



# Services offered by Deloitte Tohmatu Group

## Services

### Project and construction management

- **Planning and preparation phase**  
Organize project requirements / Advice on project structure / Assistance of designer selection
- **Design**  
Review of the basic design / Cost simulation / Master schedule confirmation
- **Selection of companies and negotiation**  
Support for selection of contractor / Estimate Review / Assessment
- **Construction**  
Support for construction management / Work progress management / Responding to plan changes

### Decoration and Fitting-out

- **Decoration and Fitting-out**  
Advice on how to display

### Display Construction

- **Display Construction**  
Selection of contractors for booth design and construction.

### PR & Liaison & Advertising Services

- **PR & Liaison & Advertising Services**  
Preparation of promotional material

### Finance

- **Finance**  
Project financing for the construction of the pavilion.

### Legal services

- **Corporate legal issues**  
Procurement of goods (including leasing of movable and immovable property) / Support in negotiating and concluding contracts (service procurement contracts and various other contracts)
- **M&A / reorganization**  
Establishment of special purpose companies (SPCs) in various countries.
- **Labour and Employment Law**  
Labour legal assistance, including drafting employment contracts and other documents to be concluded with temporary and other agency workers accepted by the SPC.
- **Intellectual Property Rights**  
Legal advice and drafting of contracts for the production, acquisition and use of various types of content used in the pavilion.
- **Technology transfer**  
Legal advice on compliance with the Foreign Exchange and Foreign Trade Act and drafting of contracts for transactions relating to technology transfers between the home country and Japan.
- **Support for the establishment of compliance systems**  
Support for the development of rules and regulations for the handling of personal information / Support for the development of rules and regulations for the use of the Expo website / Support for the development of other systems necessary for compliance with Japanese law / Support for the development of a self-check function.

### Logistics Services

- **International logistics**  
International transport / Multimodal transport / Integrated transport from collection to delivery / International transport modes (land, sea, air).
- **Delivery to pavilions and facilities**  
Container devanning operations/delivery/exhibit replacement work/transportation operations/checking customs formalities/special transport of artwork, heavy objects, etc.
- **Transport and delivery vehicles**  
Customs formalities/ Special vehicles and special vehicle arrangements
- **Customs procedures (import/export, bonded)**  
Customs clearance procedures/ Bonded administration services
- **Support for dismantling and disposal operations**  
Support for dismantling & repackaging/ recycling & reuse

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### TAX

- **Tax Service**  
Consumption tax returns and notifications, JCT/Customs advisory services, advisory on withholding tax and the profit repatriation scheme in connection with the establishment of SPCs, etc.

### Accounting outsourcing

- **Financed Managed Service**
  - ① **Monthly accounting work**  
Bookkeeping (including voucher clearance), trial balance preparation, preparation of various forms, etc.
  - ② **Annual closing of accounts**  
Journal entries and input of closing adjustments / preparation of account statements / preparation of consumption tax statements / support for the preparation of closing reports, etc.
  - ③ **Correspondence with foreign companies**  
Preparation of English T/Bs / US GAAP T/Bs / various reports on international accounting standards, etc.
  - ④ **Work related to accounting**  
Various reconciliation tasks / budget performance management / payment schedule management / bill site management / receivables and payables balance management / preparation of data for payment / invoicing tasks / asset management / cost accounting / preparation of profit/loss management charts by product, etc.

### Consulting services

- **Pavilion digital installation and development**  
Pavilion interior / digital installation detail design and development
- **Brand Communication**  
Support on alignment with global/local and business/government mixed stakeholders
- **Booth design and development**  
Individual booth concept, design, and development (Messe, FLE, event booth), communication with EXPO stakeholders
- **Media strategy (Public Relations/ Digital Media)**  
Pavilion awareness campaign strategy and execution within Japan market
- **Execution of Brand Campaign**  
Nation branding execution within Japan market

### Human Resources

- **HR and payroll outsourcing services**  
Payroll management / payroll system support / benefits management / labour management / training support
- **CP services provide the following personnel**  
Interpreters/receptionists/finance and accounting staff/tax staff/internal project staff / Temporarily increase staff to support a project/ staff for a sudden project.

### BPO

- **Contact centre construction and operation**  
Construction and operation of contact, including inbound / outbound / telemarketing / inside sales / recruitment offices.
- **Office work outsourcing**  
Administrative work (data entry using AIOCR, general affairs, etc.) / Procedures and administrative work related to the establishment of new companies
- **Questionnaire surveys**  
Street surveys / mailed questionnaires / web-based questionnaires

### Economics services

- **Measurement of social and economic effects**  
Calculation of the positive social value and economic effects of increased investment in the country concerned / Estimation of the overall economic effects of the Expo / Verification of the validity of the economic effects calculated by other companies.

### Ventures Support

- **Ventures Support**  
Support for start-ups to enter the Japanese market in connection with the Expo / Support for fundraising for participation in the Expo / Support for alliances with large companies for participation in the Expo / Organisation of global start-up events.

### ICT Project Management

- **ICT Project Management**  
Support for ICT construction projects, including infrastructure (networks, cloud, etc.) and applications (access, ticketing, payments, etc.) / Support for issues in ICT projects .

### Crisis Management

- **Crisis Management**  
Support for the establishment of crisis response arrangements

### Health Consultation

- **Health Consultation**  
Health consultation support in all major languages for national officials and visitors

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