



LEADER

ENGINEERING
GUYANA

Leading supplier of
Drilling & Well Engineering
personnel to Oil & Gas
projects across the globe

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Leader Engineering Guyana Inc. is a Guyanese owned and managed company, which was established in Georgetown in 2018 as part of our drive to support the burgeoning offshore oil and gas developments in Guyana waters.

Our operations in Guyana have progressed from recruitment and manpower to encompass a variety of services, embracing the same commitment to service excellence for which our brand has an established reputation.

Our Services

We provide a comprehensive range of services to support you in Guyana:

- > Recruitment & Manpower Solutions
- > Business Incorporation Guidance
- > Joint Venture Agreements
- > Immigration Services
- > Travel Logistics and Orientation Support
- > Translation & Notary Services

Recruitment & Manpower Solutions

Leader Engineering is vastly experienced in the provision of manpower resources to clients throughout the global oil and gas industry. We provide fully qualified and competent personnel to the right location at the right time.

The experience we have in this field ensures that all national and international laws, regulations and procedures are complied with in full, with particular attention paid to all health, safety and environmental considerations.



MANPOWER RESOURCE PLANNING

Our senior management team is exceptionally experienced in the management of capital development projects, allowing us to focus on manpower planning and the scheduling of efficient and cost-effective contingent workforces.

To do this requires advanced planning, with our team identifying the types of personnel required, the start and finish dates and the location of the manpower, enabling our clients to hire the best people at the right time for as long as necessary.



SEARCH & SELECTION

Once we have agreed the brief, we sign terms, and our recruitment team gets to work. Our unparalleled network provides us with access to a pool of highly talented and experienced professionals across any industry of work.

We aim to submit a shortlist of candidates to you within 72 hours. We include candidate feedback on your firm as part of this process. Digging into candidate feedback is essential as it's often indicative of who we will find and why. This frank feedback is always constructive and part of our commitment to transparency.



MOBILISATION

Compliance is key, so we diligently conduct all required pre-employment checks and obtain all authorisations, including visas, work permits, contract of employment and health checks. Travel and accommodation can be arranged as required.



ADMINISTRATION & SUPPORT

Our administration and support services are comprehensive and oversee the entire recruitment and manpower lifecycle. Our processes are designed with compliance and safety in mind.

Timely and accurate invoicing and payment to contractors is critically important to us. Our team is experienced in the administration of taxation and local compliance requirements.



DEMOBILISATION

On advice from the client, we will initiate the demobilisation of personnel to ensure a timely and effective departure and return to their home base. All reporting requirements in respect of the termination will be managed effectively by our team. A review of the individual's performance is conducted with a view to redeployment.

BUSINESS INCORPORATION

If you have decided to incorporate a new entity within Guyana, our team is able to provide guidance on the practicalities of doing so.

Business incorporation can often be convoluted and confusing and, if you have limited time in-country prior to establishing a full-time presence, it can also be a logistical challenge.

We can act as an in-country liaison, co-ordinating with you and the various government agencies to achieve a timely business incorporation.

Our team works diligently to cover bureaucratic obstacles and we can provide full administrative support while your entity is in Guyana.

JOINT VENTURE AGREEMENTS

In the event that you are not ready to fully commit to the incorporation of an entity in Guyana, Leader Engineering Guyana can act as your representative there as part of a joint venture.

This allows you to become fully compliant within Guyana, and enables you to start trading within a short period of time with significantly reduced costs. It also enables you to meet local content requirements.

Our agreements have been designed as always to meet the stringent Guyanese compliance requirements and offer protection to you.

TRAVEL LOGISTICS & ORIENTATION SUPPORT

> Meet & Greet

Our airport meet and greet service provides security reassurance from the moment you arrive at any of Guyana's ports of entry

> Domestic Travel

Using our trusted transport partners, we can arrange local transport throughout Guyana, including familiarisation tours of the country

> Accommodation

We can assist in arranging accommodation, taking into consideration a variety of budgets. If you anticipate high volume requirements, we can also assist with negotiating preferential rates

> Safety Orientation

- Our team is on hand to provide a geographic orientation of Georgetown, highlighting the following amenities: dining, banking facilities, shopping malls, taxi services, entertainment locations and accommodation

- With safety and security in mind, we also highlight:

Safe and secure zones, with high-risk areas clearly identified

Local clinics and hospitals. We can act as a liaison to assist with arranging tuberculosis and drug and alcohol testing





IMMIGRATION SERVICES

The Leader Visa Team offers a full suite of services to meet the needs of companies when travelling to Guyana. We help you understand the Guyanese immigration processes and compliance requirements to aid rapid mobilisation of your employees.

We remove the stress often associated with visa and immigration applications, confirm requirements, procure the right documents, and help employees prepare their documents ahead of submission. On your behalf, we request the legally correct visa for the purpose and duration of the trip and co-ordinate all required letters (including government invitations). We often work directly with consular officials to advocate for your needs and ensure compliance. We track and follow up with everything, including return logistics as well as monitoring expiration dates and time limits.

We can support the following immigration services:

- > Landing Permits – Work & Business
- > Work Permits
- > Business Visas
- > Extension of stay visas

Our team remains up-to-date with Foreign Relations and Foreign Service Agreements that the Government of Guyana implements through its bilateral relations, extraordinary agreements and its immigration laws.

Our goal is not just to get the task done – it is to deliver positive results in the shortest possible time and with the least amount of burden on the traveller, while ensuring your company remains in compliance at every step of the visa process. We streamline the business visa process for the traveller and your company, and provide a supportive experience for your employees.

NOTARY & TRANSLATION SERVICES

We can assist with notary services to enable:

- > Certification of Identity of Directors, Secretaries and other Company Officers
- > Notarial Certification of all types
- > Legalisation/Apostilles
- > Share Issue and Ballots
- > Affidavits and Statutory Declarations

If you require English translation services, our team is able to provide a professional and accurate service.



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Should you want additional information about Leader Engineering, or the services that we provide, you can call us on (+592) 500-7885 or email guyana@leaderengineering.com

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