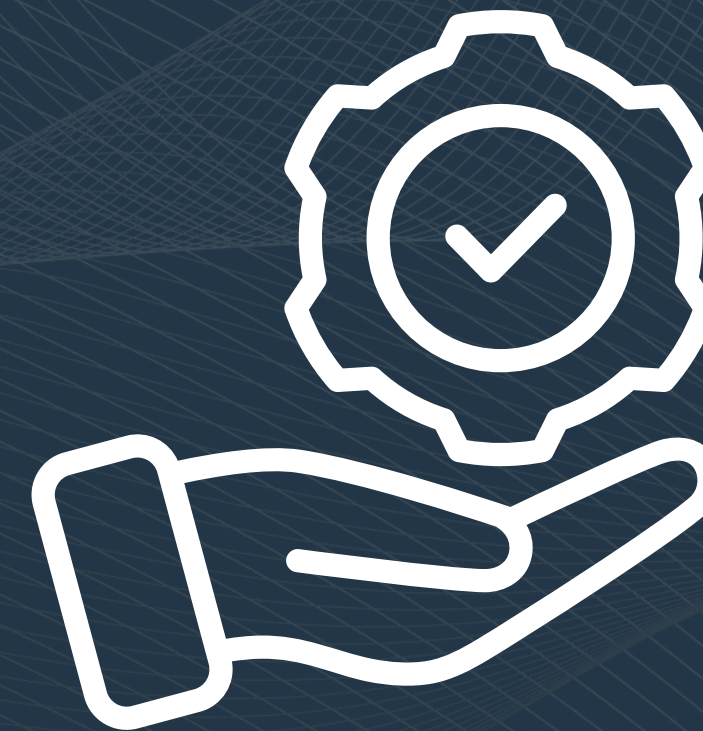




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Services we offer:

BUSINESS SETUP SERVICES





Business Setup and Office Infrastructure

Business setup and incorporation

Company formation — investment consultancy, legal and secretarial support, branch/liaison registration

HR outsourcing — recruitment, onboarding, workforce management, compliance

Office infrastructure setup

Work space and infrastructure — private offices and co-working spaces, facility management, interior and infrastructure set up



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Services we offer:

FINANCIAL SERVICES





BOOKKEEPING & ACCOUNTING

- General Ledger & Journal Entries
- Accounts Payable & Receivable
- Bank Reconciliation
- Financial Reporting



AUDIT SUPPORT SERVICES

- Financial Data Preparation
- Workpaper Preparation
- Risk Assessment
- Preliminary Testing
- Audit Documentation



TAXATION SUPPORT

- Tax Return Preparation
- Compliance Monitoring
- GST/VAT Filing
- Transfer Pricing Docs
- Tax Law Research



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Services we offer:

COMPLIANCE & REGULATORY SUPPORT





REGULATORY ENVIRONMENT

Aligns business operations with evolving regulatory frameworks.



COMPLIANCE FUNCTION

Ensures firm activities align with laws, policies, and ethics.

FINANCIAL CRIME PREVENTION.

Protects against money laundering, fraud, and illicit activity



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Services we offer:

BACKGROUND VERIFICATION SERVICES





BACKGROUND VERIFICATION

MERITS

- Higher quality employees.
- Reduce losses from employee theft and dishonesty. Fulfill regulatory, insurance, or contractual requirements.
- Reduce employee turnover.
- Better cultural fit.
- Safe workplace.
- Improve the applicant pool.
- Minimise negligent hiring risks.
- Reduce absenteeism.





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Background **Verification** Services

Thorough checks across education, employment, credit, identity and global databases — helping you hire with confidence, compliance and speed.

Education Background Check



Reference Check



Professional License Background Check



Employee background Checks



Credit (CRIB) Background Check



Health License Background Check



Urine – Abuse – Drugs Screening Testing



Address Verification Check



Criminal Background Check



Global Database Background Check



National Identity Card (NIC) Local ID Background Check





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WANT TO EXTEND?

Contact Us



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Thank You

